

The Waltham Parks-Recreation Board held their September Board meeting on Wednesday, September 14, 2022 at the Waltham Recreation Department, 510 Moody St, Waltham, MA 02453.

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

Also present was Director Kim Scott.

Vice Chairperson Jerry Walker called the meeting to order at 5:48 p.m.

A motion was made to approve the minutes of the June 7, 2022 Executive Board Meeting by Tom Creonte and seconded by Gary Vallerand. All were in favor.

A motion was made to approve the minutes of the June 7, 2022 Parks-Recreation Board Meeting by Gary Vallerand and seconded by Tricia Curtin. All were in favor.

A motion was made to approve the minutes of the July 20, 2022 Special Parks-Recreation Board Meeting by Gary Vallerand and seconded by Tricia Curtin. All were in favor.

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

Director Scott reviewed the statement of accounts explaining that two pages in their folders detailed operational and capital budget balances. Director Scott noted that routine spending has occurred since last meeting. The accounts list provided still reflect balances from June 2022. The Auditor's Department was still working on carry forwards from last fiscal year to this fiscal year. Updated balances should be available by the next meeting. All accounts are in good standing.

The next item on the agenda was the Assistant Director Candidate. Director Scott shared with the Parks-Recreation Board that three applications were received for this position. All three candidates went through an interview process. The interview committee of Human Resources Director Kristin Murphy, Parks-Recreation Board Vice Chair Jerry Walker and Recreation Director Kim Scott. The interview committee all concurred the best candidate to be brought forth to the Parks-Recreation Board was Edward Kelley, II. Mr. Kelley has experience with the Department's Budget, managing full time employees, facility scheduling and assisting with capital improvement projects. The Parks-Recreation Board also discussed the need for someone with a strong facility background as future capital projects continue to develop.

A motion to approve Edward Kelley, II as Assistant Director was made by Gary Vallerand and seconded by Jennie Scafidi. All were in favor.

Roll Call

Wayne Cook	Absent
Tom Creonte	Yes
Patricia Curtin	Yes
John Graceffa	Absent
Jennie Scafidi	Yes

Richard Scanlon	Absent
Stacey Tully	Absent
Gary Vallerand	Yes
Jerry Walker	Yes

A late submission request from the Waltham Choral Parents Association was next on the agenda. This was a request for use of the Waltham Community and Cultural Center's, Auditorium for an event to offset the expenses for an upcoming travel competition in Nashville. The Show Choir and Band were requesting the use of the auditorium for three hours for a Zumba event. A custodian would be hired to open/close the building.

A motion to approve the request for the Waltham Choral Parents Association Event was made by Gary Vallerand and seconded by Tom Creonte. All were in favor.

Directors Report:

Touch a Truck – On Saturday, June 11, 2022 Recreation Supervisor Adam Dallaire collaborated with the CPW and Waltham Police to organize a touch a truck event. This successful event saw close to 1,000 visitors from 12:00 noon to 2:00 p.m. Congratulations on a successful event.

Prospect Hill Fitness Equipment – The equipment installation and installation of surfacing was completed in June of 2022. These five stations, located on the Sunset Trail provide a ½ mile of fitness. There is a ½ mile of paved road connecting to make a one-mile loop. Thank you again to Fifth Avenue at City Point for this great amenity.

Prospect Hill Sledding Hill – At the end of June, a decision was made to expand the sledding hill at Prospect Hill Park. Starting next week Green Acres Landscaping, the contractor for the Prospect Hill Improvement project, will be returning to clear additional hill space as well as reseed the open field. Installation of a removeable volleyball net system will also be installed at that time.

Koutoujian Playground – The Waltham Planning Department has been working with DEP for site improvements. The funding has been secured and DEP is now reviewing plans. The Mayor presented the design schematic to City Council, at the August 2022 meeting.

Future improvements include approximately an additional 9 acres in open space/recreation; parking lot, playground, adult fitness, athletic courts, skateboard park, walking trails, shade pavilions as well as a dog park for small and large dogs.

Communication – Found in the Parks-Recreation Board folder a communication received, this summer. A copy was also sent to the Mayor's Office as well as the Board of Survey and Planning. The Mayor has forwarded this communication to the City's Law Department with a copy of the Parks-Recreation Board minutes from the June 10, 2020 meeting, noting the Parks-Recreation Board's decision.

Dog Issues throughout Waltham – Throughout the summer season, there was an increase in the number of dog related issues on ball fields, including holes in the grass. Additional signage was placed at all fields, an additional patrolling from the Animal Control Officer as well as Park Ranger Adam Green occurred. Park gates were s-hooped opened but those hooks disappeared. At this time, one gate from each enclosed ball field has been removed. No additional holes have been reported in recent weeks.

Geese Police – Notification was from CPW, that the contract with the Geese Police will not be renewed, after this year. They found that the decrease in geese on the fields was seen the days immediately following the Geese Police at each location. There was no long term or residual decrease of geese on the fields.

Bobby Connor's Neighborhood Meeting – A follow up from Mayor McCarthy's visit to the Parks-Recreation Board April 2022 meeting regarding neighborhood concerns around Bobby Connor's Playground. City Councillor Katz organized a neighborhood meeting in July 2022 to discuss concerns. The City's Traffic Engineer, Mayor McCarthy, as well as Director Scott were present. The neighborhood was very complimentary of the park. Following the neighborhood meeting, Park Ranger Adam Green was requested to be present at the Park earlier on the weekend days to help mediate the unauthorized organized gatherings. A spray park attendant was also added Monday through Friday for additional park supervision.

Remote Meeting Options – An update from the City's Law Department can be found in the Parks-Recreation Board folder, providing updated guidelines to hold virtual public meetings.

Traffic Study on Totten Pond Road – A traffic study for Totten Pond Road was scheduled to occur at the July 2nd holiday celebration. The July 2nd event was cancelled due to inclement weather. The Traffic Study was rescheduled for the Safety Day on August 27, 2022. City Traffic Engineer Michael Gavin will present the study results at the next Traffic Commission meeting scheduled for Thursday, September 15, 2022. Director Scott will provide more information as it is released.

Safety Day Event – On Saturday August 27, 2022 the Waltham Police, Fire, EMS, Emergency Dispatchers hosted a Free Family Day at Prospect Hill Park. The Recreation Department opened the Amusement Rides and provided maintenance supervision for this event. This event went extremely smoothly and we look forward to collaborating again in the future.

Birthday Parties – Online reservations began mid-July for Birthday Parties at 510 Moody St. Party Times are Saturday or Sunday at 11:00 a.m. or 2:00 p.m. Each party can accommodate up to 25 party friends. Residents can book a party up to two months in advance.

Picnic Permit Reservations – Online picnic reservations will be concluding in early October. More specific statistics will be provided in the coming months. Updates for next season will include noting that outside vendors are not permitted with the picnic reservation. This new methodology was a positive experience.

PHP Vehicle Access Gate – The gate continues to open each day at 10:00 a.m. The Recreation Department has received positive feedback from walkers. A few complaints were received on

days the gate accidentally, opened early. Since Labor Day the gate will now close each evening at 7:00 p.m. The Vehicle Access Road will close for the season, weather depending, in October.

Veterans Skating Rink – The Rink opened for the season on Tuesday, September 6, 2022. Public Hockey began on Tuesday, September 13, 2022.

Veterans Skating Rink/Roof Replacement – As the City moves into year 18 of the Skating Rink lease with the State, one of the remaining required capital improvement items is replacement of the large roof. The deadline to submit a quote for roof design of the Veterans Memorial Skating Rink is scheduled for Monday, September 19th at 10:00 a.m.

Lowell Field Construction – The design for Lowell Field Improvement projects is out to bid for construction. The construction bid deadline Friday, September 30, 2022. There was a slight delay in the design phase, following our July Parks-Recreation Board meeting, as a Town of Cambridge water main pipe was noted.

Prospect Hill Park Tree Planting – Astra Zeneca will be coordinate a staff development day at Prospect Hill Park on Wednesday, September 28, 2022 to plant trees.

Cornelia Warren Park Surfacing Repair – Blemishes were noted on the safety surfacing at Cornelia Warren in the Playground and Adult Ninja Warrior area. The surfacing is still under warranty. The surfacing will be fixed starting Wednesday, September 14, 2022 and these two areas will be closed for two days.

Infield Design – In past few years, infields were repaired and updated. The Recreation Department has been working with CPW to review past design plans to prepare to seek bids for construction for one or two more infields for the upcoming year. This past season, a maintenance guide was created to assist field users with proper infield maintenance. This guide has been successful in good practices and improvement field maintenance.

Wellington Property – The volunteers have continued to remove invasive species found on the property. This fall they will be planting seed to continue to help with soil health. The CPC account for restoration of the land has a remaining balance of \$14,800.00

Summer 2022 Review – Director Scott shared a huge congratulations to full time Recreation Supervisors; Kathy Gross, Adam Dallaire, Kara Greeley and Ben Kiwanuka for a successful summer season. This year was extremely hot and dry. Creativity and perseverance could be seen in many ways throughout the seven-week season. Seasonal staff showed their maturity and enthusiasm. Please find included a copy of summer photos and summer statistics. With no covid restrictions this summer, registration and total attendance increase to close to 300 additional residents.

Voci Mobile Library – Once again, Adriana and Rachel Voci provided a free mobile library. They visited Gilmore Playground one to two times a week during the month of July. Thank you to the Voci sisters for this free service.

Fall 2022 Programs - A copy of the fall brochure was emailed to the Parks-Recreation Board. Registration began on Tuesday, September 6, 2022. Registration continues until one week prior or the program fills.

Other Business

No other business

A motion to adjourn the meeting was made by Tom Creonte and seconded by Jennie Scafidi, all were in favor.

The meeting adjourned at 6:30 p.m.

Respectfully Submitted,

Kimberly A. Scott

Director of Recreation