

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

**Minutes of Meeting
December 4, 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

GUEST: Finance Committee – Tom Jacob
Charles River YMCA – Connie Kaufman
Rosemary Design Advisory Committee – Kate Curtin, Don Leathe, Peggy McDonald, Carolyn Reulbach, Andy Allen
Community Center of Needham – JoAnne Ochalla

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

- 1. Minutes of Meeting – November 20, 2017:** Mr. DiCicco made a motion to approve the minutes of November 20, 2017. The motion was seconded by Mrs. Chaston and was passed.
- 2. Director's Report:** The Commission reviewed the written report. Mrs. Chaston attended a recent Trust Fund Committee meeting and discussed the uses of the Perry Park Trust Fund. The committee would support use of some of the funds for purchase of playground equipment. The principle cannot be used. Mr. Gerstel asked if the potholes in the DeFazio lot would be filled. Ms. Carey noted that it will be worked on prior to the spring season, and on a regular basis once in use. Mr. DiCicco attended the recent public meeting on the plans for the Memorial Park fieldhouse. There will not be a major impact to use of the fields, but some temporary storage space will need to be found. Mr. DiCicco would like to invite some state representatives to show them several projects that have been completed with Community Preservation Funds since the legislature updated the regulations for recreation projects.
- 3. Program Report:** The Commission reviewed the written report. Ms. Carey highlighted the successful Turkey Hunt and recent multi-grade TGIF event.
- 4. Discussion Items:**
 - A. Rosemary Design Advisory Committee – Project Update:** Mr. Gerstel welcomed the members of the Design Advisory Committee and thanked them for all their input during the design phase of the project. The members were given packets of information to update them on the progress, as seen in Appendix A. The Commission and Advisory Committee reviewed construction progress, decisions still to be made, increased hours of

operation, increased staffing, and proposed in-season fees. Mr. DiCicco noted that the state is updating its regulations for pools and has drafted a requirement that anyone under the age of 16 will need to be with a guardian. The department has already written to the state in objection, and Mr. DiCicco will reach out to legislators for assistance in changing that to a younger age. Swim Team Coach Kate Curtin asked for an earlier registration time for the swim team. Ms. Carey said that one program could probably be added in with sales of season passes that would start in February.

B. Rosemary Recreation Complex Project:

1. **Construction:** The Commission reviewed the written construction report, as seen in Appendix B. Mr. Toolan noted that he, Mr. Gerstel and Ms. Carey attended a meeting with other Town official related to the Land and Water Conservation Fund issues. The special legal counsel outlined options for moving forward, and will begin with a response noting disagreement with the informal e-mail opinion from the National Parks Service that the project is a conversion, and providing more information.
2. **Policies:** Ms. Carey shared an outline with questions on creating regulations for use of the multi-purpose room. Mr. Toolan asked about the insurance risk for individuals or groups using the room. Ms. Carey noted that, like the athletic fields, organized groups needed to provide a copy of the insurance certificate. For individuals, they would need to check on their own existing policies, including homeowners. The Commission will continue their discussion on the approval process, including what is approved by staff and what needs to be presented to the Commission. Mrs. Geddes hoped that the application process would not be delayed for most requests. She also suggested setting aside some times for community use. Mrs. Chaston did not object to community use, but wanted to insure that the department had the priority use. Ms. Carey will put information into a draft set of regulations for review.
3. **Programs:**
4. **Sales/Marketing:** Administrative Specialist Kristen Wright has continued to research some of the Commission's questions on registration. Through a manual process, it is possible to give an early program registration option for residents who have purchased season passes. The system can be set up with different rates for "early bird" and in-season, and free guest passes can be added. It is possible to do package purchases on the system, but the question of passing funds through various fiscal years is a separate question. Ms. Carey asked about an outside website for the facility, but due to recently updated public records law, the website information needs to stay within the Town's. Ms. Wright will be attending training on options under the new system that will likely meet what the Commission is hoping to see.
5. **Celebration:**

- C. Operating/Capital Budgets:** Ms. Carey shared the Town Manager's draft list of likely recommended capital projects for FY'19. Mrs. Chaston and Ms. Carey are scheduling a meeting with Assistant Town Manager David Davison for any guidance prior to meeting with the Finance Committee. A meeting will also be set up with Finance Committee Liaison Tom Jacob.

D. Open Space and Recreation Plan Action Items Review: Mr. Toolan tabulated the responses from the Commission at the prior meeting, with their priorities for action items on the Open Space and Recreation Plan. He had scored the High, Medium and Low ratings as 3, 2, 1. The Commission will look at all of those scoring 2.5 and higher, and long with a few consolidated items at their next meeting, and finalize their recommendations for the action items on the Plan.

E. Field Scheduling Summit Planning: Mr. Toolan re-capped the discussion at the prior meeting, noting that important topics were the Memorial Park fieldhouse project, trash at parks, and maintenance of the fields and use of outfields. Mr. DiCicco will confirm with the Trustees of Memorial Park on their brief presentation, and Ms. Carey will reach out to the RTS Superintendent and Parks & Forestry Superintendent for information and/or availability to attend the summit.

5. Action Items:

A. Parking Agreement with Trustees of Memorial Park: Mr. Toolan noted that the Trustees of Memorial Park had voted to approve the parking agreement, for use of Memorial Park parking lot for overflow parking for the Rosemary Recreation Complex. The Planning Board has required the agreement. Mrs. Chaston made a motion to approve the Parking Agreement between Memorial Park Trustees and Needham Park and Recreation Commission for one year commencing July 1, 2018 through June 30, 2019, with automatic renewals for successive one-year periods unless terminated by the Trustees upon 60 day written notice. Mrs. Gerstel seconded the motion and it passed unanimously.

6. Topics for Future Agendas: Mr. Gerstel has been speaking to a resident who is interested in having a bubble placed over synthetic turf for the winter months for use by sports groups. Mrs. Chaston has had a resident ask about the possibility of a temporary outdoor skating rink. Both will be discussed at an upcoming meeting.

7. Adjournment of meeting: Mrs. Chaston made a motion to adjourn the meeting at 9:40 PM. The motion was seconded by Mr. Gerstel and the meeting adjourned at 9:40 PM.

