

The Waltham Parks-Recreation Board held the September Board meeting on Wednesday, September 9, 2026, at the Waltham Recreation Department, 510 Moody St, Waltham, MA 02453.

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

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. Steve Milmore, Waltham Times, was recognized.

A motion was then made to approve the minutes of June 3, 2026, Parks-Recreation Board meeting by Tricia Curtin and seconded by Jennie Scafidi. Debra Coleman abstained from the vote. All other Board Members were in favor.

The monthly bills for the remainder of FY 26 and the beginning of FY 27 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. The accounts on this statement still reflect balances from June 2026. The Auditor's Department is still working on carry forwards from the last fiscal year into this fiscal year for all Capital accounts, as well as a few operational accounts. All accounts are in good standing.

Recreation Supervisor Candidate #1 was next on the agenda. Before the interviews began, Director Hebert explained that of the 19 candidates who interviewed, the final two had been selected to interview in front of the Board. Director Hebert then introduced Jessica Herwick.

The Parks-Recreation Board asked a variety of questions.

Next on the agenda was Recreation Supervisor Candidate #2. Director Hebert introduced Eliza Zangerl-Slater.

The Parks-Recreation Board asked a variety of questions.

A motion to enter into an Executive Session for a discussion was made by Debra Coleman and seconded by John Graceffa at 6:10 p.m. A roll call was requested.

Roll Call

Debra Coleman	Yes
Tom Creonte	Yes
Patricia Curtin	Yes
John Graceffa	Yes
Jennie Scafidi	Yes
Stacey Tully	Absent

Gary Vallerand	Yes
Jerry Walker	Yes

A motion to exit Executive Session was made by Debra Coleman and seconded by John Graceffa at 6:30 p.m. All were in favor.

Chairperson Jerry Walker opened the floor to nominations for the Recreation Supervisor position. Debora Coleman nominated Jessica Herwick for the position of Recreation Supervisor and was seconded by Jennie Scafidi. A roll call was requested.

Roll Call

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

Next on the agenda was Request: Needham Soccer Memorial Day Tournament. Included in the Board's folder was a request from Mark Miskin, Needham Memorial Day Tournament, to host the Memorial Day weekend tournament at Veterans Athletic Complex on May 28 through May 31, 2027. The event has been held annually at Veterans Athletic Complex for over ten years. Recreation Staff would work with Mr. Miskin to coordinate the details of the event. Director Hebert recommended approval of the event.

A motion to approve the Request: Needham Soccer Memorial Day Tournament was made by Gary Vallerand and seconded by John Graceffa. All were in favor.

Request: November Tournament- IFA was next on the agenda. Director Hebert stated that IFA has been renting field time from the Recreation Department for many years. The tournament would be held November 21 through November 22 and would be the last commitment for Veterans Athletic Complex in 2026.

A motion to approve November Tournament- IFA was made by Gary Vallerand and seconded by Tom Creonte. All were in favor.

Next on the agenda was Request: Inclusive Athletic Event- Waltham PD. Director Hebert stated the event would remain the same as previous years, with the only difference being an added rain date. Director Hebert supported approval of this event.

A motion to approve Inclusive Athletic Event- Waltham PD was made by Tom Creonte and seconded by Tricia Curtin. All were in favor.

Full-Time Employee Policy Manual was next on the agenda. Director Hebert explained that many of the department's policies have not been centralized under one formal document. As the department grows it would be beneficial to have a document for all to refer to. The Policy manual would be brought back to the Board periodically to keep it up to date.

No vote was required.

Director's Report:

The Waltham Common Block Party was a success. Close to 1500 visitors attended to watch the family performers, play lawn games, dine at one of the many food truck options, and watch the first ever laser light show.

Pre-School Age Open House- approximately 40 new friends visited 510 Moody Street on September 4, 2026, for an open house to show all the Recreation Department's preschool age activities offered. Everyone had a great time exploring the building.

September Facilities Updates- Spray parks are closed for the season on Monday, September 7, 2026.

Veterans Skating Rink- Opened for the season on Tuesday, September 8, 2026.

Mini Golf at 200 Trapelo Rd- Mini golf will be open on Saturdays only from 12:00pm to 4:00pm through October 31.

Construction Projects-

- Green Acres has completed 90% of the amphitheater. The artificial turf will be installed at the same time as the ADA disc golf.
- Site cleanup is occurring at the final location of building demolition.
- Northern Contracting has completed installation of a new roof and are installing new windows and doors to the exterior of the Howe/Admin buildings. This summer saw additional environmental cleanup at the direction of the Mayor in the Howe building.
- The City's Engineering Department utility project is underway at 200 Trapelo Rd.
- Beals & Thomas has completed the design work for the nine-hole, par three course. The project will be going out to bid later in September. Funding will be requested when the bid results are received.
- The contract for design services for the indoor swimming pool is underway. It is anticipated to have the pool construction out to bid by the end of the calendar year.
- Veterans softball infields have been renovated in July of 2026.
- Field hockey lines were painted at Falzone Field. The program can now use this location for practices and games.
- Nipper Maher Playground resurfacing with PIP will begin later this month.
- Public Works reseeded the grass at Logan Park. When the park opened last summer sod was placed. Additional seeding was needed to increase the lawn's thickness. Director Hebert thanked Public Works for their involvement.

Summer Review-An increase of over 100 registered participants was seen over last summer. New programs were also added to provide full day opportunities. Art and Active Adventures provided families with half-day or full day options.

Summer sports ended up seeing an increase from the last reported, eleven per week, to close to thirty registered participants when grades were modified to include grades 1-9 rather than smaller clusters of grades.

Amusements- The facility was open eight hours a week with an average of 500 visitors per week Memorial Day through Labor Day.

Mini Golf- The facility hosted 10,000 visitors this summer season

Senior Park Ranger- the only personnel request that was approved in the FY 27 budget was the Sr. Ranger position. This will allow for consistent communication and project scheduling. The Recreation Department is excited about this new position to increase the direction of the Park Ranger division.

Email Correspondences-

The Waltham Land Trust sent an email to The Waltham Parks-Recreation Board, Waltham City Council, the Mayor, and the Waltham Conservation Commission regarding their preferences and thoughts for development of 200 Trapelo Rd.

Disability Commission- An email was forwarded from the Disability Commission. The email expressed concerns about inclusive parks, facilities, and programs. Mr. Johnson responded to the individual inviting them to a meeting to discuss their family's needs and how the city can assist. This individual has never reached out to the Waltham Recreation Department, and no follow up to the meeting request has been received.

Council on Aging- The Recreation Department continues to provide space for the Council on Aging's movement programs such as pickleball and bowling.

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

The meeting adjourned at 7:00 p.m.

Respectfully Submitted,

Ed Kelley
Assistant Director of Recreation