

# TOWN OF DEDHAM

## *Park & Recreation Department*

Dedham Recreation Center  
269 Common Street  
Rec 781-751-9250  
Pool 781-461-5991  
Fax 781-461-5985



Robert Stanley  
Park & Recreation Dir  
Debra Anderson  
Asst Dir/Program Dir.  
Tracey White  
Administrative Assoc

Minutes Park and Recreation / Open Space Comm meeting  
Date: 12/12/16  
Place: Selectman Chambers

In Attendance:

Dan Hart  
Jim Maher  
Mac Sterling  
Tracey white  
Kevin Hughes  
Stephanie Radner

**The Dedham Recreation Master Plan and Open Space and Recreation Plan Update Steering Committee** held its Kickoff meeting on Monday, December 12, 2016 at Dedham Town Hall from 7:00 – 8:30 PM (see attached Sign-in Sheet for individuals in attendance). The purpose of the meeting included:

- Introductions
- Task 1 Orientation and Kickoff
- Task 2 Public Participation Plan (see attached Agenda for details)

Task 1 Orientation and Kickoff

- Communications Infrastructure
- o **Project Contact List.** HW to work with the Town to develop contact list for the project core team. Draft list included below:

Parks & Recreation Department

Robert Stanley – Director ([rstanley@dedham-ma.gov](mailto:rstanley@dedham-ma.gov))

Tracey White – Administrative Associate ([twhite@dedham-ma.gov](mailto:twhite@dedham-ma.gov))

Planning Department

Richard McCarthy – Director ([mccarthy@dedham-ma.gov](mailto:mccarthy@dedham-ma.gov))

Parks & Recreation Commission

John Maida – Chairman ([john.maida@rcn.com](mailto:john.maida@rcn.com))

Jim Maher – Vice Chairman (coach [maher@verizon.net](mailto:maher@verizon.net))

Chuck Dellolacono ([Mrdello@comcast.net](mailto:Mrdello@comcast.net))

Sal Ledda ([spledda@hotmail.com](mailto:spledda@hotmail.com)) (Dedham Youth Soccer Association contact)

Dan Hart ([dnlhart@hotmail.com](mailto:dnlhart@hotmail.com))

Open Space & Recreation Committee

Dan Hart (see above)

Marie-Louise Kehoe email?

Jonathan Briggs ([jjb62@comcast.net](mailto:jjb62@comcast.net))

Michael Podoloski email? Dedham Recreation Master Plan and Open Space and Recreation  
Plan Update Project Kickoff December 20, 2016 Page 2 of 4

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Committee Kickoff\\_161212.docx](H:\Projects\2016\16150 Dedham Parks & Rec\Meetings\Project Kickoff_161212\Steering<br/>Committee Kickoff_161212.docx)

Dennis Teehan ([dteehan@dedham-ma.gov](mailto:dteehan@dedham-ma.gov))

Dennis Cunningham email?

Stephanie Radner ([steph@dinosaur13.com](mailto:steph@dinosaur13.com))

Richard McCarthy (see above)

Virginia LeClair ([vleclair@dedham-ma.gov](mailto:vleclair@dedham-ma.gov))

Parks & Recreation Master Plan Committee

Kevin Hughes ([jkevinhughes@verizon.net](mailto:jkevinhughes@verizon.net))

Mac Sterling ([wink@pipeline.com](mailto:wink@pipeline.com))

Name? ([donncha70@gmail.com](mailto:donncha70@gmail.com))

- **Stakeholder Contact Database.** Steering Committee to provide to HW Team email contact list of key stakeholders for project information dissemination and notification.

Name/email/network they represent should be provided. Bob Stanley to send out an email to municipal departments announcing the project kickoff and members of the HW Team will be reaching out to folks for data collection over the next several months.

- **Project Check-ins.** A schedule of brief bi-weekly conference calls for project updates to include the HW Team and the following:

- Director of Parks and Recreation – Robert Stanley
- Director of Planning – Richard McCarthy
- Parks & Recreation Commission Chairman – John Maida
- Open Space and Recreation Committee Chair – Virginia LeClair
- Parks & Recreation Master Plan Committee – Name/Email?

