

**PARK AND RECREATION COMMISSION
TOWN OF NEEDHAM, MASSACHUSETTS**

**Minutes of Meeting
September 24, 2018**

PRESENT: Christopher J. Gerstel, Chairman
Cynthia J. Chaston, Vice Chairman
David C. DiCicco, Member
Matthew M. Toolan, Member
Patricia M. Carey, Director

ABSENT: Michelle S. Geddes, Member
Robyn G. Fink, Assistant Director

GUESTS: Gregory Smith, Superintendent of RTS
Mark Koeck, Big Belly Solar, Inc.
Paul Siegenthaler, Needham Baseball and Softball

Mr. Gerstel called the meeting to order at 7:05 PM at the Rosemary Recreation Complex.

1. **Minutes of Meeting – September 11, 2018:** Mr. Toolan made a motion to approve the minutes of the meeting of September 11, 2018. The motion was seconded by Mrs. Chaston. Mrs. Chaston asked that a correction be made under Rosemary Recreation Complex. The second to last sentence should reflect that the multi-purpose room isn't available for outside group booking, yet. The minutes were approved, as amended.
2. **Director's Report:** The Commission reviewed the written report. Mr. Gerstel asked for a draft of the operating budget to be ready for the October 9th meeting. Mrs. Chaston suggested requesting some form of a bonus for pool staff that are available to work the final two weeks of August and over Labor Day weekend. Mr. DiCicco recommended hiring members of the High School swim teams. Mrs. Chaston suggested getting input on options from the Assistant Town Manager-Finance Director. Mr. Gerstel noted that the High School Principal had reached out for assistance in finding parking for High School students during construction. Ms. Carey noted that the upper lot had been permitted to the construction teams but that students would likely use the lot if there are any available spots. The lower lot is needed for building activity, including Park and Recreation programs.
3. **Program Report:** The Commission reviewed the written report. Mrs. Chaston asked about the Plugged In events, and who they were geared to. Ms. Carey said that it was for their classmates and families, so likely late elementary aged through high school. Mr. Toolan suggested that the department offer programs as part of New Year's Needham in the multi-purpose room.
4. **Discussion Items:**
 - A. **DeFazio Big Belly Locations:** Mr. Gerstel welcomed RTS Superintendent Greg Smith and Big Belly representative Mark Koeck. Mr. Smith explained the pilot program that

had been funded for units at Memorial Park and DeFazio Park. Twelve units are being purchased, and four of them have a recycling unit attached. The Trustees of Memorial Park have given approval for the deployment locations at that park. He shared a proposal for five units at DeFazio Park, with dual units placed at the two primary entrances to the park. Mr. Toolan raised his concern that the units are not within the park where the trash is generated, and that the current alignment doesn't address alternative means of pick-up other than the packer truck. He noted the support for the pilot program, and appreciation for last year's Saturday pick-ups which had been helpful. Mr. Smith noted that the packer isn't able to get inside the gates. He stated that the pilot program is not a final solution, but will provide data to help guide decisions for a final program. The units will be placed on pre-cast concrete slabs, which can be moved to final locations. Some interior rolling carts will still be needed. The Saturday pick-up at some parks, plus a dumpster at Memorial Park in the fall all made a difference, so supplemental service will continue to be reviewed as part of the solutions. Mr. Gerstel asked if the inner sidewalk could be widened to provide access for the packer. Mr. Toolan noted that the foundation would also need to be altered to meet standards for heavy trucks. Mr. Gerstel asked Needham Baseball and Softball's President Paul Siegenthaler for insight as a user group. Mr. Siegenthaler stated that Asa Small was their most heavily used field at DeFazio, but the larger trash issue was at Warner diamond, which was furthest from the current barrels. He suggested purchasing a different vehicle for parks other than the packer truck. Mr. DiCicco has seen units placed throughout Newton. He asked if there was a stated time frame for emptying units, other than when there is an indication of being full. Mr. Koeck stated that trash with odors (i.e. at a dog park) needs to be emptied more often. The dashboard can also be set up to notify if a certain length of time has passed, to insure they are emptied. Mr. Gerstel asked if there was consideration of moving some units that might not be heavily used at DeFazio to other parks, noting Claxton and Newman as options. Mr. DiCicco also mentioned Greene's Field as an option. Mr. Smith will review options with other DPW staff and come back to the next Commission meeting.

- B. Commission Goals and Roles:** The Commission reviewed the list of roles for each member. Draft updates are attached under Appendix A. Goals related to construction of Rosemary Recreation Complex and the pilot for the pop-up skatepark were eliminated. New goals added relate to staffing at the pools and a playgrounds revitalization plan. Mrs. Geddes had sent a suggestion for reviewing field allocations and having a discussion regarding in-season sports use. The Commission agreed this would be part of their regular review of field schedules. Updated drafts will be reviewed at the next meeting.
- C. Rosemary Recreation Complex:** Mr. Gerstel asked for an update on the punch list. Ms. Carey said the contractors were on-site daily and making progress. The hope is to be finished before the end of October. The Commission had an initial discussion on the 2019 fees. Mrs. Chaston asked if there should just be an early-bird rate, or if the super-early-bird rate should be considered. The consensus was to use the early-bird rates and regular season rates as approved for the 2018 season. Ms. Carey noted that there were requests for additional rates over the summer, including military rate, single parent rate, Town employee rate, works in Needham rate, grew up in Needham rate, daily admission

rate for nanny/caregiver, no admission fee for non-swimmers. The Commission asked for additional information from other communities on military rates. Mr. DiCicco suggested determining the grand opening date for 2019 by November, and once established start selling early-bird passes. The consensus was that the early-bird rates would remain in place until April 15th, and then switch to regular season rates, about a month prior to opening.

- D. Capital Budget Priorities:** Ms. Carey updated the outline of capital projects, based on the prior meeting discussion. For FY 2020, the Commission would like to request design funding for Cricket building renovation; funds for playground upgrades; and funds for improvements to the Rosemary trail, including a boat dock.
- E. Use of Multi-Purpose Room:** Ms. Carey provided an outline of the current Park and Recreation programs held in the evenings in the multi-purpose room. Mr. DiCicco asked if there had been a discussion about the YMCA using the room for their basketball program. Ms. Carey noted that there hadn't been any discussions held with other groups regarding programs that are typically held in gyms. Mrs. Chaston asked about building monitors. Ms. Carey noted that the Town Manager's office would be interviewing candidates, but currently, full-time staff would handle the evening uses. Mr. DiCicco asked what other groups were scheduled to use the room. Ms. Carey reported that Park and Recreation was the primary user, with some uses by the Health Department. She also hosted a department manager meeting. The Commission reviewed the draft use policy. Discussion will continue at the next meeting regarding fees and time frames for when groups can schedule for one-time uses or reoccurring uses.

5. Action Items:

- A. Fall Program Fees:** Ms. Carey noted that the September 25th early release programs had been changed due to the expected heavy rain. The middle school students will go to the Bowl-Away, and then finish the afternoon at the multi-purpose room. The elementary students will have fall activities at the multi-purpose room. Ms. Carey presented some additional fall programs, developed by the Recreation Supervisor, and as seen in Appendix B. Mr. Toolan made a motion to approve the fees for additional fall programs, as recommended by the Director and seen in Appendix B. The motion was seconded by Mrs. Chaston. Mr. DiCicco noted that fees seem low. The motion was approved unanimously.

6. Issues Not Reasonably Anticipated by Chair within 48 Hours: None presented.

- 7. Topics for Future Agendas:** Mrs. Chaston asked about the invitation to the Council on Aging and Youth Commission liaisons. Ms. Carey had given the contact information to Mrs. Geddes earlier in the year, so Mr. Gerstel will follow-up. Mrs. Chaston offered to attend the October 25th Town Manager's budget meeting with Mr. Gerstel and Ms. Carey. Mrs.

Chaston notified the Commission that she would be assisting on the override campaign for public safety buildings, and wanted to insure there were no conflicts.

8. **Adjournment of Meeting:** Mr. Toolan made a motion to adjourn the meeting at 9:14 PM. The motion was seconded by Mr. DiCicco and the meeting adjourned at 9:14 PM.

Respectfully submitted,

Patricia M. Carey, CPRP
Director

**NEEDHAM PARK AND RECREATION COMMISSION
IMPORTANT ISSUES AND GOALS
2018/2019**

Approved _____

DRAFT

Roles:

Chris Gerstel, Chairman	Liaison to Board of Selectmen Co-Lead Rosemary Recreation Complex Representative to Community Preservation Committee Representative to Rail Trail Advisory Committee
Cindy Chaston, Vice Chairman	Liaison to Finance Committee Liaison to Trails Advisory Group Liaison to Conservation Commission Works with Staff on Open Space Planning
Dave DiCicco	Liaison to Memorial Park Trustees Liaison to Board of Health Co-Liaison to Youth Sports Organizations Works with Staff on Program Development
Michelle Geddes	Open Space and Recreation Advisory Committee Liaison to School Committee Co-Liaison to Youth Sports Organizations Playground Projects Liaison to Commission Appointees: Youth Services and Council on Aging
Matt Toolan	Co-Lead Rosemary Recreation Complex Liaison to Permanent Public Building Committee Co-Liaison to Youth Sports Organizations

**PARK AND RECREATION COMMISSION
GOALS
2018-2019**

Approved _____

DRAFT

Goals:

- 1) Park & Recreation property – protect interests with respect to open space, maximize value of recreation parcels, work with BOS, review status/plan for park buildings (all members)
- 2) Address trash problem at parks and athletic fields (all members)
- 3) Review synthetic turf replacement options, assist with design and appropriation of funding for replacement (DiCicco)
- 4) Review outdoor basketball court resources, discuss possible new locations and develop renovation plan for existing courts (Gerstel)
- 5) Programming – review overall P&R programming, survey community, and build a process for improving alignment with other town departments and organizations to reduce overlaps and implement needed programs; plan and offer programs that will make full use of new Rosemary Recreation Complex with input from residents (DiCicco)
- 6) Trails – plan improvements for Rosemary Camp Property trails; add improvements to new trails – Rail Trail, Aqueduct Trails – with signs, maps; revitalize trails steward program (Chaston)
- 7) Continue efforts to improve technology for customer service (Toolan)
- 8) Review staff at pools at Rosemary Recreation Complex; study options for staffing through Labor Day. (all members)
- 9) Reviewed playground conditions, discuss possible new locations and develop renovation plan for existing playgrounds. (Geddes)

**PARK AND RECREATION COMMISSION
TOWN OF NEEDHAM, MASSACHUSETTS**

M E M O R A N D U M

TO: Park and Recreation Commission
FROM: Patricia M. Carey, CPRP, Director
Angela O'Connor, Recreation Supervisor
CC: Kristen Wright, Administrative Specialist
RE: 2018 Fall Fee Recommendations – Part Four
DATE: September 21, 2018

The following recommendations are made for fees for the Park and Recreation fall programs, in addition to the ones approved in July and August.

Park and Recreation program staff are supervising these programs/workshops. Programs offered by the department have a set number of hours multiplied by the cost of providing staffing. Additional costs are added for any expenses that would be incurred, and the minimum number of participants is noted, to insure that all costs of the program can be covered. If held at Rosemary Recreation Complex, an additional fee may also have been added.

When anyone on the office staff works directly at a program, the actual cost of their payroll is not covered by the program fees, as the 53D Revolving Fund cannot be used to pay for any costs related to a staff person with benefits.

These programs are in the Revolving Fund and are primarily new offerings.

YOUTH PROGRAMS

NEW! Elementary Early Release Day Trip – Belkin Farm (10/25)

This is a new early release day event for elementary school students (Grades 1-5). The bus will bring them to Belkin Farm in South Natick with admission to the train ride through the orchards, tour of the farm, apple picking, farm animals, and access to play area. Fee covers admission, transportation and chaperones. A minimum of 20 is needed for the program with a maximum of 30.

If it appears that the weather will impact the program, an alternate activity is planned at RRC, with pumpkin painting, fall crafts, and watching the movie "It's The Great Pumpkin Charlie Brown."

2018-2019 Fee Recommendation: \$35 per participant

NEW! Middle School Early Release Day Trip – Rock On Adventure (10/25)

This trip will bring students in grades 6-8 to Rock On Adventure in Norwood for Nerf Tag, Indoor Rock Climbing, Dodgeball, Ninja Warrior Gym, and Fortnite Laser Tag. Fee covers admission, transportation and chaperones. A minimum of 20 is needed for the program with a maximum of 30.

2018-2019 Fee Recommendation: \$45 per participant

NEW! Middle School Friday Night Trip – Haunted Hayride (10/19)

This trip will bring students in grades 6-8 to Hanson's Farm in Framingham for an evening haunted house and haunted hayride. Fee covers admission, transportation and chaperones. A minimum of 20 is needed for the program with a maximum of 30.

2018-2019 Fee Recommendation: \$50 per participant

ADULT PROGRAMS

Adult Yoga

This program will be held at RRC, in the early evening. It is a one hour a week program, for 6 weeks, based on the successful program held last spring at CATH. A minimum of 10 participants is needed, and the maximum will be 20 (possibly 25, depending on input from instructors).

2018-2019 Fee Recommendation: \$40 per participant

NEW! Adult Fusion Fitness

This program will be held at RRC, in the early evening. It is a one hour a week program, for 8 weeks, that combines fundamentals of ballet and yoga to achieve total body workouts. There is a minimum of 12 participants and a maximum of 30.

2018-2019 Fee Recommendation: \$75 per participant

2018 Fall Fee Recommendations

PROGRAM NAME	FUNDING SOURCE	APPROVED 2017	RECOMMENDED 2018	PER UNIT FEE	UNITS PER WEEK	SESSIONS PER SEASON	STAFF OR CONTRACT	GENERAL FUND DEPOSIT	RRC FEE	SCHOLARSHIP %	2018 APPROVED
YOUTH PROGRAMS											
Elementary Early Release Day Trip - Belkin Farm	Revolving	N/A	\$35.00/person	\$35.00	1 day	1 event	Staff	\$5.00	\$0.00		
Middle School Early Release Day Trip - Rock On Adventure	Revolving	N/A	\$45.00/person	\$45.00	1 day	1 event	Staff	\$0.00	\$0.00		
Middle School Friday Night Trip	Revolving	N/A	\$50.00/person	\$50.00	1 day	1 event	Staff	\$0.00	\$0.00		
Adult Yoga	Revolving	N/A	\$40.00/person	\$6.50	1 day	6 weeks	Staff	\$5.00	\$5.00		
Adult Fusion Fitness	Revolving	N/A	\$75.00/person	\$9.25	1 day	8 weeks	Staff	\$5.00	\$5.00		