

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

**Minutes of Meeting
July 24, 2017**

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

ABSENT: Michelle S. Geddes, Member
Robyn G. Fink, Assistant Director

GUESTS: Public Facilities-Construction Project Manager Mike Retzky
Charles River YMCA: Connie Kaufman, Janet Jankowiak

Mr. Toolan called the meeting to order at 7:02 PM in the Charles River Room at PSAB.

- 1. Minutes of Meetings – June 26, 2017, July 10, 2017; Amend Minutes of February 13, 2017, April 11, 2017, April 24, 2017, and May 30, 2017:** Mrs. Chaston made a motion to approve the minutes of the June 26, 2017 meeting. The motion was seconded by Mr. Gerstel and approved unanimously. Mrs. Chaston made a motion to approve the minutes of the July 10, 2017 minutes. The motion was seconded by Mr. Gerstel and approved unanimously. Mrs. Chaston made a motion to approve the amended minutes of February 13, 2017. The motion was seconded by Mr. Gerstel and approved unanimously. Mr. Gerstel made a motion to approve the amended minutes of April 11, 2017 with a notation about the extended absence of a staff member. The motion, as amended, was seconded by Mr. DiCicco and approved unanimously. Mrs. Chaston made a motion to amend the minutes of April 24, 2017 meeting, noting her concern for the long-term staff shortage. Mr. Gerstel seconded the motion as amended, and it was approved unanimously. Mrs. Chaston made a motion to amend the minutes of May 30, 2017 with a comment regarding the long-term staff shortage. Mr. Gerstel seconded the motion as amended and it was approved unanimously.
- 2. Director's Report:** The Commission reviewed the written report. In reference to the upcoming feasibility study of Walker Pond, Mrs. Chaston disclosed that her daughter works for the consulting firm ESS. The study will be overseen by the Conservation Director.
- 3. Program Report:** The Commission reviewed the written report. Mr. Toolan noted the scholarship information for Summer 2017. The scholarship policy will be reviewed with other Rosemary related policies. Mr. Gerstel asked if any locations had been discussed for pop-up skate park. Ms. Carey noted that she and Summer Recreation Supervisor Ben Kerrigan have discussed some free clinics on fall Saturdays at PSAB parking lot as a trial.

4. Discussion Items:

- A. Rosemary Recreation Complex Project:** The Commission reviewed the Director's written report, as seen in Appendix A. Mr. Toolan gave an overview of the recent PPBC meeting, also noting that once a decision is made, it is quickly enacted to avoid construction delays. Project Manager Mike Retzky discussed the schedule, and possible impact from winter conditions. Some members of the Commission will tour the construction site on Wednesday, July 26 and others on Wednesday, August 9.
- B. Draft Regulations – Mobile Food Vendors:** The Selectmen's public hearing will be on Tuesday, July 25th and Mr. DiCicco will speak on behalf of the Commission. Mr. DiCicco has done some research on setting up a "Food Truck Friday" style event, but noted that some vendors want to be paid to attend this type of function. The Trustees of Memorial Park have given him approval to research a local restaurant event at Memorial Park. The Commission discussed a trial use of 1-2 parks, with days and hours. The consensus was to try out mobile food vendors at DeFazio on fall weekends between 10 AM – 6 PM, with a minimum of 1 hour of time, and a maximum of 2 vendors at any given time, unless it is a special event. Dates will be blocked for special events, giving the user group the option to choose if/how food is handled at their events. The location needs to be determined, with input from Town staff, including Police Department. Ms. Carey will reach out to possibly impacted special events to see if they want their dates blocked off.
- C. Draft Open Space and Recreation Plan:** The Commission had Section 9 to review for input, and will shortly be given a link to the full draft report. Mrs. Chaston has read an early draft and given input into the latest draft. Ms. Carey noted that the 2007 report had an action item to protect the full length of the Greendale Avenue trail while some private parcels were up for sale. Both parcels have been sold with requirements for the trail connection, so the consensus of the Commission was to remove that item from the action list. Mrs. Chaston suggested putting most effort on reviewing Sections 6-9, though the other sections are very informational about the Town. She also suggested that the Rosemary Recreation Complex be noted more in the report.
- D. Parks – Trash:** Ms. Carey noted that the Town Manager is looking at a possible pilot program for trash in parks and the two Town centers. She would like to meet with the Commission at the August 14th meeting to give an overview of DeFazio being a pilot site for a large park. The Commission's planned meeting with field users would be very helpful in explaining the pilot to the community. Mr. Toolan noted concerns about McLeod Diamond at DeFazio, and Perry Park. Mr. DiCicco noted that barrels need to be in appropriate locations to help with the problems. Mrs. Chaston mentioned a conversation with the Town Manager that noted the Commission has never brought forward a plan to the Town Manager, particularly if additional funding is needed.

- E. Parks – Facility Maintenance/Cleaning:** Mr. Toolan thanked Mr. Gerstel for his recent video of the Mills restroom. Mr. Gerstel has seen the cleaners at Mills three days a week, but noted that the toilet continues to overflow. Mr. Toolan asked about the response time from Public Facilities. Ms. Carey noted that there is a response to concerns, but often no follow-up communication on repairs completed or still needing to be done. This topic will remain on upcoming agendas.
- F. Commission Goals and Roles:** Mr. Toolan asked the Commission to review for a full discussion at the August 14th meeting.

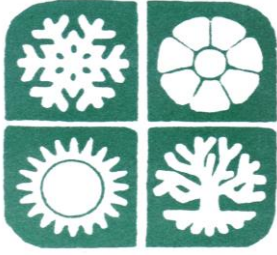
5. Action Items:

- A. Special Event Request – Needham Soccer Club:** The Commission reviewed the request from Needham Soccer Club to hold the annual Jamboree of games. Ms. Carey noted that the actual Saturday date hasn't been chosen, as they look to work around conflicts with Needham High School. The time frame is during their regular time, but the request is due to the higher volume of participants and traffic during the time frame. Mr. Toolan asked for Soccer Club input on mobile food vendors at their event, and he also noted that all groups should be reminded that only water is allowed on synthetic turf fields. Mr. DiCicco made a motion to approve the request of Needham Soccer Club to host a jamboree of soccer games on DeFazio # 1 and # 2 on a Saturday (to be determined) in October from Noon to 9 PM. The motion was seconded by Mr. Gerstel and approved.
- B. Special Event Requests – Troop 13 Camporee:** The Commission reviewed the request to use the parking area at Town Forest for the scouts' use of their adjacent property for a camporee. Mrs. Chaston made a motion to approve the request from Troop 13 to use the Town Forest parking lot, and overflow in Claxton, for overnight parking during the weekend of September 23-24. The motion was seconded by Mr. Gerstel and passed unanimously.
- C. Fall 2017 Program Fees:** The Commission reviewed the written recommendations for the fall programs. Ms. Carey noted that four new theatre programs were added to the list, in collaboration with Needham Community Theatre. The Commission discussed the general fund programs vs revolving fund programs. A discussion was held on the impact of scholarships on some programs, particularly Nashoba Ski and Snowboard. Mrs. Chaston suggested a discussion on the scholarship policy if a program is expensive. Mr. Toolan suggested looking at the programs that were not self-sustaining to see if they should continue. Mr. DiCicco made a motion to approve the Fall 2017 Program Fees as recommended by the Director and seen in Appendix B. The motion was seconded by Mrs. Chaston and approved unanimously.

6. **Topics for Future Agendas:** Mrs. Chaston asked that the Board of Selectmen goals be discussed. Mr. DiCicco shared the concept plans for the Memorial Park building. He also noted that the Trustees want to be included on any discussions related to field use fees.
7. **Adjournment of meeting:** Mrs. Chaston made a motion to adjourn the meeting at 9:40 PM. The motion was seconded by Mr. Gerstel and the meeting adjourned at 9:40 PM.

Respectfully submitted,

Patricia M. Carey, CPRP
Director



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ROSEMARY RECREATION COMPLEX

Construction Update from the Director of Park and Recreation

Monday, July 31, 2017

QUESTIONS FOR COMMISSION

TOWN TASKS

- The PPBC's next meeting is on Monday, August 7.
- I visited the Dawson Recreation Area in Holden, also designed by BH+A.
- A tour of the project site with Commissioners Chaston and DiCicco was held on July 26th.
- The PPBC will meet on Monday, August 7 and will have this project on their agenda.
- The weekly meetings are held at 10 AM in the construction trailer, on site.

CONTRACTOR

- G&R provides weekly "two week look ahead" schedules. The 7/27 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 continued the building of the walls along the new roadway.
- G&R has demolished the building, and will begin the process of creating the new foundation. The smaller building will be built second, as it will block some vehicle access to the pool portion of the site.
- G&R has completed the installation of the temporary dam and has begun the process of removing the water from the pool and the lake area between the pool and temporary dam. A specialist will be on site to remove any wildlife in the small lake portion.

ISSUES BEING RESOLVED

- Weston and Sampson, as the official pool subcontractor, needs to do clarify some of the design elements for the pool, and develop their own design documents. (a) Weston and Sampson is recommending some form of temporary barriers be placed on deck under slides to prevent people from walking under the slides. (b) They are also looking at the placement of the lift pump in the filter room. Because of the 1

hour turnover requirement for the recreation pool (a requirement for the slide), the pump that brings the water up into the system has to be custom made for that large draw. Weston and Sampson is looking at options within the filter room that lowers the lift pump, decreasing the height of the draw, or looking at an alternate location. (c) Weston and Sampson is recommending a different base below the pools that they feel will be more efficient in handling ground water. A report will be provided for BH+A and their engineers to review, so they can make recommendations to the Town. The PPBC will be updated on these discussions at the 6/26 meeting, so that there are no delays. The goal is for G&R to have everything prepared for Weston and Sampson to begin their phase of work around Labor Day. **7/31/17 Update: Final design drawings are just about complete.** 7/21/17 Update: PPBC approved changing to the passive ballasted system. G&R, Weston & Sampson, and project staff are reviewing impacts to the schedule, working towards a solution that gets as much work done on the pools prior to the winter as possible. 7/7/17 Update: The PPBC had a lengthy discussion at their 6/26 meeting. They verbally agreed to move forward with looking at the relocation of the pumps, and design work is underway. Most of the meeting revolved around the options for handling ground water, and preventing the force of water from pushing the pool out of the ground. As currently designed, it is an active system which requires staff and pumps to control ground water. It has been recommended that a passive system be installed, which basically adds weight to the pool structure to keep ground water from impacting the pool. The passive system is more expensive to install, but less expensive to operate over time. PPBC directed BH+A and their structural engineers to work with G&R, Weston & Sampson and their structural engineers to look at options for the passive system that work, but do not cause a major delay in construction and are most cost efficient. A group meeting was held on 6/29 and a concept was agreed to on 7/6. G&R is now working with its team to provide a cost estimate for the 7/10 PPBC meeting. It is important to note, that though a rough estimate cost was discussed at the PPBC meeting, that does not reflect what the actual cost will be after final design.

- As noted above, Weston & Sampson is recommending an alternate to the filter room for the lift pumps. If they can move down to a vault closer to the pool, the type of pumps needed will be less expensive to purchase and replace, and additional space would be open in the filter room. G&R, Weston & Sampson are reviewing options for a vault, changes to piping, and estimated costs. An update will be provided at the 8/7/17 PPBC meeting.
- One of the subcontractors is questioning the scope of his work. G&R and BH+A are working through that detail with him. **7/31/17 Update: as note on 7/21, this will be discussed at the 8/7 PPBC meeting.** 7/21/17: G&R and BH+A are reviewing options, and will have an update for the 8/7/17 PPBC meeting. 7/7/17 update: the disputed work relates to door frames. G&R is looking at alternates to help move this forward. 6/23/17 update: no new information presented at this week's meeting 6/9/17 update: The subcontractor has returned a portion of the required paperwork, and still needs to submit an outline of what he believes is not part of his contract.
- A discussion is underway on whether the new parking lot retaining walls need to have finish caps or be left as designed. G&R and BH+A are reviewing the options.

2017 Fall Fee Recommendations

Revolving Fund	Fall 2016 Winter/Spring 2017	Recommended Fall 2017 Winter/Spring 2018	Number of Classes	General Fund Deposit	Approved
Spooky Walk	\$3	\$3	1	N/A	
Turkey Hunt	\$5	\$5	1	N/A	
Theater Fun	NEW	\$180	9	\$5.00	
Acting, Movement and Music	NEW	\$180	9	\$5.00	
Broadway to Needham	NEW	\$220	9	\$5.00	
Acting Toolbox for Teens	NEW	\$200.00	8	\$5.00	
Kids Night Out	\$16	\$16	1	N/A	
Ice Skating Lessons	\$55	\$55	8	\$5.00	
Youth Tennis Lessons	\$60	\$60	5	\$5.00	
Skateboard EDU	\$50	\$50	4	\$5.00	
Ski and Snowboard	\$490 w/lessons \$445 w/o lessons	\$525 w/lessons \$490 w/o lessons	6	\$5.00	
The Glass Bar (Glass Arts) - Youth	\$35	\$35.00	1	\$5.00	
Youth Archery	\$100	\$100	5	\$5.00	
Event-Full: LEGO	\$50	\$50	1	\$5.00	
Event-Full: American Girl	\$55	\$55	1	\$5.00	
Terrier Dodgeball	\$135	\$140	5	\$5.00	
TGIF Nights	\$10 (pre- registration) \$15 (at the door)	\$10 (pre-registration) \$15 (at the door)	1	\$0.00	
Middle School Early Release - Tree Top	\$55 (Spring)	\$55.00	1	\$0.00	
Middle School Early Release - SkyZone	NEW	\$45.00	1	\$0.00	
Adult Golf Lessons	\$110	\$110	5	\$5.00	
Adult Tennis Lessons - Outdoor	\$75	\$75	5	\$5.00	
Adult Badminton	\$80	\$80	33	\$5.00	
Adult Basketball	\$80	\$80	33	\$5.00	
Senior Exercise	\$25	\$25	9	\$5.00	
Senior Yoga	\$25	\$25	9	\$5.00	
Senior Walking	\$30	\$30	74	\$5.00	

General Fund	Fall 2015 Winter/Spring 2016	Recommended Fall 2016 Winter/Spring 2017	Number of Classes	General Fund Deposit	Approved
Adult Volleyball	\$30	\$30	30	\$30	