



Setti D. Warren
Mayor

**Newton Parks & Recreation Commission
Meeting Minutes
City Hall, Room 209, 7:00pm
March 21, 2011**



Robert J. DeRubeis
Commissioner

Attending: Arthur Magni, *Chairman*, Kathleen Heitman, *Vice-Chair*, Bob DeRubeis, *Commissioner*, Walter Bernheimer, Peter Johnson, Andrew Stern, Richard Tucker, Bethel Charkoudian, Michael Clarke, Peter Kastner, Robin McLaughlin, *Secretary*

Absent: Fran Rice, Don Fishman, Jack Neville

Also Attending: Animal Control Officer Ralph Torres, Jennifer Ricker- SGK 3-day, Gillian Boudreau –Relay for Life, Chuck Proia- St Mary of Carmen Festival

Meeting called to order at 7:01pm

1. Meeting Minutes –February 28, 2011

- o Minutes approved 8-0

2. Commissioner's Reports on Programs, Forestry and Maintenance

- o Commissioner DeRubeis presented and reviewed the department "snapshot" (attached).
- o The Clancy Basketball Tournament was held on March 5, 2011.
- o Camp Counselor interviews are scheduled this month.
- o Mayor Warren has appointed Commissioner DeRubeis as the Marathon facilitator.
- o April Vacation Camp is scheduled and open for registration
- o Newton Corner Library is going through the re-use process; Commissioner DeRubeis has requested use of the Newton Corner Library. The Parks and Recreation administration and program staff would move from 70 Crescent Street to the Newton Corner Library.
- o Due to the winter storms there are many tree limbs down. Forestry, with the assistance of Public Works, is picking up the limbs. The limbs are being stored at Nahanton Park until they are ground up and removed at a later date.

3. Susan G. Komen 3-Day for the Cure Event

- o Chairman Magni stated the abutters of the Elm Street Park in West Newton have been notified of this event. Jennifer Ricker, Event Coordinator was present to answer any questions. Chairman Magni requested comments, questions or concerns from those present at the meeting. There were no comments, questions or concerns.

Mr. Johnson made the motion to accept the proposal as submitted for the Susan G. Komen 3-Day for the Cure Event on Friday, July 22, 2011. Ms. Heitman seconded the motion. Motion passed 8-0.

4. Relay For Life

- Gillian Baudreau, representative from the American Cancer Society for the Relay for Life presented the proposal (summary attached). The American Cancer Society would like to formally request the use of Forte Park for its annual Relay for Life event, taking place on Sunday May 21-22, 2011. We would like to request the use of the entire park beginning at 6:00 a.m. on May 21 and ending at 6 p.m. on May 22. Teams of 1-15 people set up campsites and take turns walking the track while enjoying music, food and entertainment. Last year the event raised \$42,000 to fight cancer. Since the event has been held at Forte Park the fund raising amount has increased.
- Chairman Magni thanked Ms. Boudreau. The abutters will be notified of this event and Ms. Baudreau should be present at the April 25, 2011 Commission meeting to respond to comments and questions from the abutters.

5. St. Mary of Carmen Festival

- Chuck Proia is requesting the use of JoAnne C. Pelligrini Playground for the 76th annual St. Mary of Carmen festival (letter attached).
 - Set-up will begin Monday July 11th at 8 a.m.
 - Festival begins Wednesday July 13 and closes Sunday July 17.
 - Fiesta Shows will operate the carnival and food vendors.
- There have been no significant changes to the festival from last year.
- Commissioner DeRubeis commented there has been new construction around Hawthorne and the carnival will have to be careful with the new concrete. Mr. Proia is aware of the construction and will take care of the concrete.
- Chairman Magni commented the abutters will be notified of this event and Mr. Proia should be present at the April 25, 2011 Commission meeting to respond to comments and questions from the abutters.

6. Lowell Park Master Plan

- Danielle Bailey from the Planning & Development Department presented the updated Master Plan for Lowell Park (map attached). The Master Plan was presented to the Commission in December 2008. Since December 2008 there have been meetings with the Newtonville Advisory Committee and the Landscape Architect, Ray Dunetz. Abutters, the Historic Commission and the neighborhood were also notified of this meeting tonight, a total of six hundred people were notified.
- Mr. Tucker asked if there are new trees to be planted. Ms. Bailey stated yes, there are existing trees and there will be new trees planted under the supervision of the City's Tree Warden.
- Mr. Stern asked if the funding is still in place. Ms. Bailey stated yes the funding is in place.
- Mr. Stern asked if maintenance is included in the funding. Ms. Bailey stated no, CDGB funding does not include maintenance.
- Mr. Bernheimer stated the P & R Department maintains the park. Commissioner DeRubeis does not expect an increase in maintenance costs.
- Mr. Kastner asked if the benches have backs. Ms. Bailey stated yes, bench backs are considered accessible benches.

- Mr. Bernheimer inquired if any of the funding has come from the neighborhood. Ms. Bailey stated no, the funding is CDBG funding.
- Mr. Stern inquired if the MBTA was going to move the bus stop shelter. Ms. Bailey stated no, the City is considering participating in the MBTA shelter program (CIMUSA bus shelters).
- Mr. Johnson commented there appears to be more asphalt in the updated plan. Ms. Bailey said yes there is more asphalt. The pathway now connects both sides of the park to the streets on each side.
- Mr. Kastner recommended Ms. Bailey speak with the Mayor's Committee for People with Disabilities, in regards to pathway surfacing.
- Mr. Clarke asked what type of bike rack was being installed. Mr. Clarke recommended not using the standard school yard bike rack because the bikes fall over. Ms. Bailey stated the bike rack has been ordered and it is not a standard bike rack.
- Chairman Magni asked the Commission members what is next for this master plan. Mr. Stern would like more details on the plan before he votes. Ms. Charkoudian agreed with Mr. Stern.
- Ms. Bailey stated the master plan must be approved for the money to be available for construction documents.
- Ms. Schein, P & R Open Space Coordinator stated there aren't any amenities proposed in this master plan that don't exist in our parks. Ms. Schein stated the process of this master plan has been thoughtful, responsive, modest and has been revised to meet the budget.
- Commissioner DeRubeis stated at the December 2008 meeting the issues circled around the traffic. The traffic issues have been resolved.
- Mr. Bernheimer stated whatever modifications need to be made will be minor; there is no reason not to approve the master plan. Mr. Bernheimer stated he has confidence in the P & R staff.
- Mr. Kastner stated the master plan is a general layout/theme, and this master plan is fine. The Commission asked to see the final construction plans when the time comes.

Mr. Bernheimer made the motion to approve the Lowell Park Master Plan subject to seeing the final specs before going to public bid. Ms. Heitman seconded the motion. Motion passed 8-0.

7. Off-leash Area Working Group Update

- Commissioner DeRubeis updated the Commission members:
 - The fees have been accepted and passed by the Board of Aldermen
 - Two revolving accounts have been approved by the Board of Aldermen and set up by the Comptroller. One account is for fees, the second account is for any donations collected.
 - The \$50,000.00 gift from the Leveen family for the off-leash areas is going before the Finance Committee on March 28th.
 - A budget for the off-leash areas has been drafted (attached)
 - The signage is ready to go to print for each of the areas.
 - Mutt Mitts are ready to be ordered and installed for each location.
 - David Olson, City Clerk, is ready to administer the medallions and permits.

- An off-leash recreation brochure has been created as information for residents. The brochure will be sent to residents with the mailing done by the City Clerk to the licensed dog owners the first week of April.
- Mr. Stern asked if there were conditions to the gift. Commissioner DeRubeis stated yes there are some restrictions but the gift is under the control of the P & R Department.
- Commissioner DeRubeis stated Newton Centre, Claflin Playground and McGrath Park will be ready to open around April 15th. Hunnewell Park and Cabot Park should be ready to open sometime in May after the fences have been installed.
- Mr. Stern asked what the projected compliance rate is. Commissioner DeRubeis stated based on Brookline, of those residents sent notification of the off-leash fees, 50% have purchased a permit.
- Mr. Johnson requested the violation information be included on the signage. Mr. Stern requested that notification of the \$50.00 fine also be included.
- Mr. Tucker inquired if the brochure will be posted on the website. Commissioner DeRubeis said yes, and the TAB will be notified.
- Mr. Johnson asked if the off-leash recreation permit application will be on the website for download. Commissioner DeRubeis will check with the City Clerk. David Olson has been a great help in implementing the off-leash fee program.
- Mr. Kastner asked if there should be public comment before the motion. Chairman Magni asked for comments.
 - Kathy Quimby, of Gordon Rd. commented she is impressed with the progress that has been made.
 - Harry Sanders commented the six sites to be approved are open field, non-tree settings. There is another off-leash culture that enjoys trail walking with their dogs. There also needs to be off-leash areas on the south side of the city.

Mr. Bernheimer made the motion to authorize the P & R Commissioner to open the specific parks approved by the Commission on a schedule he sees fit. Mr. Johnson seconded the motion. Motion passed 8-0.

8. New Business

Cold Spring Park Incident

- Commissioner DeRubeis stated last week there was an incident at Cold Spring Park where a Terrier was killed by a Great Dane. This incident was human error and could have happened on a street corner. Commissioner DeRubeis referred to Animal Control Officer Ralph Torres. Officer Torres commented the owner of the Great Dane had a self imposed muzzle order due to a separate incident. The terrier was killed and the Terriers owner was bitten. The Great Dane was removed from the State the day after the incident.
- Mr. Bernheimer stated most of those present are responsible dog owners and they have a responsibility to educate those who willfully disobey the rules. Mr. Stern stated that is a nice thought but they are not the police.
- Commissioner DeRubeis stated there is a plan to hire a part-time animal control officer to assist Officer Torres. Part of the responsibility of the part-time person will be to educate.

Nahanton Park


- Commissioner DeRubeis stated there are over 2,000 locations around the City that have downed limbs and brush from the winter snow storms. There are different dumpsites around the City to dump snow and limbs and Nahanton Park is number three on the list. Public Works has been assisting with the pick-up and the debris has been dumped at Nahanton Park, Winchester Street entrance.
- On Friday there was a meeting with Duane Hillis, Friends of Nahanton Park, Newton Conservators and Bob Rooney, Dave Turocy, DPW, Chairman Magni at Nahanton Park. Mr. Hillis and others were asking why Nahanton Park?
- Mr. Stern stated there were a lot of Christmas trees included in the debris. Commissioner DeRubeis commented when there is a mass pick up of limbs there ends up being a lot of private yard waste included.
- Commissioner DeRubeis stated the meeting went well. We need to reassess private locations. The City has contacted New England Development, the owner of the old Omni Foods to use that location to store the limbs.
- Mr. Stern stated Wellesley pipes sewerage through Newton, do they have available sites.
- Mr. Bernheimer asked what happens to the limbs that are dumped at these sites. Commissioner DeRubeis stated a tub grinder will chip the limbs into a truck for removal.
- Mr. Kastner asked what the long term solution is for the Public Building Department using the building in Nahanton Park. Mr. Stern inquired if the Audubon is including the building in the Natural Resources Inventory and Management Plan for Nahanton Park. Commissioner DeRubeis stated yes.
- Mr. Hillis thanked Commissioner DeRubeis, Chairman Magni, Mr. Rooney and Mr. Turocy. They have listened and been very responsive regarding this issue. It is important to the park users to see this type of response. Mr. Hillis stated for the future the City needs a chipper and truck to dispose of limbs as they fall instead of dumping the limbs in the parks. The Audubon is looking at the building and Mr. Hillis would like to get cost estimates to repair the building. The outcome of the building should be thought about by all groups, maybe the building should be taken down and the area returned to nature.

