

The Waltham Recreation Board held their May Board meeting on May 9, 2018 at the Waltham Recreation Department, 510 Moody St, Waltham, MA 02453.

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

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

Chairperson Richard Scanlon called the meeting to order at 5:35 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 was made to approve the minutes of the April 11, 2018 Board Meeting by Tricia Curtin, seconded by Jennie Scafidi. All were in favor.

A motion was made to approve the minutes from the April 26, 2018 Special Meeting by John Graceffa, seconded by Stacey Tully. All were in favor.

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

In reviewing the Statement of Accounts, Director Abruzzi referred to the first page of the Statement of Accounts. He stated that routine seasonal spending has begun. Director Abruzzi stated that there will be considerable spending in the Summer Fun and Kaleidoscope accounts. Salaries and wages for the Recreation Facilities' Staff will be transferred from the Rink to the Recreation account as their job responsibilities change during the season. Supplies are purchased under these accounts as well. The second page reflects appropriations and balances for the Capital Improvement Accounts. Director Abruzzi informed the Board that the basketball and tennis courts are scheduled to be resealed as soon as the weather stays consistently warm and dry. The funds have been allocated for the project. In closing, Director Abruzzi stated that all accounts are in good standing.

The first item on the agenda was a request from Councillor Kristine A. Mackin, asking the Recreation Board to consider creating a dog park at Cedarwood Playground, in the area behind the combination hockey/basketball court. Councillor Mackin informed the Board that the residents would like to see an area for their dogs to be off leash. She has also reached out to the Conservation Commission to see if the area can be converted for this recreational purpose. Director Abruzzi said he has also communicated with the Conservation Commission. He was informed that the area needs to meet the Certificate of Compliance issued by the Conservation Commission. If a new project is planned for this area, the Recreation Department would need to provide a new application to the Commission.

In attendance was also Carolyn Cooney and Darrell Bird representing Carolyn Cooney & Associates. CCA was the designer for the most recent capital improvement at Cedarwood Playground. Ms. Cooney explained that the renovations of this area are not yet in compliance with the Certificate requirements issued. The City is working to complete this part of the project. CCA provided a new design that converts the area to a proposed dog area, including ADA accessibility and a revised drainage plan, as well as a cost estimate of approximately \$15,000 – \$25,000. After a discussion of the Board, the Board recommended continued research of off leash ordinances and recommendations from the Conservation Commission prior to moving forward with the renovation.

The 2018 proposed Summer Staff list was next on the agenda. Director Abruzzi mentioned there were a number of new applicants this year. All summer employees that are hired would be required to be First Aid/CPR certified, as well as required to participate in an extensive orientation. All staff will receive a CORI background check. A motion was made to approve the proposed 2018 Summer Staff by Gary Vallerand and seconded by John Graceffa. All were in favor.

Director Abruzzi asked the Board to refer a letter in their folder regarding a request from Mrs. Vicki Corpian asking for a tree to be dedicated in memory of her late brother Albert (Chucky) Sarro at Nipper Maher Park. Mr. Sarro was a baseball coach at Nipper Maher Park in the 1970's and an active member of the community. A motion to approve a tree be dedicated in memory of Albert (Chucky) Sarro at Nipper Maher Park was made by Gary Vallerand and seconded by Stacey Tully. All were in favor.

The Recreation Board's attention was directed to the back of the room to view a power point presentation that was created by Recreation Facilities Supervisor, Ryan Kelley and Nick Crane, a Lasell College intern. As part of the research to know more about Berry Park, Mr. Kelley has been working to identify paths, distances and connection points into Prospect Hill Park and surrounding streets. The power point presentation and supplemental handout will provide additional information.

During the Director's Report, Director Abruzzi discussed the following:

Graverson Playground/Elsie Turner Field renovation update – Green Acres Landscape & Construction is diligently working at both locations. At Elsie Turner Field, the underground utilities and retaining wall are just about complete. At Graverson Playground the fabric on the fencing has been removed. There have been two changes orders that have been approved at this time. Prior to construction an error was found on the curb cut. Additional piping and drainage work is needed for Elsie Turner Field. This additional work will improve the design and comply with requests from the Engineering Dept. and the Conservation Commission. It was recommended by Director Abruzzi that the Board meet next month prior to the June meeting at the construction sites to view firsthand the ongoing transformations.

