

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

**Minutes of Meeting
December 12, 2016**

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

ABSENT: Cynthia J. Chaston, Member
Robyn G. Fink, Assistant Director

GUESTS: Kate Fitzpatrick, Town Manager
Mike Retzky, Public Facilities-Construction Project Manager
Janet Jankowiak, Connie Kaufman – Charles River YMCA Board
Earl Kasdon, Minuteman Model Yacht Club
Eagle Scout Candidate Ryan Coen, Gina Coen, Steven Coen, Emily Coen
Amy Hurley, Deb Whitney, Jo-Anne Ochalla – Community Center of Needham

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 28, 2016:** Mr. DiCicco made a motion to approve the minutes of the November 28, 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 she has advised Needham Baseball and Softball that any lights project at the Asa Small diamond at DeFazio would require the Commission to request a special permit from ZBA, plus a Conservation Commission permit would be required due to the nearby wetlands. Mr. Toolan noted that the cost of the installation would likely be more than the estimate of \$130,000 received from a vendor because of the wetlands. Mr. Toolan would like to invite Needham Baseball and Softball back to meet with the Commission later this winter. Ms. Carey commented on the upcoming Trustees of Memorial Park meeting when they will be meeting with the architect doing the feasibility study for the building. Mr. Toolan also noted the completion of the restroom unit at Mills Field.
- 3. Program Report:** The Commission reviewed the written report. Mr. Toolan welcomed Eagle Scout Candidate Ryan Coen to present information on his recently completed project, installing two kiosks on the rail trail. Mr. Coen thanked the Commission, and in particular Mr. DiCicco for providing guidance on choosing his project. He thanked Ms. Carey and Ms. Fink for their assistance, support, and the financing of the needed materials. He wanted to choose a project that would benefit the community, and

developed a design that would be durable. He worked with 21 scouts and others providing about 370 total hours of service. Mr. Gerstel commended Mr. Coen for the well-done project, and for choosing to work towards becoming an Eagle Scout and give back to the community. Mr. Toolan, Mr. DiCicco and Mrs. Geddes joined in the congratulations. Ms. Carey noted that winter/spring registration would begin this week.

4. Discussion Items:

A. Town Manager:

- i. Fire Station # 2:** Town Manager Kate Fitzpatrick reviewed the current feasibility study for Public Safety, with a concept developing for rebuilding Police/Fire Station # 1 at its current location which also includes temporary space; and Fire Station # 2 which needs to double in size, and include space for the Town to have a second ambulance. Project Manager Mike Retzky outlined the fire response map, and noted that the temporary space needed to include a structured 3 bay tent that is 66'x48' plus trailers and parking area for Station # 2 as there isn't currently on-site space. Ms. Fitzpatrick explained that they are searching for a temporary site, but that there weren't many private or public options in the fire response zone. She asked for the Commission's support to study Avery Field, and the Gould Street/Beech Street corner at Mills Field. The Commission asked about different options, and Mrs. Geddes said that it was important to at least review the two park options. Mr. Gerstel felt that it was important to review for public safety. The Commission agreed to have the two parcels studied.
- ii. Eversource:** Ms. Fitzpatrick explained that Eversource and the Town need to develop a Memorandum of Agreement that would include restoration of disturbed areas. She is working with DPW on road conditions, but requested the Commission to consider any restoration they would request for the former gravel pit area. The easement request is for 24', and a 12' stone dust path would be added from Greendale Avenue, and would be lined with fencing and plantings to separate the path from the adjacent neighbors. The Board of Selectmen will host a public hearing once concepts are available, and an appraiser has been engaged for the cost of the easement across the former gravel pit. Mr. Toolan noted that the Commission did not have future plans beyond what the land currently provides. Mr. DiCicco asked if the pedestrian path could later become a vehicle entrance if there was a contemplated use.
- iii. Other:** The Commission asked Ms. Fitzpatrick a few additional questions. Mr. DiCicco asked who would present the department's operating budget to the Finance Committee, as the current proposal included funding for a pool staff. Ms. Fitzpatrick explained her support for the level funding, to prevent budget spikes and to get community supported projects done that

