

TOWN OF NEEDHAM

TRUSTEES OF MEMORIAL PARK

MEETING MINUTES

Wednesday, September 18, 2019 – 7:00 PM – Memorial Park Field House

TRUSTEES PRESENT: John Gallelo, Chair; Mark Forbes, Vice Chair; Chuck Mangine; Bill Topham; John Bulian – BOS Chair / Representative to Trustees of Memorial Park

TRUSTEES ABSENT: Jim Healy, Clerk

STAFF: Patty Carey, Park & Recreation Director; Mike Retzky, Construction Project Manager

GUESTS: Needham Flag Football: Dave DiCicco

The meeting was called to order by Chair Gallelo at 7:00 pm. A quorum was declared.

The minutes of the meeting of August 14, 2019 were approved 5-0, on a motion made by Mr. Bulian and seconded by Mr. Forbes.

Mr. Forbes gave an update on the ribbon cutting ceremony, scheduled for Friday, September 20, 2019 at 5 PM.

Mr. Retzky provided an update on the fieldhouse construction project. All paperwork has been submitted for the Occupancy Permit, expected to be issued tomorrow. The fence contractor will install the storage cages during the week of September 23rd. Furniture has been ordered and is expected to take 6-10 weeks. After the furniture is installed, the Trustees meeting room and the multi-purpose room will be checked for sound, to see if anything needs to be added to reduce echoes in the rooms. Mr. Gallelo stated that there should not be any booking of the upstairs room until all the furniture is installed, except for the Trustees who will meet in the office space. The Health Division is issuing temporary food permits to Touchdown Club and Junior Football, so that they can set up concessions for the football games, starting this weekend. Ms. Carey gave a list of possible groups to have storage space in the building. By consensus, the Trustees agreed that storage would be provided to: *Office* – American Legion; *2nd floor storage* – American Legion Baseball; *1st floor main storage* – Needham Exchange Club, Needham Junior Football, NHS Touchdown Club, Needham Baseball and Softball; *1st floor visiting team room* – Needham Flag Football, Needham Soccer Club; *1st floor seasonal storage* – Needham High School; *1st floor concession* – Touchdown Club and Junior Football in-season; *Parks Bay* – DPW Parks and Forestry, NHS golf cart.

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Mr. Gallelo noted that the synthetic turf replacement project is complete, and that it looks great.

Ms. Carey reported that the Planning Board approved the location of the bench donation project, under the Special Permit. It was also presented to the Design Review Board who approved it, under the Special Permit process. DPW staff will oversee the installation process with the donors. Mr. Bulian stated that the Select Board would accept the donation at their next meeting.

Mr. Gallelo is continuing discussions about the possible donation of a new baseball scoreboard.

Mr. DiCicco is waiting for additional information from the NHS Athletic Director on the cost of the AED unit. Needham Flag Football is willing to donate up to \$1,800 for the purchase. Mr. Gallelo noted the importance of having an AED unit on site, noting that the use is self-explanatory. Ms. Carey stated that the Health Division has a contract for regular maintenance of all AED units. The Trustees expressed support for the donation.

The Trustees discussed park cleanliness. Mr. DiCicco has been visiting the park several times a week and has found it to be generally clean. He suggested that returning the rolling barrels onto the fields would be helpful.

Ms. Carey noted that the Trustees have \$750 in their FY'20 budget, and it is time to submit requests for FY'21 budget. Mr. Topham recommended that \$750 is enough for purchasing flags and any other small project. The Trustees will wait to determine use of the current funds. Mr. Mangine reported that the press box on the hill has been damaged. Ms. Carey will submit a work order to the Building Maintenance Division for repairs.

Mr. Gallelo noted Mr. Healy's concern that he was not able to attend this evening's meeting, but at the time of the request to change the date, the other Trustees had made plans for the week. He asked the Trustees to request a change within two weeks of setting the meeting date so that conflicts can be resolved.

Mr. Retzky noted that a custodian or building monitor would be in the Field House for any scheduled uses, or for groups needing access to storage. Mr. Gallelo wants to have the organizations attend a Trustee meeting to have the process for accessing the building be reviewed, and the rules for use of the storage.

A Motion to Adjourn was made by Mr. Bulian, seconded by Mr. Forbes, and approved 5-0 at 7:33 PM.

END OF MINUTES.

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The next Trustees meeting is tentatively set for Wednesday, October 16, 2019, at the Memorial Park Field House.

Respectfully submitted,

Patricia M. Carey, Director of Park and Recreation on behalf of the Trustees