

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

**Minutes of Meeting
May 30, 2017**

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: Public Facilities-Construction: Mike Retzky
Charles River YMCA: Connie Kaufman

Mr. Toolan called the meeting to order at 7:00 PM in the Charles River Room at PSAB. Mr. Toolan congratulated all who worked on the Rosemary Recreation Complex project for the Town Meeting vote to approve the funding. He noted the presentation, the discussions held individually with Town Meeting members prior to the vote, the marketing, and the assistance from residents, most especially Community Center of Needham.

- 1. Minutes of Meeting – April 24, 2017:** Mr. Gerstel made a motion to approve the minutes of the April 24, 2017 meeting. The motion was seconded by Mrs. Geddes. The motion was approved unanimously.
- 2. Director's Report:** The Commission reviewed the written report. Mrs. Chaston asked if the ADA work had been completed at Mills. Mr. Gerstel noted that it had and is in full use. Mrs. Chaston has been told that the door doesn't meet ADA width requirements, but Ms. Carey noted that it is the appropriate width. Mrs. Chaston asked how the Soccer Club's Memorial Day Weekend Tournament had gone. Ms. Carey reported that Parks and Forestry Superintendent Ed Olsen was pleased with field conditions after the tournament. Mrs. Geddes noted that she has heard positive comments on new barriers at DeFazio, and observed improvements. Mr. Gerstel agreed, but noted that the speed of vehicles on the driveway is still a concern. He'll attend an upcoming Traffic Management Advisory Committee (TMAC) meeting to discuss the possibility of advisory speed signs. Mrs. Chaston asked if cars from nearby businesses using Mills Field parking areas could be ticketed. Ms. Carey will discuss options with TMAC, but currently only cars parking beyond 3 hours in the Ellis Street spaces can be ticketed, as it has signs. Mr. Gerstel noted that, on a recent weekend, inappropriate graffiti was found in one of the Mills Field dugouts. He notified Ms. Carey who reported to the Police Department and requested assistance from

DPW, who had it painted over on that following Monday. The Police Department will have extra patrols in the area.

3. **Program Report:** The Commission reviewed photos from fish stocking, Fishing Derby, and Touch the Trucks. Mr. Toolan asked for the staff to review the option of starting summer registration in February.

4. **Discussion items:**

- A. **Rosemary Recreation Complex Project – Construction and Process:** The Director's written update is attached as Appendix A. Mr. Toolan welcomed Project Manager Mike Retzky, asking him to explain the process moving forward. Mr. Retzky gave an overview of the steps being taken on at this time, primarily related to contracts and permits. Mrs. Chaston asked that there be regular communication on the progress, even if Commission input isn't needed, but so that the Commission could respond to questions from residents. Mr. Gerstel noted that the Commission would only have about 20+ meetings prior to the opening of the facility. Mr. Retzky stated that information would come to the Commission on a regular basis. Mr. DiCicco noted his concern that the reasons for changes be clearly stated, and that the Commission be involved in decisions related to changes. Mr. Retzky explained that the PPBC would be overseeing the project, and that the Commission would receive updates at the same time, as both committees typically met on the same night. Changes that required a vote from the Commission prior to the PPBC would come to the Commission first. Mr. Retzky noted that the architect will be the one to recommend change orders to PPBC and/or the Commission. Mr. Toolan suggested that Commission members try to individually attend the weekly project meetings, and share their input with the other members. Mr. DiCicco stated his hope that the majority of the funds saved with the bid would be returned to the Town. He felt that the generator should not be part of the project, as it was not part of the Commission's scope for the project, and any funds received from the state should go towards pool related projects. Mr. Retzky noted that no deduct options were needed as the project came in under bid, so there have been no changes to the scope. He updated the Commission on a recent change order approved by the PPBC. The company Port-A-Dam had provided information to BH+A for the bid packet, and offered a price to all four of the general contractor bids. After the contractor G&R contacted them to formalize a contract, Port-A Dam chose to withdraw as they were concerned that a portion of the lake bottom had soft sediment and would not anchor the temporary dam and hold back the water. PPBC agreed to change to Dam-It-Dam, a different type of system that performs the same function. There is an additional cost to the product, but it comes with engineered drawings and a shorter delivery time than other companies. The Conservation Commission, DEP and Army Corps of Engineers have all approved the change.

