

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

**Minutes of Meeting
June 25, 2018**

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

ABSENT: Robyn G. Fink, Assistant Director

Mr. Gerstel called the meeting to order at 7:00 PM at the Charles River Room at the Public Services Administration Building.

1. **Minutes of Meeting – June 11, 2018:** Mr. DiCicco made a motion to approve the minutes of the meeting of June 11, 2018. The motion was seconded by Mrs. Chaston and was passed unanimously.
2. **Director’s Report:** The Commission reviewed the written report. Reviewing upcoming meetings, Mrs. Geddes has a possible conflict on July 9th, Mr. Toolan has a conflict on July 23rd, and Mr. Gerstel has a conflict on August 27th. Mr. Gerstel noted positive comments for the Needham Accessible Reservoir Trail. Ms. Carey has been in contact with Minuteman Model Yachting. They would like to move to Rosemary, but are deciding on whether to stay at the Reservoir for this year, until the Rosemary sediment removal project is complete. Mr. Toolan asked if there was an updated schedule. Ms. Carey said that the earliest would be after the pool season, but there was a delay in one state permit being issued. Mr. Toolan wants to have a prepared statement on the draining, to insure people understand it is not related to the pools, and Mrs. Geddes agreed that proactive marketing is needed. Ms. Carey will keep the Commission updated. Ms. Carey met with a representative of the Needham Cultural Council. They are trying to expand their mission and participate in events or with displays. One idea they discussed was doing an artistic wrap on the electrical box at the entrance to Rosemary Recreation Complex. Mr. Toolan also suggested seasonal paintings on windows, similar to what is done at the grocery stores.
3. **Program Report:** The Commission reviewed the written report. Ms. Carey noted that the summer programs had started. Recreation Supervisor Angela O’Connor and Summer Recreation Supervisor Chris Burnham worked with the staff through all their training sessions, and some of the pool staff is helping out at the programs, when they aren’t involved in their own training sessions.
4. **Discussion Items:**

A. Rosemary Recreation Complex: The Commission reviewed the written construction report, as seen in Appendix A. Mr. Toolan noted that PPBC Chairman George Kent has meet with the G&R Contractor owner, and there is an agreement to have the facility ready for Park and Recreation open on August 4th. Permission will be requested to do the lower parking lot plantings in September, to provide a better opportunity for growth. The PPBC continues to monitor the contingency funds. A “chairs” meeting will be held later this week, with Selectboard representatives, to discuss the options related to the Land and Water Conservation Fund (LWCF) requirements. Mr. Gerstel may have a conflict, but Mrs. Chaston is available, and Mr. Toolan can attend if Mr. Gerstel is not able to get out of his conflict. Mr. DiCicco asked if there would be any changes to jurisdiction over the building. Ms. Carey stated that LWCF needs the property to remain open space for recreation, so the property, as well as any conversion property, would be under Park and Recreation Commission’s jurisdiction. The Commission reviewed recent photos from the project. Mr. Toolan asked if there were safety locks on the windows in the multi-purpose room, so that children could not open and fall from them. Ms. Carey will confirm with the contractors. Public Facilities-Construction is preparing documents for the July Planning Board meeting, to provide an update and request that authority to approve compliance be given to the Planning Director, so that the occupancy permit can be authorized rather than wait for their August meeting. The Commission discussed the “opening” activities. Under discussion are (a) special activities on the opening date; (b) a September thank you event; and (c) a big celebration at the start of Summer 2019 season. Mrs. Chaston suggested not holding the September event, as the pools would not be open as part of the event. Mrs. Geddes views the opening day as a family celebration, whereas an evening in September would be for a different purpose, including expressing thanks to those who helped make the project a reality. Mr. Gerstel suggested small activities throughout the day on opening day. Mr. DiCicco agreed, suggesting holding the ribbon cutting and other events next year when the pools re-open for a full season. Mr. Gerstel asked how staffing was going. Ms. Carey said most positions were full at this time. Ms. Carey noted that the department could move in late July, in preparation for the opening day. Mr. Toolan suggested that the fall might be easier for the move, but Ms. Carey noted that she had additional help available prior to the pools opening which would make it easier to move and be available to help with the opening.

B. Commission Goals and Roles: Mr. Gerstel asked the Commission to review the existing set of goals, and the duties taken on by each member of the board, so it can be discussed and updated at an upcoming meeting.

5. Action Items:

A. None Presented

6. Issues Not Reasonably Anticipated by Chair within 48 Hours: Mrs. Chaston participated in the second round interviews for Director of Youth Services.

7. Topics for Future Agendas: None presented.

8. Adjournment of meeting: Mr. Toolan made a motion to adjourn the meeting at 7:56 PM.
The motion was seconded by Mr. DiCicco and the meeting adjourned at 7:56 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, June 22, 2018

QUESTIONS FOR COMMISSION

- A discussion will be held about possible names for multi-purpose room. Mr. DiCicco has been reviewing documents from when the original pool was designed and built. 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 Monday, July 9, 2018.
- The weekly meetings are held on Thursdays at 10 AM in the construction trailer, on site.
- A *tentative* date of Saturday, August 4th for opening the pools is the current goal. The *tentative* date for furniture delivery, and possibly the moving truck for Park and Recreation is July 23rd.
- All the new pool supplies are being ordered now, so we can move them into our daily storage area for training and ready to be set-up for opening day...rescue tubes, ring buoys, safety hooks, water testing supplies, first aid, kickboards, training aids, toys...
- The Town has finalized the major FF&E list of purchases, and has put aside funds for outdoor furniture, and other items related to operations, including the pool vacuum(s). Quotes are being reviewed for purchases.

CONTRACTOR

- G&R provides weekly "two week look ahead" schedules. The 6/21/18 report is attached.
- G&R continues to submit materials/equipment information for approval. BH+A reviews and approves, or returns for additional questions.
- With permanent power, testing and commissioning of systems has started.
- The epoxy floors in the bathhouse and staff rooms is completed, and covered. Installation of toilets, sinks, counters and stalls is underway.
- The pouring of the pool deck has started, and is done in a "checkerboard" fashion. The stairs to the pools are finished.

- The railings at the tier staircases are being installed, while finish work continues on the tier decks.
- The first layers of stone are in place in the lower parking lot, in preparation for the porous pavement.
- The perimeter fencing is installed.
- Planting has begun. The hydro-seed is a “low mow” version, so will take a little time to see.
- The plaster of the pools and simultaneous filling with water will begin the week of July 9th.
- On the 2nd floor, ceiling installation is almost finished. Final painting will follow.
- The multi-purpose room will have the vinyl plank floor installed, and acoustical wall tiles, along with final painting. It will then become the staging area for furniture and moving boxes.

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. **6/22/18: There is approximately \$50,000 remaining in contingency.** ; 6/8/18: update will be provided at PPBC meeting. 5/18/18: Current contingency balance \$80,000+. 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. **6/22/18: Chair, Vice Chair and Director will meet with Select Board Chair, Vice Chair and Town Manager to discuss next steps** 6/8/18: Special counsel has recommended that the Town look into the conversion process. An outline

of requirements is attached to this report. A meeting will be scheduled with Chairs/Vice Chairs of several boards, including Commission, to discuss next steps. I have reached out to a resident who had expressed interest in donating property to the Town which could be part of the conversion resolution. 5/18/18: meeting will be held with special counsel in early June to determine recommendations for next steps. 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. **6/22/18: Schedule remains on target for early August opening of pools.** 6/8/18: No additional update, or changes to current construction schedule. 5/18/18: Updated schedule shows substantial completion August 2nd. Update on meeting will be provided at Commission meeting. 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.

- At the 5/25 project meeting, the working group will meet with the Building Commissioner to start the steps for the close-out and insure that everything can quickly get approved at the conclusion of construction for the approval of the occupancy permit. **6/22/18: Letter is being prepared for mid-July Planning Board meeting, to update on what remains to be completed, and seek approval to have Planning Director release the project to the Building Inspector for an occupancy permit. Milestones will need to be met for that release to happen, so plans are underway on how to reach those milestones, including having all the as-built drawings finalized.**
- The current issue to be “resolved” is an exciting one – scheduling the preparations for opening the pools, including having the staff on site for training.