

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

**Minutes of Meeting
August 28, 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

The Commission toured the construction site of the Reservoir Trail at 7 PM. Mr. Toolan called the business meeting to order at 7:25 PM in the Charles River Room at PSAB.

1. **Minutes of Meeting – August 14, 2017:** Mrs. Chaston made a motion to approve the minutes of August 14, 2017. The motion was seconded by Mrs. Geddes and approved unanimously.
2. **Director's Report:** The Commission reviewed the written report. Mr. Gerstel expressed thanks for the resolution to the Mills restroom issue. Ms. Carey noted that there were recent complaints about Claxton and DeFazio, which Building Maintenance (formerly Public Facilities) handled. Ms. Carey has arranged a tour of the new trail at the Williams School this week for the CPC and some others, and invited anyone from the Commission with interest. Mr. Toolan asked if the DPW fuel island project will impact parking at DeFazio. Ms. Carey said that the construction will not impact parking, but at times, the driveway will not be passable between DPW and DeFazio.
3. **Program Report:** The Commission reviewed the written report. Ms. Carey noted that registration for fall programs will be held next week. Mr. Toolan asked if a program could be considered that assists younger teens with presentation skills.
4. **Discussion Items:**
 - A. **Rosemary Recreation Complex Project:** The Commission reviewed the written report, seen in Appendix A. The Commission compared some of the information gathered from the visit to the JCC in comparison to the other municipal facility tours. BH+A will be presenting some color options for the permanent structures at the pool and spray park, and Ms. Carey has asked them to look at all the structures, so they are all in a complimentary color tone and not mismatched. The Commission had a discussion about color tones and agreed that the tones should be medium range and visible, but not

primary or pastel colors. Mr. Toolan asked the Commission to come to the next meeting with plans to proceed. He noted that marketing would be needed by early winter.

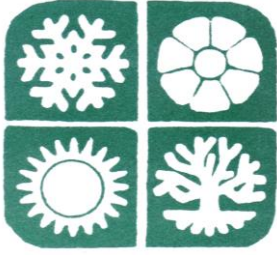
- B. Commission Goals and Roles:** Mr. Toolan led a review of the prior goals. The Rosemary Recreation Complex will be updated to reflect the steps needed to open the new facility. Remaining goals were updated, and assigned to individual Commissioners based on their oversight roles for tasks. New drafts will be reviewed at the next meeting.
- C. Capital Budget Discussion:** Ms. Carey shared a timeline chart outlining last year's requests, with anticipated requests from Parks and Forestry and other Town projects. The demolition of current buildings at the camp property will be moved up, while decisions on final improvements to the property are made. Draft requests will be reviewed at the next meeting.
- D. Mobile Food Vendors:** Ms. Carey presented an updated version of the Commission's special event request form, clarifying some concerns from the prior form, and adding information related to the mobile food vendor regulation changes. She still needs to update the cover sheet, with links to the new information being created by the Town Manager and Health Department. The form will be fillable on-line, and Mr. Toolan asked that the links be "hot links" to bring people on-line to other department information.

5. Action Items:

- A. Special Event Request – Booster Club Christmas Tree Sales:** Ms. Carey noted this is an annual request and there are no concerns. Mrs. Chaston made a motion to approve the request from Needham High Booster Club to host the annual Christmas Tree Sale at the Claxton quarry area from November 18 – December 20, 2017, with clean-up complete by early January, and sales to be held weeknights from 5-8 PM and weekends from 9AM- 7 PM. The motion was seconded by Mr. Gerstel and approved unanimously.
- 6. Topics for Future Agendas:** Mr. Gerstel asked to discuss the possible installation of a flagpole at Mills Field. Mr. Gerstel suggested getting an update from the new Commission liaison to the Youth Services Board.
- 7. Adjournment of meeting:** Mrs. Chaston made a motion to adjourn the meeting at 9:10 PM. The motion was seconded by Mr. Gerstel and the meeting adjourned at 9:10 PM.

Respectfully submitted,

Patricia M. Carey, CPRP
Director



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ROSEMARY RECREATION COMPLEX

Construction Update from the Director of Park and Recreation

Monday, August 25, 2017

QUESTIONS FOR COMMISSION

- Details regarding the permanent structures at the pool will be coming to BH+A in the near future. Examples include, (a) the slides, (b) the spray features in the pool, (c) the spray features in the spray park, (d) and, the specialized flooring of the spray park. The companies will need to make color recommendations, based on a concept from Park and Recreation. The building colors chosen by the Commission were darker colors found in nature, with browns, grays and greens. The pools will appear to be blue. For color options, is the Commission leaning towards (i) bright primary colors, (ii) medium tone colors that somewhat coordinate with the building (but still stand out against the blue water), or (iii) pastel, light colors?
- Regarding contingency, the Project Manager has been notified that if it appears funds will be remaining, that a *possible* use would be replacement of the dock in the lake, including design. Other possible items/tasks can be added to the list for future review.

TOWN TASKS

- The PPBC's next meeting is on Monday, September 11, 2017.
- I have visited pools in Lexington and Walpole, as well as Morse's Pond in Wellesley. On Monday morning, I am touring one private facility (JCC).
- A tour of the project site was held on August 9th for Commission and Town Manager.
- The anticipated next site visit is Wednesday, September 20th. *As this is a major construction site, the visit is not for the public.*
- The PPBC, at their August 7th meeting, approved Change Order # 3, including the ballast slab, changes to the pump room vault, unanticipated asbestos removal, adjustments to some of the pool structure to meet all state codes, changes to door frames.
- The original contingency was \$1,938,181.15, and through Change Order # 3, a total of \$809,540.32 has been approved (about half of it for the ballasted floor system). This leaves a balance of \$1,128,640.83. Additional change orders under discussion (and not all will move forward) total \$261,626.12. The major possible "surprises" have not been found, so the PPBC is pleased with the potential contingency balance of \$867,014.71.
- The weekly meetings are held at 10 AM in the construction trailer, on site.

CONTRACTOR

- G&R provides weekly “two week look ahead” schedules. The 8/24 schedule is attached.
- G&R continues to submit materials/equipment information for approval. BH+A reviews and approves, or returns for additional questions.
- G&R has continued the building of the walls along the new roadway.
- G&R has demolished the building, and the construction of the footings for the new building are well underway. The smaller building will be built later in the schedule, as it will block some vehicle access to the pool portion of the site.
- G&R has completed the demolition of the former pool. The dewatering functions are in operation, and the steps towards the building of the ballast substructure are underway.
- The project sign has been installed on Rosemary Street.

ISSUES BEING RESOLVED

- As noted above, Weston & Sampson is recommending an alternate to the filter room for the lift pumps. If they can move down to a vault closer to the pool, the type of pumps needed will be less expensive to purchase and replace, and additional space would be open in the filter room. G&R, Weston & Sampson are reviewing options for a vault, changes to piping, and estimated costs. An update will be provided at the 8/7/17 PPBC meeting. **8/25/17 update: Change order approved by PPBC on 8/7/17.**
- One of the subcontractors is questioning the scope of his work. G&R and BH+A are working through that detail with him. **8/25/17 update: Change order approved by PPBC on 8/7/17. 7/31/17 Update: as note on 7/21, this will be discussed at the 8/7 PPBC meeting. 7/21/17: G&R and BH+A are reviewing options, and will have an update for the 8/7/17 PPBC meeting. 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.**
- A discussion is underway on whether the new parking lot retaining walls need to have finish caps or be left as designed. G&R and BH+A are reviewing the options. **8/25/17 update: Change order approved by PPBC on 8/7/17**
- A discussion is underway on the type of storage for the boats. The height of the storage units needs to be known in order to finalize any systems located at ceiling height, including the sprinkler system.