- B. **Fire Station # 2:** It had been anticipated that Director of Public Facilities Construction Steve Popper would be attending the meeting to review schematics for possible use of

Avery Field as a temporary Fire Station # 2 site during construction, but he was not able to attend. Mr. Retzky noted that Mr. Popper and the Town Manager had spoken to the Commission earlier in the year about the possibility if it was not possible to purchase property adjacent to the station. He explained that access would be from Webster Street, and that temporary building structures and trailers would be in place with paved access route. At the conclusion, the field would be restored. Mr. Retzky was not able to provide information on timelines, but would ask Mr. Popper to provide additional information. Mr. DiCicco noted the concerns of placing the temporary facility in a tight neighborhood, and that it would be a better option to have it in a location where the infrastructure built could be re-used for a new purpose, similar to the concept of using Parcel 74 on Greendale Avenue. Mr. Toolan thanked Mr. Retzky for the update.

Rosemary Recreation Complex, continued: Mr. Gerstel noted the contractor's schedule. Ms. Carey stated this was an initial schedule that will continue to be updated, with copies provided to the Commission. Mr. Toolan outlined a new set of categories for Commission review: construction, policies, programming, sales/marketing, financial models. As with the design phase, he suggested that each Commission member take the lead on a category. The Commission reviewed a draft thank you card that could be sent to a list of people developed by the Commission, but asked for some re-wording.

- C. **4th of July Float:** Mr. Gerstel suggested that the Commission create some form of a float for the 4th of July parade, related to the Rosemary project, as a way to create excitement. Mrs. Chaston has worked with the groups doing floats on behalf of the Exchange Club so outlined some of the issues: finding a truck/flatbed, finding a location to build the float, creating the design and having people with ability to construct, having enough people to work on the building. Mr. DiCicco has worked on a number of floats in the past, usually starting the process at least 6 months in advance. He suggested that the Commission plan for the 2018 parade. Mr. Gerstel will do some additional research and get back to the Commission.
- D. **Town Meeting Review:** The Commission reviewed the discussion and vote on the Rosemary Recreation Complex project. They noted Town Meeting members discussions related to social capital, and the differences of outdoor swimming vs. indoor swimming. Mr. Gerstel commended Mrs. Chaston, CPC Vice Chairman Mark Gluesing, and Selectman Matt Borrelli for their presentations. Mr. DiCicco noted that the Commission members outreach to individual Town Meeting members helped with getting votes, as well as the tremendous work from members of Community Center of Needham.
- E. **Needham Baseball and Softball Requests – DeFazio Batting Cage, Avery Portable Restroom:** At a prior meeting, the Commission had reviewed the request for the portable restroom at Avery and asked for a drawing to show proposed location and for Needham Baseball and Softball to reach out to the condo association. Those two tasks are still underway. Mr. Toolan asked that further discussion wait for the additional information.

The Commission reviewed a concept map for location of a batting cage between Dedham Avenue and Warner diamond. Ms. Carey suggested that the location be reviewed with the Conservation Director, as it may possibly be within the wetlands zone. Mrs. Chaston suggested that Needham Baseball and Softball come into a meeting to discuss the plan, and Mr. Toolan asked that it be shown how it fits in an overall plan from the organization. Mr. DiCicco recommended that requests come in earlier than mid-season, and also suggested that organizations not be asked to fund projects at fields and parks. Mr. Toolan would like to see a master plan of project ideas prior to there being discussion with the Parks and Forestry Superintendent.

- F. Field Scheduling Policies and Fees:** Mr. Toolan noted the challenges of the spring on the multi-purpose fields, and the fixed capacity of space with growing demand, which isn't addressed in the policy. Mrs. Chaston noted that the policy needs to outline the rationale for how scheduling is done, and noted the following questions: (a) should a group be limited in size? (b) Should new sports/organizations be given space? (c) should individual sports have multi-seasons? Mr. Gerstel noted the limited space, and the need to rest some of the natural grass fields within the schedule. Mrs. Chaston asked for a quick list of issues to be developed for the Commission to review. Mr. DiCicco suggested that in-season sports be given scheduling priority. He noted that the programs were serving the same population of youth. Mr. Toolan asked the Commission to review the policy and continue the discussion at the next meeting.
- G. Traffic Management Advisory Committee Requests – DeFazio and Mills:** At this committee's June 14th meeting, Mr. Gerstel will request speed advisory signs for the driveway at DeFazio. Ms. Carey will outline the issues with nearby businesses taking up parking spaces at Mills Field, and request a time frame for parking be set for earlier in the day, to insure spaces are available for those use the park, diamond and tennis courts.
- H. Pop-Up Skate Park:** Ms. Carey and Summer Recreation Supervisor Ben Kerrigan are working on summer program preparation and staff training now, so will work on a plan after the summer programs are in operation. Mr. Toolan asked for a discussion on the timing at the next meeting.

