

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

**Minutes of Meeting
April 24, 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

GUESTS: Finance Committee: Rick Zimbone, Dick Reilly
Public Facilities-Construction: Steve Popper, Mike Retzky
Community Center of Needham: Deb Whitney

Mr. Toolan called the meeting to order at 6:33 PM in the Center at the Heights Café.

- 1. Minutes of Meeting – April 11, 2017:** Mr. Gerstel made a motion to approve the minutes of the April 11, 2017 meeting. The motion was seconded by Mrs. Chaston. Mr. Gerstel noted that the new parking configuration at DeFazio parking lot appears to be working. The motion was approved unanimously.
- 2. Director’s Report:** The Commission reviewed the written report. Ms. Carey noted that the bid for the Reservoir Trail project had come in under the estimate. Mrs. Chaston asked when the Mills restroom would officially open. Ms. Carey will check with Public Facilities on the status. The work on the ADA ramp to the door is expected shortly, once all the contract paperwork is complete. Mr. DiCicco asked if everything was set for Opening Day at DeFazio. Ms. Carey said the water had been turned on last week, and everything was cleaned, so all should be set. She isn’t sure of the status on bubblers, but will check with Public Facilities. Mr. Toolan asked if there would be improvements with the cleaning issues at DeFazio. Ms. Carey stated that Public Facilities reminded the company of the schedule, and were planning on sending a senior custodian over nightly to insure cleaning had been done.
- 3. Program Report:** The Commission reviewed the written report. Ms. Carey noted that attendance was good at the various programs offered during April school vacation. Mrs. Chaston asked about the Recreation Supervisor. Ms. Carey said that his paperwork was signed earlier in the day and that he would start on May 8th.

4. Discussion items: Discussed later in the meeting

5. Action Items

A. Special Event Request – Msgr. Haddad Middle School: Ms. Carey had notified the school in December asking for a January request, but it was just recently submitted and conflicted with already permitted times. She worked with them to adjust their times to fit into open time slots. Mr. DiCicco made a motion to approve the request of Msgr. Haddad Middle School to host a practice and a re-enactment of Pickett’s Charge at Greene’s Field on May 23 from 9-11 AM and May 26 from 8:30 – 11 AM. The motion was seconded by Mr. Gerstel and passed unanimously.

B. Request – Needham Baseball and Softball: Ms. Carey stated that Needham Baseball and Softball was looking to place some portable restrooms at a few parks. For Newman and Broadmeadow, they have been instructed to request permission from the school principals. They are asking to place individual units at Walker-Gordon and Avery. Mr. DiCicco stated, from his years coaching at Avery, that it would be helpful having one, but also commented on the challenges of location. Ms. Carey noted that it needed to be located near the driveway for the service truck. Mr. DiCicco requested that Needham Baseball and Softball reach out to the Condo Association and report back to the Commission. Ms. Carey will also request a location suggestion from them. Mrs. Chaston asked about placement at Walker-Gordon. Ms. Carey reported that approval had been given last year for a corner in the parking lot, and no concerns had been raised. Mrs. Chaston made a motion to approve the request of Needham Baseball and Softball to place a portable restroom at Walker-Gordon Field in the parking lot. Mr. DiCicco seconded the motion and it passed unanimously.

C. May Meeting Schedule: Will be discussed at a later time.

4. Discussion Items:

A. Rosemary Recreation Complex Project – Preparation for Town Meeting:

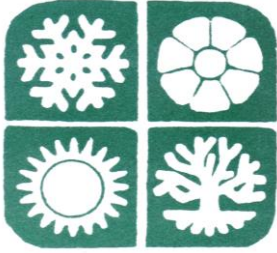
Mr. Toolan reviewed the FAQ handout that was mailed to Town Meeting members, today, along with an invitation to the walking tour on Saturday, April 29th. Mr. DiCicco has been asked about the dredging project, and whether delaying that project would have any impact on Rosemary Recreation Complex. Mrs. Chaston asked about information on the FAQ related to operating costs. Mr. Toolan noted that it was kept general in the FAQ as the Commission has not made any formal votes, and that he would have a slide in the presentation. Mrs. Chaston noted that revenue from programs would help offset any net loss for the pool operations. Finance Committee Chairman Rick Zimbone asked if the programming information could be shared with the Finance Committee. Mrs. Chaston noted that the information had been given prior to the Commission meeting with the Finance Committee in March. The information will be re-sent to the Finance Committee. Director of Design and Construction Steve Popper reported on the status of the recent bid

opening for construction. The low bid was very favorable, coming in \$1.1 million below the estimate, giving a cushion on the contingency. Project Manager Mike Retzky noted that the contingency in the estimate was lower than what PPBC typically wants to have, so now it is slightly higher than the goal. Mr. Toolan noted that Town Meeting will need to understand that the “savings” will remain under contingency through the project, and at the conclusion, any remaining funds would be returned. Mr. Zimbone noted that the Finance Committee would be voting their recommendation on Wednesday night, and would likely ask that the request be reduced to reflect the bid results. Mrs. Chaston noted that the amount above the estimate was about \$400,000. Mr. DiCicco asked if funds would be returned to the Town appropriation or the CPC’s. Mr. Popper stated that the bid doesn’t break down where the savings is, so it would be returned by the ratio that was used to break up the estimate, with 80% of the project funded by CPC and 20% by the Town. Mr. Popper, Mr. Retzky and the architect will continue to review the bid documents and insure there are no concerns with the bid.

- B. **Topics for Future Agendas:** Letter to Town Manager regarding staffing of new facility.
- C. **Adjournment of meeting:** Mrs. Chaston made a motion to adjourn the meeting at 7:22 PM. The motion was seconded by Mr. Gerstel and the meeting adjourned at 7:22 PM.

Respectfully submitted,

Patricia M. Carey, CPRP
Director



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ROSEMARY RECREATION COMPLEX

Update from the Director of Park and Recreation

Friday, April 21, 2017

DESIGN

Bid Results

The subcontractor bids were opened on Friday, April 7th. Overall, the bids came in below estimates, with the exception of one category. One of the low bidders in a different category notified the Town that he did not have all of his information included in his bid, so that is currently being evaluated to see if he can legally withdraw.

The general contractor bids will be open on Friday, April 21st, after this report is completed. The Commission will receive an update at the meeting. The PPBC will review the results at the April 25th meeting.

Port-A-Dam

The permit from the Army Corps of Engineers giving approval for use of a port-a-dam was approved. The contractor will need to remove water from the pool, so will have the option for using the port-a-dam on the exterior to hold the water back and remove pressure from the walls, or can brace the interior of the pool.

FINANCING

The Finance Committee will discuss the project at their April 26th meeting.

PROGRAMMING

MARKETING

Three FAQ blasts have been sent out to e-mail lists and through social media. The three topics have been (a) "Wasn't this project funding already approved?" (b) "Why is the project so expensive for a 2 month facility?" and (c) "Why isn't there an indoor pool option?" The predominate question being asked relates to the indoor pool option, with a perception that time wasn't spent on studying the possibility. Commissioner Michelle Geddes will work on a few more to be sent prior to the Town Meeting vote.

Vice Chairman Chris Gerstel and I will meet with day care providers on April 25th.

A site walk will be held on Saturday, April 29, with the Rosemary site at 10 AM and a walk of the trails at the camp property at 11 AM. Information has gone out through e-mail lists and social media.

Commissioner Dave DiCicco is reviewing the list of Town Meeting members and reaching out to individual members to answer questions, and when possible, seek support.

Drafts of the FAQ's, guest editorial, and handout for Town Meeting are being reviewed by Chairman Matt Toolan.

Matt Toolan was interviewed by Needham Hometown Weekly, and we anticipate having it published on Thursday, April 27th. His guest editorial will hopefully be in both papers that same day.

Matt Toolan and Commissioner Cynthia Chaston will update the presentation. If the project comes up at Town Meeting when the Chairman is out of town on business, Mrs. Chaston will give the presentation.

Community Center of Needham's Letters to the Editor have started. Needham Children Center's Pat Day had one in both papers on Thursday.