Meeting Adjourned at 8:15 pm

Respectfully submitted,

Robin McLaughlin, Secretary

Newton Parks and Recreation Snapshot For March 2011 (through 3-18-2011)

Employee Attendance					
	Worker Days	Days Missed		Power Indicator	
		Leave	Vacation		
Administration (5)	75	1.5	2.5	95%	83%
Program (8)	120	10.5	7.5	85%	
Grounds Maintenance (16)	225	50	5.5	75%	
Urban Forestry (2)	30	0	0.5	98%	
450	62	16	83%		

Customer Service Measures					
	Phone Calls	FAQ's Viewed	Total Inquires		
Administration	180	91	271	271	
Program	479	367	846		846
Facilities	95	4	99	99	
Grounds Maintenance	25	0	25	25	
Urban Forestry	205	527	732		732
totals	984	989	1973		

Service Requests							
Grounds Maintenance				Urban Forestry			
	Rcv'd	closed	Avg. Age of Comp. (days)				
School Dude	24	17	3	Pruning	7	0	na
1-Delivery, 2-Fence, 1-General, 1-Grounds, 1-Signage, 1-Special Prj., 3-Supplies, 2-Supplies, 1-Lights (indoor),		1-Delivery, 2-Fence, 1-General, 1-Grounds, 1-Signage, 1-Special Prj., 3-Supplies, 2-Supplies, 1-Lights (indoor),		Removals	5	0	na
WebQA	2	4	113	On tr, lb, hngr	179	38	2.14
3-snow, 5-Trash Removal, 1-General		3-snow, 5-Trash Removal		Removal backlog	80	140	
				Prune backlog	467	2932 (8 years)	

Financial Measures					
	Quant.	\$ Amount			
Purchase Orders	22	\$ (24,908.59)	-\$24,909	-\$87,130	\$74,570
Invoices Paid	209	\$ (87,129.75)			\$880
Checks Processed	267	\$ 74,569.61			\$56,109
Cash Processed	10	\$ 880.00			
Credit Cards Processed	208	\$ 56,109.00			
	716	\$ 19,520.27			

Key Project Updates					
Project	Lead	Total Cost		% done	
Burr Park	Lapham			50%	fund raising
Cheesecake Brook Imprv. Ph. II	Bailey/ Schein	\$20-\$30k		0%	
DEP Permit Nahanton Park Docks	Schein/Dore				
Drainage Swale @ Main Library	Daghlian/Stapleton	\$0.00		0%	
Farlow Pond Restoration	Lapham/Schein	\$40k		95%	
Hyde Park War Memorial	Mannion	\$21,450.00		15%	
Improvements to Lower Falls C.C.	Cabral/Dore	\$680k		75%	
Mason-Rice Play Ara	Lapham			68%	fund raising
Nat. Resource Nahanton Pk.	Schein/Dore	\$5,900.00			
Pellegrini	Cahill/Lapham/Schein			0%	
Taiwan Garden	Schein	privately		85%	
Tennis Backboard	Schein/Mannion	\$16,619.00		90%	

Program Attendance	
Total Program Attendance For Month	8050
Total Number of Programs For Month	61

*see reverse for program list and attendance

November 23, 2010

Carol Stapleton
Newton Parks & Recreation
70 Crescent Street
Auburndale, MA 02466



Dear Carol,

The American Cancer Society would like to formally request the use of Forte Park in Newton for its annual Relay For Life event, taking place on Saturday and Sunday, May 21-22, 2011. We would like to request the use of the entire park beginning at 6:00 a.m. on May 21 and ending at 6 p.m. on May 22.

The American Cancer Society Relay For Life is a life-changing, fun-filled overnight event that brings together 3.5 million people across the country to raise cancer awareness and funds for cancer research, advocacy efforts, education, and patient service programs. It serves as a celebration for cancer survivors, a memorial for loved ones lost, and a community rally to fight cancer.

During the 18-hour Relay For Life of Newton/Brookline, teams of 8-15 people set up campsites and take turns walking the track while enjoying music, food entertainment, games and more! Cancer survivors are honored during the event with a special ceremony, survivor lap, and dinner reception. More than 500 Luminaria (candle lit bags) surround the track and light our way through the night, each one in honor or memory of family and friends touched by cancer.

With your help, last year Newton and Brookline raised \$42,000 to fight cancer! We sincerely appreciate your past support and hope to have it once again this year to help us raise more than ever. Please contact me with questions or concerns. I can be reached at 781-314-2633 or gillian.quigley@cancer.org.

Sincerely,

A handwritten signature in cursive script that reads "Gillian Baudreau".

Gillian Baudreau
Community Executive, Development
American Cancer Society

New England Division
Nine Riverside Road, Weston, MA 02493-2281 t) 781.894.6633 / 1.877.655.4907 f) 781.314.2699 tty) 866.228.4327
Cancer Information 1.800.ACS.2345 www.cancer.org



Saint Mary of Carmen Society

76th Annual Festival

**Saint Mary
of Carmen
Society**

Anthony C.
Gentile Sr.
President

Joseph Caruso
Vice President

Jason Pisano
Secretary

David Annese
Treasurer

Charles Proia
*Festival
Chairman*

Frank Battista
*Festival
Vice Chairman*

Tino Degisi
*Festival
Vice Chairman*

Mike Olivo
*Festival
Vice Chairman*

Michael Leone
*Fundraising
Chairman*

February 9, 2011

Robert DeRubeis
Commissioner
Newton Recreation Department
70 Crescent Street
Auburndale, MA 02166

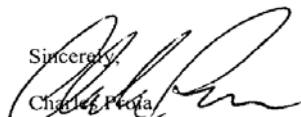
Dear Commissioner DeRubeis,

The St. Mary of Carmen Society will celebrate its Annual Fiesta on July 13, 2011 through July 17, 2011. This is our 76th anniversary celebration.

- Carnival personnel will be allowed to set-up no sooner than Monday, July 11th at 8:00am. All rides and booths are to be cleared off the field by Tuesday, July 19th at noon. The Society will be responsible for the damages to the grounds. The Carnival operates Wednesday, July 13th through Sunday, July 17th, 2011.
- All rides to be inspected by the State of Massachusetts prior to opening.
- Carnival personnel to meet with the Recreation Commissioner and Police Dept.
- Amount of rides & games to be the same as 2010.
- Closing time will be 11:00pm for the entire week.
- The operator will furnish certificates of insurance with the limits specified in the permit naming the city as an additionally insured party.
- All food vendors will be in compliance with the Board of Health requirements and licenses.

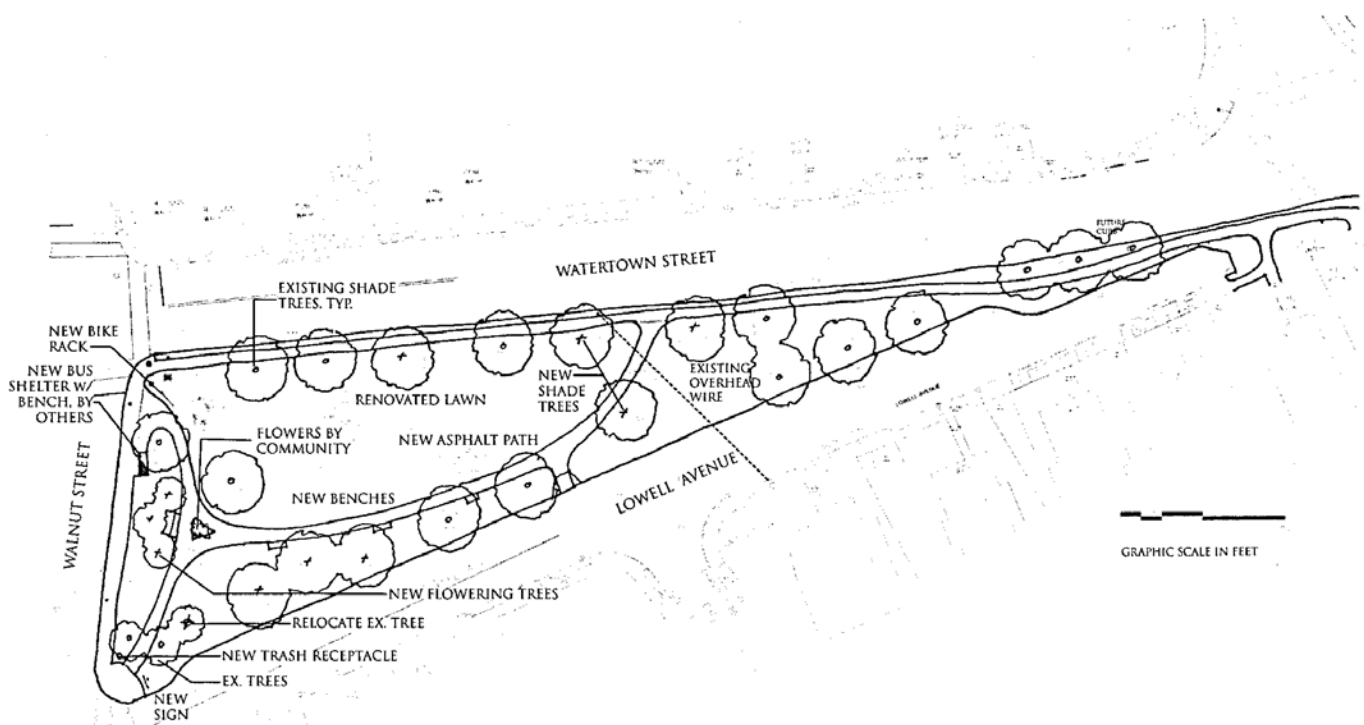
The St Mary of Carmen Society would like to again thank the City of Newton for its cooperation with this great community event!

Sincerely,



Charles Proia
Festival Chairman
Tax Exempt # 20-4035392

St. Mary of Carmen Society PO Box 95094 Newton, Mass 02495



CITY OF NEWTON
PLANNING AND DEVELOPMENT DEPARTMENT

ILLUSTRATIVE MASTER PLAN
LOWELL PARK
NEWTON, MASSACHUSETTS

RAY DUNETZ LANDSCAPE ARCHITECTURE
MARCH 2011

Parks & Recreation Department



Off-Leash Recreation Area Budget
March-11

	u/m				Comment
Resident	ea	\$ 50.00			
Non-resident	ea	\$ 100.00			
Professional-Newton	ea	\$ 250.00			first medallion
Professional-Newton	ea	\$ 75.00			additional medallion
Professional-non Newton	ea	\$ 350.00			first medallion
Professional-non Newton	ea	\$ 100.00			additional medallion
		Total Units	Unit Cost	Total Cost	
Mutt Mitt Stations	1	6	\$ 59.50	\$ 357.00	
Mutt Mitt Station refill-2,000 bags	1	6	\$ 79.50	\$ 477.00	
Fence -Contractor	Total	2	---	\$ 14,506.50	
Mowing Costs-FY11	Cuts	93	---	\$ 1,556.95	per year
Trash Removal	per barrel	8	\$ 3.26	\$ 2,295.04	16 weeks- one pick up 36 weeks- two pick ups/week
Signs-rules & regs	ea	15	\$ 14.00	\$ 210.00	
Sign installation	ea	15	\$ 50.00	\$ 750.00	2 workers, one hour labor, one bag of cement
Medallion Admin	per dog	1000	\$ 5.00	\$ 5,000.00	City Clerk
Brochure	ea	5000	\$ 0.20	\$ 1,000.00	P & R Dept
Enforcement	per hour	19.5	\$ 20.00	\$ 20,280.00	per year
				\$ 46,432.49	

Off-Leash Recreation Area Budget
March-11

Cold Spring Park -139,000 sq ft	u/m	qty	costs		Total
Irrigation	N/A				
Mutt Mitt Station	ea	1	\$	59.50	\$ 59.50
Mutt Mitt Station-refills (qty 2,000)	ea	1	\$	79.50	\$ 79.50
Signs	ea	6	\$	14.00	\$ 84.00
Sign installation	ea	6	\$	50.00	\$ 300.00
Mowing Costs-FY11	Cuts	12	\$	24.14	\$ 289.68
Trash Removal	per barrel	2	\$	3.26	\$ 573.76
Fence	total cost	1	N/A		\$ -
Enforcement-7 days/wk, 19.5 hours/wk	hours/day	3.25	\$	20.00	\$ 3,380.00
					\$ 4,766.44

