

The Waltham Recreation Board held their April meeting on April 12, 2017 at the Waltham Community and Cultural Center, 510 Moody Street.

Present were; Chairman Richard Scanlon, Thomas Creonte, Patricia Curtin, John Graceffa, Stacey Tully, Gary Vallerand and Jerry Walker. Wayne Cook, was absent.

Also present was; Acting Director, Nick Abruzzi.

Mr. Scanlon called the meeting to order at 5:30 p.m. He announced that the meeting was being taped by WCAC, Waltham's local cable channel and would be shown on the local channel at a later date.

A motion to approve the minutes of the March 22, 2017 meeting was made by Jerry Walker, seconded by John Graceffa and voted unanimously.

The monthly bills were circulated and signed by all Board members present.

In review of the Statement of Accounts, Acting Director Abruzzi stated that all accounts are in good standing. He continued by saying that there will be major changes on the Operational Budget to the Veteran's Memorial Field accounts. This account balance will increase due to revenue from field permits and will decrease as we pay staff to work at the fields.

The first item on the agenda for discussion was the Little Free Library Program. Acting Director Abruzzi introduced Kiira Pelletier. Ms. Pelletier provided each board member with a hand out explaining the program with photos. She began her presentation by stating that her daughter is a member of a Waltham Girl Scout troop that is made up of 2nd and 3<sup>rd</sup> grade students from Waltham. Ms. Pelletier stated that they are asking for permission to install a Little Free Library at one of the parks in Waltham. The group would like to install the Library at Nipper Maher Park, stating that the location of the park is convenient for families because the group meets at Stanley Elementary School. She continued by explaining that the concept of the program is to take a book and replace it with another book. Ms. Pelletier also stated that it would be maintained by the troop members and their parents. Ms. Pelletier informed the Board that the group would promote the program by hosting a grand opening, sending flyers home from school and through social media.

Board member, Thomas Creonte asked where in the park the Library would be installed. Ms. Pelletier responded by saying that they were thinking about possibly installing it near the playground along Boynton Street. She stated that she realizes vandalism is a concern, along with maintenance and snow removal. Some suggestions she shared for discouraging vandalism were to install it in a well-lighted area with a lot foot traffic and make it known that it belongs to the community. Board member, Gary Vallerand stated that he would like to see it near the playground to appeal to families with small children, suggesting parents can read to their children while visiting the park. Acting Director Abruzzi suggested that the tennis court area may be a better location, because of the lighting. When Board member, Thomas Creonte asked what the schedule for maintaining it would be, Ms. Pelletier responded by stating that they have not addressed that yet. Board member, Patricia Curtin asked what the plan was for acquiring books. Ms. Pelletier responded by saying that their hope was that the books would be donated.

With no further questions, Board member, Patricia Curtin made a motion to grant permission to the Girl Scout troop to install a Little Free Library at Nipper Maher Park seconded by Gary Vallerand, all in favor. The installation and location will be determined in coordination with Recreation Staff.

Next on the agenda was the update of the Stewardship Kick off Meeting. Board member, Gary Vallerand began by stating that there was a meeting held at Prospect Hill Park on Saturday, April 1, 2017. He said that even with the inclement weather, the meeting was very successful. Mr. Vallerand continued by informing the Board that Mayor McCarthy and Recreation Board member, Stacey Tully attended the event. He continued by stating that Mayor McCarthy answered many questions. They held the training indoors until approximately 4:30 pm. Board member, Stacey Tully stated that she was impressed with the training exercises. Some of the exercises included examples of different emergency scenarios in the park and how to respond.

Acting Director Abruzzi asked if there was a plan to meet again. Mr. Vallerand responded by informing the Board that Mayor McCarthy would like to schedule a community meeting. He also informed the Board that there is not a Steward Leader yet, but he is confident that all parties involved are on the same page and he is excited for another successful season.

On the agenda next was the Fitzgerald School Annual Whiffle Ball Tournament request. Acting Director Abruzzi began by stating that this would be the 3<sup>rd</sup> year for the event. They are requesting the use of Monsignor McCabe Playground, Saturday, September 23, 2017, with the rain date, Sunday, September 24, 2017. He informed the Board that once approved the Warrendale Little League would be contacted and asked to block that weekend out of usage for their fall ball program. Acting Director Abruzzi stated that the event has been a success and never an issue. Board member, Gary Vallerand made a motion to give permission to the Fitzgerald School PTO to use Monsignor McCabe Playground for their Annual Whiffle Ball Tournament, seconded by Thomas Creonte. All in favor.

During the Director's Report, Acting Director Abruzzi updated the Board on the status of the Elsie Turner and Graverson Projects. He reported that he went before the Conservation Commission Board last week and the two outstanding conditions on the plan were approved. In the near future survey work will be completed at both project sites and test borings will be done at Elsie Turner to determine if the ground conditions are conducive to the addition of new lighting poles for the softball field. He was pleased that both projects are back on track.

Acting Director Abruzzi informed the Board that Veteran's Memorial Rink officially closed, Sunday, April 9, 2017. He commended the staff at the rink for their unbelievable work and dedication to the facility. The process of removing the ice began on Monday and that by Wednesday you would never know there had been ice on the surface. Board member, Gary Vallerand asked when floor hockey would begin. Acting Director Abruzzi responded by informing the Board that Waltham High School Boys Varsity Hockey Coach will be holding a stick handling skills program at the rink from the middle of May to the end of June and the Police Athletic League will run their Street Hockey Program at the facility from June to August.

Acting Director Abruzzi wanted to make a clarification regarding Waltham Youth Hockey and their concession numbers. At the March 22, 2017 Recreation Board meeting, Board member Thomas Creonte asked about the revenue/expenses at the Veteran's Memorial Rink. Acting Director Abruzzi explained that The Recreation Department agreed to manage the concession stand and in exchange the Waltham Youth Hockey Organization would contribute to different projects at the rink. Some examples are painting the ice each year and a brand new fryolator being purchased. Acting Director Abruzzi stated that their projects helps contribute to the lease agreement with the State of Massachusetts on annual improvements to the facility.

To update the Board on the Gilmore Playground improvements, Acting Director Abruzzi informed the Board that the playground apparatuses' have been installed. He continued by stating the company contracted for the project, Green Acres, is continuing to do an incredible job. Acting Director Abruzzi will be meeting with the contractor on site and he will update the Board at next month's meeting.

Acting Director Abruzzi informed the Board that City Solicitor, Frank Craig will attend next month's Board meeting to update them on the status of the removal of the Antico Tower.

Acting Director Abruzzi asked the Board to refer to blue and yellow forms in their folder. He explained that these were evaluation forms. One form is for facilities and the other for programming. The evaluations are critical components to help us recognize areas of improvements through customer feedback. The evaluations will be made available to the public at Veterans Memorial Field Complex and during spring programs. We are always looking for ways to improve and on how we can better service our community.

Acting Director Abruzzi stated that summer walk in registration was held, April 12, 2017 beginning at 7:30 am. He informed the Board that the registration broke records, reporting that over 100 people were serviced in the first 45 minutes. He was very impressed with the amount of people who are excited about our programs.

A discussion began regarding AED monitors. Acting Director Abruzzi informed the Board that he had a discussion with the Waltham High School's Athletic Director, Steve LaForest regarding purchasing disposable AED monitors. They are battery operated and one use only. Although some of our facilities have AED monitors not all do. His goal is to have something at each facility. Board member, John Graceffa asked what the life expectancy of the batteries for the disposable ones were. Acting Director Abruzzi responded by saying that he would be looking into it further and would update them when he has all of the information. He would like to have them in place by the fall season.

Board member, Patricia Curtin asked is staff was trained on how to administer epi pens. Acting Director Abruzzi responded by explaining that use of an epi pen training was incorporated in the first aid training. He also explained that he hopes there eventually will be a universal use epi pen that can be administered, therefore the prescription isn't exclusive to one person. Mrs. Curtin also asked if this training is available to parents. Acting Director Abruzzi stated that absolutely training is available to all parents. Board member, Gary Vallerand stated that there are 50 men he coaches that he would like to participate in a first aid/CPR training class. Acting Director

Abruzzi responded by stating that he would do the class for them. He instructed Mr. Vallerand to coordinate a date and time for the class and it would be held at the Waltham Community and Cultural Center, 510 Moody Street.

In Other Business, Acting Director Abruzzi thanked the Waltham Recreation staff for a seamless transition from spring programming to summer and especially thanked Recreation Supervisor, Kim Scott, stating that she really takes registration personally and does an outstanding job.

Board member, Jerry Walker suggested that each member of the staff should come before the Board periodically to present their work and talk about their feelings with their position.

With no further business, a motion to adjourn was made by Thomas Creonte, seconded by Stacey Tully and voted unanimously.

The meeting adjourned at 6:30 p.m.

Respectfully submitted,  
Lisa DiBlasi, Clerk