

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

**Minutes of Meeting
June 26, 2017**

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

ABSENT: Matthew M. Toolan, Chairman
Robyn G. Fink, Assistant Director

GUESTS: Selectmen: Chairman Marianne Cooley
Youth Services Board Candidate: Karen Mullen
Assistant Town Manager Christopher Coleman
Charles River YMCA: Connie Kaufman, Janet Jankowiak

Mr. Gerstel called the meeting to order at 7:00 PM in the Charles River Room at PSAB.

1. **Minutes of Meeting – May 30, 2017:** Discussed later in meeting
2. **Director’s Report:** Discussed later in meeting
3. **Program Report:** Discussed later in meeting
4. **Action Items:**

A. Youth Services Appointment – Karen Mullen: Mr. Gerstel welcomed candidate Karen Mullen who introduced her background, including being parent to children in grades 3, 5 and 7. She is looking to become more involved in the community, and appreciates the breadth of services offered by Youth Services to support children, older youth and families. Mrs. Chaston asked Ms. Mullen to keep the Commission updated on projects, and know that the Commission is willing to support the programs where appropriate. Mrs. Chaston made a motion to appoint Karen Mullen as the Park and Recreation Commission’s representative to the Youth Services Board. The motion was seconded by Mr. DiCicco and passed unanimously. Ms. Carey will notify the Town Clerk and the Director of Youth Services.

B. Fire Station # 2 – Avery Field: Having reviewed the option of a possible temporary Fire Station # 2 at the past two meetings, Mr. Gerstel noted that the Board of Selectmen was

looking for a vote in support of moving the design forward at Avery. Chairman of the Board of Selectmen Marianne Cooley noted that the purchase of a site was still being sought, but she was not optimistic it would be the option. She noted that the Selectmen will reach out to the impacted neighborhood. Mrs. Chaston asked if there was any other use contemplated for Avery Field other than temporary Fire Station # 2, and Ms. Cooley confirmed that no other project was being looked at for use of Avery. A temporary Police Station would likely be located at what will be the former Hillside School. Mr. DiCicco raised the concern that the neighborhood had not provided input, and that other options had been taken off the table due to neighborhood concerns. He suggested that a site should be used where what is built for temporary use would have a second use after the station use. Mr. Gerstel asked if there was a deadline for working on an alternate option, and Ms. Cooley stated it would be early August. Mrs. Chaston made a motion to approve design and, if needed, use of Avery Field by the Town for a temporary Fire Station during the reconstruction of Station 2, with the understandings that: (a) the Selectmen are seeking to secure an alternative site, in which case Avery will not be needed. But a site for the temporary station needs to be identified before September, and there is no assurance an alternative site can be secured; (b) if the site is proposed for use, the Selectmen will take the lead in coordinating a community process to provide information and address concerns related to the use of Avery Field for this purpose; (c) the public safety use will be for no longer than reasonably necessary, and the field will thereafter be restored to an improved state as agreed by the Park and Recreation Commission, Board of Selectmen, and PPBC; and (d) use of Avery Field for the temporary station is subject to approval of necessary capital funding by Town Meeting. The motion was seconded by Mrs. Geddes. Mr. DiCicco asked what would happen if the neighborhood objected to the temporary use. Ms. Cooley noted that, if Avery was used, it was because there were no other options within the safety zone. Mr. Gerstel called for the vote and the motion was unanimously approved. Ms. Cooley stated her understanding that the vote was difficult for the Commission and their role in protecting parks, and she noted that efforts would continue for an alternate solution.

- C. Request from Exchange Club for July 3rd:** Mr. Gerstel noted that the Exchange Club was requesting permission to have a mobile food vendor be located at Greene's Field on July 3rd for the families that used the park for watching the fireworks. As she left the meeting, Ms. Cooley thanked the Commission for considering the request and the trial use that the Selectmen wanted to try out. Mrs. Chaston notified the Commission that she is a member of the Exchange Club. She noted that Exchange did not hold a permit for Greene's Field and did not have volunteers stationed at the park, and she was uncomfortable giving a permit out when it was not connected to an approved event at the park. Mr. Gerstel noted that the request was a simple e-mail and not on the form that typically provided answers, and Mr. DiCicco noted that no one connected to the request was available to answer questions. Mrs. Geddes asked if there was information on families looking for this service? Ms. Carey noted that she hasn't often observed Greene's Field during the fireworks, so she couldn't answer how many people were

there, or if anyone was looking for food services, though with young children it would be easier to stay at the park rather than cross busy roads to reach places serving drinks or food. A trial use, with some observation, could provide some data to the Selectmen as part of their study. The food vendor that was chosen does follow Health Department regulations, as well as any location requirements. Mr. DiCicco made a motion to deny the request of the Needham Exchange Club to provide a mobile food vendor at Greene's Field on July 3, 2017. The motion was seconded by Mrs. Geddes and passed unanimously. The Commission will review the Selectmen's draft mobile vendor regulations at the July 10th meeting, and will look at a regulation that helps review requests similar to this one.

D. Special Event Request – Whiffle Ball Game for Dana Farber: The Commission reviewed the request to use Mitchell diamonds on Wednesday, July 26 to host a fund raiser whiffle ball event for Dana Farber. Ms. Carey noted that this event was held last summer without any issues, and there are no field conflicts. Mr. DiCicco made a motion to approved the request of Jason Goodrow to use Mitchell Field on Wednesday, July 26, 2017 from 4:30-9:30 PM for a fund raiser whiffle ball event. The motion was seconded by Mrs. Chaston and passed unanimously.

1. **Minutes of Meeting – May 30, 2017:** Mrs. Chaston made a motion to approve the minutes of the May 30, 2017 meeting. The motion was seconded by Mrs. Geddes and were approved unanimously.
2. **Director's Report:** The Commission reviewed the written report. Mr. DiCicco asked when the Reservoir Trail would be complete, and Ms. Carey said it would be done before winter. Mr. Gerstel asked if the Canada Geese were the cause of water problems at Walker Pond. Ms. Carey said that the Conservation Director Matt Varrell would be hiring a firm to study the issues, but that it was most likely run-off from neighbor's yards. Mrs. Chaston asked for an update on the Open Space and Recreation Plan. Ms. Carey noted that the Conservation Director is reaching out to get the draft of the full report.
3. **Program Report:** Ms. Carey noted that it was the first day of programs, and it had been a successful day. Mr. DiCicco asked for regular registration updates at the Commission meetings.
5. **Discussion items:** Mr. Gerstel took the items in reverse order.

D. Mills Restroom: Mr. Gerstel thanked Public Facilities for cleaning the restroom but noted concerns with not having enough toilet tissue. Ms. Carey noted that Public Facilities staff would continue cleaning until the schedule with the private contractor is resolved. The company also cleans two schools, and are doing a good job, but it has not gone as well with the parks. Assistant Town Manager David Davison

oversees the contract process, and is aware of the issues for the next time the project goes out to bid. Mr. Gerstel will draft a letter from the Commission stating the concerns for the park restrooms.

C. Trash at Parks: Ms. Carey shared a letter from Needham Baseball and Softball board to the coaches about the need to pick up trash after all practices and games. Mrs. Chaston recommended bringing in the sports organizations for a discussion about trash and have them help with the solutions. Mr. Gerstel and Mr. DiCicco offered to do some research about the issues at the parks and report back to the Commission.

B. Traffic Management Update – DeFazio and Mills: Mr. Gerstel reported that he and Ms. Carey attended a recent Traffic Management Advisory Committee meeting. At Mills, Ms. Carey reported that TMAC recommended 2 hours parking on Hampton Avenue, between Ellis Street and Beech Street, on the park side, between the hours of 9 am to 3 pm on weekdays. The purpose to is alleviate some of the overuse of the parking areas by area businesses. Mr. Gerstel reported TMAC supported the addition of advisory mileage signs, at 20 mph at the DeFazio driveway. They also discussed some other possible options, including a temporary speed bump on the DeFazio driveway. Mr. Gerstel and Ms. Carey will meet with DPW representatives to look at possible solutions to help reduce speed on the driveway. Mr. Gerstel noted the improvements in the parking lot with the barriers, but felt a few more might be needed. Mrs. Geddes has noticed improved conditions when the Track Club uses the lot.

A. Rosemary Recreation Complex: The Commission reviewed the Director's report. Mr. Gerstel noted that a third option is now under review for the temporary dam to hold back the lake water, which costs more. He asked if it is known the third option would work, and whether it would delay the project. Ms. Carey noted that the general contractor feels it will work, and that it would not cause a significant delay to the project. Mr. DiCicco raised a concern that the project is moving quickly in order to meet a deadline to open in June 2018, and that could be causing the cost of the project to go up. Ms. Carey noted that the Needham Heights Association would like to invite a Commissioner to a meeting in the spring to provide an update on the project. Senator Ross will be visiting the site on July 17th, and Mr. DiCicco offered to be present. Mr. Toolan and Mr. DiCicco attended the Trustees of Memorial Park meeting. Mr. DiCicco said the Trustees discussed the Planning Board's requirement to have a legal document in place for use of the parking lot for overflow parking. The Trustees are in agreement that it can be used, as a public lot, but did not feel anything formal was needed. Trustee Jim Healy will contact the Planning Board.

6. **Topics for Future Agendas:** Trash at parks; letter to Town Manager
7. **Adjournment of meeting:** Mr. DiCicco made a motion to adjourn the meeting at 8:50 PM.
The motion was seconded by Mrs. Chaston and the meeting adjourned at 8:50 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, June 23, 2017

QUESTIONS FOR COMMISSION

- The Needham Heights Association would like to plan a “welcome” to the Rosemary Recreation Complex at a spring meeting, and would love to have a presentation from the Commission. The contact is Mike Verdun, and I can provide the contact information to the Commissioner(s) who has interest in participating.
- Senator Ross is doing a series of video discussions in his 12 communities on outdoor swimming. He is tentatively scheduled to come to Rosemary on Monday, July 17 at 10 AM to learn about this project, if any Commissioners want to join in on the discussion.

TOWN TASKS

- At their June 13th meeting, the Board of Selectmen accepted the eminent domain of all of the Rosemary parcels. The decision was recorded with Norfolk County, along with the consolidation plan showing that all parcels are now combined into one large parcel.
- At their June 13th meeting, the Planning Board voted to allow the Planning Director to OK the issuance of building permits once she had received the final set of stamped plans, which are due this week, as well as proof that the eminent domain was registered, which was submitted last week. The Planning Board also changed the requirement for the parking agreement with Trustees of Memorial Park from a requirement for issuance of building permit to a requirement for issuance of occupancy permit. The Planning Board reviewed the draft license, duplicated from the approved license between the Trustees and School Committee, but felt that a different format was needed. Town Counsel has been requested to assist.
- Chairman Matt Toolan and Commissioner Dave DiCicco attended the Trustees of Memorial Park meeting on Wednesday, June 14th to discuss a joint agreement for parking. Formalizing the long-standing agreement between the two boards was a requirement from the Planning Board. The Trustees did not object to overflow parking utilizing the Memorial Park lot, but did not understand the need for a formal agreement for use of a public parking lot. The Trustees appreciated being part of the dialogue about possible use. Trustee Jim Healy will discuss with the Planning Board.

- A review of the plans was conducted with the Health Department Director and Inspector, to insure there were no outstanding questions related to the permits required later in the project. The Health Department has what is needed for the initial stage, and will be updated throughout the project for the final permits that allow the pools to open. They have provided their support for the issuance of the building permit.

CONTRACTOR

- G&R provides weekly “two week look ahead” schedules. Most recent schedule is attached.
- G&R and Weston and Sampson reviewed a set of questions with the Town and BH+A, to clarify the design. They are noted below in “Issues Being Resolved.” G&R began the site work that did not need to wait for a building permit, including weed and tree removal previously approved through Conservation. The site shows signs of change to anyone driving by.
- G&R held a pre-construction meeting with the demolition and asbestos removal teams to go over all the requirements for the work. This was followed up by a site visit to review any questions. The demolition will be the next very obvious change to the site.

ISSUES BEING RESOLVED

- As noted above, Weston and Sampson, as the official pool subcontractor, needs to do clarify some of the design elements for the pool, and develop their own design documents. (a) Weston and Sampson is recommending some form of temporary barriers be placed on deck under slides to prevent people from walking under the slides. (b) They are also looking at the placement of the lift pump in the filter room. Because of the 1 hour turnover requirement for the recreation pool (a requirement for the slide), the pump that brings the water up into the system has to be custom made for that large draw. Weston and Sampson is looking at options within the filter room that lowers the lift pump, decreasing the height of the draw, or looking at an alternate location. (c) Weston and Sampson is recommending a different base below the pools that they feel will be more efficient in handling ground water. A report will be provided for BH+A and their engineers to review, so they can make recommendations to the Town. The PPBC will be updated on these discussions at the 6/26 meeting, so that there are no delays. The goal is for G&R to have everything prepared for Weston and Sampson to begin their phase of work around Labor Day.
- 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. **6/23/17 update: The hearing was held on June 19th, with attorneys and representatives from the Town, G&R, and Weston and Sampson. South Shore Gunitite President appeared by himself. The qualifications of Weston and Sampson that meet the bid document requirements were reviewed. The Attorney**

General's office will release its ruling in late June. 6/9/17 update: a hearing with the Attorney General's Office will be held on June 19th. Town Counsel David Tobin will represent the Town of Needham.

- One of the subcontractors is questioning the scope of his work. G&R and BH+A are working through that detail with him. **6/23/17 update: no new information presented at this week's meeting 6/9/17 update: The subcontractor has returned a portion of the required paperwork, and still needs to submit an outline of what he believes is not part of his contract.**
- 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. **6/23/17 update: Dam-It-Dams made a site visit and raised the same concerns as Port-A-Dam. G&R has reached out to Sea & Shore to look at an option to install temporary sheet piling (similar to the current pool) either (a) about 5' off the outside of the current pool wall or (b) just inside the current pool wall. The structural engineers for Sea & Shore are reviewing the concepts with BH+A and their structural engineers from GEI. The sheeting on the exterior is less expensive, but may impact permitting, so that is also under review. As this is written, the Conservation Commission has reviewed the revised concept for placement outside of the pool, and do not need to make changes to the permit. The Conservation Director is authorized to work with the team on any additional details to insure there is no impact to the lake or downstream. As this is written, Army Corps of Engineers does not require a revision to the permit. The DEP contact was on vacation this week, but we hope to get a quick response on that next week. 6/9/17 update: an engineer from Dam-It-Dam will be out within the next few days to review the project so that engineered plans can be developed**