Summer Registration – Online and Walk in Registrations have been completed. Both events were extremely successful. Online registration met its enrollment capacity in about 10 minutes with the approximate proceeds at \$192,000. Walk In registration saw parents lined up as early as 1:00 a.m. Coffee and snacks were provided by the Recreation Department for those in line. For the first summer registration to date, we had the ability to accept payment for registrations with a credit card at walk in, netting a sum of \$25,000. The entire process was well organized and detailed. Director Abruzzi commended the Recreation Staff for their hard work.

Waltham Community & Cultural Center HVAC Improvements – Ambient Construction began construction this past week in the common areas, basement level and the auditorium. The plan is to start in the lower level and at the end of June proceed to the second floor. In late August, the schedule indicates the construction will move to the first floor. Recreation Staff will be provided a two week advanced notice on the location of construction.

Veteran's Memorial Rink- The Rink is cleaned and prepared for the 2018-19 season (Year 14). Ice Rental request forms were sent out to those groups who utilize the facility each year. Director Abruzzi wanted to take a moment to commend Assistant Superintendent of Facilities, Ed Kelley Jr.

on his first year managing the day to day operations of Veteran's Memorial Rink. The Capital Improvement Project scheduled to begin at the Rink has been held up until the contract is finalized. There is an issue with the contractor securing a performance bond. Director Abruzzi hopes this issue will be resolved within the next few days.

Seal Coating – As mentioned in the review of the Capital Improvement Budget, the funds for the seal coating of basketball and tennis courts at Nipper Maher Park and Lowell Field have been encumbered and the work is scheduled to begin early/mid-June. A question was raised regarding the cracks in the Lowell Field Spray Park. Director Abruzzi stated the he may have additional funds and will be seeking quotes for this as well.

AED's – The Recreation Department has rented three AED's to be placed at Jake Dennis Field, Cornelia Warren Field and Prospect Hill Park. The leagues that utilize the two fields will receive training for these devices.

14 Church St. – Included in the Board folders was before/after photos of the former Wires building. The building is waiting for the handicap accessible lift to be installed. Programming is likely to begin, in this building, in the fall of 2018.

295 Totten Pond Road Traffic Commission – Director Abruzzi thanked the Traffic Commission for their efforts in coordinating their study of Totten Pond Road. He expressed his concern that even though the calculations do not warrant an additional light, he feels something else needs to be added to improve the safety of the area. The Traffic Commission agrees and will look further into additional safety options for this area.

Director Abruzzi and Assistant Director Scott met recently with the Fresilius Corporation to discuss a potential community event. More details to come.

In March, three members of the Recreation Department Staff attended the CPSI (Certified Playground Safety Inspector) Training. Director Abruzzi is pleased to announce that all three staff members received passing grades for the course.

Director Abruzzi and Assistant Director Scott are meeting with all the summer contracted programs to review Recreation Department Policies and Expectations for programs. This "3rd Party Training" will include an outline on safety, participant/staff ratios, registration procedures and communication. Director Abruzzi informed the Board that Officer Frassica has provided ALICE training to all Full Time Recreation Staff. The Recreation Supervisors are also working specific site safety plans for all the summer locations.

In Other Business Stacey Tully updated the Board on the success of the Waltham Walks Program. The Recreation Department will be sponsoring a walk during the month of May around the Common.

Board member, Jennie Scafidi informed the Board that there will be a dug out naming ceremony for Al Scafidi, this coming Saturday at 2:00 p.m. at Nipper Maher Park. She mentioned that the outpouring of support from the community has been appreciated.

A motion to adjourn the meeting was made by Gary Vallerand and seconded by John Graceffa, all in favor.

The meeting adjourned at 6:20 p.m.

Respectfully Submitted,
Kim Scott, Assistant Director