5. Action Items

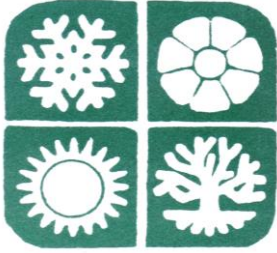
- A. Special Event Request – Needham Baseball and Softball – Mills Field Bases, Mills Electrical, Newman Signs:** Mr. Gerstel made a motion to approve the installation of break-away bases at Mills Field, with purchase and installation donated by Needham Baseball and Softball. Mr. DiCicco seconded the motion. Mrs. Chaston asked if there were any maintenance or safety concerns. Ms. Carey noted the bases are at other locations and have not been a concern. The motion passed unanimously. Mr. Gerstel made a motion to approve the electrical upgrades at the Mills Field building, with installation donated by Needham Baseball and Softball. Mrs. Chaston seconded the

motion. Mr. DiCicco noted that all work needed to be overseen by the Town to insure it was done properly. Ms. Carey noted that the electrician being used was recommended by the Parks and Forestry Superintendent. The motion passed unanimously. The Commission discussed the signs requested for Newman, which are to identify which diamond is # 1 and which is # 2 and would be placed on the backstops. Mr. DiCicco made a motion to approve the request to install number signs on Newman # 1 diamond and Newman # 2 diamond, with purchase and installation donated by Needham Baseball and Softball. Mr. Gerstel seconded the motion and it passed unanimously.

6. **Topics for Future Agendas:** Letter to Town Manager regarding staffing of new facility. Mr. Gerstel and Mr. DiCicco will work on a draft. Mrs. Chaston asked for an update on the Open Space and Recreation Plan. Ms. Carey noted that the Conservation Director is coordinating a full draft with the consultants. Mrs. Chaston asked about the water bubbler at DeFazio. Ms. Carey noted that a new one was installed this past week, with a bottle filler attachment.
7. **Adjournment of meeting:** Mr. Gerstel made a motion to adjourn the meeting at 9:30 PM. The motion was seconded by Mrs. Chaston and the meeting adjourned at 9:30 PM.

Respectfully submitted,

Patricia M. Carey, CPRP
Director



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ROSEMARY RECREATION COMPLEX

Construction Update from the Director of Park and Recreation

Friday, May 26, 2017

TOWN TASKS

- Public Facilities Construction Director Steve Popper and Project Manager Mike Retzky will attend the May 30th Commission meeting to review the process going forward with the Commission.
- Chairman Matt Toolan will attend the Trustees of Memorial Park meeting on Wednesday, June 14th to discuss a joint agreement for parking. This is just a formalization of what has been practice, and I've reviewed with Chairman John Gallelo. The Trustees would give written approval for the Rosemary Recreation Complex to use Memorial Park for overflow parking, typically just in the summer months. The Park and Recreation Commission would give written approval, at an upcoming meeting, for events at Memorial Park to use the parking lot at Rosemary Recreation Complex for overflow parking. The written approval from the Trustees is a required document for the Planning Board, and likely will also be required when the Trustees' building project moves into permitting stage.
- The Town Clerk created a certified copy of the vote of Town Meeting. One copy was provided to the Town Treasurer to provide to Town Counsel, so that when it is time to request bonds, proof of the vote is available. The vote on eminent domain did not have an emergency preamble, so that will be authorized by mid-June and will be recorded at Norfolk County.
- Contract documents were finalized and signed by all who are required under procurement laws. The order to proceed is officially June 1, 2017. The contract provides for 380 days to complete the work, which brings the completion date to June 16, 2018. Though there may be some minor punch list items, the contract requires that everything related to the pools be operational and ready for use by June 16, 2018.
- The items stored in the building have been sorted. Items in disrepair have been brought to RTS. Items that can be used by other Town departments have been picked up. Our picnic tables have temporarily been moved to Ridge Hill, but will be cleaned and repaired and brought out to other parks. A contract with a moving company is being finalized, and they will bring the saved items to Ridge Hill where they can be secured. There are three major categories of storage: pool related supplies, including canoes/kayaks; summer programs supplies; and playground maintenance supplies. Special thanks to DPW Parks and Forestry for major assistance with items that could not go in the dumpster, to DPW RTS for providing the dumpsters, and to the staff who assisted me with the clean-up: Recreation Supervisor Allan Sobon, Summer Recreation Supervisor Ben Kerrigan, and temporary Office Assistant Lisa Vergara.

