

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

**Minutes of Meeting
October 16, 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
Robyn G. Fink, Assistant Director

GUESTS: Christopher Coleman, Assistant Town Manager
Allan Sobon, Recreation Supervisor
Kristen Wright, Administrative Specialist

Mr. Toolan called the meeting to order at 6:32 PM in the Charles River Room at PSAB.

- 1. Minutes of Meetings – September 11, 2017 and September 25, 2017:** Mrs. Chaston made a motion to approve the minutes of September 11, 2017. The motion was seconded by Mr. Gerstel and was passed. Mrs. Chaston made a motion to approve the minutes of the September 25, 2017 meeting. Mr. Gerstel seconded the motion and it was passed.
- 2. Director’s Report:** The Commission reviewed the written report. Ms. Carey shared photos of the DeFazio parking lot, showing two additional poles to carry the electricity over to the new fuel island. They do not impact parking spaces, and she has asked for the possibility of having parking lot lights added to 1-2 poles. Ms. Carey reported that the Rosemary sediment removal project is now under review by the Conservation Commission. Mrs. Chaston asked if there would be improvements to the Chambers Cove parking lot, and Ms. Carey said that it would need to be repaired after use by the trucks, and also the memorials would be protected through the process, likely being removed and stored. Mr. DiCicco will keep the memorial committee updated. Ms. Carey anticipates the project, if approved and funded, to start in early fall 2018 and be done prior to summer 2019. The Reservoir Trail project is progressing, but has come up with an issue related to the foundation for the front fishing pier, which may require dewatering a small area. Conservation Commission is reviewing the options to update the permit. Ms. Carey has coordinated a meeting with Town departments to review a proposal from NHS Student Council to host a bonfire “pep rally” for the football team. Fire, Police, and DPW are assisting with the review.
- 3. Program Report:** The Commission reviewed the written report. Mr. Toolan asked about the recent TGIF event. Ms. Carey noted that it was more energetic than a typical evening, and the staff had sat all the participants down to review the rules. Some issues were incorrectly reported by parents on Facebook, so a note was sent out to clarify the issues. Recreation

Supervisor Allan Sobon gave an overview of the early release day trip to Tree Top. Mr. Toolan noted that Nobles has a ropes course that could possibly be a trip.

4. Discussion Items:

A. Programs Overview – Assistant Director and Recreation Supervisor: Ms. Fink and Mr. Sobon gave an overview of upcoming winter/spring programs, highlighting some additional options for the two school vacation weeks. The fee proposals will be ready for the October 30th Commission meeting. Ms. Fink shared differences between programs run by the department staff vs. programs run by a vendor. Mr. Toolan asked how information was sent out to find new customers as opposed to just returning customers. Ms. Carey noted that information would start going out in mid- November to newspapers, followed by other forms of marketing, including social media. This is all done prior to registration, which is December 13th. The Commission discussed the possibility of moving all summer registrations to an early February start date. Ms. Fink explained the process for getting permits for school buildings isn't complete by that date, so there could be numerous changes to information provided at registration. Mr. DiCicco is in discussions with Junior Football about starting up a Needham based flag football league, and he and Ms. Fink have discussed the department offering a flag football clinic to help teach skills. Ms. Fink has found one option for the clinic, and Mr. DiCicco will send her contacts from the current league that might be able to help with clinics. Ms. Fink shared an outline on how program ideas are developed into programs, as seen in Appendix A. Ms. Carey shared a task chart that overviewed the tasks and items that need to be completed to work towards an early February registration as seen in Appendix B.

B. Assistant Town Manager Christopher Coleman: Mr. Toolan welcomed Assistant Town Manager Christopher Coleman, and welcomed each Commissioner to share questions/comments. Mr. DiCicco has reviewed the Town Charter and MA General Law to gain a better understanding of the role and authority of the Commission. He is concerned about the operations of the new Rosemary Recreation Complex not being successful. Mrs. Chaston agreed that it is a large undertaking to open Rosemary Recreation Complex and operate it. She asked for more communication between the staff and Commission. Mrs. Geddes agreed with the communication, and suggested that more new programs are needed. Mr. Gerstel felt that the Commission needed more information to be able to communicate with the community. Mr. Toolan is concerned that there is a difference between the perception of what will be able to be done at Rosemary Recreation Complex vs. the reality of what can happen initially, and that the information gap needs to be closed up.

Mr. Toolan and Ms. Carey left the meeting to attend the Permanent Public Building Committee meeting. Mr. Gerstel chaired the remainder of the meeting.

C. New Program Ideas: Ms. Fink discussed a summer look-ahead for programs. Ms. Fink shared that the current Outdoor Living program that has been using Ridge Hill as a home base will move to the new facility this summer. Previously the program would travel to Rosemary Pool for one-day a week and Ms. Fink stated that she is looking to reverse that once they are housed at the new facility and having the groups travel to Ridge Hill once a week. Mr. Gerstel asked if the move from Ridge Hill was due to the space at Ridge Hill not being available for use or because the department wanted to host the program at the new facility. Ms. Fink stated that having the Outdoor Living program based at the facility would benefit the program and could give better access to water activities as well as the Rosemary Lake Trail system. Mr. DiCicco added that getting to Ridge Hill can be tough as well. Ms. Fink stated that she is looking into updating the swim lesson offerings including the potential addition of a Tot and Me class. She shared that she is also working on the how the Swim Team meet and practice schedule will impact the new facility as well as other programming such as water aerobics, junior lifeguarding, kayak lessons, a 'Splash-in' movie night, and the Friday Family Fun Nights at the facility. She also discussed coordinating the Kids Night Out program which is currently held at the Public Service Administration Building and would move to the new facility. Other ideas for the multi-purpose room that were discussed are programs after 4pm including teen nights, exercise classes, yoga classes, karate, and arts and craft programming.

D. Rosemary Recreation Complex Project
Discussed later in the meeting.

5. Action Items:

B. Pop-Up Skatepark: Ms. Fink reported that staff member Ben Kerrigan set the skate park up at the Ridge Hill to test out the set-up. Mr. Sobon stated that Mr. Kerrigan reported that although being heavy, he was able to set it up in about 3 hours by himself. Ms. Fink stated that the biggest hurdle is finding a place to store it when it is not set-up. Mr. Gerstel asked about setting it up at Greene's Field on the Basketball Court. Mr. Gerstel also asked about potentially setting it up at Pollard and locking the gate at night. Mrs. Chaston stated that there are no lights at the Greene's Field location but it would be a good place to try it out. She also suggested the basketball court at Perry Park and stated the Mills Field may be too far on the outskirts of town. Mr. DiCicco suggested having it set up on Friday, October 20th at Greene's Field and leaving it for a week. Mr. Gerstel suggested leaving it for two weeks which could give it more visibility, allow for signage to go out, and for marketing to be completed on social media. Mr. Gerstel also offered help monitoring the equipment while it was set up at and help setting up the skate park if needed. Mr. DiCicco stated that he may be able to arrange storage space for the skate park at Memorial Park working with the Trustees.

Mr. DiCicco made a motion to set up the skate park at Greene's Field in the Basketball Court area Friday, October 20th or as soon as possible and left up set up for two weeks. Mrs. Geddes seconded the motion and it was approved unanimously.

A. Commission Goals and Roles: Mrs. Chaston made a motion to adopt the Commission's goals and the roles for each individual as seen in Appendix C. Mrs. Geddes seconded the motion and it was approved unanimously.

6. Topics for Future Agendas: Mrs. Chaston noted that a representative from Parent Talk will attend the October 30th meeting to discuss a possible playground improvement project for Perry Park. Mr. Gerstel would like to discuss accessible equipment at parks.

4. Discussion Items

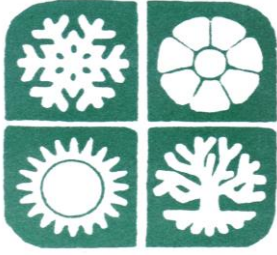
D. Rosemary Recreation Complex Project

Mr. Gerstel asked that Commission members look over all the provided documents and to send to Ms. Carey and Ms. Fink. Mrs. Chaston asked everyone to start coming up with numbers to discuss the 2018 fees at the next meeting.

7. Adjournment of meeting: Mr. DiCicco 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,

Kristen Wright
Administrative Specialist



NEEDHAM PARK AND RECREATION COMMISSION

Public Services Administration Building (PSAB)

500 Dedham Avenue

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Tel: (781) 455-7550

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ROSEMARY RECREATION COMPLEX

Construction Update from the Director of Park and Recreation

Friday, October 13, 2017

QUESTIONS FOR COMMISSION

- For decision on interior signs on 2nd floor: does the Commission want to put particular names on the public spaces – multi-purpose room, conference room A, conference room B? *see attachment*
- Decision needed on Summer 2018 operation hours, to prepare operating budget request.

TOWN TASKS

- The PPBC's next meeting is on Monday, October 16, 2017.
- The anticipated next site visit is Wednesday, October 18th. *As this is a major construction site, the visit is not for the public.*
- The weekly meetings are held 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 will provide options for review.
- Health Department is in final stages of approval for design of pools, based on current and proposed MA Department of Public Health regulations. BH+A will provide a written document showing that the design meets current and proposed codes. The operational permit will be filed in April, so that all details are reviewed and ready for opening approximately mid-June (depending on construction).

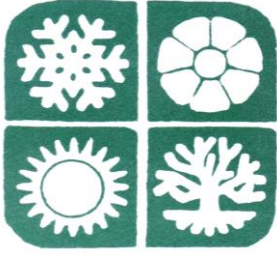
CONTRACTOR

- G&R provides weekly "two week look ahead" schedules. The 10/12 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 anticipates pouring the competitive pool ballast, in three pours, over the next week. They will then prepare to have the temporary metal sheeting removed from the lake by the end of October. It is anticipated that the pool subcontractors will begin their work at that time to install rebar, form the pools, and shockcrete the pools.
- G&R has poured the floors on the first floor of the main building, preparing for the start of the wood framing starting in mid-October. It is anticipated that the framing will take about 9 weeks.

- G&R is working on the underground plumbing in the smaller building, and will look to pour the floors during the last week in October.
- G&R has completed the shell of the pump vault, and will begin working inside, preparing for installation of pumps. It appears to be a black colored building, due to the weather proofing installed, but only the door entrance will be visible.

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.
- 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. No final decision has been made.
- The Town Manager reported that the Governor had vetoed individual municipal projects in the state budget, one of which was the funding for the generator, but the legislature overrode the veto, so at this time it appears the funding will be available. The Town Manager will provide any further updates to PPBC and Commission.
- A discussion is underway on the type of storage for the boats. The height of the storage units needs to be known in order to finalize any systems located at ceiling height, including the sprinkler system. **10/13 update: no update on units, but nothing recommended will impact sprinkler system.** 9/25 update: BH+A still researching storage units. 9/11 update: BH+A has sourced some storage units and will try to choose units that do not require any changes to the sprinkler system.
- 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. **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.**
- In answer to a question, G&R confirmed that they have regular inspections and traps for rodents on site to avoid any impact on neighboring homes and buildings. They will provide documents to the Health Department for their files.



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Building Room Names

There are three rooms for public use in the Rosemary Recreation Complex:

- Multi-Purpose Room
- Conference Room A (in front)
- Conference Room B (in back)

For safety purposes, each room will have a number, but they could also have a name, if the Park and Recreation Commission would like to consider that option. If no decision is made at this time, it can always be done in the future – the purpose of asking at this time is to have the signs made up at the same time as the number signs, so the signs would just use the names listed above.

In PSAB and Town Hall, the conference rooms are named for Needham streets: Charles River, South, Webster, Chestnut, Great Plain, Dedham, May-Chapel and Highland. Town Hall also has Selectmen's Chambers, and James Hugh Powers Hall.

Sample Ideas:

- Nehoiden
- Lake View
- Hillside
- Rosemary

If the Commission would want to consider naming for a person, the policy and process is listed below:

A proposal to name a facility must be submitted in writing to the Needham Park and Recreation Commission, and must include a summary outlining the merits of the proposal. The proponent (s) will present the request to the Park and Recreation Commission at a regularly scheduled meeting. The Park and Recreation Commission will vote on the proposal no sooner than the next regularly scheduled Park and Recreation meeting, after allowing a period of time for public comment. The Park and Recreation Commission may appoint a committee to assist with its review of the proposal.

