



WARREN BUILDING  
90 WASHINGTON STREET  
WELLESLEY, MASSACHUSETTS 02481

DIRECTOR  
MATTHEW G. CHIN

TELEPHONE: 781-235-2370  
FAX: 781-237-3558

DEPUTY DIRECTOR  
BRANDON G. FITTS

### FIELD PERMIT APPLICATION

Name: Jane Bybee Organization: Boston Leadership Institute  
 Mailing Address: 391e Washington St Suite #117 Wellesley MA 02481  
 Email: areyes@bostonleadershipinstitute.com Daytime Phone # 781-431-2514  
 Field Requested: Hunnewell Field  
 For what activity/sport: Flying Robotic Airplanes

DATE (S) – List all

Monday July 11th, Tuesday July 12th, Wednesday July 13th, Monday July 18th, Tuesday July 19th, Wednesday July 20th

Day (s): Monday to Wednesday Time: Start 9:30 am Finish 3:30 pm

Rain Date (if needed): \_\_\_\_\_

Approximate # of people: 28 # of Wellesley Residents: Unknown

#### To Request a field permit:

- Complete this form and submit to: Recreation Director Matt Chin (Address above)
- For Questions contact Matt Chin at 7881-235-2370 or [mchin@wellesleyma.gov](mailto:mchin@wellesleyma.gov)
- Requests to use Warren, Brown, Perrin, Phillips, Ouellette & Hunnewell Park (Town Hall Green) will be forwarded to the Natural Resources (NRC) for approval. \*
- Requests to use school fields will be presented to the Playing Fields Task Force and the School Athletic Director for approval. \*
- \* These committees may only meet once a month. Do not expect a quick turnaround for permit approval.
- Requests for fields made by vendors operating summer camps will not be approved until that vendor has satisfied state and local Board of Health requirements.
- SEE BELOW FOR FEES AND POLICIES

## **WELLESLEY FIELD PERMIT REQUEST INFORMATION**

**Keep this for your records.**

**General Policies:**

- No alcohol, no illegal drugs, no smoking and/or vaping.
- Public property may not be used to conduct a private business, unless certain requirements are met. The Recreation Director can aid you with this process. See "Public Facility Use for Private Gain Policy" at [www.wellesleyma.gov](http://www.wellesleyma.gov) click Government, click Recreation, click Facility & Fields, click Playing Fields Task Force & Field Applications, click Playing Fields Task Force Documents
- Users are responsible for any damage.
- Users are responsible for checking the Town website for field conditions/closures. Fields will be posted when closed during the spring, summer and fall seasons. Assume that fields are closed during the winter.
- If selling food, you must receive authorization from the Board of Health.
- In general, Wellesley fields do not have sanitary facilities.
- **WELLESLEY GREEN INITIATIVE:** The Playing Fields Task Force is partnering with Wellesley Green Schools on an important initiative to reduce waste on town fields. We require you to tell coaches, teams, family & friends, to help in the following ways: 1) Please ask players & visiting teams to BRING REUSABLE WATER BOTTLES TO ALL GAMES & PRACTICES; 2) Please consider eliminating the extra drinks & snacks that are often brought to practices & games (studies show that this has a positive health benefit as well); 3) Consider naming a team captain to oversee garbage collection & recycling or encourage players to clean up after themselves; and 4) Please remind players and visiting teams that the Town of Wellesley is committed to sustainable principles and has installed working water fountains & recycling bins at almost all Town fields.

**Priority of Use:**

- 1) Town-Wide Special Events
- 2) School Use/School Coaches' Clinics
- 3) Wellesley Resident Youth Leagues
- 4) Wellesley Recreation Department Programs
- 5) Wellesley Resident Adult Groups
- 6) Wellesley Resident – One-Time Use
- 7) Charitable Groups
- 8) Non-Resident Groups / Non-Recreation Department Camps and Clinics

**Fees, as approved in the Playing Fields Policy:**

- 1) Town-wide Special Events: No fee,
- 2) School Use: No fee,
- 3) School Coach(es) Clinics: \$15 per participant,
- 4) Wellesley Resident Youth Leagues: \$30 per participant per season (\$15 to Turf Field Fund),
- 5) Wellesley Resident Youth League Clinics: \$15 per participant,
- 6) Wellesley Recreation Department Programs: No fee,
- 7) Organized Use of the High School Track: \$15 per participant per season; if not a seasonal rental: \$150,
- 8) Multi-Purpose Field (at Hunnewell) for Adult Softball: \$40 per participant per season (\$25 to Recreation lighting account)
- 9) Wellesley Resident – One-Time Use: \$50 for a grass field, including the Multi-Purpose Field (at Hunnewell), but \$75 if using lights (incremental \$25 to Recreation lighting account); \$75 for a turf field,
- 10) Charitable Groups: No fee,
- 11) Non-Resident (Adults and Youth): Grass field and Sprague turf field: \$150; High School turf field: \$375 (fee is for field use only; utilization of scoreboard and sound system is not allowed), and
- 12) Non-Recreation Department Camps: \$35 per participant on a grass field; \$50 per participant on a turf field. (Camps catering to participants over the age of twelve years shall, whenever available, be assigned to turf fields).
- 13) All track and field rentals that are not charged per participant are figured in increments of 1.5 hours. Fees collected shall be deposited into the DPW Field Use Fund, unless otherwise noted or a rental of a turf field; revenue from turf field rentals shall be deposited into the Turf Field Fund.

## **General Field Use Rules**

### **Hours of Operation:**

Fields may be used until dusk with the exception of the lighted Multi-Purpose Field (at Hunnewell). Lights may remain on until 9:30 pm, except for Reidy Field, where lights may remain on until 9:45 pm. No play before 8:00 am on Sunday at any field that abuts homeowners.

### **Prohibited Activities:**

Any prohibited activities posted on signage at the High School track or any fields, consumption/possession of drugs or alcoholic beverages; use of fields beyond permitted dates or times; use of grass fields during wet field conditions or before they are declared available for use; and any activity that may cause field damage. Users must show good judgment when using fields and must stop play if the field shows damage during activity. Any group who causes damage to any field will be responsible for repair costs.

### **Field Closures:**

<http://www.wellesleyma.gov/1049/Playing-Fields-OpenClosed-Status> or call (781) 235-2370 for the latest field closures. If a field is closed, no use is permitted at all. The field status webpage and the hotline are for informational purposes only; field signage and/or direct communication from the Wellesley DPW Park and Tree Division (DPW) take precedence. Whenever possible, DPW will email user groups and post signs when fields are closed.

Please note that grass fields can be closed even when the weather appears good at the time because of standing water, previous damage or other field condition issues. The DPW, in consultation with the PFTF, will recommend when fields should be closed in order to rest them to prevent significant damage from overuse or for maintenance reasons.

### **Weather:**

Since lightning can strike up to 10 miles from a storm, users should seek safe shelter as soon as they hear thunder or see lightning. They should wait for 30 minutes without hearing thunder or seeing lightning before returning to the field.

### **Maintenance of Baseball/Softball Infields:**

Baseball/softball players and coaches are expected to groom the infields after each game and practice. Equipment for grooming is supplied and coaches are responsible for knowing the storage box combinations.

### **Litter, Trash and Recycling:**

All users are responsible for picking up any trash or litter on the field at the completion of their practice or game session regardless of whether this trash was there when they first got on the field or not. Pick up trash when you leave the field, even if it is not yours. Consider naming team captains at each practice or game to oversee litter collection and recycling.

Users are expected to use trash and recycling receptacles located on or near the fields or to take their waste home for disposal. If the group expects to generate excess trash, they must provide a means for removing trash themselves. Bring a trash bag with you to games and practices. Please pick up and recycle all plastic bottles. Inform coaches, players, players' families, and attendees at games and practices that there are water fountains at the majority of the active playing fields and that participants are strongly encouraged to utilize reusable and refillable water bottles for all practices and games.