- Utilities have been disconnected or are scheduled for disconnection.
- Notification has been sent to the storage manager at Sudbury Farms that unofficial use of Rosemary parking lots ends shortly after Memorial Day when the lots will be fenced off.
- Notification has been sent out to those with interest in trails that the parking lot trail head will be closed during construction, including to Needham High School. Two residents have sent me e-mails requesting that the trail remain open during construction. As the trail head is in the midst of stormwater management work, parking lot construction, and repairs to the trail head, there isn't any space to provide for pedestrian access through the construction area.
- Photos will be taken throughout the process, and will be posted on the website. We'll do periodic updates through social media and e-mail notifications.
- A group of Needham High students, doing a school project, have provided a list of recommended games for the new Rosemary Recreation Complex. They looked at options that would be interesting to middle school and high school aged participants.

CONTRACTOR

- Once they receive the final set of stamped plans from BH+A, the contractor, G&R Construction, will apply for demolition and building permits. The Building Commissioner will start the process with the unofficial site plans, which will then be replaced with the set that is officially recorded in the deeds office.
- G&R has staff visiting the site, daily, and is placing the order for construction fencing and protections for the wetland areas. They will also be bringing in trailers for the staff, and a space for Project Manager Mike Retzky. Signs will be posted related to no access areas, DEP file number, and for the project.
- G&R is also signing contracts with all the subcontractors, and providing submittals for materials to be approved. They have also submitted written questions to BH+A to clarify some of the questions they have from the drawings and specifications.
- A pre-construction meeting was held prior to the Town Meeting vote, and a site visit was held last week. Weekly meetings will be held on Thursdays at 10 AM. Currently, they are at PSAB, but will move to the site once work begins. Individual members of the Commission can attend weekly meetings – just let me know in advance.

ISSUES BEING RESOLVED

- There were seven pre-qualified general contractors, and four of those chose to place bids. When choosing a subcontractor for the pool work, all four listed Weston & Sampson as an option, and two also listed South Shore Gunitite as an alternate option. Both companies had been suggested as possible subcontractors by BH+A during the design phase. The owner of South Shore Gunitite is not pleased that

they weren't hired by the general contractor, so continues to send written complaints, which have all been forwarded to Town Counsel. BH+A has reviewed the qualifications specified and feels comfortable that Weston & Sampson has the experienced staff to handle the project, and that they have done similar work. The latest letter has gone to the MA Attorney General's Office. It is Town Counsel's opinion that it won't have standing if an official complaint is filed.

- One of the subcontractors is questioning the scope of his work. G&R and BH+A are working through that detail with him.
- During design, BH+A consulted with their engineers and Port-A-Dam on the options for holding back the lake water during construction of the pools. Port-A-Dam provided different scenarios, and eventually provided quotes to all four of the general contractors for their bids. After the bid opening, G&R contacted all of their subcontractors to finalize their quotes, and Port-A-Dam stated that they did not feel their unit would work, due to about 100 feet of sediment that they did not feel was stable. Project Manager Mike Retzky followed up with Port-A-Dam for an explanation, since they had previously stated they could do the work, but they re-explained their concerns. The bid documents provided an alternate portable dam system which is a bladder system, filled with lake water. G&R researched three companies and has recommended Dam-It-Dams. The new system is a purchase, rather than a rental, so the cost is higher. The PPBC reviewed the change order request on May 22nd, and approved the new option. The permit for the temporary dam was provided by Army Corps of Engineers. They have confirmed that there are no concerns, and no need to make changes to the permit. The DEP was also consulted, and they agree that there is no additional permit needed. The Conservation Commission reviewed the information at their meeting on May 25th and approved the minor modification to the Order of Conditions. It was noted that they felt this form would actually be less intrusive than the Port-A-Dam.