

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

**Minutes of Meeting  
January 19, 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  
Robyn G. Fink, Assistant Director

**GUESTS:** Earl Kasdon, Minuteman Model Yacht Club

Mr. Toolan called the meeting to order at 7:01 PM in the Selectmen's Chambers at Town Hall.

**1. Minutes of Meeting of January 9, 2017:** Mrs. Chaston made a motion to approve the minutes of the January 17, 2017 meeting. The motion was seconded by Mr. Gerstel and was approved unanimously.

**2. Discussion items:**

**A. Field Summit Review:** Mr. Toolan thanked Mr. DiCicco for arranging for the presentation from the Needham Sports Council. Mr. Toolan and Ms. Carey are working with some of the programs who need to coordinate sharing of some fields.

**B. Eversource Project:** Mr. Toolan noted that Ms. Carey had provided the Commission with an overview of the meeting with the neighbors to the former gravel pit held earlier in the week. The focus of the public hearing on January 23<sup>rd</sup> with the Board of Selectmen will be the full project, from when it enters Needham to when it reaches the Chestnut Street station. Chairman of the Board of Selectmen Matt Borrelli will run the public hearing, and it is anticipated that most of the discussion will be relevant to the Selectmen, with a small portion related to the former gravel pit under the Commission's jurisdiction. Some of the social media discussion has been about whether the lines should be buried or above ground, for health reasons. Mrs. Chaston noted that the Commission has only discussed the buried wires, as that was the only proposal presented to them by Eversource. Mr. Toolan agreed, and stated that a new plan would need to be presented to the Commission for an above-ground proposal, before the Commission could provide an opinion. Mrs. Geddes asked if there had been studies on any possible impacts on children. Mr. Toolan stated that the Board of Health had reviewed the issue and presented their findings that did not indicate a known health concern, noting that underground appeared to show lower EMF readings than above ground. Ms. Carey stated that one question had been raised about the wire locations at the neighborhood meeting, and a member of the Board of Health was available to answer the questions.

**C. Rosemary Recreation Complex Project:**

**1. Design:**

- 2. Financing:** Mrs. Chaston presented a working spreadsheet, using attendance figures from the 2013 season, and starting rates from the 2016 season. She provided calculations for increasing the seasonal and daily rates by various percentages, with a maximum of doubling the rates. Mrs. Chaston used the 2016 summer staff numbers and rates, and an estimate of \$40,000 for expenses that she had reviewed with Ms. Carey. She also added \$5,000 for miscellaneous expenses. The Commission reviewed possible staffing options. For a weekday, with early morning through evening hours and programs including swim lessons, the possible daily staffing would be 2 supervisors, 16 lifeguards, 4 swim instructors/lifeguards, 2 maintenance, 2 booth, and 2 slide monitors, for a total of 28 staff. On a weekend, with mid-morning to evening hours, the possible staffing would also be 28, with 2 supervisors, 20 lifeguards, 2 maintenance, 2 booth, and 2 slide monitors. Mr. Toolan added the information into the spreadsheets, which can be seen under Appendix A. Earl Kasdon from Minuteman Model Yachting gave an overview of their program and asked if Rosemary Lake would be available in Summer 2017. Ms. Carey stated that the Rosemary Recreation Complex project would not preclude use of the lake, if under construction, but the start date for the Rosemary Sediment Removal project won't be known until the permitting process is over, so could possibly conflict late August through the fall. Ms. Fink has spoken to a club representative about possible programming, including a session to build the model boats, and then a program for sailing them. Mr. Kasdon also mentioned a program done at Pappas Rehabilitation Hospital (formerly MA Hospital School). Ms. Carey noted that she had worked with the program to bring the students to Rosemary for an event in the past, but it was a challenging site. When the Reservoir Trail is completed, the all-accessible trail and dock will create an option for this special program. The Commission returned to discussing the operational options that impact the operating budget. Mr. Toolan asked each member for an opinion for the length of the season. Mrs. Geddes suggested June 15 through Labor Day. Mr. Gerstel suggested end of school to Labor Day. Mr. Toolan recommends part-time from Memorial Day through Labor Day, though late August was probably more realistic. Mrs. Chaston suggested 12 weeks, from mid-June through Labor Day, with reduced hours for the final few weeks. Mr. DiCicco noted that weekends were warmer in September than June, but ideally the season would be Memorial Day, at least part time, through Labor Day. Mr. Gerstel suggested that the spray park would also be part of extending the season, being open earlier and later than the actual pool season. The Commission reviewed the options for daily hours, and the consensus was to build on the current hours with some options, including early morning lap swim, but not an aggressive new schedule in the initial year. Programs within the day can also be increased. Programs held in the past can be added back into the schedule, including boating on the lake, lifeguard training, and water exercise. Ms. Carey noted that passes and swim lesson revenue would go to

the general fund. The smaller programs, including swim team, would operate through the Revolving Fund. Mr. DiCicco asked for a review of how fees are established. Ms. Carey and Ms. Fink explained that a vendor typically has a rate per person, and \$10 is added to that, with \$5 going to general fund and \$5 remaining in revolving fund for overall expenses. A program staffed by Park and Recreation has a fee established from combining the estimated expenses and staffing, based on a minimum number of participants. Typically, participation above the minimum provides additional revenue. Ms. Carey noted that the summer programs, through the operating budget, often raised revenue well above the expenses, helping to cover any losses related to the operation of the former pool. For programs held at the new site, the Commission may also opt to add an additional amount to each fee to help cover the costs of a building monitor. Mr. DiCicco and Ms. Fink will meet prior to the February 13<sup>th</sup> meeting to develop a listing of programs at the pools and in the new multi-purpose room, using a spreadsheet similar to the one created by Mrs. Chaston. Mr. Toolan also noted that the Commission needs to discuss whether there is a fee charged for outside organizational use of the multi-purpose room.

**3. Programming:**

**4. Marketing:**

**3. Action Items – none presented**

- 4. Adjournment of meeting:** Mr. Gerstel made a motion to adjourn the meeting at 9:27 PM. The motion was seconded by Mrs. Geddes and the meeting adjourned at 9:27 PM.

Respectfully submitted,

Patricia M. Carey, CPRP  
Director

**Proposed Pool Budget - first full season of new facility**

1/17/2017

20XX Rosemary Revenue - estimated for a full season  
Pool passes

	estimated		Proposed price increase					Proposed
	# sold	2016 pass						
			<u>2018</u>	<u>Prices</u>	<u>1.25</u>	<u>1.33</u>	<u>1.5</u>	
Individual - early bird	30	\$90	\$112.50	\$119.70	\$135	\$180.0	175	
Family - early bird	129	\$180	\$225.00	\$239.40	\$270	\$360.0	350	
Senior - early bird	30	\$45	\$56.25	\$59.85	\$68	\$90.0	65	
Individual	27	\$110	\$137.50	\$146.30	\$165	\$220.0	192.5	
Family	132	\$215	\$268.75	\$285.95	\$323	\$430.0	385	
Senior	12	\$55	\$68.75	\$73.15	\$83	\$110.0	71.5	
<i>Non residents</i>								
Individual		\$160	\$200.00	\$212.80	\$240	\$320.0	383	
Family	7	\$310	\$387.50	\$412.30	\$465	\$620.0	766	
Senior	0	\$80	\$100.00	\$106.40	\$120	\$160.0	142	
<i>Guest passes: (package)</i>								
Residents	740	\$5	\$6.00	\$6.00	\$6.00	\$6.00	9	
Non residents	268	\$7	\$10.00	\$10.00	\$10.00	\$10.00	15	
<i>Daily admission:</i>								
Residents	1792	\$6	\$7.00	\$7.00	\$7.00	\$7.00	10	
Senior	138	\$3	\$4.00	\$4.00	\$4.00	\$4.00	5	
After 6 pm	530	\$3	\$3.50	\$3.50	\$3.50	\$3.50	\$5.00	
Senior after 6 pm	29	\$2	\$2.00	\$2.00	\$2.00	\$2.00	\$2.50	
Non residents	333	\$8	\$12.00	\$12.00	\$12.00	\$12.00	18	
NR senior	52	\$4	\$8.00	\$8.00	\$8.00	\$8.00	9	
NR after 6 pm	52	\$3	\$6.00	\$6.00	\$6.00	\$6.00	9	
NR senior after 6 pm	0	\$2	\$4.00	\$4.00	\$4.00	\$4.00	4.5	

total

	estimated		Estimated revenue at various price increases				
	# sold	2016 pass					
			<u>2018</u>	<u>1.25</u>	<u>1.33</u>	<u>1.5</u>	<u>2.0</u>
Individual - early bird	30		\$3,375.00	\$3,591.00	\$4,050	\$5,400.0	\$5,250.0
Family - early bird	129		\$29,025.00	\$30,882.60	\$34,830	\$46,440.0	\$45,150.0
Senior - early bird	30		\$1,687.50	\$1,795.50	\$2,025	\$2,700.0	\$1,950.0
Individual	27		\$3,712.50	\$3,950.10	\$4,455	\$5,940.0	\$5,197.5
Family	132		\$35,475.00	\$37,745.40	\$42,570	\$56,760.0	\$50,820.0
Senior	12		\$825.00	\$877.80	\$990	\$1,320.0	\$858.0
<i>Non residents</i>							
Individual			\$0.00	\$0.00	\$0	\$0.0	\$0.0
Family	7		\$2,712.50	\$2,886.10	\$3,255	\$4,340.0	\$5,363.1
Senior	0		\$0.00	\$0.00	\$0	\$0.0	\$0.0
<i>Guest passes:</i>							
Residents	740		\$4,440.00	\$4,440.00	\$4,440	\$4,440.0	\$6,660.0
Non residents	268		\$2,680.00	\$2,680.00	\$2,680	\$2,680.0	\$4,020.0
<i>Daily admission:</i>							
Residents	1792		\$12,544.00	\$12,544.00	\$12,544	\$12,544.0	\$17,920.0
Senior	138		\$552.00	\$552.00	\$552	\$552.0	\$690.0
After 6 pm	530		\$1,855.00	\$1,855.00	\$1,855	\$1,855.0	\$2,650.0
Senior after 6 pm	29		\$58.00	\$58.00	\$58	\$58.0	\$72.5
Non residents	333		\$3,996.00	\$3,996.00	\$3,996	\$3,996.0	\$5,994.0
NR senior	52		\$416.00	\$416.00	\$416	\$416.0	\$468.0
NR after 6 pm	52		\$312.00	\$312.00	\$312	\$312.0	\$468.0
NR senior after 6 pm	0		\$0.00	\$0.00	\$0	\$0.0	\$0.0
Swim Lessons			13000	13000	13000	13000	13000
total			\$116,666	\$121,582	\$132,028	\$162,753	\$166,531

Estimated Expenses

Staffing (see separate schedule "staffing")	\$313,754	\$313,754	\$313,754	\$313,754	\$313,754
Supplies (per schedule from Patty)	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
Paver maintenance (complete SWAG)	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
	\$358,754	\$358,754	\$358,754	\$358,754	\$358,754

Net Revenue (Loss) (\$242,089) (\$237,173) (\$226,726) (\$196,001) (\$192,223) (\$499.28)