

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

**Minutes of Meeting
November 6, 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

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

1. **Minutes of Meeting – October 30, 2017:** Mrs. Chaston made a motion to approve the minutes of October 30, 2017. The motion was seconded by Mr. Gerstel and was passed.
2. **Director’s Report:** The Commission reviewed the written report. After reviewing the Trust Fund balances, Mrs. Chaston offered to contact the Trust Fund Commission to seek clarification on the use of the Rebecca Perry Park trust. Mr. Gerstel and Mr. DiCicco will try to attend the Town Manager’s review of the operating budget. Ms. Carey will create a chart of the Open Space and Recreation Plan with space to note priority for the Commission’s use for the next meeting. The NHS Student Council bonfire event appears to be moving forward during the week of Thanksgiving, at the High School parking lot. Ms. Carey reported that some car windows were broken and items stolen from cars during a NHS post-season game at DeFazio. The police responded.
3. **Program Report:** The Commission reviewed the written report. The 7th grade TGIF event had about 70 seventh graders, on the same night as the NHS post season game. It was a fun night for all who attended. Mr. Gerstel has received positive comments on the pop-up skate park at Greene’s Field. He did reach out to the Warren Street neighborhood coordinator to alert them to the equipment, but did not hear back from him.
4. **Discussion Items:**
 - A. **Playground Projects:** Ms. Chaston has heard back from Lindsay Jabbawy, who came to the last meeting to discuss Perry Park. Mr. Gerstel also noted that Ms. Jabbawy reached out the Alison Borrelli to discuss the Greene’s Field fundraising project, to get ideas. Ms. Carey noted that the Mitchell School is looking to either retrofit or replace their playground, including adding more equipment for Kindergarten. They are submitting a funding request to CPC. The Williams School playgrounds will be funded through the construction project. Mr. DiCicco noted that school projects shouldn’t be funded by CPC. Mrs. Geddes stated that the school PTC’s should have some role in fundraising at least a portion of the projects. Mrs. Chaston supports the replacement of Mitchell playground, as it could be several years before building construction takes place.

Playground projects will be noted in the Open Space and Recreation Plan. Mr. Toolan reported that DPW will remove the plastic equipment that people are leaving at Perry and Claxton, but that Ms. Carey will draft a Letter to the Editor to request that parents not drop those materials off at the parks.

B. Rosemary Recreation Complex Project: The Commission reviewed the written construction report, as seen in Appendix A. Mr. Toolan asked if there was a flooding problem in the pools over the weekend. Ms. Carey had not heard of a concern but will check with the project manager. The next Commission tour will be Wednesday, November 15 at 3 PM. The Commission continued their discussion about fees from the prior meetings. Mr. Toolan suggested inviting the Design Advisory Group to come to an upcoming meeting to give an update and outline the proposed hours and fees. Mrs. Chaston agreed, and felt that the information could be shared with their groups. Mr. DiCicco felt it could be a 6 month progress report. Ms. Carey will draft a presentation for review at the next meeting. Mr. Gerstel reviewed some of the regulations from the prior pool. He noted that there would now be two deep water tests. One would only allow use of the slides, and the other test would give use of all areas. Ms. Carey stated that there will likely be different color wristbands given out. In the past, ages 11 and over did not need adult supervision until the evening, but under draft state regulations it is listed as 16 and older. Mr. DiCicco will reach out to state contacts to try and have that age lowered. The section on toys will be reworded to indicate what is available for use on site. Mrs. Geddes reviewed the marketing ideas. Mr. DiCicco will check on the use of the Memorial Park signboard. Mr. Toolan suggested some type of countdown. Ms. Carey asked if the Commission wanted to do some type of town-wide mailing. The consensus was to do a postcard that connects to information on a website. Mr. Toolan asked if a separate website could be set-up that is more promotional than the Town's informational website. Ms. Carey will find out if outside websites can be utilized, or if the current website has options available to meet the promotional needs. A date for a grand opening isn't known at this time, but planning should begin.

C. Operating Budget: Ms. Carey provided the operating budget that was submitted. The budget includes the additional hours and longer season for the pools, but the salaries are based on current hourly rates. The DSR-4 form includes the request to increase the hourly rates, and the amount requested is based on weekends early in the season, full hours from mid-June through late August, and weekends through Labor Day. Ms. Carey will attend a review of the operating budget with the Town Manager and others on Tuesday, November 14th. Mr. Gerstel and Mr. DiCicco will try to attend.

5. Action Items:

A. None Presented

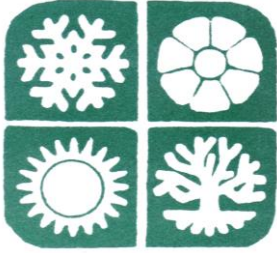
6. Topics for Future Agendas: Mrs. Chaston noted the recent Channel 10 story about soccer goals without sandbags, which mentioned Cricket Field. Ms. Carey stated that the DPW set the goals up with the sandbags, but sometimes when groups moved the goals to take pressure off of high use areas during practice, they did not always re-set the sandbags. The Soccer

Club has already sent a reminder to coaches, and Ms. Carey will remind all groups prior to the spring use. DPW will look to see if there is something to add to the sandbags to keep them attached to the posts.

7. **Adjournment of meeting:** Mr. Chaston made a motion to adjourn the meeting at 9:20 PM. The motion was seconded by Mr. Gerstel and the meeting adjourned at 9:20 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, November 3, 2017

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, November 13, 2017.
- The anticipated next site visit is Wednesday, November 15th. *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 have begun with BH+A, reviewing needs for bathhouse, storage, pool both, multi-purpose room, and offices. BH+A is reviewing the outdoor furniture options, based on the amount of space available without impacting access or safety.

CONTRACTOR

- G&R provides weekly "two week look ahead" schedules. The 11/2 schedule is attached.
- G&R continues to submit materials/equipment information for approval. BH+A reviews and approves, or returns for additional questions.
- G&R has finished having the temporary dam removed, today, and is doing final clean-up of the ballasts in preparation for the pool subcontractor's work starting on November 6th.
- G&R is overseeing the framing work, which is moving to the second floor of the main building.
- G&R completed the floor in the small building and is having the framing work started.
- G&R is installing the door and stairs in the pump vault, and the pool subcontractor is working on the piping and preparing for installation of pumps.

ISSUES BEING RESOLVED

- 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. 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. **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.
- The Project Manager and G&R are continuing to review the Eversource options for bringing electricity to the site from the road. Eversource recommended going underground from the opposite side of the street. G&R is looking at what is located below Rosemary Street to see if there is a clear path for all of the conduit that is needed, as well as the cost implications. The change to costs has been developed and is under review. If accepted, it would move forward as a change order to PPBC. **11/3 update: the project will revert back to the original design. Verizon is installing a pole on the pool side of the street, and Eversource will just connect from the new pole.** 10/27 update: A change order request is being finalized, including adds and deducts.
- The Project Manager and G&R met with the plumbing contractor and BH+A and their plumbing consultant to review changes that needed to be made, due to other work that was already added, including the pool vault. If changes seem appropriate, the project would move forward with a change order to PPBC, that includes adds and deducts. **11/3 update: the details have been worked out with the plumbing contractor, plumbing consultant, and the DPW, so change orders are being prepared.**
- G&R continues to seek ways to push the schedule forward, to get the pool subcontractors on site by the end of October to begin the process of building the pools. Some of the time estimates are based on “worst case scenario” so if the conditions impacting those tasks do not take the full amount of time, the schedule will be shortened. In other cases, extra hours or equipment may be needed as part of the solution. **11/3 update: new deadlines are being met for the construction of the pools.** 10/27 update: G&R and the subcontractor have decided to use the smaller crane. It is hoped that the work beginning on 10/30 will be complete by 11/4. 10/13 update: one option under review is to use a smaller crane to remove the temporary sheet piling, which can reduce that operation from more than a week to a few days. With the large crane, sections of the ballasted pools would need to be filled with crushed stone and then be completely removed. If a smaller crane is possible to use, crane mats can be put down and moved easily to where needed.
- Some of the changes to scope, including moving the electrical lines underground from across the road, as opposed to adding a pole on our side, 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. **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.**