

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

**Minutes of Meeting
November 5, 2019**

PRESENT: Christopher J. Gerstel, Chairman
Cynthia J. Chaston, Vice Chairman
Matthew M. Toolan, Member
Patricia M. Carey, Director
Angela O'Connor, Assistant Director

ABSENT: David C. DiCicco, Member, Michelle S. Geddes, Member

GUEST: Michael Retzky, Project Manager

Mr. Gerstel called the meeting to order at 7:00 PM at the Rosemary Recreation Complex.

1. **Minutes of Meeting – October 21, 2019:** Mrs. Chaston made a motion to approve the minutes of the October 21, 2019 meeting. The motion was seconded by Mr. Toolan. The motion was approved.
2. **Director's Report:** The Commission reviewed the written report. Ms. Carey noted the next meeting dates would be on December 2nd and 16th. Mr. Toolan noted that he would not be able to attend on December 2nd due to work travel. Ms. Carey noted that December 16th would be the Field Summit. Mr. Gerstel noted that the commission would like a full update on the bathroom issue at Claxton by the December 2nd meeting.
3. **Program Report:** The Commission reviewed the written report. Ms. O'Connor gave a brief overview of all the programs. Ms. O'Connor discussed that the Early Release Trips have been full and a great success so far this year.
4. **Discussion Items:**
 - A. **Rosemary Recreation Complex:**
 - **Projects:** Michael Retzky discussed the updates on the cracks in the concrete decking at the Rosemary Recreation Complex. Mr. Retzky documented the first cracks and noted that some of the cracks are surface cracks and some are all the way through and that there are no problems at all with the walls. Mr. Retzky noted there are extra joints cut into the concrete. Mr. Retzky stated that Tom Scarlata, B & H architect, noted that there were 4 cracks that were a concern and would be fixed and the contractors are currently working on the issue. Mr. Gerstel asked Mr. Retzky if everyone was ok with the decision of fixing the 4 major cracks. Mr. Retzky noted that G & R and Weston and Sampson were ok with how the cracks in the concrete are being handled. Mr. Toolan asked if there is a risk of

the concrete cracking more. Mr. Retzky noted that everything will need to be maintained with the amount of use that the facility sees. Mr. Retzky noted that he has talked with G & R and if anything goes wrong, their staff will come and fix it. Mr. Retzky noted that Mr. Scaralta stated that there is no structural damage. Ms. Carey stated that the pools are now winterized, and the plumbers would be at the complex on Friday.

- **Discussion: 2020 Fees:** The commission reviewed the 2019 fees for the Pools at Rosemary Recreation Complex and discussed the increase in fees for 2020 (see attached spreadsheet). Ms. Carey noted that last year sales started with the Early Bird sales. Mr. Toolan noted that the due to staffing increase the rates for 2020 should increase. Mr. Toolan gave an example of increasing the Family Early Bird from \$347.00 to \$360.00. Mr. Toolan stated that we could utilize some of the cost. Ms. Carey stated that we would not be able to utilize the extra funds because it is part of the General Fund. Ms. Carey's recommendation is to go up in cost a little. Mr. Toolan stated he would like to see the fees forecasted out. Mr. Toolan stated that the fees should be raised based on the 4% increase of cost of living. Mr. Toolan noted he would like to see the income and forecasted expenses and be able to look at that from last year to this year. Mr. Toolan stated that when the commission has to go to the Finance Committee, they would like to be able to show the numbers and have some flexibility if needed.
- **Lake Sediment Removal:** Mr. Gerstel noted that he would like an update on when the dredging would begin. Mr. Toolan noted that he would like Ms. Carey to ask about cleaning up the debris that surrounds the lake. Ms. Carey stated that she would ask DPW about taking care of the fallen trees and other debris that is in and around Rosemary Lake.
- **Building Use Policy:** The commission reviewed the Interim Rules and Regulations for Use of Rosemary Recreation Complex (see attached documents). Ms. Carey provided additional documents to show custodial rates at other town facilities (see attached documents). After reviewing the documents Mr. Toolan noted the department should be filing the space when not in use. Mr. Toolan asked Ms. Carey if the commission could get a schedule of the utilization of the multi-purpose room. Mr. Toolan asked how the commission would categorize the groups, community verses others. Mrs. Chaston asked if the commission would waive the fees for non-profit local organizations. Mr. Gerstel stated that the commission would discuss this in the next meeting.

- B. Capital and Operating Budgets:** The commission reviewed the DSR1-4S (see attached documents). Mr. Toolan noted that permanent shade structures for The Pools at Rosemary Recreation Complex should be part of the operating budget. Ms. Carey noted that Mr. Ed Olsen, Superintendent of Parks & Forestry, would like to plant trees around this area to help with the shading issue. Mr. Toolan asked if there could be semi-permanent structures, such as a 20 x 20 tent. Ms. Carey stated that anything larger than a 10 x 10 structure would need a building permit. Mrs. Chaston asked if the commission could add the need for a shade structure to be added to the operating budget. Mrs. Chaston stated that she would also like to see that the booth window be fixed and that the air conditioner be added to the budget. Ms. Chaston also noted that she would like to see a “wish list” for the next meeting. Ms. Chaston asked if adding an additional four lifeguards and three booth staff was enough. Mr. Toolan stated that he would like to see an additional supervisor be added to the budget. Mr. Toolan stated that this addition could help with pool scheduling. Mr. Toolan stated that the department needs to look at the work schedules of the youth and that the department needs and to put in an infrastructure that will help with the needs of the facility. Mrs. Chaston stated that it would be her recommendation to ask for an additional pool supervisor.
- C. Playgrounds Capital Planning:** The commission agreed to carry this agenda item over to the next meeting.
- D. Office Transition:** Mr. Gerstel asked Ms. Carey to make a list of the “Top 10” items in the department that she is currently working on. Mr. Gerstel noted that he would like the commission to know who would be taking care of these items during the transition.
- E. Big Belly Pilot Program:** Ms. Carey noted that she would be meeting with Greg Smith, Superintendent of RTS, and with Ed Olson, Superintendent of Parks and Forestry, to discuss the Big Belly Project.
- 5. Action Items:** Mr. Gerstel noted he would like the department to reach out to the Charles River Aquatics Center.
- 6. Issues Not Reasonably Anticipated by Chair within 48 Hours:** None presented.
- 7. Topics for Future Agendas:** None presented.
- 8. Adjournment of Meeting:** Mr. Toolan made a motion to adjourn the meeting at 9:30 PM. The motion was seconded by Mrs. Chaston and the meeting adjourned at 9:30 PM.

Respectfully submitted,

Angela O'Connor
Assistant Director