

The Waltham Recreation Board held their December Board meeting on December 5, 2018 at the Waltham Recreation Department, 510 Moody St, Waltham, MA 02453.

Present were: Wayne Cook, Patricia Curtin, Jennie Scafidi, Richard Scanlon, Stacey Tully, Gary Vallerand, and Jerry Walker. Absent were John Graceffa and Tom Creonte

Also present were Director, Nick Abruzzi and Assistant Director, Kim Scott.

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

A motion was made to approve the minutes of the November 7, 2018 Board Meeting by Jerry Walker, seconded by Gary Vallerand, all were in favor.

The monthly bills were circulated and signed by all Board Members.

Director Abruzzi reviewed the statement of accounts explaining that two pages in their folders detailed operational and capital budget balances. Director Abruzzi explained the first page is the operational accounts. He stated that routine spending has occurred over the last month. There has been an increase in spending at the Veterans Memorial Skating Rink, as the facility becomes busier. There has been a decrease in movement in the Veterans Memorial Athletic Complex account, as the facility is now closed for the season. Director Abruzzi stated that all capital accounts have remained similar to last month. All accounts are in good standing.

Next on the agenda was the Youth Sports Groups Presentations.

Waltham Youth Soccer President Mike Guzzi stated that the fall and spring season has been very vibrant. There were 77 teams in the age four (pre K program) through U 14 (grade 8). Mr. Guzzi stated that he is happy they are doing so well, but logistically it's a bit challenging to manage. In house teams have seen an increase in players on their roster to accommodate. The travel teams have a required maximum number permitted on each team. The travel teams have strict deadlines and requirements that must be followed. Board Member Gary Vallerand asked Mr. Guzzi what facilities they are using for this program. He stated that the program operates at Veterans Memorial Athletic Complex as well as Falzone Field. Director Abruzzi brought attention to the income page and referenced last month's approval of the Memorial Day Tournament. The Needham Youth Soccer Tournament provides funding to Waltham Youth Soccer as part of its agreement with the City. This year, Waltham Youth Soccer was able to provide six High School scholarships from a combination of this donation and other fundraising efforts. The Board thanked Mr. Guzzi for his time.

Next on the agenda was Waltham Youth Boys Basketball, represented by Treasurer Brian Wilder. Mr. Wilder stated that they had another successful season as enrollment numbers continue to grow, specifically at the younger age groups. Additional teams were also added to the in house older division as well. The travel program expanded to three teams this past season. This coming year's focus will be additional fundraising to supplement the gyms and referee fees. Moving practices to Kennedy Middle School, the League is able to have multiple teams practicing at one time, minimizing expenses. Waltham Youth Boys Basketball will continue to work with the High School program for fundraising efforts and raising interest in the sport. Board Member Stacey Tully, noted

that the income page was not in the packet. A copy was made and distributed to Board members. Mr. Wilder summarized the income page stating they had a balance to start this year. A discussion was had on the use of uniforms. The uniforms are used from season to season but a focus this year will be to buy some new ones. The Board thanked Mr. Wilder for his time.

The final youth presentation was Waltham Girls Youth Basketball, represented by President Reid Lyons. Mr. Lyons stated their largest expenses, as the Boys League, would be gym rentals. Registration is strong, adding a team to the fourth and fifth grade division. For the first time in Waltham history, there will be fourth through eighth grade travel teams. This program has been developing over 26 years. League sponsors, fees and the City's contribution is the only form of fundraising. Each in house team receives t-shirts as uniforms and travel teams are given reversible jerseys. Mr. Lyons stated that this simplifies the uniform process. The younger divisions practice at MacArthur Elementary where they have lower rims. The older divisions and travel teams practice one time a week at Whittemore Elementary. The Board thanked Mr. Lyons for his time.

A request from WHS Boys Hockey Boosters is provided by Lisa Burke. For the second year, they would like to organize a "Skate with the Hawks" fundraiser at Veterans Memorial Skating Rink. This meet and greet will allow youth and families of Waltham to spend time with the High School Hockey team players. Director Abruzzi noted this event occurred during Public Skating, last year and the event was successful. The concession stand would be open and no additional resources will need to be provided for the event.

*A motion to approve the "Skate with the Hawks" event was made by Wayne Cook and seconded by Stacey Tully. All were in favor.*

Next on the agenda is the 2019 Prospect Hill Park Picnic Permit Fee. Director Abruzzi stated that on the first page is a historical overview of the use while the second page is the permit request form. Director Abruzzi recommends no changes for 2019.

*A motion to approve the 2019 Prospect Hill Park Permit Fee was made by Gary Vallerand and seconded by Wayne Cook. All were in favor.*

2019 WCCC Facility Use and Field Permit Application and Fees was next on the agenda. Board Member Jerry Walker requests to the Chairman that different sets of fees be separated for three votes.

Director Abruzzi notes the first page is a three year look back to the building use at the Waltham Community and Cultural Center. Dual Language continues to be a large user within the building. There has also been an increase in evening and weekend program offerings. The second page is the proposed application and fee. Director Abruzzi is proposing an increase of \$25 for each two hour time block, bringing the use fee to \$125. The Waltham Community and Cultural Center has expanded to offer evening staffing to oversee the use of the building and assist with necessary maintenance.

