

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

**Minutes of Meeting
December 18, 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

Mr. Toolan called the meeting to order at 7:04 PM in the Charles River Room at PSAB.

- 1. Minutes of Meeting – December 4, 2017:** Mr. Toolan asked that the wording under Land and Water Conservation Fund be clarified to show that the Town has only received an informal e-mail opinion from the National Parks Service, and not a formal opinion on conversion. Mr. Toolan made a motion to approve the minutes of December 4, 2017 as amended. The motion was seconded by Mr. Gerstel and was passed.
- 2. Director's Report:** The Commission reviewed the written report. Ms. Carey noted that the Reservoir Trail was mostly done, with some projects to complete in the spring. Four new parking lot lights will be added to DeFazio parking lot prior to the spring sports season. The Commission reviewed the Waste Analysis prepared by the RTS Superintendent for the DPW Director. Mr. Toolan asked that a condensed version be available for review at the upcoming Field Scheduling Summit. Mr. DiCicco noted that the dumpster at Memorial Park was an improvement, but more barrels are still needed throughout the park. The Commission reviewed the list of CPC applications. Mr. Toolan asked how the Memorial Park building was eligible. Ms. Carey noted that the portions of the building related to outdoor recreation were eligible. Mr. Gerstel stated that some of the members of the CPC were concerned with the two school playground project requests. Mr. Toolan asked why Park and Recreation was involved. Ms. Carey noted that the department was involved as it is responsible for maintenance. The Commission is not involved. Mrs. Geddes noted that the Commission discussed the need for PTC's to help fund new playgrounds at the schools, but Ms. Carey stated that the School Committee did not want to continue with that funding model. Mr. Toolan reported that he would be away on business the week of January 8th, so will not be able to attend the Field Scheduling Summit.
- 3. Program Report:** The Commission reviewed the written report. Mr. Toolan asked if there was a hiring concern for programs? Ms. Carey stated that there wasn't, but the Assistant Director was just outlining some of the positions she is currently hiring for, as part of the report. Mr. DiCicco noted his concern that there would be impacts on summer programs and Rosemary without the Recreation Supervisor position. The position posting closes at the end of the week.

4. Discussion Items:

A. Rosemary Recreation Complex Project:

1. **Construction:** The Commission reviewed the written construction report, as seen in Appendix A. Mrs. Chaston joined Ms. Carey for last week's tour, but it was brief due to the very cold temperatures. Mrs. Chaston noted the progress on the pools, building and site. Ms. Carey said that the final Gunit work on the competitive pool is expected to be done within the week. Mr. Toolan heard that there might be neighborhood complaints regarding the hours of work and the lights. Mr. DiCicco stated that work done within the hours allowed by the Town should not be an issue. Mrs. Chaston asked about the contingency, and Ms. Carey said it was still above \$400,000.
2. **Policies:** Ms. Carey shared a draft set of policies for the multi-purpose room. A resident has reached out to see if the space could be rented in June 2019. Ms. Carey noted that the Planning Board's special permit required just "drop off" activities during the pool season, so that parking could be handled. Mrs. Geddes noted she had not considered large private events for the space, and Mrs. Chaston stated that the request was very early for Commission consideration, and that the space should be used for community activities as opposed to private activities. The consensus of the Commission was that private activities would not be booked at this time. On the priorities for use, Mr. Toolan and Mr. DiCicco suggested that other municipal department use come after community organization use, which was agreed to by consensus. For scheduling purposes, Mr. Toolan suggested that only Conference Room A be available, but not Conference Room B which is located in the office suite. Mrs. Geddes asked that Park and Recreation schedule what is needed for programs, but to make a conscious effort to leave some space available for community groups to use. Mrs. Chaston suggested only booking spaces after Park and Recreation had booked what spaces it knew would be needed. Mr. Toolan would like the Commission to review requests for multiple uses over a period of time, i.e. monthly meetings. If a fee is charged, Mr. Toolan would like a portion up front, and Mr. Gerstel felt that 50% was appropriate. Mr. Toolan asked that cancellation notification to staff be 72 hours for Saturday, Sunday, Monday; 48 hours for Tuesday, Wednesday, Thursday and Friday events. Regarding a use fee, Mr. DiCicco noted that some uses might require custodial support, where others will just need a building monitor, so there should be a set of rates. The Town's no-smoking policy will be in place, and Mr. Toolan asked for confirmation that it included other tobacco products, vaping, and electronic units. Ms. Carey will confirm with the Health Department. Mr. DiCicco noted that the Trustees of Memorial Park will need to have some form of policy for use of their new building, and someone to facilitate use of the building, but that it shouldn't be the Director.
3. **Programs:**
4. **Sales/Marketing:**
5. **Celebration:**

B. Operating/Capital Budgets: Mrs. Chaston and Ms. Carey met with Assistant Town Manager/Finance Director David Davison. Mrs. Chaston noted that Mr. Davison feels that the project is now accepted, so just a regular presentation of the budget will be needed. Mrs. Chaston noted that the change in date hadn't been approved, yet. Mr. Toolan asked if another date could be chosen, so that he would be available to attend the meeting. Ms. Carey will reach out to the Finance Committee staff person.

C. Resident Requests – Athletic Field Bubble; Temporary Skating Rink: Mr. Gerstel has been discussing a proposal from Needham resident David Lissey regarding the placement of a bubble over an athletic field for winter use. Mr. Lissey is looking for support to do a site survey of the synthetic fields at DeFazio as a possibility. He was hoping to use the restrooms, but has been told they are not in a winterized building. One of his thoughts is that the space would be leased to him for the winter use coordination and then returned for spring use to the Town. Mr. DiCicco asked if there was a maintenance plan, noting the high costs related to snow removal on the bubble, and Mrs. Geddes added the snow removal to the fields and in the parking lot. Mr. Toolan asked if the additional use of the synthetic turf reduced its longevity. Ms. Carey noted that the legality of either a license or a lease would need to be reviewed, and any lease would need approval of Town Meeting. Mr. Gerstel will get input from DPW, including the Director and the Superintendent of Parks and Forestry. Mrs. Chaston has been approached by a few residents about the possibility of putting a temporary skating rink on the basketball court at Greene's Field. Those that approached her felt that volunteers could handle the maintenance. Mr. Toolan felt that the discussion was too late for this year, and that site, maintenance, lighting, security and weather all needed to be discussed. He suggested that a location with lights would have more use, i.e. DeFazio parking lot.

D. Field Scheduling Summit Planning – 1/8/18: The major topics for review will be a brief presentation by one of the Trustees of Memorial Park regarding their building project; a written report on trash collections and pilot programs; and an update on field maintenance.

5. Action Items:

A. Fees for Pools at Rosemary Recreation Complex: discussed later in meeting

B. Open Space and Recreation Plan High Priority Action Items: The Commission reviewed their synopsis of action items from their prior meeting. The first bullet will now read "Continue capital improvement plans on athletic fields and investigate synthetic turf options for replacement at Memorial and DeFazio parks." The seventh bullet will be removed, as it is a duplicate. Under the ninth bullet, "scouting" groups will be replaced with "groups." In the final bullet, "DeFazio" will be removed, so that any basketball court location could be studied. Mrs. Chaston made a motion to approve the priority action items for the Open Space and Recreation Plan as dated December 15, 2017, as seen in Appendix C.

A. Fees for Pools at Rosemary Recreation Complex: The Commission reviewed their draft set of fees, discussed at prior meetings, and as seen as Appendix B. Mr. Gerstel made a motion to approve the proposed fees for the Pools at Rosemary Recreation Complex, as seen on Appendix B dated December 15, 2017. The motion was seconded by Mr. DiCicco and was passed unanimously. Mrs. Geddes asked that the rates for swimming lessons be discussed at an upcoming meeting. Mrs. Geddes made a motion to set a super early bird resident rate from mid-February through mid-April at 20% of the resident rates, and an early bird resident rate from mid-April through Memorial Day at 10% of the resident rate, and that if the pool opens by July 1, 2018, there will be no pro-rating of regular season rates. The motion was seconded by Mr. Gerstel and approved unanimously.

6. Topics for Future Agendas: None presented.

7. Adjournment of meeting: Mrs. Chaston made a motion to adjourn the meeting at 9:30 PM. The motion was seconded by Mr. Gerstel and the meeting adjourned at 9:30 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, December 15, 2017

QUESTIONS FOR COMMISSION

- Fees: regular season, “early bird”
- 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 at about 9:25 PM on the agenda.
- The site visits will temporarily end, as most work is moving indoors. Once the contractor feels it is safe to be on site to view progress, we can re-start the visits. *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, and the technology discussions will begin shortly. It takes about 4 months from order to get a delivery.

CONTRACTOR

- G&R provides weekly “two week look ahead” schedules. The 12/14 schedule is attached.
- G&R continues to submit materials/equipment information for approval. BH+A reviews and approves, or returns for additional questions.
- The spraying of the recreation pool is complete. This week’s snow and cold temperatures slowed down the progress on the competitive pool, but all the framing is finished, and with assistance from heaters, it is anticipated the spraying of the competitive pool will begin on 12/18 and take 3-4 days. The pool gutters will be delivered next week, and with assistance from heaters, installation is expected to be done over the next two weeks.
- G&R is overseeing the framing work with the subcontractor. An agreement has been made to provide a bonus for completing the work by mid-January, to keep the project moving forward on schedule. Windows will be delivered next week.

- G&R has completed the drainage work in the upper parking lot. Most of the retaining wall is complete and fencing will be installed on top of the wall.
- G&R will back-fill around the recreation pool in levels, adding some needed piping at different intervals. The pumps for the filter system are expected to be delivered next week.

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.
12/15 update: This week's weather caused a delay on the competitive pool, but work is expected to re-start on Monday, using a heating system. 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. **12/15 update: The Director of Health and Human Services and I have provided some additional information to the legal team who will work on a response to the National Park Service.** 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. **12/15: most of the critical work will be completed within the week.** 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. **12/15 update: the framing has been accelerated under a bonus system, and is on track to be winterized by 1/15/18.** 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.

The Pools at Rosemary Recreation Complex

FEES

*Approved by the Park and Recreation Commission
December 18, 2017*

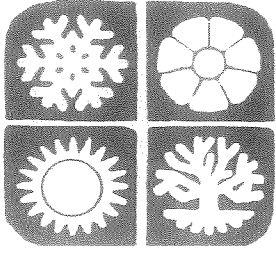
Regular Season Rates	Needham Residents	Non-Residents
Individual Season (ages 2-59)	\$190	\$290
Senior Adult Season (ages 60+)	\$95	\$145
Family Season (3+ members from same address)	\$385	\$595
Nanny/Caregiver (add to season pass fee)	\$50	\$50
Daily Admission (ages 2-59)	\$10/person	\$15/person
Daily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

Regular season rates will be charged as of Tuesday, May 29, 2018. If there is a delay to opening the pools in mid-June, the start date for charging regular season rates may be altered by the Park and Recreation Commission. There will be no pro-rating of fees if the pool is open by July 1, 2018.

For Needham Residents, Only	Super Deluxe Rates Available: Feb. 15-April 15, 2018	Early Bird Rates Available: April 16-May 28, 2018
Individual Season (ages 2-59)	\$152	\$171
Senior Adult Season (ages 60+)	\$76	\$86
Family Season (3+ members from same address)	\$308	\$347
Nanny/Caregiver (add to season pass fee)	\$50	\$50

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*



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DRAFT **Priority Action Items** **Open Space and Recreation Plans** **December 15, 2017**

- IIA: Implement Field Study recommendations including investigation of synthetic turf options at Memorial and DeFazio Parks.
 - *This text is a carry-over from prior plan, when field study plan was just for Memorial and DeFazio. Maybe slightly re-word to "Continue capital improvement plans on athletic fields and investigate synthetic turf options for replacement at Memorial and DeFazio Parks."*
- IIB: Construct two outdoor pools and office building at Rosemary Lake.
- IIB: Create skate park or temporary "pop-up" skate park options.
- IIIB (or C): Improve access to Rail Trail from High Rock Street.
- IIA: Develop a five year plan for all recreational facilities, including an inventory or playgrounds, and prioritize improvements. Items for inclusion include playground upgrades at DeFazio Park and Perry Park, field upgrades at Hillside, and improvements at Cricket Field.
- IIB: Study possibility of outdoor ropes course.
- IIC: Improve accessible paved pathways for wheelchairs from the paved parking area to the playground structures and the bleachers at the diamonds at Claxton Field.
- IIC: Improve handicapped access to fields and facilities at recreational properties, as necessary.
 - *broader version of prior bullet item*
- IIIF: Continue to work with scouting groups to undertake trail and other improvements to Town-owned land.
 - *add "and others"?*
- IIA: Improve the parking lot at DeFazio Park.
- IIB: Conduct evaluation of potential for adding basketball court or street hockey court lines to parking lots.
- IIC: Finalize accessible trail at Needham Reservoir.
- IIA: Explore the feasibility of an outdoor basketball court at DeFazio
 - *eliminate "at DeFazio" and leave it general?"*