

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

**Minutes of Meeting
October 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: Kristen Wright, Administrative Specialist
Lindsay Jabbawy, Resident

Mr. Gerstel called the meeting to order at 7:06 PM in the Charles River Room at PSAB.

- 1. Minutes of Meeting – October 16, 2017:** Mrs. Chaston made a motion to approve the minutes of October 16, 2017. The motion was seconded by Mr. DiCicco and was passed.
- 2. Director's Report:** The Commission reviewed the written report. Mr. Gerstel suggested changing the November and December meeting dates to the 1st and 3rd Mondays of each month. It was agreed that the meetings would move to November 6, November 20, December 4 and December 18. Mr. Gerstel noted that the Chambers Cove monuments would be temporarily moved to safe storage during the removal of sediment in the lake.
- 3. Program Report:** The Commission reviewed the written report. Mr. Gerstel noted that he had helped with registration at Spooky Walk. He commended Administrative Specialist Kristen Wright and Recreation Supervisor Allan Sobon on the set-up of the fun program. The next TGIF event is on November 3rd, and Mr. DiCicco and Mr. Gerstel have offered to assist.
- 4. Discussion Items:**
 - A. Parent Talk – Perry Park Playground:** Ms. Chaston introduced Lindsay Jabbawy from Parent Talk who wanted to share some project ideas for Perry Park. Ms. Jabbawy lives in the park neighborhood and frequently visits with her children. She is concerned with the number of toys and portable play structures left behind in the park, which are not all in safe condition. Mrs. Chaston explained that it was not an approved practice, and Ms. Carey added that DPW periodically removes items and completes other routine maintenance. Ms. Carey will discuss scheduling a clean-up with DPW, and encouraged Ms. Jabbawy to have Parent Talk be part of the educational campaign. Ms. Jabbawy would also like to see more play equipment added to Perry Park, similar to Greene's Field which gets too busy in the afternoons to bring young children. She also suggested more shade, more elements that are accessible, improvements to the basketball court, and

possible fencing. Parent Talk is willing to participate in the project. Mr. Toolan stated that playground projects take much longer than groups anticipate, with a process to request capital funds, fundraising, and include outreach to neighborhoods. The Commission expressed interest in the project, but suggested that work with a playground committee wait until late summer after the major construction and start-up tasks are complete at the Rosemary Recreation Complex.

- B. Flag Football:** Mr. DiCicco gave an update on the possibility of a new youth flag football program. He has been working with others on the creation of a program, similar to one in Westwood that Needham children participate in at this time. It would be a fall program, possibly operated under the Needham Sports Council or through Needham Junior Football. It would be for boys and girls and be held in the fall. If it could be scheduled at Memorial Park's synthetic field, five games could be played per hour. Ms. Carey noted that Sunday mornings at Memorial would not conflict with any other programs.
- C. Pop-Up Skate Park:** Mr. Gerstel and Mr. DiCicco visited the pop-up location at Greene's Field during set-up and throughout the weekend. Many compliments were shared with them. Mrs. Chaston noted that she drove by and also saw that some people were able to still play half-court basketball.
- D. Rosemary Recreation Complex Project:** The Commission reviewed the written construction report, as seen in Appendix A. Ms. Carey noted that the project has completed some milestones and is ready to move towards actual creation of the pools, and continuing work on the shell of the buildings to get towards being weather tight in a few months. Mr. Toolan noted that the PPBC reviews change orders at each meeting, with some of them being credits for deductions on tasks, and some change orders being additions to the project with approved additional funding. Mr. DiCicco asked if there was an update on the costs for moving the electrical lines underground, and Ms. Carey said that was still under review. Ms. Carey asked if the Commission wanted to have generic names on the multi-purpose room and two conference rooms, or add a descriptive name or use the naming policy for recognizing individual(s). Mr. DiCicco would like to discuss possible names at an upcoming meeting. The Commission reviewed possible fees that they had discussed last spring. The Commission used the spreadsheet to make possible changes to look at the impact on the total revenue. Mr. Gerstel raised consideration for a special rate for former pass holders, prior to the early-bird fees. Mrs. Geddes suggested providing an early summer program registration opportunity for those who purchase season passes. Mr. DiCicco suggested lowering the non-resident season pass fee to encourage more memberships, though keeping it higher than resident rates. Mr. Toolan discussed options for guest passes. Ms. Wright will do some more research with the online registration product to see how some of these suggestions can be incorporated. Ms. Carey suggested having some form of public input before finalizing fees, to provide an opportunity to share the reasoning for setting the fees, and to market the new opportunities with the Rosemary Recreation Complex. Mr. Gerstel suggested the Design Advisory Committee might be able to provide some input, too. Mrs. Chaston noted that the final decision still remained with the Commission.

E. Operating Budget: Ms. Carey shared the reduced expense costs related to pool operations. Most of the reduction is in the amount of chlorine and filter medium needed to operate the two new facilities. She also provided increased costs for staffing, based on the hours that the Commission had outlined. It appears that at least 8 additional staff members would need to be added to the former staff of 22 members to meet the requirements for hours. The Commission would like to see if there could be additional hours for use of the slides in the evening. Ms. Carey will finalize the department's operating budget request and submit on Wednesday.

5. Action Items:

A. Set Winter/Spring Program Fees: The Commission reviewed the program overview, submitted by the Director, Assistant Director and Recreation Supervisor. Ms. Carey highlighted the new programs during the vacation weeks. Mr. DiCicco made a motion to approved the fees for the 2018 Winter/Spring programs as listed in Appendix B, and recommended by the Director, Assistant Director and Recreation Supervisor. The motion was seconded by Mr. Gerstel and approved unanimously.

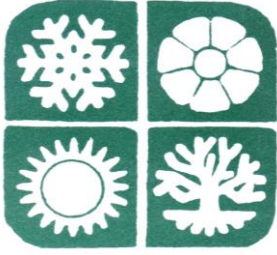
B. Set Fees for Rosemary Pools: The Commission has reviewed some fee options, and will continue their discussions at the next Commission meeting.

6. Topics for Future Agendas: Mrs. Chaston noted the potholes in the DeFazio parking lot. She also requested an updated balance for the Perry Park Trust Fund. Mrs. Chaston asked about sailing on Rosemary Lake. She had heard a sailing program couldn't be held because of the lack of wind. Ms. Carey noted that the department had hosted a program at the lake for about 30 years, and that too much wind was more often an issue during lessons. The department does not currently own any sail boats, but does have 4 canoes and 2 kayaks. Mrs. Geddes asked that there be follow-up to the broken toy issue at Perry Park.

7. Adjournment of meeting: Mr. Chaston made a motion to adjourn the meeting at 10:18 PM. The motion was seconded by Mr. Gerstel and the meeting adjourned at 10:18 PM.

Respectfully submitted,

Kristen Wright
Administrative Specialist



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ROSEMARY RECREATION COMPLEX

Construction Update from the Director of Park and Recreation

Friday, October 27, 2017

Also includes information from 10.13.17 report

QUESTIONS FOR COMMISSION

- For decision on interior signs on 2nd floor: does the Commission want to put particular names on the public spaces – multi-purpose room, conference room A, conference room B? *see attachment*
- Decision needed on Summer 2018 operation hours, to prepare operating budget request.

TOWN TASKS

- The PPBC's next meeting is on Monday, November 13, 2017.
- The anticipated next site visit is Wednesday, November 15th. *As this is a major construction site, the visit is not for the public.*
- The weekly meetings are held on Thursdays 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 is reviewing the outdoor furniture options, based on the amount of space available without impacting access or safety.
- Health Department is in final stages of approval for design of pools, based on current and proposed MA Department of Public Health regulations. BH+A will provide a written document showing that the design meets current and proposed codes. The operational permit will be filed in April, so that all details are reviewed and ready for opening approximately mid-June (depending on construction).

CONTRACTOR

- G&R provides weekly "two week look ahead" schedules. The 10/26 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 two ballasts, and is preparing to remove the temporary dam and dewatering systems. The pool contractor will start the first week of November, preparing the shapes of the pools with rebar and then spraying the Gunitite. The family pool will be shaped first, starting on November 13th and they will work towards the competitive pool. A request to work on Saturdays/Sundays has been

submitted, as these crews move from state to state working on projects, so try to make all the time on a project productive. The finished plaster surface will be added in the spring.

- G&R has poured the floors on the first floor of the main building, and has started the framing.
- G&R is completing the underground pipes/plumbing for the smaller building and is preparing to pour the floor. Framing would then begin.
- G&R has completed the shell of the pump vault, and is back filling around it, so that preparations can be made to start work on the plaza area.

ISSUES BEING RESOLVED

- As reported to the Commission at the 9/25 meeting, the National Park Service (NPS) has indicated that it feels the project is a change in scope (or a conversion) from the original purpose that received federal Land and Water Conservation Funds. The information has been reviewed with legal counsel who has provided options for moving forward, including (a) getting assistance for federal representatives to review project with NPS, as outdoor recreation scope has increased since original funding (including addition of camp property); and (b) look at conversion process. The Town Manager is reviewing options and will provide input to PPBC and Commission. **10/27 update: A meeting with representatives, including Commission Chairman and Vice Chairman, is scheduled for later in November.**
- The Project Manager and G&R are continuing to review the Eversource options for bringing electricity to the site from the road. Eversource recommended going underground from the opposite side of the street. G&R is looking at what is located below Rosemary Street to see if there is a clear path for all of the conduit that is needed, as well as the cost implications. The change to costs has been developed and is under review. If accepted, it would move forward as a change order to PPBC. **10/27 update: A change order request is being finalized, including adds and deducts.**
- The Project Manager and G&R met with the plumbing contractor and BH+A and their plumbing consultant to review changes that needed to be made, due to other work that was already added, including the pool vault. If changes seem appropriate, the project would move forward with a change order to PPBC, that includes adds and deducts.
- The Town Manager reported that the Governor had vetoed individual municipal projects in the state budget, one of which was the funding for the generator, but the legislature overrode the veto, so at this time it appears the funding will be available. The Town Manager will provide any further updates to PPBC and Commission. **10/27 update: it is anticipated this was resolved through the override of the veto.**
- 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. **10/27 update: no update on units, but nothing recommended will impact 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.
- G&R continues to seek ways to push the schedule forward, to get the pool subcontractors on site by 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. **10/27 update: G&R and the subcontractor have decided to use the smaller crane. It is hoped that the work beginning on 10/30 will be complete by 11/4.** 10/13 update: one option under review is to use a smaller crane to remove the temporary sheet piling, which can reduce that operation from more than a week to a few days. With the large crane, sections of the ballasted pools would need to be filled with crushed stone and then be completely removed. If a smaller crane is possible to use, crane mats can be put down and moved easily to where needed.

- In answer to a question, G&R confirmed that they have regular inspections and traps for rodents on site to avoid any impact on neighboring homes and buildings. They have provided monthly reports to the Health Department, which indicate no evidence of rodents.
- Some of the changes to scope, including moving the electrical lines underground from across the road, as opposed to adding a pole on our side, have added some days to the project timeline for the buildings. G&R is working on ways to keep this part of the project moving on schedule.

2018 Winter Spring Fee Recommendations

General Fund	Winter/Spring 2017	Recommended Winter/Spring 2018	Number of Classes	General Fund Deposit	Approved
Community Gardens	\$35.00	\$35.00	season	\$35.00	30-Oct
Summer Volunteers - Pool	\$25.00	\$25.00	season	\$25.00	30-Oct
Summer Volunteers - Programs	\$25.00	\$25.00	15 hours	\$25.00	30-Oct
Revolving Fund	Winter/Spring 2017	Recommended Winter/Spring 2018	Number of Classes	General Fund Deposit	Approved
Fishing Derby	FREE	FREE	1		30-Oct
School Vacation - Hoop It Up!	\$75.00	\$75.00	3	\$5.00	30-Oct
School Vacation - Knucklebones	NEW!	\$150 (4 days) \$50 (1 day)	4 or individual days	\$5.00	30-Oct
School Vacation - Right Brain	NEW!	\$100.00	2	\$5.00	30-Oct
School Vacation - Thundercat Sports Jam	\$125 Half/\$160 Full	\$130 Half/\$165 Full	3	\$5.00	30-Oct
Spring Sports Specialties	NEW!	\$75.00	6	\$5.00	30-Oct
Senior Golf League	\$256.00	\$256.00	season		30-Oct
Street Hockey	NEW!	\$100.00	6	\$5.00	30-Oct
Tennis Badges - Individual	\$30.00	\$30.00	season		30-Oct
Tennis Badges - Senior	\$15.00	\$15.00	season		30-Oct
Tenns Badges - Family	\$45.00	\$45.00	season		30-Oct
Touch the Trucks	FREE	FREE	1		30-Oct
Youth Archery	\$100.00	\$110.00	4	\$5.00	30-Oct
Youth Center Revolving Fund	Winter/Spring 2017	Recommended Winter/Spring 2018	Number of Classes	General Fund Deposit	Approved
Early Release - Action Athletics	NEW!	\$60.00	1		30-Oct
Early Release - Boda Borg	\$45.00	\$50.00	1		30-Oct
Early Release - Launch	\$40.00	\$55.00	1		30-Oct
Early Release - Ski Ward Tubing	NEW!	\$60.00	1		30-Oct
Early Release - TreeTop Adventures	\$55.00	\$60.00	1		30-Oct
Launch Extreme Sports	\$130/4wks	\$150.00	4		30-Oct