The last group to use a field for the day is responsible for leaving a clean, litter free field. If you consistently find trash when you arrive at the field please contact the Recreation Director at (781) 235-2370, who will attempt to identify the users who might be leaving the field in such condition.

Users are urged to support the preservation and sustainability of Wellesley's playing fields through responsible use of the fields and respect for those who neighbor the fields. It is the responsibility of all coaches, managers, referees and parents to lead by example by educating our children on the proper use of field space and emphasizing the importance of caring for our community assets and maintaining a clean environment.

Concerns related to the maintenance/condition of the High School track or any field should be addressed to the Assistant Superintendent/Deputy Tree Warden of the Park Division at [dpw@wellesleyma.gov](mailto:dpw@wellesleyma.gov).

TOWN OF WELLESLEY



RECREATION DEPARTMENT

WARREN BUILDING  
90 WASHINGTON STREET  
WELLESLEY, MASSACHUSETTS 02481

DIRECTOR  
MATTHEW G. CHIN

TELEPHONE: 781-235-2370  
FAX: 781-237-3568

DEPUTY DIRECTOR  
BRANDON G. FITTS

FIELD PERMIT APPLICATION

(Girls HS Soccer)

Name: Michele DeOliveira Organization: Wellesley Corner Club

Mailing Address: 10 Essex Road, Wellesley, MA 02481

Email: mmdeoliveira6@gmail.com Daytime Phone # 508-981-7657

Field Requested: Danney Field - High School

For what activity/sport: Wellesley High School Girls Soccer

DATE (S) – List all

6/21, 6/23, 6/28, 6/30, 7/5, 7/7, 7/12  
7/14, 7/19, 7/21, 8/2, 8/4

Day (s): Tuesdays/Thursdays Time: Start 5pm Finish 8pm

Rain Date (if needed): N/A

Approximate # of people: 60-65 # of Wellesley Residents: all Wellesley residents

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DEPUTY DIRECTOR  
BRANDON G. FITTS

### FIELD PERMIT APPLICATION

Name: Jason Wellmeyer Organization: PrimeTime Lacrosse

Mailing Address: 5 Michigan Drive, Natick, MA 01760

Email: Jason@PrimestimeLacrosse.com Daytime Phone # 781-223-1077

Field Requested: HS Turf, Hunnewell Fields, Sprague Turf 1+2

For what activity/sport: Lacrosse Tournament

DATE (S) – List all

Saturday, June 18th, 2022

Sunday, June 19th, 2022

Day (s): Sat / Sun Time: Start 8:00AM Finish 4-5:00PM

Rain Date (if needed): \_\_\_\_\_

Approximate # of people: \_\_\_\_\_ # of Wellesley Residents: \_\_\_\_\_

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## Chin, Matthew

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**To:** Jerry Nigro; Laurance Stuntz  
**Subject:** RE: Boards at Warren Park

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**From:** Jerry Nigro <jnigro@claybrookcapital.com>

**Sent:** Tuesday, June 7, 2022 4:50 PM

**To:** Laurance Stuntz <lstuntz@wellesleyma.gov>

**Cc:** Chin, Matthew <cmchin@wellesleyma.gov>

**Subject:** Re: Boards at Warren Park

Thank you Laurance. See replies below. Happy to do a FAQ or whatever needed to facilitate the conversation and vote.

Jerry

On Jun 7, 2022, at 2:27 PM, Laurance Stuntz <[lstuntz@wellesleyma.gov](mailto:lstuntz@wellesleyma.gov)> wrote:

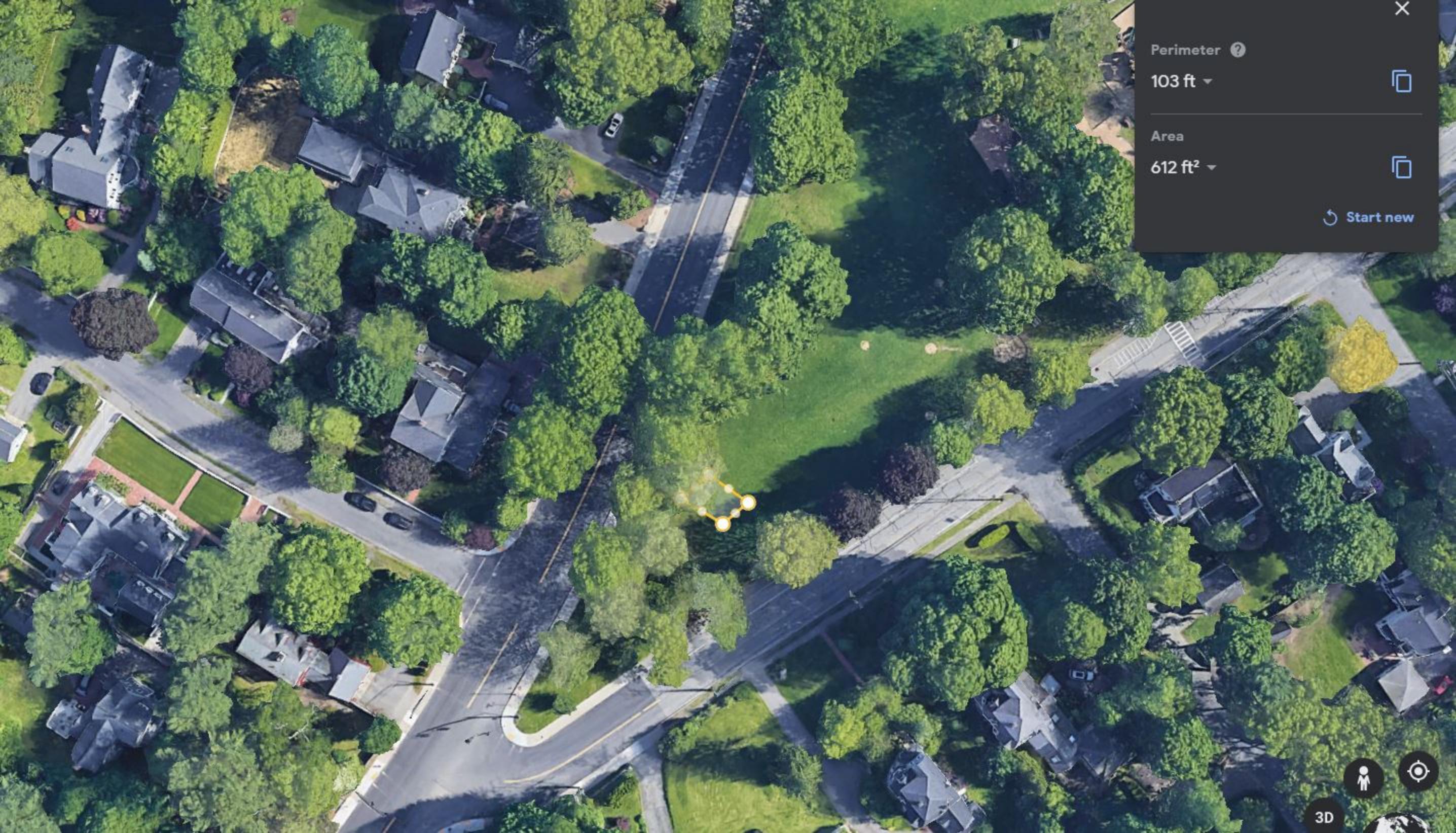
Jerry,

I put this on the agenda for Friday morning. Here are a few questions that I'm anticipating people will have. If you have draft answers to any of these, let's answer them and send them out as an FAQ with the other materials.

- How long would they be up for? June-October
- Is Boys Lacrosse donating them, or planning to take them back to BSI or store them for the winter? Yes, boys lacrosse owns them, will install them with guidance from DPW and take them down and place in BSI in Mid November.
- Would Recreation programs use the space? Recreation is planning to use the space for summer camp activities, fall soccer program and a possible little kid learn to lax program.
- What is the total lineal feet of Boards available? 150 ft long x 90 ft wide but will only use 90ft by 60 ft for this trial.
- How moveable/reconfigurable are these? Yes, very much so. Like a Lego set.
- Can we get a map that shows where they would be placed and include that in the meeting materials? attached
- Would the plexiglass at the top of the boards also be included? We can but can also put up black netting to keep soccer, field hockey or lacrosse balls from going astray.
- If there's any damage due to use/vandalism, how would we handle that? Boys lacrosse would cover that. Very visible and decent activity in the area so hopefully minimal if any. Also a camera at the stop light.
- How would we / would we plan to track usage? (For discussion - I've asked Matt to have some thoughts ready) Rec Track? Can put up signage for website, my or Rec phone number and a 'no dogs' sign as well.

Rec dept can charge if they wish and keep 80% of revenues?

Regards,  
Laurance



Perimeter ?

103 ft ▼

Area

612 ft<sup>2</sup> ▼

↻ Start new

3D



## PLAYING FIELDS TASK FORCE

### MINUTES

May 13<sup>th</sup>, 2022

7:45 am online zoom meeting

#### Attending:

Voting Members:

Beth Sullivan Woods – Select Board (SB); Linda Chow – School Committee (SC); Bea Bezmalinovic – Natural Resources Commission (NRC); Laurance Stuntz – Recreation Commission (RC) (Chair), Jeff Weschler (BPW), Jerry Nigro – Boys Lacrosse (BL), Ansley Martin – Soccer (S); Kelly Uller – Field Hockey (FH); Rick Kinney - Wellesley Little League (WLL); Amy Munchak – Girls Lacrosse (GL); Maura Renzella – Youth Football (F); Tripp Sheehan – Citizen At Large

Board/Commission staff and other guests:

Matt Chin – RC; John Brown – SC; Kyle Williams – SC; Dave Cohen – BPW; Paul DePhillips – BPW; Tim Bania – BPW; Chris Howard – S; Brandon Schmitt – Natural Resources Commission (NRC)

1. Call to order by Laurance Stuntz at 7:47 am
2. Citizen Speak: none
3. Minutes: Laurance Stuntz added to the Minutes from 4/15/2022 a list of the outside groups that received Field permits and made a few other small edits. The group approved a small edit to the March 10<sup>th</sup> meeting minutes related to the way that Linda Chow described the WHS Track & Field project.

**Motion:** By Jerry Nigro: To accept approve the Minutes from the 4/15, 3/25, 3/10 and 2/11/22 meetings as amended.

**Seconded:** Ansley Martin

Voted in Favor: Beth Sullivan Woods – SB; Linda Chow – SC; Bea Bezmalinovic – NRC; Laurance Stuntz – RC, Jeff Weschler – BPW, Jerry Nigro – BL, Ansley Martin – S, Kelly Uller – FH; Rick Kinney – WLL; Amy Munchak – GL; Maura Renzella – YF; Tripp Sheehan – Citizen At Large

Voted Opposed: None

#### 4. Field Applications

The PFTF reviewed and discussed the following applications

- WHS Boys Corner Club for Monday and Wednesday evenings from 5-8 pm in June, July, and the first week of August for Sprague #2
- Primetime Lacrosse for June 18 and 19 from 8 am to 4:30 pm for the Hunnewell Grass Fields
- High School Junior and Senior Class for a Spikeball tournament at the WHS Track & Field on May 15<sup>th</sup> from 12 pm to 2 pm.
- Wellesley Youth Football for a Skills Clinic at the WHS Track & Field on August 8<sup>th</sup> – 11<sup>th</sup> from 5-8 pm each day
- Wellesley Youth Football for Practice on the Hunnewell Multipurpose field for practice from 5:30 pm to 8:30 pm Monday to Friday from August 15<sup>th</sup> to November 21<sup>st</sup>, 2022.

**Motion:** By Kelly Uller: To approve the applications as discussed

**Seconded:** Bea Bezmalinovic

Voted in Favor: Beth Sullivan Woods – SB; Linda Chow – SC; Bea Bezmalinovic – NRC; Laurance Stuntz – RC, Jeff Weschler – BPW, Jerry Nigro – BL, Ansley Martin – S, Kelly Uller – FH; Rick Kinney – WLL; Amy Munchak – GL; Maura Renzella – YF; Tripp Sheehan – Citizen At Large

Voted Opposed: None

## 5. Field Finances

The group discussed developing a model for field user fees that meets the following criteria:

- Project the money needed over the next 10 years to:
  - Cover the cost of field maintenance
  - Develop a financial reserve that can be used to fund ½ the cost of replacing the Sprague turf next time it is needed
- Develop proposed revenue models that:
  - Take a holistic view of potential models to cover our costs, including:
    - Provide for equitable assessment of fees to user groups in proportion to their use of the fields
    - Incentivize user groups to request permits that closely align to their actual usage and improve efficiency of use
    - Provide for assessment of fees to outside user groups & for-profit user groups in proportion to the impact of their use of the fields
    - Allow for potential differentials in fees between resident and non-resident groups
    - Support variability if either our costs or revenues prove to be significantly different than projected
- Develop recommended reporting and governance mechanisms for the PFTF to track costs and revenues and adjust as necessary
- Report on the balance of town support and user support for the fields

The Field Optimization Study will provide information to support this model, and Laurance Stuntz, Tripp Sheehan, and Kelly Uller will work to develop the model and will return to the PFTF with updates periodically, with a goal of updating fees for 2023.

## 6. Field Naming

Kelly Uller distributed an updated field map and the group discussed and agreed to the importance of consistent names and publication of the names. Further updates are required and will be discussed at the next meeting. Issues still to be decided include the reference naming of the WHS turf field and reference naming of the rectangular field that overlaps with the Diane Warren Softball Field.

## 7. Project updates

- a. WHS Track & Field: Linda Chow informed the PFTF that the School Committee reviewed and approved an updated version of their proposal on May 3<sup>rd</sup> and presented the updated proposal at the NRC on May 5<sup>th</sup>. Epsilon Consulting did a new analysis of the environmental impact of the proposed project that was included in the updated proposal. NRC plans to discuss the new proposal at their meeting on May 19<sup>th</sup>, and to vote on at their meeting on June 2<sup>nd</sup>.
- b. Lacrosse wall: The ZBA held a hearing about the Wall but they were not clear that they have standing to review or approve updated versions of the Sprague Master Plan. Discussions will continue. Linda discussed some of the considerations related to future changes to projects.
- c. Aqueduct bathrooms: Waiting for the bathroom to be completed
- d. Field Optimization Study: - the NRC has received the signed contract from Weston & Sampson, and are involved in initial planning and scheduling. Goal is to collect data before summer, do

field assessments over the summer, and public hearings in the fall, but those dates are subject to change.

8. General Fields discussion

- Jerry Nigro brought up the question of boards to be possibly placed in Annie Warren Park to enclose small-sided games for smaller children. The group tabled discussion until the next meeting when it will be a full agenda item.

9. Adjourn:

**Motion:** To adjourn by Maura Renzella at approximately 9:05 am

**Seconded:** Rick Kinney

Voted in Favor: Beth Sullivan Woods – SB; Linda Chow – SC; Bea Bezmalinovic – NRC; Laurance Stuntz – RC, Jeff Weschler – BPW, Jerry Nigro – BL, Ansley Martin – S, Kelly Uller – FH; Rick Kinney – WLL; Amy Munchak – GL; Maura Renzella – YF; Tripp Sheehan – Citizen At Large

Voted Opposed: None

**NEXT MEETING:** Tentatively scheduled for June 10<sup>th</sup>, 7:45 am to 9 am.

Field #1: 270x150 ft

Field #2: 300 x 180 ft or 200 x 180 ft (excluding baseball infield)

Field #3: 360 x 210 ft

Field #4: 360 x 160 ft

Diane Warren Field: 300 x 170 ft or 180 x 170 ft (excluding infield)

During track meets, Grass Fields #1 & #2 are not usable due to javelin field in use.