*A motion to accept the WCCC User fee increase from \$100 to \$125 per two hour block was made by Jerry Walker and seconded by Wayne Cook. All were in favor.*

Director Abruzzi is also proposing an increase for additional time over the two hour block. The increase for each extra hour would change from \$45.00 to \$50.00. Facility requests would need to have the additional time noted, so that staffing would be available.

*A motion to accept the additional hourly fee increase from \$45.00 to \$50.00 was made by Jerry Walker and seconded by Wayne Cook. All were in favor.*

The first page of the 2019 Athletic Field and Recreation Facility Permit Policy packet provides a six year usage history. Director Abruzzi made note of a slight decline in usage in 2018. This past year, Elsie Turner Field and Graverson Playground were both closed due to construction which explains the numbers being lower. Director Abruzzi is recommending an increase of \$25.00 for a two hour block to \$150.00. This increase would help defray increased maintenance costs and additional staffing. The proposal packet also includes a small sampling of the fees from neighboring communities. Waltham continues to be on the lower end of the fee scale. Board Member Wayne Cook asked when upgrades occur at the Veterans Athletic Complex, will it be done in phases or all at once? Director Abruzzi explained that with the usage of the field, renovations would be done in phases, ensuring that the facility would stay operational. Conversation then continued regarding Gann Academy's involvement in the use of the facility and if they would have involvement in any future upgrades. Director Abruzzi noted that he and Assistant Director Kim Scott have been in conversation with staff from Gann Academy this past fall regarding field usage and contributions.

*A motion to accept the increase Facility Use fee from \$125.00 to \$150.00 per two hour block was made by Wayne Cook and seconded by Stacey Tully. All were in favor.*

Next on the agenda is a late submission of the FY 2024 Capital Improvement Budget Proposal. This proposal is due to the Auditor's Office by December 12, 2018. The included list is set by priority. The first two items on the priority list pertain to the Veterans Memorial Skating Rink. As per the Lease agreement, a number of improvements need to be made; including the replacement of the rink surface and the replacement of the dasher boards/glass. The lease will conclude at the end of the 2024 season. The third item on the list includes an emergency communication system for the Waltham Community and Cultural Center. This would improve building wide communication and safety response time. Other items include improvements to playground and resurfacing, playground/park signs, resurfacing of basketball/tennis/water spray parks and improvements to Thompson Playground. The final item includes replacement of emergency exit doors at the Veterans Memorial Rink.

*A motion to approve the FY 2024 Capital Improvement Budget is made by Wayne Cook and seconded by Jerry Walker. All were in favor.*

### **Director's Report:**

**Veterans Memorial Rink** – The Rink season has become very busy with the start of public skating and the High School season. Director Abruzzi and Assistant Director Scott recently provided separate First Aid/CPR/AED training to the Rink staff as well as the staff of Bay State Skating School.

**Hillcroft Playground** – The Pre Bid Meeting was held on November 29, 2018. Over ten contractors attended this meeting. The Bid Opening is scheduled for December 11, 2018. With so many contractors attending the pre bid meeting, it is expected to have a large number of bidders.

Once a contractor is selected, funding will be sought. It is anticipated to begin construction in the spring of 2019.

**Bobby Connors Playground** – Carolyn Cooney and Associates have completed plans to just about 100%. The Recreation Department Staff will be coordinating with the Purchasing Department in the coming weeks to establish a construction bidding schedule.

**Prospect Hill Park** – A public meeting was held on November 14, 2018 to discuss the public's ideas for improvements to PHP. Over twenty members of the community were in attendance. Director Abruzzi wanted to thank all the Board Members that attended. A survey was created to solicit additional feedback and ideas for improvements. This survey can be found on the City's Web site. The survey can be completed and returned to the Recreation Department or completed online by the December 22, 2018 deadline. Results will be reviewed and provided to the consultants and a second public meeting will be scheduled.

**Cornelia Warren Playground** – A public meeting was held on November 14, 2018 to review improvement suggestions. A small crowd attended. Proposed plans will be posted online for feedback.

**Thanksgiving Tournament at Veterans Athletic Complex** – A tournament was held at Veterans Memorial Athletic Complex despite the very cold temperatures. This tournament is run every year and was well attended. The Recreation Staff assigned to the Tournament stated that the event went well.

**Winter Carnival** – In the Board Folders was a flyer for the Winter Carnival Event scheduled to be held on Friday, December 21, 2018 from 5:00 – 9:00 p.m. This family free community event will showcase the variety of amenities offered at the Waltham Community and Cultural Center.

**Brandeis University Students** – This past fall semester the Recreation and Planning Departments have been working with a graduate class at Brandeis University to research the uses for developed and undeveloped land at Koutoujian Playground. This interactive hands on experience was beneficial to everyone involved. This class ended recently with the student's final thoughts and a pizza party that was held earlier that day. Thanks to Professor Gene Miller and Mayor McCarthy for their involvement.

**Winter Program Registration** – Winter Registration is going extremely well. There are many programs filled at this time. Some highlights of seasonal favorites include Vacation Week Programming, Skiing and Snowboarding at Nashoba Valley Ski in Westford, Ma.as well as numerous afterschool programs for all grades.

A motion to adjourn the meeting was made by Wayne Cook and seconded by Jerry Walker, all were in favor.

The meeting adjourned at 6:25 p.m.

Respectfully Submitted,  
Kimberly A. Scott  
Assistant Director