aren't currently funded. The Finance Department and consultants will assist with the development of operating costs for the new facility. Mr. DiCicco asked if Town Meeting didn't vote to support the project, how much of the work done in design could be used for closing the site. Ms. Fitzpatrick explained that the Commission and others would need to decide if they wanted to return to Town Meeting to restate the case or change it, but did not recommend having two proposals at Town Meeting. She noted that all buildings should be built to excess capacity, so they are prepared for future changes. Mr. Toolan noted that having Rosemary Recreation projected connected to the sediment removal project through the MEPA permitting is a frustration that could impact scheduling. He also noted that it is possible the two projects wouldn't happen at the same time, increasing the cost with the need to brace the pool or add a port-a-dam. Ms. Fitzpatrick noted that it was understood that it was only a cost savings in the event that both projects were timed the same. She also mentioned that Town Counsel was overseeing the title search, and that as was done in other projects, Town Meeting would be asked to clear the title. Mr. Toolan stated that will create a public relations issue, so that all support from others would help the Commission. Mr. Toolan thanked Ms. Fitzpatrick for her support on the projects, improvements to athletic fields, and stated that they would begin the process of reviewing synthetic turf replacement options this year, and investigate a public/private partnership for Asa Small diamond. Mr. DiCicco asked if possible decrease state contribution to CPC would impact projects. Ms. Fitzpatrick stated that Assistant Town Manager David Davison projects conservatively so he already anticipated a reduction in his projections.

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

- i. Design:** Ms. Carey and Mr. Retzky updated the Commission on meetings with Planning Board, Conservation Commission and MEPA. Mr. Gerstel will attend a meeting this week, on behalf of the Commission, at which the process for moving forward with the MEPA permit is discussed. Mr. Retzky explained that the project will be bid in the spring just prior to Town Meeting, and everything will be ready to start in June.
- ii. Financing:** Mr. Toolan shared questions provided by Mrs. Chaston for the Commission to review prior to the December 19th meeting. Mrs. Chaston contacted the Finance Committee Chairman to clarify what is being reviewed at the January 4th meeting, and it was determined that it would only be the FY'18 operating budget request. The Chairman did mention to Mrs. Chaston that some members of the Finance Committee feel that any programming space at Memorial Park would be useable, rather than adding space to the Rosemary project. Mr. DiCicco stated that any

questions related to use of the Memorial Park building needed to be answered by the Trustees, also noting that it would still not resolve the issue of Park and Recreation not having its own programming space. For additional questions on Mrs. Chaston's list, Mr. DiCicco asked that swim lesson information be discussed. Mrs. Geddes asked if comparable fees from private organizations were being collected. Ms. Carey said that the staff had municipal information, and would seek some private information but it is not easy to get. Members of the Commission will talk to others they know to get some fee information. Mrs. Geddes also asked to have the program information from a prior meeting re-sent in the packet. CCN board member Deb Whitney asked what the numbers were that the Commission was looking to put together, and Mr. Toolan explained it was for forming an estimate for the operational costs and revenue estimates. Ms. Whitney asked if the Commission would be hiring someone with industry-wide knowledge to assist, and Mr. Toolan noted that the Commission had that within the staff and others.

iii. Programming: No new information

iv. Marketing: no new information

C. Open Space and Recreation Plan: Ms. Carey gave an overview on the advisory group meetings and the recent public forum. Over 500 people have taken the survey. The advisory group is currently making recommendations to update the goals and objectives from 2007, and the Commission will receive those recommendations to review.

D. Field Scheduling Summit: Mr. DiCicco would like to give the groups an update on the Fields of Dreams project. He explained how it was funded, but also noted that it helped launch other projects, including Greene's, Walker-Gordon and Newman, plus raised awareness for the need for maintenance and the creation of the fund to replace the synthetic turf. Mr. Toolan suggested having more than just each group's field scheduler attend, so that more members of executive boards heard the message.

E. Field Sports Sponsorships: Mr. Gerstel and Ms. Carey met with Assistant Town Manager David Davison regarding the possibility of sponsorship signs at parks. Mr. Gerstel explained that an organization could collect donations from businesses for signs, but that the signs could only be up during their permitted time and not left up for the whole season. The Commission could set up rules on size, colors, types of industries/businesses, and any other feature. As a second option, the Town could put out the option as a bid, but all revenue would go to a special account and be used for field projects. The Commission discussed the pros and cons of each option, and decided to continue the discussion after May's Town Meeting.

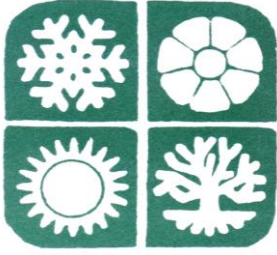
5. Action Items: None presented

6. Topics for Future Agendas: Mr. Gerstel mentioned the Commission's recent discussion related to social media and not responding/debating on issues. He noted that people complaining about one topic had been invited to attend a discussion at the Selectmen's meeting, and no one attended. Mr. DiCicco suggested continuing the discussion about food trucks before the summer.

7. Adjournment of Meeting: Mr. DiCicco made a motion to adjourn the meeting at 9:20 PM. The motion was seconded by Mr. Gerstel and the meeting adjourned at 9:20 PM.

Respectfully submitted,

Patricia M. Carey, CPRP
Director



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ROSEMARY RECREATION COMPLEX UPDATE

December 9, 2016

DESIGN:

Planning Board Permit:

The second meeting of the hearing was held on December 6th. The Planning Board reviewed the requested waivers. Other than a few clarifications, the majority of the discussion surrounded the waiver request to have more than 1 foot candle of light in the two parking lots, with 2 light candles in the lower lot, and about 2.5 in the upper lot and driveway entrance. Both lighting recommendations were made for safety. The Police Chief will be consulted prior to next part of the hearing on December 20th at 8 PM.

The DPW provided their written input. They noted that a cross walk “may” be located near the driveway entrance. It isn’t legally required for the site, and would need to go through a review process.

The draft survey was reviewed. Notations have been made for the pedestrian easements, and any deed information will be noted with those easements. There is still discussion going on with the title attorney, Town Counsel, the surveyor, and one Planning Board member on the wording that goes on the survey related to the title search.

Conservation Commission

The Conservation Commission voted to adopt the draft Order of Conditions at their December 8th meeting. I will get you a copy once it is issued. There is a 10 day period, after issuance, that it can be appealed to DEP or superseded by DEP.

MA Architectural Board:

The variance for the elevator was granted. Our project includes marking the interior stairway door as “emergency only” and that no external door hardware be installed.

MEPA – MA Environmental Policy Act:

With our environmental attorneys, Project Manager Mike Retzky and I met with state MEPA officials who coordinate all of the state permits. At this time, they would like the Rosemary Recreation Complex project to move forward in the information stage with the Sediment Removal Project, coordinating the submission of a Draft Environmental Impact Report (DEIR). With that submission, we may also submit a Request for Waiver. If we have provided enough information in the DEIR that concludes that no state permits will be required for Rosemary Recreation Complex, it is possible to receive the waiver and “disconnect” from the Sediment

Removal Project. Once the DEIR is submitted, it is published in the Environmental Monitor in one of two monthly editions, starting the 30 day comment period. Anyone can comment, from a state organization to a Needham resident. Once that time frame passes, the MEPA staff reviews all information and comments that have been received. There is a 7 day period for MEPA to make a recommendation to the Secretary of Energy and Environmental Affairs and for him to respond. So, it is a 1.5-2 month process. If all information was submitted by mid-January, as an example, a response would be known by mid-March.

MEPA basically coordinates all the needed state permits. In MA, local Conservation Commissions handle the wetlands permitting, keeping DEP involved. In most cases, the local Conservation Commission issues the permit/Order of Conditions without further involvement from the state. If there is an appeal, or DEP chooses to supersede the Order of Conditions, MEPA then becomes involved as in essence, it becomes a state permit for the project.

There are other state permits that at times are required. A Chapter 91 license, is an example, and relates to building within a water body. There is a waiver for preexisting structures built prior to 1984, which includes Rosemary Pool, so the DEP has already noted the license would not be required. The port-a-dam process could trigger the need for a Water Quality permit. DEP has already, informally, indicated that would not be needed, and BH+A will confirm that in writing. The port-a-dam would require an Army Corps of Engineers permit, which is federal and not overseen through the MEPA process.

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.

Review Questions: Commissioner Chaston has developed a set of questions for the Commission to review that help provide a framework for determining the development of operating costs. The questions are being provided at the December 12th meeting for thorough discussion at the December 19th meeting.

PROGRAMMING:

MARKETING: