

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

**Minutes of Meeting
March 13, 2017**

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

ABSENT: David C. DiCicco, Member
Robyn G. Fink, Assistant Director

GUESTS: Dan Matthews, Selectman
Kate Fitzpatrick, Town Manager
Christopher Coleman, Assistant Town Manager
Deb Whitney, Community Center of Needham
Janet Jankowiak, Connie Kaufman - Charles River YMCA Board

Mr. Toolan called the meeting to order at 7:02 PM in the Charles River Room at the Public Services Administration Building.

- 1. Director's Report:** The Commission reviewed the written report. Ms. Carey noted the joint meeting with other boards on the Open Space and Recreation Plan draft goals, objectives and action items to be held at the Selectmen's meeting on Tuesday, March 28 at 7:15 PM. She also shared photos of three trees removed from Riverside Park, which upset some neighbors. Additional plantings will be done in the future. Mrs. Chaston asked about the status of the parking barriers at DeFazio. Ms. Carey said that the snow impacts the installation, but the goal has been to have them in place by April 1st. Mr. Toolan noted that Public Works Director Rick Merson attended the last meeting and reviewed the project, and discussed joint options for educating park users on the new parking pattern.
- 2. Program Report:** The Commission reviewed the written report. Ms. Carey noted that all Tuesday programs will be cancelled due to the impending storm, so all participants were notified. Wednesday programs were also notified to watch for school cancellation, but the hope is that they won't be impacted.
- 3. Discussion items:**
 - A. Mobile Food Vendors:** Mr. Toolan welcomed Selectman Dan Matthews and Town Manager Kate Fitzpatrick. Mr. Toolan stated that the Commission supports the concept of having mobile food vendors at some parks at set times and locations, but the board does not want to administer the permitting process. He noted that the discussion of allowing user groups to approve or deny having them during the use made sense for a

single user of a park, but several parks have multiple groups using at the same time. Mr. Matthews explained that the Selectmen heard input during a citizen petition at May 2016 Town Meeting, and at a subsequent public hearing with a request to expand rules. A citizen's petition will also come before May 2017 Town Meeting. In the past, user groups had enough volunteers to operate concession at some parks and raise funds for their programs, but that is now a challenge. The Board of Selectmen could provide oversight, but would need to have a set of guidelines created with the Commission, understanding the limits related to areas of operation and times of operation. Ms. Fitzpatrick stated that the question of for-profit vendors using the concession stand at DeFazio Park was being reviewed, as to whether it can be considered an accessory use. Mrs. Chaston stated that the major concern to adding mobile food vendors is safety, with a secondary issue related to trash. Ms. Fitzpatrick suggested that it might be easiest to pilot a program initially, to see how it works and how organizations and families react to it. Mr. Toolan stated that some dates would need to be blocked off from use, so that the organization holding the permit can handle concessions for their special event. Mr. Matthews suggested the pilot could include use of the Carleton Pavilion by a vendor and a mobile food vendor at Claxton. Mr. Gerstel agreed with DeFazio being a pilot site, and Mrs. Geddes also added that the offerings should be varied, which one dedicated vendor might not provide. Mr. Gerstel stated that, during school hours, a vendor could not be located at any school due to competition with approved food services. Mr. Toolan suggested a requirement that if a food vendor leaves a site, it cannot return on that day. Ms. Carey noted that the new citizen's petition is to use the parking spaces at Greene's Field on Great Plain Avenue for mobile food vendors. Mr. Matthews and Ms. Fitzpatrick will bring the Commission's input back to the Board of Selectmen for their next discussion.

B. Rosemary Recreation Complex Project:

Design: The Commission reviewed the Director's written update, as seen in Appendix A. Mr. Toolan, Mr. Gerstel and Ms. Carey attended a meeting with Selectmen Matt Borrelli and Marianne Cooley, Town Manager Kate Fitzpatrick, Assistant Town Managers Christopher Coleman and David Davison, PPBC Chairman George Kent and Project Manager Mike Retzky. They reviewed the deduct options for the bids including the generator and one of the two slides, and Mr. Toolan explained the Commission's concerns with the process and timeline for choosing deducts, indicating that most of the original suggestions from the architect were related to the pool facility. Rep. Garlick would like to ask for some state funding, and has asked for some options related to the project. Ms. Fitzpatrick reported that the best opportunity for funding comes from requests related to health and safety, so her recommendation would be to request funding for the generator, which if received, would provide additional funds towards the pool project. Mr. Toolan thanked Mrs. Chaston for presenting at the CPC public hearing, on behalf of the Commission. Mr. Gerstel noted that Mrs. Chaston presented the information well, and that most comments were in support of the project. Mrs. Chaston noted that a Town Meeting member in attendance spoke about funding being needed for

other Town projects, so he would not be voting in support. Mr. Gerstel stated that the CPC would be voting on their recommendations at their March 22nd meeting. To date, he has heard questions from members related to how to handle financing, but not a concern on why to recommend funding. Community Center of Needham representative Deb Whitney attended the public hearing, and two hurdles she heard that need to be passed are (a) belief that the funding for the construction was already approved, and (b) the project is for a small portion of the population.

Financing: Mr. Toolan reviewed information that will be provided to the Finance Committee later in the week. The extension of the season and increase programming opportunities will likely help to offset costs related to operating the pool facility. Mr. Toolan's updated spreadsheet can be found in Appendix B, including an updated sheet for program revenue.

Programming: Discussed during financing.

Marketing: Mrs. Geddes presented marketing ideas prior to Town Meeting. Her list was provided electronically to the Commission during the meeting and can be found in Appendix C. Mr. Toolan suggested adding contacts from field user groups and trail users, as well as providing additional background information to new Town Meeting members.

C. FY'18 Operating and Capital Budgets: Mr. Toolan noted that the Finance Committee had voted to remove the pool salary funds from the Commission's budget request. Ms. Carey noted that the funds would go into the Reserve Fund, and a request to transfer would need to be made for salaries in May and June of 2018.

D. Pop-Up Skate Park: The Commission continued their conversation about purchasing a pop-up skate park. Ms. Carey indicated that it would be used for the Skateboard EDU program, typically held at the fenced in asphalt area at Pollard, also used for QuickStart tennis lessons. During the summer, it will be easier to find parking lot areas that could be used for the equipment. At the next meeting, the Commission will discuss funding the purchase through the Street Fund, donated from a late resident's will for Park and Recreation projects.

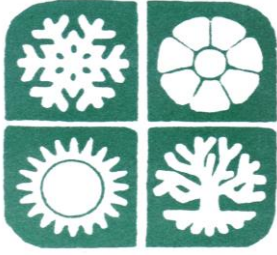
E. Field Scheduling Update: Ms. Carey noted that special event requests keep coming in, which, if approved, requires making changes to the permits already put into the schedule. With the addition of NHS Varsity Boys Rugby, the conflicts with use of synthetic turf fields has increased, and the three major non-school groups using the synthetic turf fields are challenged with how to share the fields. Mr. Toolan suggested a review of the joint policy with the Trustees of Memorial Park and the user groups prior to next winter's scheduling summit.

4. Action Items

- A. April Meeting Schedule:** The Commission reviewed the April meeting schedule. The April 10th meeting falls on the first night of Passover, so the Commission moved that meeting to Tuesday, April 11 at 7 PM. The April 24th meeting is at the same time as the League of Women Voters' meeting at CATH. The Commission will move their meeting to CATH, and hold it earlier at 6 PM or 6:30 PM, depending on the amount of items on the agenda.
- B. Special Event Request – Jog Your Memory 5K:** Ms. Carey noted this event has been held in the past without any concerns. The road request has been submitted to the Town Manager's Office. Mrs. Chaston made a motion to approve the request for the Jog Your Memory 5K to use the outdoor areas at the Mitchell School on Sunday, September 17, 2017 from 6 AM – 11 AM. The motion was seconded by Mr. Gerstel and approved.
- C. Special Event Request – St. Joseph's School Field Day:** Ms. Carey noted that the requested time on a Friday conflicts with the regular use of the Charles River YMCA which begins at 11 AM. She recommended that St. Joseph's either end their event by 11 AM or move to their rain date on a Monday, as they would be finished prior to the YMCA's use. Mrs. Chaston made a motion to approve the request of St. Joseph's School to hold a field day at Greene's Field, on a date and time determined not to be a conflict by the Director of Park and Recreation. The motion was seconded by Mr. Gerstel and approved.
- D. Special Event Request – St. Joseph's Cub Scout Pack 23:** The Commission reviewed the request which conflicts with a raindate approved for another organization at Claxton Field. The Commission asked Ms. Carey to work with the group on finding alternate location and/or date and will vote on a resubmitted request at an upcoming meeting.
- 5. Minutes of Meetings – February 13, 2017 and February 27, 2017:** Mrs. Chaston made a motion to approve the minutes of the February 13, 2017 meeting. The motion was seconded by Mr. Gerstel and was approved. Mr. Gerstel made a motion to approve the minutes of the February 27, 2017 meeting. The motion was seconded by Mrs. Geddes, and approved with 3 in favor and 1 abstention.
- 6. Topics for Future Agendas:** The pop-up skate park will be on the next agenda.
- 7. Adjournment of meeting:** Mrs. Chaston made a motion to adjourn the meeting at 9:15 PM. The motion was seconded by Mr. Gerstel and the meeting adjourned at 9:15 PM.

Respectfully submitted,

Patricia M. Carey, CPRP
Director



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ROSEMARY RECREATION COMPLEX

Update from the Director of Park and Recreation

Friday, March 10, 2017

DESIGN

Bid Documents

The advertising for bids was sent on March 9th, and the pre-approved bidders will be able to receive the documents starting March 15th. A pre-bid conference will be held at the Rosemary site on Thursday, March 23 at 1:30 PM.

MEPA

The opportunity to comment on the application ended, today. The decision will be made by March 17th.

Land and Water Conservation Fund

The information sent to MA Division of Conservation Services has now been sent to the National Park Service with a request for prompt review. Support from legislators has been requested.

FINANCING

Community Preservation

The CPC's public hearing was held on Wednesday, March 8th. During the presentation of the Rosemary Recreation Complex project, most comments were in support of the funding of the project. The Assistant Town Manager-Finance Director has provided two funding options to the CPC, which are currently under review. The CPC will meet on Wednesday, March 22 at 7:30 PM to deliberate on all six of the proposals under review, and vote on their recommendations to Town Meeting.

Finance Committee

The project will be reviewed by the Finance Committee at their Wednesday, March 15th meeting.

State Funding

Rep. Denise Garlick often requests state funding for Town projects, and may have the possibility of requesting funds for a possible deduct option from the Rosemary Recreation Complex project.

PROGRAMMING

The Chairman is updating the programming revenue estimates, based on input from the Commission at their February 27th meeting.

MARKETING

In March, it will be time to start preparing some of the material that will be needed through Town Meeting:

Assumptions:
Used 2012 Attendance as our basis for 2018
Increased pool prices 25%-90% for residents, and 70%-200% for non-residents
Increased staffing to accommodate new pool configuration
Includes three mornings a week for adult lap swim

Extended swimming season to start in June and run into mid-August
Increased contribution to General fund to \$10 per person from programming
All Programs will be run out of the Rosemary Recreation Complex

20XX Rosemary Revenue - estimated for a full season
Pool passes

	Base year	2016 pass	Proposed	Estimated Year 1
	<u>passes sold</u>	<u>Prices</u>	<u>New Prices</u>	<u>Revenue</u>
Individual - early bird	30	\$90	\$175	\$5,250
Family - early bird	129	\$180	\$350	\$45,150
Senior - early bird	30	\$45	\$65	\$1,950
Individual	27	\$110	\$193	\$5,198
Family	132	\$215	\$385	\$50,820
Senior	12	\$55	\$72	\$858
<i>Non residents</i>				
Individual		\$160	\$383	\$0
Family	7	\$310	\$766	\$5,362
Senior	0	\$80	\$142	\$0
<i>Guest passes:</i>				
Residents	740	\$5	\$9	\$6,660
Non residents	268	\$7	\$15	\$4,020
<i>Daily admission:</i>				
Residents	1792	\$6	\$10	\$17,920
Senior	138	\$3	\$5	\$690
After 6 pm	530	\$3	\$5	\$2,650
Senior after 6 pm	29	\$2	\$3	\$73
Non residents	333	\$8	\$18	\$5,994
NR senior	52	\$4	\$9	\$468
NR after 6 pm	52	\$3	\$9	\$468
NR senior after 6 pm	0	\$2	\$5	\$0
Swim lessons				\$13,000
total				\$166,530
Estimated Expenses				
Staffing (see separate schedule "staffing")				\$181,528
Supplies (per schedule from Patty)				\$40,000
Miscellaneous				<u>\$5,000</u>
				\$226,528
Net Revenue (Loss)				(\$59,998)

20XX Rosemary Revenue - estimated for a full season
Programming

Program Type	<u># programs</u>	<u>Total # Sessions</u>	<u>General Fund</u>	<u>Revolving Fund</u>	<u>Total Revenue</u>
Existing Revolving	14	37	\$8,000	\$42,950	\$50,950
Existing General	18	76	\$68,000	\$0	\$68,000
Total Existing	32	113	\$76,000	\$42,950	\$118,950
 New Revolving	55	115	\$31,000	\$118,500	\$149,500
New General	2	2	\$1,400	\$0	\$1,400
Total New	57	117	\$32,400	\$118,500	\$150,900
 Total Programming	89	230	\$108,400	\$161,450	\$269,850

Pool Staffing projections

Old Facility	Actual #	Weekly	<u>Hourly salaries</u>		Payroll	# weeks	Season
	<u>staff</u>	<u>hours</u>	<u>year 1</u>	<u>year 2</u>	<u>per week</u>	<u>per season</u>	<u>payroll</u>
Head supervisor	1	40	16.9	17.45	\$698.00		
Supervisors	2	40	14.3	14.8	\$1,184.00		
Swim instructors	4	40	12.3	12.7	\$2,032.00		
Lifeguards	10	35	11.4	11.75	\$4,112.50		
Booth attendants	2	35	11.4	11.75	\$822.50		
Maintenance	3	40	11.4	11.75	\$1,410.00		
					\$10,259.00	10	\$102,590.00

New Facility	Projected	Weekly	<u>Hourly salaries</u>		Payroll	# weeks	Season
	<u>staff</u>	<u>hours</u>	<u>year 1</u>	<u>year 2</u>	<u>per week</u>	<u>per season</u>	<u>payroll</u>
Head supervisor	1	40	16.9	17.45	\$698.00	14	\$9,772.00
Supervisors	3	40	14.3	14.8	\$1,776.00	14	\$24,864.00
Swim instructors	4	40	12.3	12.7	\$2,032.00	8	\$16,256.00
Lifeguards (see below)	17	35	11.4	11.75	\$6,991.25	13	\$90,886.25
Booth attendants	2	35	11.4	11.75	\$822.50	13	\$10,692.50
Maintenance	3	40	11.4	11.75	\$1,410.00	14	\$19,740.00
Slide	1	40		11.75	\$470.00	12	\$5,640.00
Early morning lap swim (see below)					<u>\$459.60</u>	8	\$3,676.80
					\$14,659.35		
					\$14,659.35		\$181,527.55

Changes from old facility:				
Add'l hours per week for early lap swim:				
Supervisor	1	12	14.8	\$177.60
Lifeguard	1	12	11.75	\$141.00
Maintenance	1	12	11.75	<u>\$141.00</u>
				\$459.60

Rosemary Recreation Complex Project – Marketing Plan

Contact groups who can contact Town Meeting members to voice support:

- Day cares - *Carter Center for Children, Chestnut Children's Center, Needham Children's Center*
- Center at the Heights (*Forum for seniors*)
- Needham Heights Association
- Exchange Club, Women's Club, Rotary Club
- CCN Board (*currently working on plan*)
- YMCA Board
- ParentTalk (*meet & greet*)

Submit articles in local newspapers and online publications

- Hometown Weekly, Needham Times, Needham Patch

Record a segment on the Needham Channel

Email/post information about the pool and encourage people to contact Town Meeting members to voice support

- Park & Rec distribution list & Facebook page, Needham Facebook page, ParentTalk, Needham schools newsletters, open space participate list, trails email.

Provide site visit for Town Meeting members prior to Town Meeting