- **Project Website.** HW Team to use 'Square Space' to develop stand-alone Website. Website will include typical pages including:

- Home Page
- Project Overview
- What's Happening Right Now?
- Background
- PDF copy of the RFP
- PDF copy of HW Team proposal
- Current/Upcoming Events
- Contact/Get Involved
- Contact Us
- Fillable form to be added to project Outreach list...this will auto-populate a Mail Chimp account (Constant Contact) that will grow over the evolution of the project (for e-blast notifications). Steering Committee members will provide their distribution lists to Craig to begin the Constant Contact list.

- Resources
- Supporting Data/Reference Documents
- Previous Presentations/Meetings
- Project Team

- Horsley Witten Group, Inc.

- Birchwood Design

Dedham Recreation Master Plan and Open Space and Recreation Plan Update Project Kickoff  
December 20, 2016 Page 3 of 4

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Steering Committee to determine 'Domain Name' before framework can be developed.

- **Document Development/Review Protocol.** Craig Pereira suggested the use of Basecamp as a project management tool. HW has a pre-existing account, no cost to users. The various Plan (s) elements will be reviewed by different parties in different formats. The HW Team will work with the Steering Committee to develop these protocols. Use of Basecamp will facilitate efficiencies and version control in the review of documents by separate 'groups' in advance of Steering Committee meetings. Craig will forward invitation to 'join' the project through Basecamp once Steering Committee confirms Project Contact List.

- Review of Planning Documents by HW Team

- **Information Needs Request.** HW Team will develop list of data needs and post to Basecamp. To Date, the HW Team has obtained the following documents:

- 2010 Open Space Plan and associated maps (pdf version). The HW Team will also need this plan and mapping in native format...Microsoft Word file, Excel tables and GIS Data. The HW Team will include a list of the specific GIS Shapefiles needed, as well as the information needed to upload this data to HW's FTP site.

- 2009 Master Plan, Fact Sheet, and implementation Table.

- **Report Card.** Steering Committee to complete 'Report Card' of existing Open Space and Recreation Plan – Action Table. Stephanie Radner stated the Open Space and Recreation Committee has already initiated this effort and provided the google docs link to Craig Pereira. The Committee will continue to make progress to complete this and provide updates to the HW Team.

- **Participant's Breakdown Data Collection Spreadsheet.** Considered a primer, and recognizing the Town likely has a number of age divisions for each sport which may differ from existing language here. The HW Team requests a breakdown of all those divisions in order to properly assess capacity vs. demand for each playing surface (see attached Excel spreadsheet). Additional data collection considerations include: detailed maintenance records for each playing surface (if available); and, scheduling documentation for each playing surface.

- Project Kickoff

- **Project Schedule.** HW developed a revised project schedule (attached) given the later than anticipated start date. The same 6-month schedule has been maintained, but is just pushed out with a mid-December start date rather than mid-September. Art Eddy stated that the HW Team will work towards maintaining the project schedule, although due to the unpredictability of future weather conditions, certain tasks may get pushed out if individual sites can't be accessed and evaluated due to snow cover. Steering Committee requested a 'working draft' of plans to be available for April Town Meeting, and indicated August 27, 2017 as deadline for OSRP Update to the State.

- **Local Media.** The Steering Committee will provide contact information to the HW Team regarding engaging local media and any opportunities to piggy-back on a community event to collect and/or disseminate data.

- **Communication Tools/Protocols.** As discussed earlier, Craig suggested the use of Basecamp as a project management tool to assist in this area. Once the Dedham Recreation Master Plan and Open Space and Recreation Plan Update Project Kickoff

December 20, 2016 Page 4 of 4  
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project is created on Basecamp, the HW Team will work with the Steering Committee to develop communication protocols.

#### Task 2 Public Participation Plan

As Task 1 evolves and data is collected, the HW Team will begin to populate the Public Participation Plan (PPP). The PPP will serve as the primary project repository for all things associated with the project and will include the following:

- Project Core Team/Contact List
- Stakeholder Contact List
- Project Check-in Schedule and Participants
- Project Schedule with Milestones for Deliverables
- Local Media Strategy

#### Follow Up Required

Items highlighted in yellow indicate areas for follow-up by the various Personnel/Departments/Commissions within the Town.

Project Contact List... anyone missing?

Project Website... Steering Committee to provide recommended domain name so HW Team can begin to develop the framework for the Project Website.

HW Team to create project in Basecamp and invite all Steering Committee members once complete list of team members is provided.

HW Team to provide 'Information Needs Request' to the Steering Committee.

Upcoming important project dates to consider and schedule: