

**PARK AND RECREATION COMMISSION
TOWN OF NEEDHAM, MASSACHUSETTS**

**Minutes of Meeting
November 28, 2016**

PRESENT: Matthew M. Toolan, Chairman
Christopher J. Gerstel, Vice Chairman
Cynthia J. Chaston, Member
David C. DiCicco, Member
Michelle S. Geddes, Member
Patricia M. Carey, Director

ABSENT: Robyn G. Fink, Assistant Director

GUESTS: Anne Weinstein – Office of Rep. Denise Garlick
Janet Jankowiak, Connie Kaufman – Charles River YMCA Board

Mr. Toolan called the meeting to order at 7:00 PM in the Charles River Room of the Public Services Administration Building.

- 1. Minutes of Meeting of November 14, 2016:** Mrs. Chaston made a motion to approve the minutes of the November 14, 2016 meeting. The motion was seconded by Mr. Gerstel and was approved unanimously.
- 2. Director's Report:** The Commission reviewed the written report. Ms. Carey noted that Town Counsel has hired an appraiser to provide information to the Town on the value of the former gravel pit property in relation to the easement requested by Eversource. Mr. DiCicco noted that there needs to be an understanding of value in order to provide an estimate of the cost of the easement, and some information will be available from other projects in the area. Ms. Carey asked the Commission if they had any thoughts on long-term uses of the 3+ acre parcel, other than its current passive use as part of the trail system. Mrs. Chaston stated that the Commission hadn't set a long-term goal, and it was agreed that the Commission would not state a goal for the appraisal process. Ms. Carey noted that she had forwarded the link to the DPW Feasibility Study, and that the Mills restroom building would hopefully be delivered next week and installed.
- 3. Program Report:** The Commission reviewed the written report, and Ms. Carey noted that the Winter/Spring brochure was at the printers, but available on-line currently.
- 4. Discussion Items:** discussed later in the meeting.

5. Action Items:

- A. Special Event Request – Relay for Life:** The Commission reviewed the request from American Cancer Society and Needham committee to host the annual Relay for Life of Needham, Dedham and Wellesley at the Newman fields on May 20-21, 2017. Ms. Carey said that the group had been a respectful user of Newman in the past, including last year with the new fields. Mrs. Chaston made a motion to approve the request from American Cancer Society to hold the Relay for Life at the Newman fields on Saturday, May 20-Sunday, May 21, 2017, with set-up starting at 7 AM and the event starting at 5 PM on May 20th, finishing up and cleaned up by noon on May 21st. The motion was seconded by Mr. Gerstel and was approved unanimously.
- B. CPC Applications:** The Commission reviewed the three applications that would take place on Park and Recreation property and one that would be for the purchase of open space in the event a parcel became available. DPW Parks and Forestry is requesting funds to renovate the fields/irrigation at Cricket Field. Mrs. Chaston noted that some might feel that Cricket was recently renovated, and also asked about the building. Ms. Carey will make sure that DPW provides information on the earlier project, done in 2002. The renovation of the building remains in the capital budget for an upcoming year. The Rosemary Recreation Complex application was reviewed at the prior meeting, and the Commission reviewed the application from DPW Engineering for removal of sediment in Rosemary Lake. The Board of Selectmen will speak in support of this project, as it meets federal requirements for protection of water bodies. There is no parcel of land currently under review for purchase, but the application is a placeholder in the event something comes forward during the CPC review process. Mrs. Chaston made a motion stating the Commission's support for the CPC applications for the Rosemary Recreation Complex, the Sediment Removal Project in Rosemary Lake, the Renovation of Fields at Cricket Field, and the possible purchase of Open Space. The motion was seconded by Mr. Gerstel. Mr. DiCicco suggested that the Commission have a statement of priority for the four projects, and it was agreed the priority order was (a) Rosemary Recreation Complex; (b) Sediment Removal in Rosemary Lake; (c) Renovation of Fields at Cricket Field; and (d) Purchase of Open Space. Mr. Toolan called for a vote on the motion, and it passed unanimously.
- C. 2nd December Meeting:** The typical date for the 2nd meeting in December would be December 26th, but Town offices are closed for Christmas. As the Commission would like to discuss operating and financial considerations for the Rosemary Recreation Complex, prior to the January meeting with the Finance Committee, the Commission chose to move the date to Monday, December 19th.

The Monday, December 12th meeting will include discussions with the Town Manager. Mrs. Chaston will not be available to attend that meeting.

4. Discussion Items:

A. **Rosemary Recreation Complex Project.** The Commission reviewed Ms. Carey's written update as seen in Appendix A.

- a. **Design:** Mr. Toolan noted that BH+A had asked for input on the divider for the multi-purpose room. The current design has a curtain that would come through the middle. Another option is to have moveable dividers which creates more opportunities for dividing the room up. Mr. DiCicco noted that the decision impacts how the lighting is designed. Mrs. Geddes noted that the type of divider should provide the most flexibility for programming, and that the option should be safe. The Commission asked for additional information. Mr. Toolan asked for a confirmation on the MA Department of Public Health requirement for staffing the slides, with lifeguards posted at the base of each slide and monitors on each platform. Ms. Carey noted that she and Project Manager Mike Retzky have met with Attorney Tom Harrington regarding the MEPA application submitted for the sediment removal project that is looking to include the Rosemary Recreation Complex project within the permitting. The hope is to not have the projects combined, so that there are no delays to the Rosemary Recreation Complex project. Mr. DiCicco gave an update on the Planning Board meeting and the discussion on eminent domain.
- b. **Financing:** Mr. Toolan will provide Mrs. Chaston with prior questions from the Finance Committee, and Mrs. Chaston will work with the Director on putting together recommendations for the Commission.
- c. **Programming:** Mr. Toolan was copied on an e-mail to Chairman of Board of Selectmen Matt Toolan from Community Center of Needham, requesting to meet with the Selectmen on their recommendations. Mr. Toolan asked that the coordination come through the Commission. Mr. DiCicco supported the request of CCN to have their proposals discussed, and noted the contributions they have made in support of the project. Mrs. Geddes noted that having more information on policies and programs will be helpful for marketing the project. Mr. DiCicco suggested that decisions are needed on the length of the pool season, the pool hours, and the new programming that would be added, noting that the full process had been taking too long and residents needed answers. Mr. Toolan stated that CCN has been welcomed to provide input, and that will continue, but the Commission needed to review all suggestions on a variety of levels including financial.

d. Marketing: Mrs. Geddes will start putting together some questions that she has been given from residents, so that the FAQ list can be updated. She asked the status of the discussion on food trucks/carts, as some questions related to availability at Rosemary. Mr. Toolan noted that the Selectmen needed to move forward with recommendations, and Mr. DiCicco stated that the by-law changes needed to be handled first. Mrs. Chaston noted that safety and schedule needed to be part of the discussion.

B. FY'18 Operating and Capital Budgets: Ms. Carey will include this on the agenda for the next few months. She has met with the Town Manager on the department's proposed operating budget, which is challenging for FY'18 as it includes not having a pool in Summer 2017, but hopefully preparing for the new facility in late spring of 2018. Ms. Carey has proposed a level funded budget, recommending that some of the pool funds for Summer 2017 be used to rehire some of the Rosemary staff to do special projects that the public requests but can't often be done, or adding to a program so that participant numbers can be increased. Mrs. Chaston feels that the Finance Committee may not support doing the special projects over the summer. Ms. Carey will continue to develop the plan, including some anticipated costs.

C. Open Space and Recreation Plan: will be discussed at next meeting.

D. Field Scheduling Summit Planning: will be discussed at next meeting

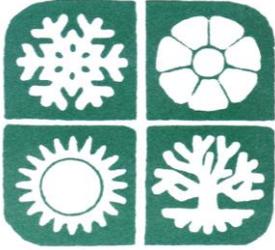
E. Field Sports Sponsorships: will be discussed at next meeting

6. Topics for Future Agendas: Mr. DiCicco asked if Eagle Scout Candidate Ryan Coen had been invited to attend an upcoming Commission Meeting so he can be thanked for the kiosks he built and installed on the Rail Trail. Ms. Carey noted that Assistant Director Robyn Fink is coordinating that.

7. Adjournment of Meeting: Mrs. Chaston made a motion to adjourn the meeting at 8:22 PM. The motion was seconded by Mr. Gerstel and the meeting adjourned at 8:22 PM.

Respectfully submitted,

Patricia M. Carey, CPRP
Director



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ROSEMARY RECREATION COMPLEX UPDATE

November 18, 2016

DESIGN:

Planning Board Permit:

The first night of the hearing was held on November 15th. BH+A reviewed the waivers being sought, and the reason for each waiver. DPW still needs to submit their written comments, and Planning asked for some additional easement information to be added to the survey plan, so the hearing will be continued until December 6 at 7:05 PM.

Not many questions were asked regarding the waivers. One is to have the lights in the lower parking lot be slightly brighter than traditional parking lot lights, as a safety measure for the secluded area. The building blocks visibility to the apartments across Rosemary Street. A second waiver request is at the upper parking lot. The set-back requirement is 25 feet. Currently it is 6 feet, but would be improved to 10 feet under current design. Pushing the lot back farther would require an expensive retaining wall.

A question related to pedestrian safety was raised for both those using the sidewalk near the driveway entrance, and those walking at the bend in the road across from Hillside Avenue. The invasive plants that grow at the bend were discussed at Conservation, and approval will be given to maintain the growth so it doesn't block vision. DPW has been asked to review the possibility of cross walks or signs.

Town Counsel David Tobin gave an update on the title search. There is still one parcel with a missing document related to the taking of the parcel for unpaid taxes. He is not concerned, as the Town has utilized the parcel for recreation purposes for more than seventy years, but if the missing document is not located, he would recommend that the Town take it by eminent domain to finalize the paperwork. He is also considering the same process for the other parcels, to clear out any unknown private easements.

MA Architectural Board:

Project Manager Mike Retzky and I went into the Boston MAAB office, with representatives from BH+A to discuss the variance request with the MAAB staff person who will present the variance request on November 28th to the board. He listened to the descriptions of the two separate parts of the building, clarified questions, and took some additional drawings to help with the presentation. We'll get an update the following day.

Sediment Removal Project:

The state MEPA permitting is being reviewed by our attorney from prior DEP issues with Rosemary Pool. He will provide guidance on how to coordinate with MEPA so that the Rosemary Recreation Complex construction schedule is not delayed by any connection to the Rosemary sediment removal project.

Pool Permits:

Each pool will need to be permitted by the Needham Health Department on behalf of the MA Department of Public Health. Most of the questions from earlier meetings with the Health Department and MDPH were resolved in earlier design revisions, and a report has been sent to the Health Department outlining those changes. The permits are applied for later in the design process. I asked the Health Department to clarify the staffing at the slides. At this time, we have a double slide in the design. MDPH requires the base of each slide to have lifeguards. They cannot be responsible for guarding any other pool area. My question related to staffing on the platforms. MDPH requires a monitor at the top of each slide to insure only one swimmer goes down at a time, and surfaces in the water below before the next person goes down. MDPH confirmed that I am able to hire non-aquatic staff to monitor the top of the slides, as they cannot perform lifeguard duties from that height. It is likely we'll have staff work both in the Booth and as slide monitors, so we can rotate them in and out throughout the day.

Divider

BH+A has asked about the type of room divider preferred in the multi-purpose room. A curtain can be set up mid-way that could be drawn across. It would be similar to one seen in gyms, with a mesh top to let through light and a covered lower area, to block visibility between activities. The alternative is to have a portable system that can be moved in place, and is not limited to the center of the room. It provides more flexibility with room set-up, and still blocks visibility between activities. For programming purposes, the portable system would be preferred.

FINANCING:

Community Preservation Application: The CPC application has been submitted. The CPC will be meeting on December 14th to determine which applications are eligible for CPA funding, and those moving forward will be assigned a liaison to begin the review process.

FY'18 Operating Budget: The department's operating budget for the time period covering July 1, 2017 – June 30, 2018. The Town Manager accepted submitting a level funded budget, despite not having a pool in Summer 2017, with some funding available for re-hiring pool staff for special projects. More funds than typical would be available in Spring 2018, for any needed use for the new pool facility, including training staff. Funds typically needed for pre-season purposes would not likely be needed. As an example, we typically need to hire a filter specialist to get the filter system up and running, but that cost would be covered under construction for this first season. Any unused funds after June 30, 2018 go into the Town's free cash.

PROGRAMMING:

MARKETING: