

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

**Minutes of Meeting
September 25, 2017**

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

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

GUESTS: YMCA Board: Janet Jankowiak, Connie Kaufman

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

- 1. Minutes of Meeting – September 11, 2017:** The Commission asked for some revisions to the draft minutes, with more details about the pop-up skate park and a correction on a plan for a 5 K for the Rosemary opening. A new draft will be presented at the next meeting. Mr. Toolan noted that he had not added some new program ideas to the agenda, so they will be placed on the next agenda for discussion.
- 2. Director’s Report:** The Commission reviewed the written report. Mr. Toolan noted the new parking signs at DeFazio, and Mr. Gerstel noted the new fencing opening for mobile food vendors at DeFazio. Mrs. Chaston reported that she had attended the Walker Pond meeting, with Ms. Carey, with the consultant provided information to the neighbors and will be providing a written report this fall with recommendations for the pond. Mr. Toolan asked about mobile food vendors, and Ms. Carey noted that the Town Manager’s office had some individuals express interest, but none had submitted a permit request, which is available at no charge this fall. Mr. Gerstel asked for an update on Canada Geese. Ms. Carey noted that the specialized spray had been put down at DeFazio, Walker-Gordon and Memorial, but had also been followed by rain which decreases some of its potency.
- 3. Program Report:** The Commission reviewed the written report. Mr. Toolan asked the date of the first TGIF event, and Ms. Carey noted that it was October 13th for 6th graders.
- 4. Discussion Items:**
 - A. Rosemary Recreation Complex Project:** The Commission reviewed the written report, seen in Appendix A. Ms. Carey shared some color options for the pool and slide features. The Commission chose medium range blue, green, burgundy, yellow and purple for the options to use. For outside furniture, the consensus was to have both

rectangular and circular tables with separate chairs, including some with arms. The tables would all be umbrella-ready. Chaises, similar to the ones used at JCC are preferred. Additional shade options are also requested. Game tables would also be an option, for ping pong, foos ball, and some table games available at the booth for use. A basketball hoop in the parking area is also a request. Mr. Toolan asked if the change in how electricity is brought to the site would be a change order. Ms. Carey said that it was being evaluated, and if moved forward, would be a change order. Ms. Carey reviewed the draft regulations from the state, indicating any that might impact pool operations. Of most concern was the requirement that no one under the age of 16 be at the pool without adult supervision. Mr. Toolan asked that the Commission's objection be noted to MA Department of Public Health, and that political support might be needed. The draft regulations also note that outside toys and equipment should not be allowed, as prevention for bringing unknown bacteria into the water. Ms. Carey noted that in the past, those types of equipment were provided by the department. The Commission reviewed an hourly salary comparison for positions at the pools, and Ms. Carey would like to request an update to the scale, bringing Needham closer to what is paid at the Newton pool and lake. The Commission discussed options for hours, which are needed for making the request for salary funds. At the next meeting, fees and hours of operation will be discussed. Mr. Gerstel will work with Ms. Carey on recommendations for regulations. Ms. Carey reported that, earlier in the day, she received a note from the state coordinator of the Land and Water Conservation Fund (LWCF). Over the winter, with assistance from legal counsel, Ms. Carey and provided documentation that there was no change in use to the property from when two LWCF grants were provided to the former pool. The National Park Service responded to the state coordinator that the majority of the project did not create a change in purpose, and noted that the Town had added outdoor recreation property to the site in the interim years, but that the Health Department offices and the parking spaces needed for their staff were a conversion, so required further steps. Legal counsel is reviewing the information and will provide options for moving forward. Ms. Carey shared an article regarding a lawsuit brought directly against a lifeguard. This is being followed in the aquatic industry, carefully, as it could impact the ability to hire qualified staff who are not comfortable with the liability.

- B. Town of Needham Values Discussion:** The Town Manager, with a consultant, is trying to collaborate with staff and boards to determine the major values that each sees for the Town. The consultant provided a list of 12 values. Listing their top three values, Mrs. Chaston chose community, communication, and integrity; Mr. Gerstel chose community, tradition, and friendship; and Mr. Toolan chose community, security and teamwork.
- C. Open Space and Recreation Plan Update:** Ms. Carey noted that the Town Manager was holding a meeting next week to review the action plan and determine if it can be shortened into a listing with items that can reasonably be completed in a five year span of time. Mr. Toolan, Mr. Gerstel and Ms. Carey will attend along with representatives from Board of Selectmen, Conservation Commission and Planning Board.

5. Action Items:

A. Commission Goals and Roles: Mr. Toolan will add to the next agenda when the full board can review and vote on the updated lists.

B. Special Event Request – Fundraiser Event for Boston Children’s Hospital: The Commission reviewed the request from Karen Lefkowitz, on behalf of her son’s bar mitzvah project, to host a boot camp at a park location, to be determined. The boot camp would be run by a fitness specialist. Ms. Carey noted that DeFazio had been requested, and Mr. Toolan suggested the grass area between the Pavilion and the track. Ms. Carey noted that there was no organizational insurance, so the family’s insurance would cover the event. Mrs. Chaston made a motion to approve the request from Karen Lefkowitz for her son to host a boot camp, under their own insurance, at a location at DeFazio determined by the Director, on October 15th or November 12th. The motion was seconded by Mr. Gerstel and approved.

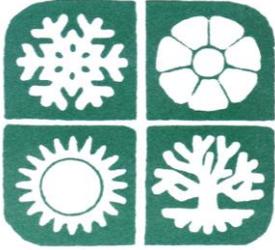
C. October Meeting Dates: Due to the conflict with Columbus Day, the October meeting dates will be on Monday, October 16 and Monday, October 30. No meetings will be held on October 9 or October 23.

6. Topics for Future Agendas: The Commission reviewed the photos of damage at Cricket Field from a repetitive action. It appears to be from some type of boot camp. Mr. Toolan asked for outreach to the groups using Cricket to see if any additional information is available.

7. Adjournment of meeting: Mrs. Chaston made a motion to adjourn the meeting at 9:05 PM. The motion was seconded by Mr. Gerstel and the meeting adjourned at 9:05 PM.

Respectfully submitted,

Patricia M. Carey, CPRP
Director



NEEDHAM PARK AND RECREATION COMMISSION

Public Services Administration Building (PSAB)

500 Dedham Avenue

Needham, MA 02492-2699

Tel: (781) 455-7550

Fax: (781) 453-2510

ROSEMARY RECREATION COMPLEX

Construction Update from the Director of Park and Recreation

Monday, September 25, 2017

QUESTIONS FOR COMMISSION

- For the review of furniture, please provide guidelines on what type of furniture should be outside at the pool area: chair, chaise, table, bench, umbrella, other...
- Some color options will be presented at the meeting for the outdoor fixed features at the pool area.

TOWN TASKS

- The PPBC's next meeting is on Monday, October 16, 2017.
- The anticipated next site visit is Wednesday, October 18th. *As this is a major construction site, the visit is not for the public.*
- The Project Manager has met with Eversource on the electrical connections. The original design had a new pole placed near the entrance to the driveway, but the decision has been made that it will be easier to take electrical and data from across the street and place it underground to and through the site. There will be four conduits in total: one for electrical, one for data, and a spare for each of those for future needs.
- The weekly meetings are held at 10 AM in the construction trailer, on site.
- FF&E meetings have begun with BH+A, reviewing needs for bathhouse, storage, pool both, multi-purpose room, and offices. BH+A will provide options for review.

CONTRACTOR

- G&R provides weekly "two week look ahead" schedules. The 9/21 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 completed the bulk head wall, which is the foundation that completely separates the pools and the lake. The goal is to have the temporary steel coffer dam removed before the end of October.
- G&R had the ballast slab poured at the recreation pool on September 22nd. Work continues on the competitive pool to prepare for the ballast pour.

- G&R has completed the foundation work on the main building, and is finishing the pump vault. Underground plumbing and electrical work continues, as are the pipes for the pool and all the connections.
- G&R will begin the foundation work for the small building, and return to working on the new driveway retaining walls.

ISSUES BEING RESOLVED

- 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. **9/25 update: BH+A still researching storage units.** 9/11 update: BH+A has sourced some storage units and will try to choose units that do not require any changes to the sprinkler system.
- A review of a grate that covers the ejector pit in the filter room is underway. It is 7'x7', and the original design was for steel, which is very heavy to be moved for maintenance. Options are being reviewed, including changing to fiberglass in two sections, or remaining in steel, but using 2-3 individual units as opposed to one. **9/25 update: the fiberglass grate will be installed**
- A discussion is underway on the sewer pipe from 2nd floor, through first floor bathhouse, and out to the sewer connection. As designed, it shows an 8" pipe in the bathhouse, so an effort to move it so that it is not an obstacle in the bathhouse is under review. **9/25 update: Resolved**
- Based on input from other facilities, I raised a concern about the flooring in the bathhouse. It needs to be as non-slip as possible, but also not have too rough a texture since many people will be walking without shoes, including young children. BH+A has provided samples of the chosen flooring surface, along with a sample of one that would not be used in this setting. The same issue will be discussed on the pool flooring, at the zero depth entry. **9/25 update: Commission reviewed sample of recommended bathhouse flooring vs. sample of a type that would be used in a building where people are not barefoot.**
- G&R continues to seek ways to push the schedule forward, to get the pool subcontractors on site before the end of October to begin the process of building the pools. Some of the time estimates are based on "worst case scenario" so if the conditions impacting those tasks do not take the full amount of time, the schedule will be shortened. In other cases, extra hours or equipment may be needed as part of the solution.