In the event the Park and Recreation Commission approves the naming proposal, and the proposal includes the donation of funds, an object, and/or in-kind services, the proposal will be referred to the Board of Selectmen for acceptance of the gift, in accordance with Massachusetts General Law. Requests on land not under the Commission's jurisdiction will be referred to the appropriate board.

Exceptions to this policy require a 4/5ths vote of the Park and Recreation Commission to be discussed, and a 4/5ths vote of the Park and Recreation Commission to be approved.

October 30	November 13	November 27	December 11	2 nd Dec date	January 8	January 22	February 12	February 26	March 12	March 26
Approve fees • Winter/Spring • Rosemary • Volunteer • Tennis Badge Outline regulations Outline marketing materials	Review drafts of regulations and marketing materials	Finalize regulations	Finalize marketing materials	Field scheduling summit? Approve special events Approve fees for summer programs	FinCom budget review January 3 at 7 PM Field Scheduling summit? Approve special events	Approve special events 	Approve special events Start visiting organizations to promote facility			
Prepare background information for fee reports Submit operating budget request 10/27 Submit request for pool staff hourly rates to HR for review	Town Manager's Budget 11/14 at 8:30 AM Draft new information booklet/fact sheet for pool pass sales Draft outreach mailing to promote new pools Procure membership module for registration	Update forms/texts for spring/summer field scheduling; start input of school uses for calendar year	Create promotional material for staffing; post positions Develop summer program details Order key tags for memberships	Work on brochure and registration information	Submit reserve fund transfer request Town-wide mailing Request dates for summer permits at schools Brochure to printer	Start staff interviews	Start registration February 7 th		Finalize field permit prior to mid-March	

**PARK AND RECREATION COMMISSION
GOALS
2017-2018**

Approved

Goals:

- 1) Rosemary Recreation Complex Project-- complete construction and open facility in June 2018; develop policies, finance plan, marketing plan and new programs plan (all members)
- 2) Park & Recreation property – protect interests with respect to open space, maximize value of recreation parcels, work with BOS, review status/plan for park buildings (all members)
- 3) Address trash problem at parks and athletic fields (all members)
- 4) Begin study of new synthetic field products and options for infill mix, to prepare for the replacement project within a few years (DiCicco)
- 5) Review outdoor basketball court resources, discuss possible new locations and develop renovation plan for existing courts (Gerstel)
- 6) Execute pop up skate park equipment and pilot programs (Geddes)
- 7) Programming – review overall P&R programming, survey community, and build a process for improving alignment with other town departments and organizations to reduce overlaps and implement needed programs; plan and offer programs that will make full use of new Rosemary Recreation Complex with input from residents
- 8) Trails – construct Reservoir Trail; plan improvements for Rosemary Camp Property trails; add improvements to new trails – Rail Trail, Aqueduct Trails – with signs, maps; revitalize trails steward program (Chaston)
- 9) Continue efforts to improve technology for customer service (Toolan)

NEEDHAM PARK AND RECREATION COMMISSION
IMPORTANT ISSUES AND GOALS
2017/2018

Approved

Roles:

Matt Toolan, Chairman

Liaison to Board of Selectmen
Co-Lead Rosemary Recreation Complex
Liaison to Permanent Public Building Committee
Co-Liaison to Youth Sports Organizations
Works with Staff on Program Development
Works with Staff on Facilities Planning
Rosemary Recreation Complex: Construction

Chris Gerstel, Vice Chairman

Co-Lead Rosemary Recreation Complex
Representative to Community Preservation Committee
Representative to Rail Trail Advisory Committee
Liaison to School Committee
Rosemary Recreation Complex: Policies

Cindy Chaston

Liaison to Finance Committee
Liaison to Trails Advisory Group
Liaison to Conservation Commission
Works with Staff on Open Space Planning

Rosemary Recreation Complex: Financing

Dave DiCicco

Liaison to Memorial Park Trustees
Liaison to Board of Health
Co-Liaison to Youth Sports Organizations

Rosemary Recreation Complex: Programs

Michelle Geddes

Open Space and Recreation Advisory Committee
Co-Liaison to Youth Sports Organizations
Liaison to Commission Appointees: Youth Services and
Council on Aging
Rosemary Recreation Complex: Marketing