

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

**Minutes of Meeting
January 8, 2018**

PRESENT: Christopher J. Gerstel, Vice Chairman
Cynthia J. Chaston, Member
David C. DiCicco, Member
Michelle S. Geddes, Member
Patricia M. Carey, Director

ABSENT: Matthew M. Toolan, Chairman
Robyn G. Fink, Assistant Director

GUESTS: Kristen Wright, Administrative Specialist

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

1. **Minutes of Meeting – December 18, 2017:** Mrs. Chaston made a motion to approve the minutes of December 18, 2017. The motion was seconded by Mr. DiCicco and was passed unanimously.
2. **Director’s Report:** The Commission reviewed the written report. Mr. Gerstel stated that a letter should be submitted on behalf of the Commission regarding their concerns about how the zoning changes being proposed at the Board of Selectman’s meeting near Mills Field may impact the parking at the field. Mr. DiCicco stated he would be attending this meeting as a private resident. Ms. Carey will prepare the letter on the behalf of the Commission. Mrs. Geddes asked for an update on replacing the Recreation Supervisor. Ms. Carey stated that applications were received last week.
3. **Program Report:** The Commission reviewed the written report.
4. **Action Items:**
 - A. **Special Event Request – Relay for Life:** Mr. DiCicco made a motion to approve the Special Event Request for Relay for Life to host the event at Newman on the two diamonds and multi-purpose field on May 19-20, 2018. The motion was seconded by Mrs. Geddes and was approved unanimously.
5. **Discussion Items:**
 - A. **Rosemary Recreation Complex:**
 1. **Construction:** The Commission reviewed the written report, as seen in Appendix A. Ms. Carey stated that due to the snow and extremely cold temperatures the project manager states they are a week behind their intended schedule. The roof to the building has tarps on it and they are back to work today with heaters running. Mrs.

Chaston asked if the construction crew would work in the rain predicted this weekend. Ms. Carey responded it would depend on the situation. Ms. Carey stated that the goal was to have the building winterized by the 15th of January and with the delay their new goal is January 22nd. Ms. Carey also reviewed progress on the pools construction as well. Mrs. Chaston asked when the next site visit was scheduled. Ms. Carey noted that visits will resume when it is safe to access the site. Mr. DiCicco asked about the contingency fund balance, and whether additional items might be added to the list. Ms. Carey stated that the Commission should start a 'wish list' of items to be discussed in the future with Project Manager Mike Retzky. It is too early for PPBC to release funds for additional projects.

6. **Topics for Future Agendas:** Ms. Carey would like to discuss the policies for the multi-purpose room and stated that there will likely be a few Special Event Requests. Mrs. Chaston stated she would like to discuss items in preparation for the upcoming Finance Committee meeting as well as AEDs at fields.
7. **Adjournment of meeting:** Mr. DiCicco made a motion to adjourn the meeting at 7:25 PM. The motion was seconded by Mrs. Chaston and the meeting adjourned at 7:25 PM.

Respectfully submitted,

Kristen Wright
Administrative Specialist



NEEDHAM PARK AND RECREATION COMMISSION

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ROSEMARY RECREATION COMPLEX Construction Update from the Director of Park and Recreation Friday, January 5, 2018

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, January 8, 2018 at about 9:00 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. *The 1/4/18 meeting was not held due to the storm.*
- FF&E meetings continue with BH+A, reviewing needs for technology, as well as furniture for bathhouse, storage, pool both, multi-purpose room, and offices. It takes about 4 months from order of furniture to get a delivery.

CONTRACTOR

- G&R provides weekly "two week look ahead" schedules. The 12/28 schedule is attached, since there was no meeting on 1/4/18.
- G&R continues to submit materials/equipment information for approval. BH+A reviews and approves, or returns for additional questions.
- The pools have passed inspection for Gunitite. The hope is to have the gutters installed over the next few weeks, a project delayed by recent weather.
- 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. The weather conditions have slowed down the progress. Protections have been placed on the roof boards, to help make it easier to install vapor barrier. It had been hoped that the window installation would be underway by now, but that has been delayed by the weather conditions.

- G&R has completed the drainage work in the upper parking lot. The preparation work is being done to set the generator.
- G&R will back-fill around the recreation pool in levels, adding some needed piping at different intervals. Heating blankets will be used to insure the soil is not frozen and is packed correctly.
- Filter systems are in process of being installed.

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 Gunitite 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. **1/5 update: time sensitive work on pools was completed.** 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. **1/5 update: the legal team has had a discussion with the state representative, but will need to provide more information to the federal contact. The Health Director and I are working on that information.** 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.
- 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. **1/5 update: slowdown on framing and winterization of building** 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.