

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

**Minutes of Meeting
July 10, 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: Assistant Town Manager Christopher Coleman
Charles River YMCA: Connie Kaufman, Janet Jankowiak

Mr. Gerstel called the meeting to order at 7:03 PM in the Charles River Room at PSAB.

- 1. Minutes of Meeting – June 26, 2017:** Mr. Gerstel made a motion to approve the minutes of June 26, 2017, and Mrs. Geddes seconded. The Commission asked to have some changes made in the draft minutes and have them re-drafted for review at the next meeting. Now that meeting packets are posted on-line, Mr. Toolan asked that the minutes be marked as “draft” in the packets, and then re-posted in approved form. On the motion, there were 2 votes to approve and three votes not to approve. The updated draft minutes will be presented at the next meeting. Mr. Gerstel asked if there was an update on cleaning the restroom at Mills? Assistant Town Manager Christopher Coleman noted that the company had not responded, but that Town staff was cleaning in the interim. Mr. Toolan noted the concerns with the company in prior years. Mr. Coleman noted that the concerns are being discussed as the Town looks at a new contract, including how to handle busy weekends. Mr. DiCicco suggested that part-time staff might be more effective than a company. Mr. Toolan asked that the Commission continue to be updated, as the new facility at Rosemary will likely be impacted by the decisions made.
- 2. Director’s Report:** The Commission reviewed the written report. Mr. Gerstel noted that the PPBC had discussed the study on Police/Fire and Fire Station # 2, including temporary locations. The consultant still had shown an option for a temporary Police Station at Avery, but the PPBC noted that the option had already been removed from further review.
- 3. Program Report:** The Commission reviewed the written report. Ms. Carey noted that many new registrations were taken earlier in the day, which typically happens on Monday mornings during the summer. Mr. DiCicco asked for some information on scholarships at the next meeting.

4. Discussion Items:

A. Rosemary Recreation Complex Project: The Commission reviewed the Director's written report. Mr. Toolan and Ms. Carey will be attending the PPBC meeting later this evening. Mr. Toolan noted that one item of discussion is the system to handle ground water under the pools. Mrs. Chaston and Mr. Gerstel also attended the prior PPBC meeting with the BH+A designed option which is "active" was compared with the "passive" option recommended by general contractor G&R and pool subcontractor Weston & Sampson. Mrs. Chaston noted that there is a cost difference, with the "passive" more expensive to construct. She noted that there was not agreement among the PPBC members, and Mr. Gerstel stated that the discussion would continue at PPBC who are hoping that additional information is available for tonight's meeting to avoid major construction delays. Ms. Carey noted that BH+A has done a review of both systems and is recommending the "passive" system at tonight's meeting. Mr. Toolan raised the concern that this is the second major design component to be negotiated for a change. Mrs. Geddes raised the concern about the impact on the timeline. Mrs. Chaston felt that information on the cost benefit would be needed, comparing long-term maintenance costs for "active" system vs. more expensive construction costs for "passive" system. Mr. DiCicco also felt that input from the Town Engineer was needed. The Commission adopted updated categories for review: Construction (Mr. Toolan), Policies (Mr. Gerstel), Programming (Mr. DiCicco), Sales/Marketing (Mrs. Geddes), Financial (Mrs. Chaston), Celebration Planning (Mrs. Geddes). Upcoming discussions will include polices for use of building, programming, and the dock system to increase programming on the lake. Mr. Toolan recommended visiting other locations, or put together questions so individual Commissioners can contact other locations. Mrs. Chaston appreciated the article regarding programming options for swimmers with special needs. Mr. Toolan noted that a Rosemary Lake neighbor had sent a note to Ms. Carey concerned with recent incidents at the camp property, including setting of fires, teen drinking, swimming in the lake, and breaking into the building. Ms. Carey has reached out to the Police Chief and Fire Chief.

B. Draft Regulations – Mobile Food Vendors: Prior to discussing the Board of Selectmen's draft regulations, the Commission discussed the social media notes and e-mails that came from their decision at the prior meeting for placement of a mobile food vendor at Greene's Field on July 3rd, prior to the fireworks. The content questioned the integrity of individual members of the Commission and the staff, and individual Commissioners responded directly to the writer of the e-mails. Both Mrs. Chaston and Ms. Carey drove by Greene's Field on July 3rd. At 7:45 PM, Ms. Carey counted about 50 people, and at 8:45 PM, Mrs. Chaston counted about 200 people. The Selectmen approved the use of Garrity's Way in front of Town Hall on July 4th for the mobile food vendor. The Commission expressed concern that the Selectmen had not publicly supported the Commission's decision, nor provided information that alternate

locations/dates were being reviewed and approved. In reviewing the draft regulations, Mr. Toolan suggested that it wasn't clear that the Commission could determine which locations were not available, particularly when a user group made the request to not have outside vendors at their events. Mr. DiCicco suggested choosing two parks as a trial, listing the dates when they are not available. He also suggested trying a Food Truck Friday, and will investigate the concept further and provide information at an upcoming meeting. Mrs. Geddes asked if the Commission should also note days of the week and times when a vendor could be present at the two parks. The Board of Selectmen will host a public hearing on Tuesday, July 25th on the draft regulations.

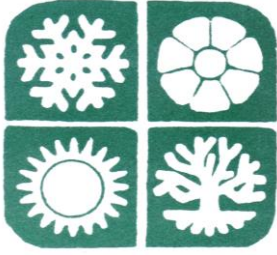
5. Action Items:

- A. Special Event Request – Ellie Bloom Olympics:** The Commission reviewed the request from the Charles River Center. Mrs. Chaston made a motion to approve the request from Charles River Center to hold the annual Ellie Bloom Olympics at DeFazio on Saturday, September 16, 2017 from 7 AM – 2 PM, using the track, Conroy Field and the Carleton Pavilion. Mr. Gerstel seconded the motion. Ms. Carey noted this was an annual request and she had no concerns. The motion was approved unanimously.
- B. Special Event Requests – Needham Baseball and Softball:** The Commission reviewed two requests from Needham Baseball and Softball. Mr. DiCicco made a motion to approve the request from Needham Baseball and Softball to host Little League try-outs at Mills Field on September 16 and 17, 2017 from 8 AM to 5 PM, with raindates on September 23 and 24th, and make-up try-outs on October 14 and 15. Mr. Gerstel seconded the motion. Ms. Carey noted that the use was during the typical permit time for Needham Baseball and Softball. The motion was approved unanimously. The second request reviewed was for the Annual Columbus Day Tournament. Mrs. Chaston asked if the teams were all from Needham. Ms. Carey noted that they were not all from Needham, and that the tournament fee was charged. Mr. DiCicco made a motion to approve the request from Needham Baseball and Softball to host a Columbus Day Tournament on October 9, 2017 from 7 AM – 7 PM at DeFazio Asa Small, DeFazio Warner, DeFazio McLeod, and Pollard Dolan diamonds, with the requirement that a Needham representative be present throughout the full tournament. The motion was seconded by Mr. Gerstel and approved unanimously.
- C. Special Event Request – Pack 4 Cub Scouts:** The Commission reviewed the request from Pack 4 Cub Scouts to host a sleepover at Claxton. Ms. Carey noted this had been done in the past without any issues. Mrs. Chaston made a motion to approve the request of Pack 4 Cub Scouts to host a sleepover at the Claxton quarry area on August 11-12, 2017 from 4:30 PM on Friday through 9:30 AM on Saturday, and a raindate of August 17 and 18th. The motion was seconded by Mr. Gerstel and approved unanimously.

6. **Topics for Future Agendas:** Mr. Gerstel would like to discuss a 4th of July float in January. Mr. Gerstel would like to discuss the possibility of temporary ice rinks at an athletic field. Mrs. Chaston would like to discuss trash at parks.
7. **Adjournment of meeting:** Mr. DiCicco made a motion to adjourn the meeting at 8:45 PM. The motion was seconded by Mr. Gerstel and the meeting adjourned at 8:45 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, July 7, 2017

QUESTIONS FOR COMMISSION

TOWN TASKS

- All departments/boards provided approval for issuance of the demolition and building permits.
- A trailer has been put in place for Project Manager Mike Retzky, on site, so he'll be on site for a good portion of most work days.
- I'm scheduling site visits to nearby municipal outdoor pools and lakes/ponds, to get first-hand information on what works well/what doesn't work well. The first site visit report is attached.

CONTRACTOR

- G&R provides weekly "two week look ahead" schedules. Most recent schedule is attached.
- G&R has completed most of the site clearing work. The project work trailer and project manager trailer are on site and are being hooked up to electricity. The weekly meetings, held on Thursdays at 10 AM, will move to the site, as of July 13th.
- G&R continues to finalize contracts with subcontractors. As the project work approaches for each specialty, pre-construction meetings are held to review all the work that needs to be done, along with safety and quality requirements.

ISSUES BEING RESOLVED

- 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. **7/7/17 Update: The PPBC had a lengthy discussion at their 6/26 meeting. They verbally agreed to move forward with looking at the relocation of the pumps, and design work is underway. Most of the meeting revolved around the options for handling ground water, and preventing the force of water from pushing the pool out of the ground. As currently designed, it is an active system which requires staff and pumps to control ground water. It has been recommended that a passive system be installed, which basically adds weight to the pool structure to keep ground water from impacting the pool. The passive system is more expensive to install, but less expensive to operate over time. PPBC directed BH+A and their structural engineers to work with G&R, Weston & Sampson and their structural engineers to look at options for the passive system that work, but do not cause a major delay in construction and are most cost efficient. A group meeting was held on 6/29 and a concept was agreed to on 7/6. G&R is now working with its team to provide a cost estimate for the 7/10 PPBC meeting. It is important to note, that though a rough estimate cost was discussed at the PPBC meeting, that does not reflect what the actual cost will be after final design.**

- 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 Gunitex as an alternate option. Both companies had been suggested as possible subcontractors by BH+A during the design phase. The owner of South Shore Gunitex 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. **7/7/17 update: The Attorney General's Office ruled in favor of the Town. Subsequently, the contractor notified the Health Department that they believe the design is not compliant, but the MA Department of Public Health has provided input throughout the design process.** 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 Gunitex 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. **7/7/17 update: the disputed work relates to door frames. G&R is looking at alternates to help move this forward.** 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. **7/7/17 update: At their 6/26 meeting, the PPBC gave verbal approval to move forward with design of the temporary coffer dam with Sea & Shore. G&R will start prepping the site for the large crane needed for installation.** **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**