

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

**Minutes of Meeting
January 22, 2018**

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

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

GUESTS: Eliot School PTC: Lara Suarez, Meredith Lopez

Mr. Toolan called the meeting to order at 7:02 PM in the Charles River Room at PSAB.

1. **Minutes of Meeting – January 8, 2018:** Mr. DiCicco made a motion to approve the minutes of January 8, 2018. The motion was seconded by Mrs. Chaston and was passed unanimously.
2. **Director's Report:** The Commission reviewed the written report. In preparation for their meeting on January 23rd, with the Board of Selectmen, the Commission reviewed the topics that are expected to be discussed. Mr. Toolan reviewed prior discussions regarding a temporary ice rink, noting the Commission had questions related to maintenance and lighting. Mr. DiCicco noted the Commission supports the idea but was waiting for a proposal from proponents. In reviewing the community campus/indoor ice rink concept, the Commission has not had thorough discussions on the community campus, likely at Ridge Hill, but has had informal conversations about the possibility of an indoor rink proposed by some residents. Mr. Gerstel noted that an indoor rink, and indoor pool, would be built on Route 9 in Wellesley, both worth observing for information. On the pop-up skate park, Ms. Carey will get information from the Assistant Director on the plans for 2018. Mr. Toolan noted that it was a good season for skating on ponds. Ms. Carey noted that a resident raised a concern about the Eversource transmission line project passing near the South Street boat launch. There does not appear to be a concern, but she will continue to investigate. Mr. Toolan asked about the progress with hiring the new Recreation Supervisor. The Assistant Director is doing the initial review.
3. **Program Report:** The Commission reviewed the written report.
4. **Discussion Items:** Discussed later in the meeting.
5. **Action Items:**
 - A. **Special Event Request – Eliot School Run:** The Commission reviewed a new request to use Cricket Field as start/finish for the Eliot School PTC 5K Road Race, 1 mile fun

run/walk. Ms. Carey noted that typically the start/finish would be on the school site, but the Police Department was not able to secure a safe route from there and suggested moving to Cricket Field. The fields would still be closed, but the asphalt area in the parking spaces or on the driveway could be used. Mr. Toolan asked the proponents to be aware of the neighbors and noise, since this is an early event and not one anticipated by the neighbors. Eliot PTC representative Lara Suarez indicated that the PTC would reach out to all the neighbors prior to the event. Mrs. Chaston made a motion to approve the request from the Eliot PTC to hold the start/finish for the St. Patrick's Day 5K and Fun Run/Walk at the asphalt areas at Cricket Field on Saturday, March 17, 2018 from 6:00 AM to 10:00 AM, weather dependent. Mr. Gerstel seconded the motion and it was approved unanimously.

4. Discussion Items:

A. Rosemary Recreation Complex:

- 1. Construction:** The Commission reviewed the written report, as seen in Appendix A. Mr. Gerstel noted the information released on social media was well received. Mr. Toolan asked for an update on the contingency fund. Ms. Carey noted that the most recent budget report shows a balance of \$619,583, with \$264,000 in possible costs under review. If all of the possible costs were approved, which isn't likely, the balance would be \$355,583. Mr. DiCicco asked about the project timing. Ms. Carey indicated the cold temperatures and snow caused about a week delay on the building, but the contractors were working on making up that time. The schedule for the pools remains on time. Mr. Toolan suggested getting a video of the interior of the building to share with the Commission and others.
- 2. Policies:** The Commission reviewed the second draft of a policy for use of the multi-purpose room. The Town Manager has reviewed the draft and asked to meet with the Commission at an upcoming meeting regarding her questions. Mrs. Chaston recommended that the Board of Health also provide input on the policy.
- 3. Programs**
- 4. Sales/Marketing**
- 5. Celebration**

- B. Fee Assistance Policy:** The Commission reviewed their current policy for fee assistance and an overview from past four calendar years of number of uses. Mr. DiCicco suggested having a committee review requests for fee assistance, to be more transparent, and to use school lunch guidelines. Mr. Toolan didn't disagree, but that there should be some privacy. Mrs. Chaston wondered if the number of families requesting passes seemed high than what might be expected. She suggested possibly having a limited number of passes available. As the Nashoba ski program is expensive, Mrs. Chaston suggested it might be a program that isn't offered for full scholarships. Mr. Toolan noted that the Commission could look at possibility of partial scholarships, too. He asked all Commissioners to review the policy and come back to the next meeting with recommendations.

- C. FY'19 Operating and Capital Budgets:** Mr. Toolan, Mrs. Chaston and Ms. Carey will meet with Finance Committee liaison Tom Jacob on January 31st in preparation for the budget review with the Finance Committee on February 7th.
- D. CPC Proposals:** Mr. Gerstel noted that it's possible that some of the proposals may be withdrawn. Mr. Toolan will present the Commission's proposal to the CPC at either their January 24th or February 14th meetings.
- E. Field Scheduling Update:** Ms. Carey has a number of special events for the Commission's review, and the calendar is being updated each day to get the permit done early. Mr. Toolan asked that groups using Memorial be reminded that there might be parking issues in the spring with the school construction project underway. Ms. Carey said the actual Memorial Park lot will be a challenge for use in the summer, if construction is approved on the building.
- F. AED High School Requirement:** Mrs. Chaston reviewed the comments from the NHS Athletic Director made at the Field Scheduling Summit regarding the state requirement for AED's to be located at all school fields by July 2018. Mr. DiCicco stated that NHS has six portable units, and he has connected the Athletic Director and the Fire Department for further discussions, including connecting with the existing service contract. Mr. Toolan will mention the issue to the Board of Selectmen, as it crosses over several boards and departments. The Commission supports having the units at parks, but more information is needed.

5. Action Items:

- A. Special Event Request – Eliot School Run:** Discussed earlier in meeting.
- B. Special Event Request – Track Club:** Mr. DiCicco made a motion to approve the request from the Needham Track Club to host the 28th Annual Needham Youth Classic at DeFazio Park on the track, Conroy Field and Founders Field, on Friday, July 20 and Saturday, July 21. The motion was seconded by Mr. Gerstel and passed unanimously.
- C. Special Event Request – Parent Talk:** Mr. Gerstel made a motion to approve the request from Parent Talk to host the annual Barn Babies petting zoo at DeFazio Park Tot Lot on Sunday, May 20. The motion was seconded by Mrs. Chaston and approved unanimously.
- D. Special Event Request – Soccer Club:** Mrs. Chaston asked what the recent fee has been for the tournament. Ms. Carey stated that it was \$15,000, which was paid either just before or after the tournament was held. Mr. DiCicco noted his concern with a for-profit company being listed as part of the name of the tournament, and suggested that the tournament fee be re-visited. Ms. Carey also noted that some of the proceeds from the event came directly back to the Town through purchase of nets, other field supplies, and donations to Needham High School programs. Mr. Gerstel made a motion to approve the request from the Needham Soccer Club to host the 42nd annual Memorial Day Weekend

Soccer Tournament from Friday, May 25 through Monday, May 28, 2018 at DeFazio, Newman, Pollard, Cricket and High Rock. The motion was seconded by Mrs. Chaston. Mrs. Chaston asked if the Soccer Club received all required permits. Ms. Carey noted that they followed all permit requirements for food and large tents. The motion was voted on and approved unanimously.

- E. Special Event Requests – St. Joseph School (2):** The Commission reviewed two requests, with one from St. Joseph School for a field day at Greene's Field, and a second from the parents of the 5th grade for an end of the year picnic. Ms. Carey noted that neither request impacted regular use of the park. The 5th grade parents do not currently have insurance coverage, so that is being reviewed by the school. Mrs. Chaston made a motion to approve the request from the parents of St. Joseph's 5th grade students for an end of the year party at Greene's Field on Wednesday, June 6 from 11 AM – 2:30 PM, pending resolution to insurance requirement. Mr. DiCicco seconded the motion and it was approved unanimously. Mr. DiCicco made a motion to approve the request from St. Joseph School for the annual field day on Monday, June 11 from 8 AM – 12 Noon with a raindate of Tuesday, June 12, 2018. The motion was seconded by Mr. Gerstel and approved unanimously.
- F. Special Event Request – Needham Baseball and Softball Opening Day:** Ms. Carey noted the agreement from last year, that some of the DeFazio fields and track would be used by the morning groups until 10:30 AM. Mr. DiCicco made a motion to approve the request from Needham Baseball and Softball to host Opening Day on Sunday, April 29, 2018 at Greene's Field from 7 AM – 11 AM and at DeFazio from 8 AM – 5 PM, with the Track, Conroy Field, Brock Field, Founders Field and Healy Field remaining open for Sunday morning teams until 10:30 AM, and a raindate of Sunday, May 6 with a smaller scale event. The motion was seconded by Mr. Gerstel and passed unanimously.
- G. Special Event Requests – Needham Baseball and Softball (6):** The Commission reviewed six requests from Needham Baseball and Softball. (a) A new tournament was reviewed, and Mr. DiCicco asked Ms. Carey to clarify the food plan. Mr. DiCicco made a motion to approve the request from Needham Baseball and Softball to host a tournament for ages 14 and under at DeFazio Warner and McLeod on Saturday, May 5 and Sunday, May 6 from 8 AM – 7 PM, and at Walker-Gordon on Saturday, May 5 from 8 AM – 7 PM. The motion was seconded by Mr. Gerstel and passed unanimously. (b) A summer baseball clinic was reviewed. Mr. Gerstel made a motion to approve the request from Needham Baseball and Softball to hold a four-day summer baseball clinic on Tuesday, June 19-Friday June 22, 2018 from 8 AM to 12:30 PM at DeFazio Asa Small, Warner, and McLeod diamonds. The motion was seconded by Mr. DiCicco and was passed unanimously. (c) The Commission reviewed a request to be a hosting site for possible District level Little League World Series games. Mr. DiCicco made a motion to approve the request from Needham Baseball and Softball to be a host site for District level Little League World series games, estimated to occur between June 25-July 8, 2018, at Asa Small Diamond and Mills Diamond, with the understanding that a representative of Needham Baseball and Softball be on site for all activity. The motion was seconded by Mr. Gerstel and passed unanimously. (d) A softball clinic request was reviewed. Mr.

Gerstel made a motion to approve the request from Needham Baseball and Softball to host a four-day summer softball clinic at Claxton # 1 and # 2 on Monday, August 27-Thursday, August 30, with a raindate of Friday, August 31, 2018. The motion was seconded by Mr. DiCicco and passed unanimously. (e) A request to hold special training sessions was reviewed. Mr. Gerstel made a motion to approve the request from Needham Baseball and Softball to host on-field training sessions on the Mitchell diamonds and outfields and Newman # 1 and # 2 during the spring season. The motion was seconded by Mr. DiCicco and passed unanimously. (f) A request to host a Coaches Challenge game was postponed for review. The requested date is tentatively booked at Claxton by Needham High School, and the alternate site is at Memorial Park so would need to be reviewed by the Trustees of Memorial Park.

H. Special Event Request – Cub Scout Pack 8: The Commission reviewed the request to host a rocket launch day for Cub Scout Pack 8. Mr. Gerstel made a motion to approve the request from Cub Scout Pack 8 to host a rocket launch day at Claxton # 1 and # 2 from 8 AM – 11 AM on Saturday, March 31, 2018, with an alternate date of Sunday, April 1, 2018. The motion was seconded by Mrs. Chaston and approved unanimously.

- 6. Topics for Future Agendas:** Mr. Gerstel will be meeting with DPW staff regarding the resident proposal to place a bubble over a synthetic turf field in the winter.
- 7. Adjournment of meeting:** Mr. Gerstel made a motion to adjourn the meeting at 9:20 PM. The motion was seconded by Mrs. Chaston and the meeting adjourned at 9:20 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

Friday, January 19, 2018

QUESTIONS FOR COMMISSION

- A discussion will be held at an upcoming meeting about possible names for multi-purpose room.
- Commission continues to review policies for use of multi-purpose room.

TOWN TASKS

- The PPBC's next meeting for Rosemary Recreation Complex is on Monday, February 5, 2018.
- 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, including indoor spaces, 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 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. Discussions about moving have just begun.
- Department is preparing information release for initial sale of passes, and is setting up the registration program with all the details. New "key tag" passes are being ordered. Updates for the website in a new format are being developed.

CONTRACTOR

- G&R provides weekly "two week look ahead" schedules. The 1/18/18 report is attached.
- G&R continues to submit materials/equipment information for approval. BH+A reviews and approves, or returns for additional questions.
- The pools are being backfilled, and installation of gutters is preparing to start – with final set-up in the spring, when grouting is done in warmer weather.
- The below freezing temperatures earlier in January impacted the hoped for deadline of January 15th to have the building closed in to protect from weather. Much of the work has been completed this week, including window installation, with a few final pieces of work on the roof to be done early next week. Interior framing will now begin.
- G&R will be setting the generator, and continue with the retaining wall at the upper lot.

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. **1/19 update: Contingency balance is \$619,583, but there is a possibility of up to \$264,000 in anticipated costs, so if all of those are approved (which they won't be), the balance would be \$355,583.** 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. **1/19 update: no change in status** 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. **1/19 update: there was a slight delay due to the weather conditions, including snow, but the building is within day so being weather tight;** 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.

- In December, G&R noted there was some bubbling of water in the corner of the lap pool close to the lake and the street. It is possible there are some air pockets between the footing of the wall and the ballast. G&R, BH+A, and their consultants are working on options, one of which might be adding some grout between the two layers. This is not a major concern, but will be corrected to avoid any future issues.