

The Waltham Recreation Board held their May meeting on May 13, 2015 at the Waltham Community and Cultural Center, 510 Moody St., Waltham MA.

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

Also present were Director Sandra Tomasello and Assistant 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 April 15, 2015 meeting was made by Thomas Creonte seconded by Stacey Tully and voted unanimously.

Director Tomasello directed the Board members to review April Board Meeting's Executive Session Minutes. She explained once the minutes were reviewed and approved they would remain sealed and not open to the public. Director Tomasello asked that Board members who were present for the Executive Session if after reading the minutes, that a motion to accept be made. A motion was made to accept the Executive Session Minutes by John Graceffa, seconded by Thomas Creonte.

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

In reviewing the Statement of Accounts, Director Tomasello noted the first page outlines the operating budget, she noted a large amount in revenue and explained that as we prepare for summer, those numbers will lower significantly. Pertaining to the Capital Budget, Director Tomasello stated the appropriation for the Cedarwood project of over \$1,000,000.00. She explained the contract is signed and purchasing of playground equipment and construction is well underway.

Next on the agenda was a request by Greater Media Marketing Group to host a Halloween Haunted Attraction at Prospect Hill Park. This event would run Thursday (s) through Sunday (s), 6 p.m. to 12 p.m., with family days on Saturdays and Sundays during the month of October (19 days). Director Tomasello introduced Mr. Matthew DiRoberto who represented the Marketing Group and Jason Egan with Egan Production Company of Las Vegas. Mr. DiRoberto began by outlining the handout, titled "Fright Land New England" that was presented to the Board at the meeting. When Mr. DiRoberto finished his presentation, he and Jason Egan responded to questions asked by Board members. The most frequently asked questions by Board members were regarding safety and security, followed by major traffic and parking concerns in the Totten Pond Road area. Mr. Egan highlighted his experience with producing much larger productions at venues in Las Vegas and Hong Kong. He expressed that his staff is highly trained and that communication is key. When questioned about parking Mr. DiRoberto explained they would be partnering with companies on Fifth Ave. for use of their parking lots and they would use shuttles to transport visitors to the attraction. In addition to partnering with companies on Fifth Ave., Uber would offer a free trip with each ticket purchased, which they felt would diminish the

number of parking spaces needed. After a lengthy discussion about the other possible sites for this event within the City, like the Fernald or Gaebler Schools. Most Board members feel the impact to the neighborhood, North Waltham traffic, rink operations, and status of preparations with other City Departments was limited to be ready for this fall. Recreation Department Staff had previously met with Mr. DiRoberto along with the Building Commissioner and Fire Prevention staff to review regulations and permitting issues. Director Tomasello also provided the Board and Mr. DiRoberto with a summary of other City Departments he would need to contact and work with to coordinate meeting all City Regulations. After further discussions relating to specific event details, ticket prices, social media marketing, food and beverage vendors, hired staff, insurance coverage, and security questions, many Board members were not comfortable with Prospect Hill Park as the venue. They were supportive of the event, but not at the park. Board member Jerry Walker made a motion reject the request made by Greater Media Marketing Group to host a Halloween Haunt Attraction at Prospect Hill Park, the motion was seconded by Thomas Creonte. Board member Jerry Walker then asked for a roll call vote. The vote was in favor of the motion (5)-(2). (Roll call vote attached)

On the agenda next was the Antico Tower Law Department filing. Attorney Francis Craig submitted the filing for the Board to review. A motion to accept the filing by the Law Department was made by Wayne Cook, seconded by Gary Vallerand, all in favor.

Director Tomasello sought the Board's for approval to have the area in question at Prospect Hill Park surveyed to accurately identify what is City of Waltham land and what is private property. Director Tomasello indicated the cost of the survey would be approximately \$1,500.00. Funds for the survey will be procured from the Prospect Hill Park account. A motion was made for approval to have the area in Prospect Hill Park Capital Fund surveyed, by Board member Wayne Cook, seconded by Thomas Creonte, all in favor.

Next on the agenda for consideration were Prospect Hill Park map approvals. Director Tomasello began discussion directing the Board to the old and new version of the simple park map. She explained that the map is primarily used when issuing picnic permits for new users of the park, who come into the office to reserve site for a barbeque picnic. Director Tomasello informed the Board that Recreation Supervisor Kara Greeley is lead on the project having worked with Wayne McCarthy and students from the Waltham High School Graphics Department. Together they created a new "visitors" park map. The new map is in color and has photos of the popular (3) areas with pavilions. Board member Gary Vallerand made a motion to approve the new visitor/picnic permit map, seconded by Gerry Walker and voted unanimously. Director Tomasello explained that although we do not have the trail map complete, Kara is continuing to work on the maps in hopes of having it ready for the June Board meeting.

On the agenda next for discussion was the 2015 proposed summer staff. A total of (51) applications were received, (23) were returning staff and (27) were new applicants. There was (1) application that was received late by a returning staff member. This application will be considered on an alternate list. Director Tomasello is confident the staff will be great. Board member Gerry Walker asked what the alternate was for. Director Tomasello explained the alternate list is used if an applicant declines a position.

The summer staff is required to work the entire (8) week summer session. All staff is required to be certified in CPR and First Aid. Certification classes are offered through the Recreation Department. They are also required to attend staff training/orientation sessions. A motion to approve the proposed 2015 Summer Staff was made by Stacey Tully. The motion was seconded by Wayne Cook and voted unanimously.

Next for consideration was the 2015-2016 Recreation Board meeting schedule. Meetings begin in September and run through June. Most meetings are scheduled for the fourth Wednesday of the month. Exceptions include holidays, school vacation weeks and Recreation Department conflicts. Meetings are held at the Waltham Community and Cultural Center and begin at 5:30 p.m. A motion to approve the 2015-2016 Recreation Board Meetings schedule as proposed was made by Wayne Cook, seconded by Gary Vallerand and voted unanimously.

During the Director's Report, Director Tomasello updated the Board on the total enrollment for each of the summer programs. She indicated enrollment numbers are continuing to increase.

Director Tomasello informed the Board the Mayor presented the FY 2016 Recreation budget to City Council. She notified the Board there were 2 positions added to the budget, a Recreation Facilities Supervisor and a Park Ranger. She explained the next step in the process was for the proposed budget to go before the Finance Committee. She also stated the process for requested grade changes. Director Tomasello will submit the follow up justification for the Assistant Director grade change to the Mayor.

Director Tomasello continued her Director's Report by updating the Board on outstanding Capital Improvement Projects. She noted the building at Peter Gilmore Playground has been demolished. Elsie Turner, Drake and Graverson Playgrounds' are in the design stage. Director Tomasello stated the bid for handicap parking at the Waltham Community and Cultural Center opens on May 15, 2015, with the bid for a new roof at the Waltham Community & Cultural Center following. Both projects under the Planning Department.

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

The meeting adjourned at 7:00 p.m.

Respectfully submitted,
Lisa DiBlasi, Clerk

