

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

**Minutes of Meeting
May 7, 2018**

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

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

Mr. Gerstel called the meeting to order at 6:35 PM at Powers Hall at Town Hall, for a brief meeting prior to the start of Town Meeting.

1. **Minutes of Meeting – April 23, 2018:** Mrs. Chaston made a motion to approve the minutes of the April 23, 2018 meeting. The motion was seconded by Mr. DiCicco and approved unanimously.
2. **Director's Report:** The Commission reviewed the written report. Mr. Toolan has heard that lifeguards at Lifetime in Westwood are offered a free certification and free membership as part of the effort to hire enough lifeguards. Mr. DiCicco felt that being able to work in Needham where they live is an incentive. Ms. Carey noted that Town Meeting would be asked to fund the purchase of some Big Belly trash and recycling units, some of which would be placed at DeFazio. Mr. Gerstel noted that the Mills restrooms did not appear to have been cleaned recently. At a recent meeting, the Commission had approved the BIGGSteps 5K for the fall, but then had a subsequent discussion about the DJ and level of sound. The consensus as to give the approval, but insure that the level of sound was respectful for the neighborhood.
3. **Program Report:** The Commission reviewed the written report.
4. **Discussion Items/Action Items:**
 - A. **Rosemary Recreation Complex:** The Commission reviewed the written construction report, as seen in Appendix A. Ms. Carey reported that about 200 hundred memberships have responded to the choice of a refund or forwarding the membership, with the majority choosing to keep the membership, valid for Summer 2018 and Summer 2019. Overall, there have not been major complaints to the staff, though lots of questions related to the opening date. The refunds will start to be processed this week, and the membership extension will be just a change in date in the system that will quickly change all passes. Mr. Toolan asked if there should be a final date for refunds. Mrs. Chaston noted that the office will be able to get final answers from all membership holders, prior to opening day. Ms. Carey said that it is likely that some people who requested refunds may ask to reverse the decision. Mr. Gerstel asked that a tour of the site and facility be

scheduled for the Commission. Ms. Carey will coordinate with Project Manager Mike Retzky for a later afternoon when the site isn't so busy. Mr. Gerstel asked for an update on the contingency. Ms. Carey noted that some funds set aside for pool safety equipment will not be needed for that purpose, as the costs were already taken on by the contractor. Mr. Toolan also noted that PPBC adjusted some of the budgeted lines to free up additional contingency. Ms. Carey noted that the National Park Service had not accepted the Town's belief that there has been no change in purpose to the property, and they have recommended the Town go through the conversion process. Ms. Carey stated that legal counsel would be consulted for the process moving forward. Mr. Gerstel reported that the Design Review Board had approved the sign that will be located at the street. In preparation for Town Meeting, the Commission discussed questions heard at the recent League of Women Voters warrant meetings. There did not appear to be any major questions related to Park and Recreation related projects. If a question comes up for the Commission related to the CPC article for the demolition of buildings at the camp property, Mr. Gerstel will respond on behalf of the Commission.

5. **Topics for Future Agendas:** Mrs. Chaston has reviewed information from the open meeting law, which includes requirements for agendas. She would like to discuss having an item on the agenda for unexpected topics. Mr. Gerstel asked that the new Recreation Supervisor, the Administrative Specialist, and other office staff be invited to the next meeting. He would also like to discuss some signage to help remind people to use trash receptacles.
6. **Adjournment of meeting:** Mr. Toolan made a motion to adjourn the meeting at 7:00 PM. The motion was seconded by Mrs. Chaston and the meeting adjourned at 7:00 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, May 4, 2018

QUESTIONS FOR COMMISSION

- A discussion will be held about possible names for multi-purpose room. A Needham resident has also approached the Town Clerk suggesting that the pools be named for Jack Marr, then-Town Engineer who developed the concept of the pool in the lake with his former firm Metcalf-Eddy.
- Commission continues to review policies and fees for use of multi-purpose room.

TOWN TASKS

- The PPBC's next meeting for Rosemary Recreation Complex is on Tuesday, May 8, 2018 at 7:55 PM.
- 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.
- The Town has finalized the major FF&E list of purchases, and has put aside funds for outdoor furniture.
- The Town is finalizing the technology purchases.
- Attached is the design information on the street sign, approved by Design Review Board.

CONTRACTOR

- G&R provides weekly "two week look ahead" schedules. The 5/4/18 report is attached.
- G&R continues to submit materials/equipment information for approval. BH+A reviews and approves, or returns for additional questions.
- The railings on the pool bulkhead are installed.
- Framing for the new deck benches is being installed.
- Ceramic tile markers will begin to be installed.
- Retaining wall repairs are just about complete.
- The siding, including stone veneer and metal panels is just about complete.
- Installation of exterior building lighting will begin next week.
- The upper parking lot has the binder course installed, and curbing and lights will be 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 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.
5/4/18: Funds have been moved to be able to keep the contingency funds in place. One item that BH+A had us hold for pool safety equipment can now be used as most of the items were included in the construction budget, including the winter safety cover. 4/20/18: The draft contingency has gone low, but some of the possible projects that have funds being held are under review and either eliminated or lower actual costs are being realized. 4/6/18: An updated budget is being developed this weekend for presentation at the 4/9/18 PPBC meeting. The Commission will be able to review at their meeting prior to PPBC. 3/23/18 update: current contingency balance is \$388,903, with about \$190,100 of possible costs to come from contingency. 3/9/18 update: no new information 2/23/18 update: no new information 2/9/18 update: Contingency balance is \$523,969, but there is a possibility of \$218,500 in anticipated costs. 1/19/18 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. 1/5/18 update: time sensitive work on pools was completed. 12/15/17 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. 12/1/17 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. **5/4/18: The response from LWCF is attached, and the ruling was not in favor of the Town's request.** 4/20/18: The Town's special counsel for this has been notified to expect a response within the next two weeks. 4/6/18 update: no new information. 3/23/18 update: no new information. 3/9/18 update: no new information 2/23/18 update: no response from National Park Service. 2/9/18 update: The attorneys have sent a letter to the National Park Service on behalf of the Town. The letter, without exhibits, is attached to this report. 1/19/18 update: no change in status 1/5/18 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. 12/15/17 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. 11/30/17 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. 11/17/17 update: no new information until after the 11/22 meeting with Town Manager and legal advisors. 11/3/17 update: no new information until the meeting later in the month. 10/27/17 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. **5/4/18: An updated schedule is due the third week in May, and the Chair, Vice Chair and Director will attend a meeting on May 18th to get an update.** 4/20/18: an update on the construction schedule will be provided to the Commission at their 4/23 meeting, and will be discussed later in the evening at the PPBC meeting. The goal is to finish projects, moving out towards the lower parking lot so that the porous pavement final layer is the last sequence of work. 4/6/18 update: an updated schedule will be provided to the project manager later today. Information will be reviewed with the Commission at their 4/9 meeting prior to PPBC. 3/23/18 update: an updated schedule will be ready for the 4/9/18 PPBC meeting. 3/9/18 update: no new information 2/23/18 update: the pools remain on (or slightly ahead) of schedule. The buildings are preparing for inspections from the Building Department, and if all goes well, it will move the project into the drywall phase. 2/9/18 update: as noted on 2.1.18 e-mail to Commission, the current finish date for the building is early July (using worst case scenario time line). The contractor is working on tightening up the schedule where possible. At the 2.5.18 PPBC meeting, it was suggested that the Commission be prepared that the delays could lead into mid-July. 1/19/18 update: there was a slight delay due to the weather conditions, including snow, but the building is within days of being weather tight; 1/5/18 update: slowdown on framing and winterization of building 12/15/17 update: the framing has been accelerated under a bonus system, and is on track to be winterized by 1/15/18. 11/30/17 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. 11/17/17 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. 11/3/17 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. **5/4/18: Though someone is posting photos on Facebook, this issue is resolved and is not due to poor installation.** 4/20/18: the note repair was made. Some additional surface cracks will be completed next week. The plaster surface, when done, provides additional security, but won't be done immediately, as the water needs to be added right after the plaster surface is done. 4/6/18 update: repair to be made next week. 3/23/18 update: no new information, but will be corrected prior to plaster surface. 3/9/18 update: no new information 2/23/18 update: monitoring continues 2/9/18 update: the area between the ballast and footing has been filled. Another small area will have epoxy added.
- At the 3/29 project meeting, G&R raised a concern about frost heaves impacting the condition of the concrete pool deck, so options have been under review over the past week. The subgrade was scheduled to be 8” thick, but the current concept under review is to reduce to 6” and add in 2” of polystyrene rigid

insulation to keep the frost line below the concrete deck. This will be discussed at 4/9/18 PPBC meeting. **5/4/18: The updated plan was approved in the recent change-order and preparation work has begun.** 4/20/18: The noted plan has been approved in concept, and a cost estimate is being developed.

- At the 4/12 project meeting, G&R raised a concern about the sets of stairs at the tiers. There are five sets of stairs, each with a different level of depth on the rise. The first tier needs to be fully ADA compliant, and trying to get the stairs to match up interferes with compliancy. Since the wooden decks on the tiers will be used as “steps” an effort to see if some of the sets of stairs can be eliminated is under review. **5/4/18: the Building Inspector has approved an updated plan which is a simple resolution to the issue. It is being priced, so the estimate can be reviewed and move quickly forward so that there are not delays to the work on the tiers.**
- On 4/16, G&R crews were excavating an area of the lower parking lot to prepare the subgrade and came across buried organic material (logs, stumps, trunks). The civil engineer has provided guidance on how much needs to be removed, and material to replace the void with, to insure the integrity of that section of the lower parking lot. **5/4/18: materials have been removed.**