Cabot Park -13,068 sq ft	u/m	qty	costs		Total
Irrigation	N/A				
Mutt Mitt Station	ea	1	\$	59.50	\$ 59.50
Mutt Mitt Station-refills (qty 2,000)	ea	1	\$	79.50	\$ 79.50
Signs	ea	2	\$	14.00	\$ 28.00
Sign Installation	ea	2	\$	50.00	\$ 100.00
Mowing Costs-FY11	Cuts	12	\$	7.75	\$ 93.00
Trash Removal	per barrel	2	\$	3.26	\$ 573.76
Fence	total cost	1	\$	7,794.00	\$ 7,794.00
Enforcement-7 days/wk, 19.5 hours/wk	hours/day	3.25	\$	20.00	\$ 3,380.00
					\$ 12,107.76

Clafin Playground -23,000 sq ft	u/m	qty	costs		Total
Irrigation	N/A				
Mutt Mitt Station	ea	1	\$	59.50	\$ 59.50
Mutt Mitt Station-refills (qty 2,000)	ea	1	\$	79.50	\$ 79.50
Signs	ea	1	\$	14.00	\$ 14.00
Sign Installation	ea	1	\$	50.00	\$ 50.00
Mowing Costs-FY11	Cuts	8		31.57	\$ 252.53
Trash Removal	per barrel	1	\$	3.26	\$ 286.88
Fence	total cost	1	N/A		\$ -
Enforcement-7 days/wk, 19.5 hours/wk	hours/day	3.25	\$	20.00	\$ 3,380.00
					\$ 4,122.41

Off-Leash Recreation Area Budget
March-11

Hunnewell Park-22,000 sq ft	u/m	qty	costs	Total
Irrigation	N/A			
Mutt Mitt Station	ea	1	\$ 59.50	\$ 59.50
Mutt Mitt Station-refills (qty 2,000)	ea	1	\$ 79.50	\$ 79.50
Signs	ea	4	\$ 14.00	\$ 56.00
Sign Installation	ea	4	\$ 50.00	\$ 200.00
Mowing Costs-FY11	Cuts	11	\$ 33.68	\$ 370.50
Trash Removal	per barrel	1	\$ 3.26	\$ 286.88
Fence	total cost	1	\$ 6,712.50	\$ 6,712.50
Enforcement-7 days/wk, 19.5 hours/wk	hours/day	3.25	\$ 20.00	\$ 3,380.00
				\$ 11,144.88

McGrath Park -7,200sq ft	u/m	qty	costs	Total
Irrigation	N/A			
Mutt Mitt Station	ea	1	\$ 59.50	\$ 59.50
Mutt Mitt Station-refills (qty 2,000)	ea	1	\$ 79.50	\$ 79.50
Signs	ea	1	\$ 14.00	\$ 14.00
Sign Installation	ea	1	\$ 50.00	\$ 50.00
Mowing Costs-FY11	Cuts	27	\$ 4.85	\$ 131.07
Trash Removal	per barrel	1	\$ 3.26	\$ 286.88
Fence	total cost	1	N/A	\$ -
Enforcement-7 days/wk, 19.5 hours/wk	hours/day	3.25	\$ 20.00	\$ 3,380.00
				\$ 4,000.95

Newton Centre - 43,560 sq ft	u/m	qty	costs	Total
Irrigation	N/A			
Mutt Mitt Station	ea	1	\$ 59.50	\$ 59.50
Mutt Mitt Station-refills (qty 2,000)	ea	1	\$ 79.50	\$ 79.50
Signs	ea	1	\$ 14.00	\$ 14.00
Sign Installation	ea	1	\$ 50.00	\$ 50.00
Mowing Costs-FY11	Cuts	23	\$ 18.27	\$ 420.17
Trash Removal	per barrel	1	\$ 3.26	\$ 286.88
Fence	total cost	1	N/A	\$ -
Enforcement-7 days/wk, 19.5 hours/wk	hours/day	3.25	\$ 20.00	\$ 3,380.00
				\$ 4,290.05