

The Waltham Parks-Recreation Board held the April Board meeting on Wednesday, April 8, 2026, at the Waltham Recreation Department, 510 Moody St, Waltham, MA 02453.

Present were Tom Creonte, John Graceffa, Jennie Scafidi, Stacey Tully, Gary Vallerand and Jerry Walker. Absent were Debra Coleman and Tricia Curtin.

Also present were Director Kim Hebert and Assistant Director Ed Kelley II.

Chairperson Jerry Walker called the meeting to order at 5:30 p.m.

Cyd Abnet, Waltham Times, was recognized as recording the meeting.

Chairperson Jerry Walker read a proclamation from Mayor McCarthy in recognition of Director Hebert's 25 years of service.

A motion was then made to approve the minutes of March 4, 2026, Parks-Recreation Board meeting by Tom Creonte and seconded by Jennie Scafidi. All other Board Members were in favor.

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

Director Hebert reviewed the statement of accounts and explained that the accounts detailed the current balances in operational and capital budget accounts. Director Hebert stated that funding had been encumbered and approved by City Council for the Veterans Softball Field project. All accounts are in good standing.

Next on the agenda was Waltham Youth Football and Cheer represented by league president Francois Joseph. Mr. Joseph stated that the program continues to grow while other municipalities in the league have seen a decrease in participation. He also said the league had recently gotten new helmets that include the latest safety features. The Board thanked Mr. Joseph for his efforts.

Waltham Youth Hockey moved to May Meeting.

Proposed: Road Race- Community Day Center was next on the agenda. Director Hebert presented the details of the race, which were identical to the race that was held last year at Prospect Hill Park.

A motion to approve Proposed: Road Race- Community Day Center was made by Stacey Tully and seconded by Tom Creonte. All were in favor.

Next on the agenda was Proposed: FY 2027 Budget. Director Hebert updated the Parks-Recreation Board on a newly proposed organizational chart and noted that it included grade changes, new positions including an Assistant Superintendent for Park Rangers, four additional facility maintenance positions to assist with the new amenities at 200 Trapelo Rd, and another full-time Administrative Assistant. Salary, cost of living increases and step raises were also

applied. This budget also included a pay increase for part-time employees, which was previously approved in the February meeting.

Additional proposed budget details:

- A line item was added to cover utility costs of the Lawrence School, now under the Recreation Department's Care, Custody and Control.
- An added line item to include expenses specifically for Prospect Hill Park amusements and ranger supplies.
- Chill Zone operating costs were reduced by \$10,000 as needs have been consistently lower.
- Additional funds requested to provide adequate portable bathrooms at 200 Trapelo Road until indoor restrooms are available.
- An additional request was made for Veterans Rink utilities, as utility costs continue to rise, to assist with day-to-day operations.

A motion to approve Proposed: FY 2027 Budget was made by Gary Vallerand and seconded by Tom Creonte. All were in favor. Chairperson Jerry Walker requested a roll call.

Debra Coleman	Absent
Tom Creonte	Yes
Tricia Curtin	Absent
John Graceffa	Yes
Jennie Scafidi	Yes
Stacey Tully	Yes
Gary Vallerand	Yes
Jerry Walker	Yes

Total Yes: 6 Total Abstained: 0 Total Absent: 2

Director's Report:

April Facilities Updates-

- Prospect Hill Park vehicle access road opened on April 1st.
- Artificial turf fields opened on March 29, 2026
- Pavilion rentals became available on April 1st.

Construction Projects- Outdoor projects are now underway.

- Green Acres Landscape began the parking lot extension at 200 Trapelo Road. They will proceed to the amphitheater.
- Northern Contracting continues to work on restoring the exterior of the Howe/Admin Buildings.
- The City's Engineering Department began a utility project at 200 Trapelo.

- Design work for the 9-hole par-three course with Beals & Thomas is underway.
- The contract for design services for the indoor swimming pool is being processed.
- The contract for the Veterans Athletic Complex softball infield renovations is being signed. The fields will be closed immediately following the Waltham High School and Waltham Girls' Softball spring season.
- The purchase order for ADA improvements to the Nipper Maher Park playground has been issued. The Recreation Department is coordinating a start date with the contractor.

Continuing Education-

During the winter many Recreation Department employees attended trainings and workshops.

- Ed and Ryan Kelley attended an amusement training.
- David Gilbert attended a Certified Pool Operator class. He is now the second CPO in the Recreation Department, as we prepare for future aquatic amenities.
- Three Recreation Supervisors attended the Massachusetts Parks-Recreation Association's annual state conference.

Summer Staff- Summer staff applications continue to be available on the Recreation Department's website. The deadline is April 27, 2026.

Registration- The Spring/Summer brochure was a success. Beginning this past fall, the registration start time was adjusted from 9am to 12pm. The number of follow up phone calls and issues greatly diminished. Additionally, over the last few years, feedback has been received regarding the communities' need to schedule summer programming registration earlier than what we had offered. In 2026, the spring and summer registration were combined. Overall, registration was successful.

A motion to adjourn the meeting was made by Tom Creonte and seconded by Stacey Tully. All were in favor.

The meeting adjourned at 6:15 p.m.

Respectfully Submitted,

Ed Kelley II
Assistant Director of Recreation