Respectfully submitted,

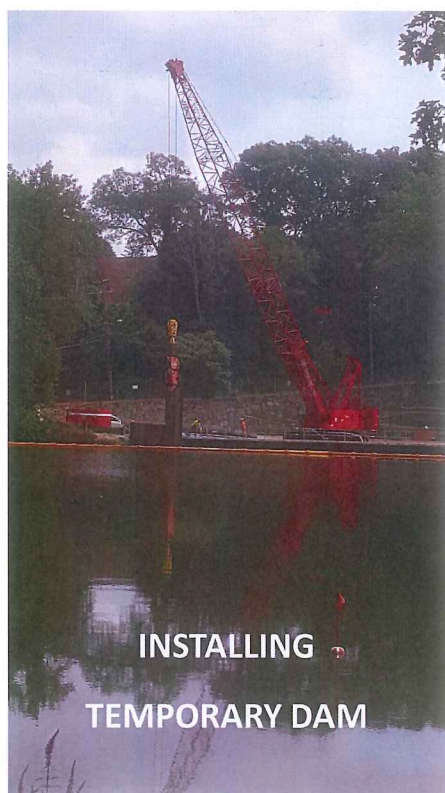
Patricia M. Carey, CPRP
Director



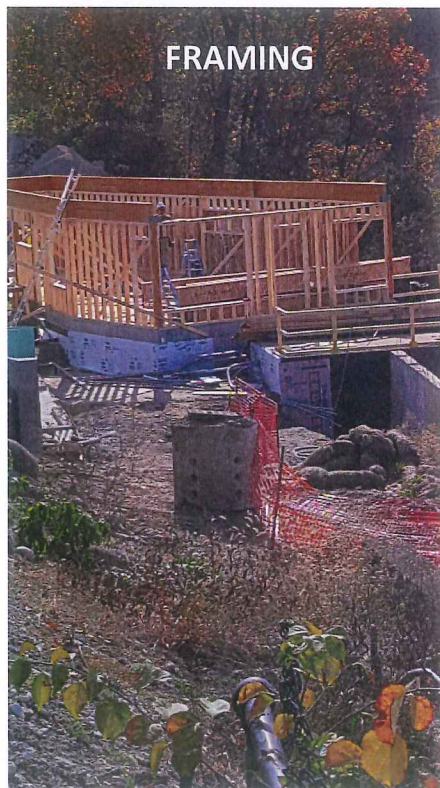
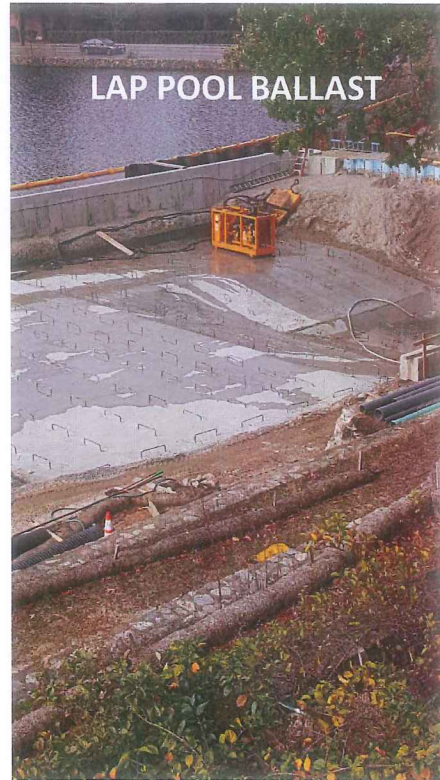
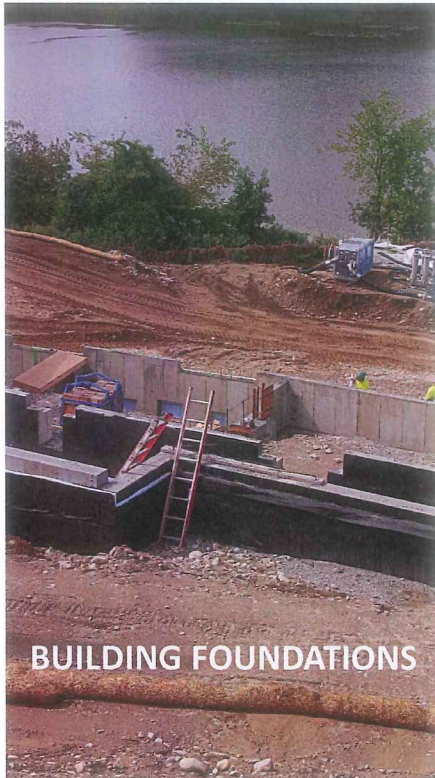
December 4, 2017

- **Construction Update**
- **The New Slides!**
- **Hours of Operation**
- **Staffing**
- **Regular Season Fees**
- **Upcoming Decisions and Discussions**

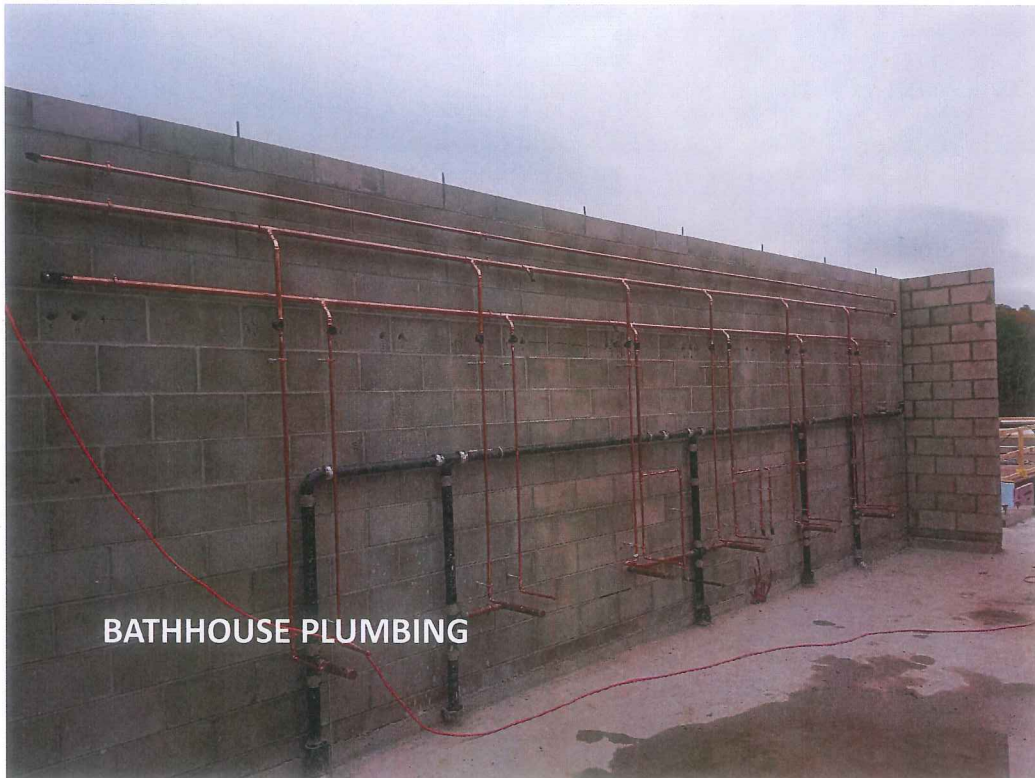
Timeline



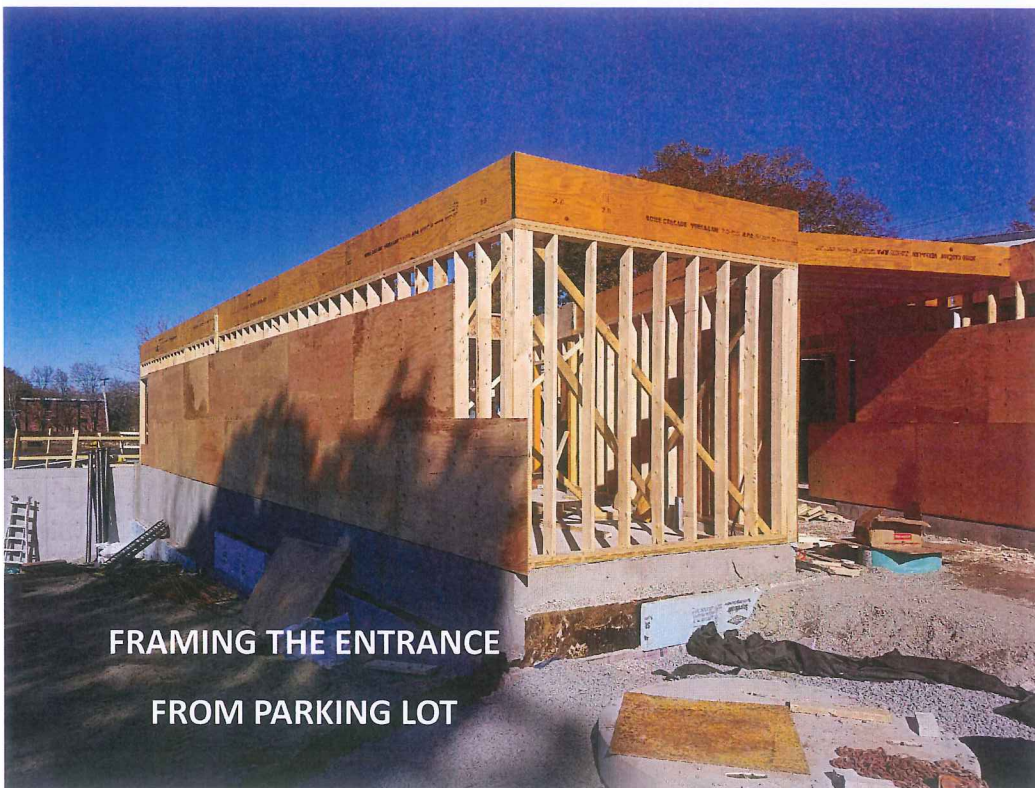
Timeline



Timeline



BATHHOUSE PLUMBING



FRAMING THE ENTRANCE
FROM PARKING LOT

STILL TO COME

TWO POOLS

A few days behind schedule

- ♦ Finish spraying Gunitite to shape both pools. Protect for winter.
- ♦ Complete installation of filters.
- ♦ Pour slab “deck” around pools.
- ♦ In spring, add final plaster surface and tile; connect all the piping; install pool gutters; add slides and other elements.

BUILDING

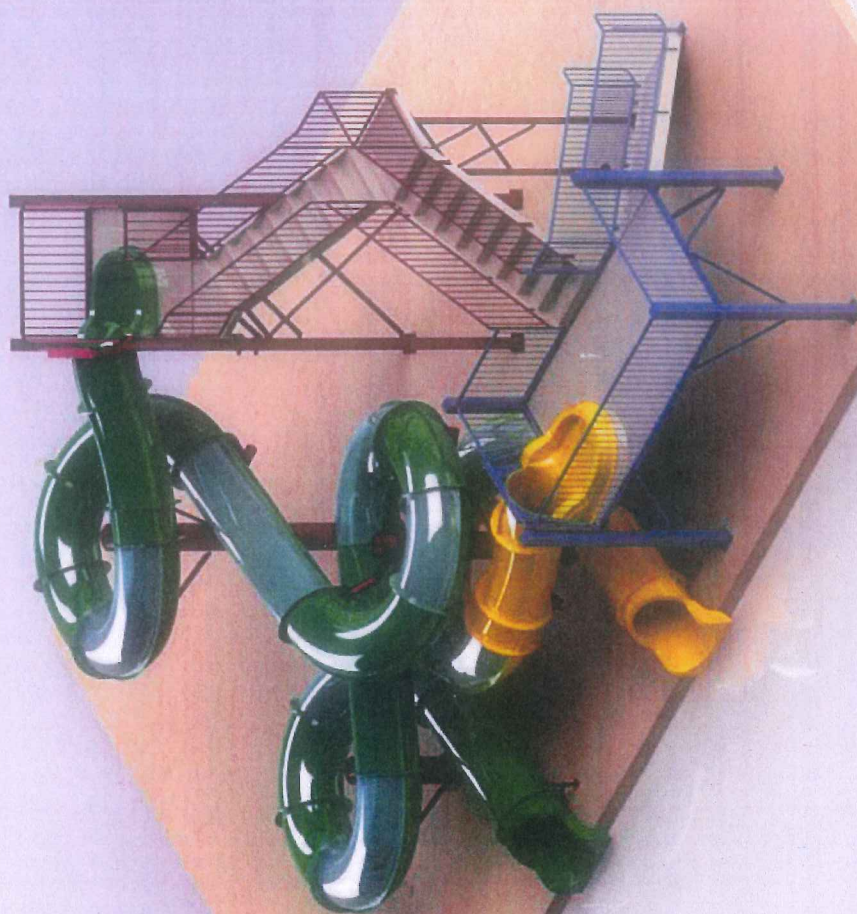
About 2 weeks behind schedule, delayed because of access needed for some of the pool work

- ♦ Complete framing.
- ♦ Install windows, roofing, siding.
- ♦ Install interior studs, wiring, plumbing, drywall.
- ♦ Interior finishes; furniture

SITE

Currently on schedule

- ♦ Complete new roadway and retaining walls
- ♦ Finalize lower parking lot drainage; pave with porous pavement ; install drainage in upper parking lot and pave
- ♦ Build plaza areas; walkways; ramps
- ♦ Install fencing



Rosemary Pool

HOURS

May be altered due to weather or staffing conditions

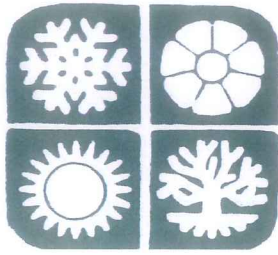
	Family Pool	Lap Lanes 3-4 lanes	Diving Board/games	Splash Pad
Mondays	10:30 AM-Noon	7—10 AM	12:30-7:45 PM	9 AM—7:45 PM
	12:30-7:45 PM	12:30-7:45 PM		
Tuesdays	10:30 AM-Noon	7—10 AM	12:30-7:45 PM	9 AM—7:45 PM
	12:30-7:45 PM	12:30-7:45 PM		
Wednesdays	10:30 AM-Noon	7—10 AM	12:30-7:45 PM	9 AM—7:45 PM
	12:30-7:45 PM	12:30-7:45 PM		
Thursdays	10:30 AM-Noon	7—10 AM	12:30-7:45 PM	9 AM—7:45 PM
	12:30-7:45 PM	12:30-7:45 PM		
Fridays	10:30 AM-Noon	7—10 AM	12:30-7:45 PM	9 AM—7:45 PM
	12:30-7:45 PM	12:30-7:45 PM		
Saturdays	10 AM-7:45 PM	10 AM-7:45 PM	10 AM-7:45 PM	10 AM-7:45 PM
Sundays	10 AM-7:45 PM	10 AM-7:45 PM	10 AM-7:45 PM	10 AM-7:45 PM

Family Pool

- Weekday mornings = swim lessons
- Splash pad open during swim lessons for siblings
- 1-2 slides open in afternoon/early evening hours
- Weekday morning tot swim time
- Rest periods at quarter to each hour
- Water Test to use slides

Competitive Pool

- 3-4 lanes open on lake side
- Diving board available during open hours; sometimes will be used for swim team practice or water games
- Closed on Tuesdays and/or Thursday evenings from swim meets
- Deep Water Test for youth



NEEDHAM PARK AND RECREATION COMMISSION

Public Services Administration Building (PSAB)
500 Dedham Avenue
Needham, MA 02492-2699
Tel: (781) 455-7550

Rosemary Recreation Complex PROPOSED STAFFING December 1, 2017

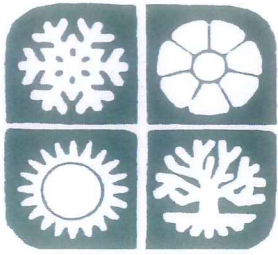
Considerations

- **Budgeting Process:** *The operating budget request has been submitted to the Town Manager. She will recommend a budget to the Finance Committee who will begin their review in January. The Finance Committee's recommended budget is presented to Town Meeting for approval in May.*
- **Longer Season:** *weekends from Memorial Day; full season mid-June to late August; possible Labor Day weekend*
- **Longer Days:** *morning laps and tot swim times; earlier opening on weekends*
- **Increased Staff:** *additional staff to cover extended hours*
- **More Attractions in a New Facility:** *spray deck, slides; state requirements for slides include a lifeguard at the base of each slide and a monitor at the top of each slide (4 total staff when 2 slides in operation)*
- **State Requirements:** *1 guard per 25 swimmers, plus guards in specific areas of concern*
- **Minimum to Open for Laps:** *Supervisor (1); Lifeguards (2); Maintenance (1); Booth (1)*
- **Approval needed by Personnel Board for changes in hourly rates:** *proposed hours are for full extended season; first year rate/subsequent year rate*
- **Spray Deck:** *dedicated staff not needed; during pool season, pool staff will monitor as needed; during pre/post pool season, office staff will monitor*

Position	Former Pool	New Pools	Proposed Hours	Proposed Rates
Pool Complex Supervisor	1	1	550	\$19/\$19.50
Assistant Pool Supervisors	2	3	550	\$16/\$16.50
Lifeguards	10	16	450	\$12.50/\$13
WSI Instructors/Lifeguards	4	4	400	\$13.50/\$14
Slide Monitors	0	3	350	\$11/\$11.50
Booth Attendant	2.5	3	450	\$12/\$12.50
Maintenance	2.5	3	600	\$12/\$12.50

The above positions would be funded through the department's operating budget. Swim lessons are included within this budget.

Other specialty staff would be hired for programs, paid for through fees charged to participate in the programs.



NEEDHAM PARK AND RECREATION COMMISSION

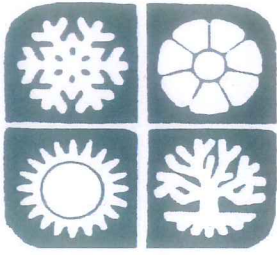
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Rosemary Recreation Complex PROPOSED FEES FOR POOLS December 1, 2017

Considerations

- **Longer Season:** weekends from Memorial Day; full season mid-June to late August; possible Labor Day weekend
- **Longer Days:** morning laps and tot swim times; earlier opening on weekends
- **Increased Staff:** additional staff to cover extended hours
- **More Attractions in a New Facility:** spray deck, slides
- **New Registration System:** on-line purchases, scanning pass cards, credit cards accepted on site
- **Early Bird Rates:** lower rates for purchases made in winter for season passes, and/or special rates for first season – to be determined
- **Swim Lessons:** Group classes (\$50/session with season pass or \$80/session without season pass); Individual (\$25/class with season pass; \$30/per class without season pass)

	Needham Residents	Non-Residents
Individual Season (ages 2-59)	\$190 Formerly \$110	\$290 Formerly \$160
Senior Adult Season (ages 60+)	\$95 Formerly \$55	\$145 Formerly \$80
Family Season (3+ members from same address)	\$385 Formerly \$215	\$595 Formerly \$310
Nanny/Caregiver (add to season pass fee)	\$50 Formerly \$50	\$50 Formerly \$50
Daily Admission (ages 2-59)	\$10/person Formerly \$6	\$15/person Formerly \$8
Daily Admission (ages 60+)	\$5/person Formerly \$3	\$7.50/person Formerly \$4
Daily Admission Family Maximum	\$35/family New	\$50/family New
10 Pack Guest Passes	\$90/10 passes Formerly \$50	\$140/10 passes Formerly \$70
After 6 PM Daily Admission (ages 2-59)	\$5/person Formerly \$3	\$5/person Formerly \$3
After 6 PM Daily Admission (ages 60+)	\$2.50/person Formerly \$1.50	\$2.50/person Formerly \$1.50



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**Rosemary Recreation Complex
UPCOMING DECISIONS
December 1, 2017**

Considerations

APPROVAL OF FEES

- Draft in-season fees under review
- Special first year fees and "early bird" fees under review

APPROVAL OF REGULATIONS

- Reviewing from other facilities
- Monitoring update of pending state regulations
- Updating regulations prior to start of season pass sales

APPROVAL OF OPERATING BUDGET

- Submitted to Town Manager
- January review by Finance Committee
- Town Meeting vote in May

APPROVAL OF POOL PERMIT

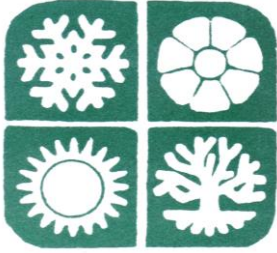
- Construction portion of permit approved by Health Department, MA Department of Public Health
- Operational permit submitted in spring
- Building Occupancy permit needs to be issued before facility can open

SALE OF SEASON PASSES

- Procurement of software update and new format passes
- Developing information material; marketing information

MARKETING

- Developing variety of options for providing information to residents
- Planning an opening celebration, date TBD



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ROSEMARY RECREATION COMPLEX

Construction Update from the Director of Park and Recreation

Friday, December 1, 2017

QUESTIONS FOR COMMISSION

- A discussion will be held at an upcoming meeting about possible names for multi-purpose room, conference room A, conference room B.

TOWN TASKS

- The PPBC's next meeting is on Monday, December 18, 2017.
- The anticipated next site visit is Wednesday, December 13th – moved up a week to avoid holiday rush. *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 continue with BH+A, reviewing needs for bathhouse, storage, pool both, multi-purpose room, and offices. It takes about 4 months from order to get a delivery.

CONTRACTOR

- G&R provides weekly "two week look ahead" schedules. The 11/30 schedule is attached.
- G&R continues to submit materials/equipment information for approval. BH+A reviews and approves, or returns for additional questions.
- Pool subcontractor Weston & Sampson has been working on the rebar in the competitive pool, and the spraying of the recreation pool is anticipated to be complete this week. The rebar work needs to be finished prior to spraying the competitive pool, but all of this work should be completed by December 18th, on schedule.
- G&R is overseeing the framing work with the subcontractor. The exterior and interior walls on the 2nd floor are well underway, with sheathing and roof truss installation to follow. A schedule has been developed to move the framing work ahead to insure that the building is winterized by mid-January, 2018.
- G&R is continuing to work on the lower lot and new driveway, and will be preparing to work on the upper parking lot drainage. The construction vehicles using the upper lot will move down to the lower lot and staff will use the west parking lot area on the other side of the lake.

ISSUES BEING RESOLVED

- The PPBC discussed the contingency fund at their 11/13 meeting. After their approved change orders, the balance is \$722,248. There are other change orders under review, including acceleration time for the pools and possible winter condition work for the pools. Those possible change orders are estimated at \$274,800, leaving an *estimated* balance of \$447,448. To date, change orders have primarily related to unforeseen field conditions, the addition of the ballasts and the pump vault, and acceleration time for the pools. The PPBC will continue to monitor to insure only essential change orders are approved. Some decisions on amenities will not be able to be made until late in the project, when more is known about the remaining contingency funds. Once the Guniting work is done on the two pools, the major concern for time for that portion of the project is relieved, and all remaining tasks can be completed in the spring. **12/1 update: the weather has cooperated during this phase of work, and the weather outlook appears to be favorable. Work on the recreation pool has progressed faster than expected.**
- 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 (LWCF). 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. **11/30 update: the Chairman, Vice Chairman and Director attended a meeting with special legal counsel, representatives of Board of Selectmen, PPBC, Planning Board, the Town Manager and Assistant Town Manager-Operations. Legal counsel will reach out to the state representative for LWCF and indicate that the Town will be resubmitting a request, with additional information outlining why it is not a conversion project.** 11/17 update: no new information until after the 11/22 meeting with Town Manager and legal advisors. 11/3 update: no new information until the meeting later in the month. 10/27 update: A meeting with representatives, including Commission Chairman and Vice Chairman, is scheduled for later in November.
- 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. **11/30 update: work is progressing on schedule, with substantial completion of this phase of work by December 18, 2018.** 11/17 update: after reviewing re-bar progress late last week, it was decided to hold off on spraying the Guniting in the recreation pool until 11/20 (with some set-up before spraying). Re-bar work continued last weekend and through this week. It will take about 7 weekdays to spray the recreation pool, and then work will move over to the lap pool. Heating blankets and elements will help keep the project moving forward without impacts on curing time. 11/3 update: new deadlines are being met for the construction of the pools. 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.

- Some of the changes to scope, including the addition of the pool ballasts, 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. **11/30 update: a plan for accelerating the framing work has been submitted to the project manager by G&R and will be reviewed by PPBC. The goal is to have the building winterized by January 15, 2018.** 11/17 update: G&R has noted to PPBC that they reserve their rights for the need for additional time if circumstances cause a delay beyond June 15th. All efforts continue to be made to keep the building project on schedule. The current anticipated delay dates are 3 days for the pools and 17 days for the building. 11/3 update: plans continue to keep moving the schedule forward to reach the mid-June deadline. Because of the ballast work, the “float” time in the building schedule is gone, so G&R is working on ways to keep moving forward. A discussion on the schedule will be held at the next PPBC meeting.