PARK AND RECREATION COMMISSION
TOWN OF NEEDHAM, MASSACHUSETTS

Minutes of Meeting
April 23, 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

GUESTS: Mike Retzky, Project Manager, Public Facilities-Construction Division
Mark Miskin, Executive Director, Needham Soccer Club

Mr. Toolan called the meeting to order at 6:37 PM in the Charles River Room at Public Services Administration Building.

1. **Annual Re-Organization Meeting:** Ms. Carey called for nominations for Chairman of the Park and Recreation Commission. Mrs. Chaston nominated Mr. Gerstel to serve as Chairman of the Commission. The motion was seconded by Mr. DiCicco. There were no other nominations, and the motion was approved unanimously. Ms. Carey called for nominations for the Vice Chairman of the Park and Recreation Commission. Mr. DiCicco nominated Mrs. Chaston to serve as Vice Chairman of the Commission. The motion was seconded by Mrs. Geddes. There were no additional nominations, and the motion was approved unanimously. Mr. Gerstel thank the Commission for the nomination, and noted he was pleased to continue working with the Commission, noting the dedication that each has shown during his/her tenure on the board.

2. **Minutes of Meeting – April 9, 2018**: Mr. DiCicco made a motion to approve the minutes of the April 9, 2018 meeting. The motion was seconded by Mr. Toolan and approved unanimously.

3. **Director's Report:** The Commission reviewed the written report. Ms. Carey showed the template for a sign made by Needham High School students encouraging people to pick up trash. They will post at Town trails. Mr. Gerstel, Mrs. Chaston, Mr. DiCicco and Ms. Carey will cover the rooms for the League of Women Voters Warrant Meeting. Ms. Carey has let the League know that she can go to the fifth room if there are questions. Ms. Carey reported that the bid for the contract for cleaning park restrooms is back out, with the cleaning of the pool bathhouse moved under the school contracted cleaning. The current contract expires on June 30, 2018. Mr. Gerstel asked when park restrooms would be open for the season. Ms. Carey expects them to be Tuesday or Wednesday this week. The contract for purchasing additional parking barriers for DeFazio has been signed, so the purchase order and order will be done this week. The pop-up skatepark was set up at Pollard last week. Mr. Gerstel saw it

was in use, and Ms. Carey said it would be used with Skateboard EDU 2.0, at the program starting this week.

4. **Program Report:** The Commission reviewed the written report. Ms. Carey reported that the April vacation programs were a success. Mrs. Geddes noted the low enrollment with the newspaper program, and hoped that future programs of that type will be more successful. Ms. Carey reported that 2,788 pounds of trash was picked up at the Town-Wide Clean-Up. Mrs. Chaston asked who would be teaching the Adult Golf Lessons. Ms. Carey said that the Needham Golf Club expects the Assistant Pro to be back teaching, but if not available, they have a second pro ready to teach the class.

5. **Discussion Items:**

   A. **Rosemary Recreation Complex:** The Commission reviewed the written construction report, as seen in Appendix A. Mr. Gerstel welcomed Project Manager Mike Retzky, and noted that he had attended a meeting last week with Mrs. Chaston, Ms. Carey, PPBC Chairman George Kent, Public Facilities-Construction Director Steve Popper, Mr. Retzky, Town Manager Kate Fitzpatrick, and Health and Human Services Director Tim McDonald. The meeting was to get an update on the construction schedule. Mr. Retzky explained that the schedule was aggressive, and that having to find an alternate solution to the Portadam at the start of the project was the first delay, as well as the decision to change to add the ballast system. The winter weather, with snow, deep freeze, and heavy rains has added to the issues. The most recent schedule shows substantial completion in early August. Several meetings have been held with the contractor seeking ways to be finished earlier. Mr. Retzky added that two new site issues are being resolved now, with the hopes that they don’t add time to the project. Mr. Gerstel noted that the building and the pools are more on schedule, but the completion of the site work is now causing the delay. Mr. Retzky said that an additional project will be done at the pool decks, adding a layer of insulation under the concrete to help deal with possible frost heaves. Mr. Toolan stated that some of the approved changes earlier in the project have had some unexpected ripple impacts on other aspects of the project. Mr. Gerstel noted that discussions were held at the meeting regarding back-up plans, i.e. trying to delay the placement of porous pavement until the fall so that the pools could open earlier, but the paving and striping is required for the certificate of occupancy. Mrs. Chaston stated that a re-evaluation of the contract schedule will be done in three weeks. She recommended that the pools still open in August, so that several weeks of use can be viewed and evaluated, and insure that the systems are all operational. She noted that the warranties will start when the contractor turns the facility over to the Town. Mrs. Chaston outlined what the Commission needs to consider: memberships, staffing, programs, and daycares that utilize the facility for their programs. Mr. Toolan asked about the warranties. Mr. Retzky stated the warranties would start after the Town had completed its inspections and felt that all was completed appropriately. To extend the warranties would cost additional money. Mr. DiCicco asked if the contractor had met the requirements for acceleration, and Mr. Retzky stated that projects had been completed by the agreed dates. Ms. Carey reported that Mr. Retzky would be meeting, tonight, with the Design Review Board on the concept for the sign up at the road. She noted that it would look similar to the one at Center at the

Heights, with the possible option in the future of adding a small electronic sign below the main sign. Mrs. Geddes noted that a future discussion should be held on whether the electronic sign should be added, as it raises safety concerns.

5. Action Items:

A. **Summer Program Fees – Part Three:** Discussed later in evening.

B. **Special Event Request – Charles River Center:** Ms. Carey noted that the Ellie Bloom Olympics, sponsored by the Charles River Center, is an annual event, and there are no concerns. Mr. DiCicco made a motion to approve the request of the Charles River Center to host the Ellie Bloom Olympics at DeFazio Park on Conroy Field, the track, and the Carleton Pavilion on Saturday, September 29th from 6 AM – 2 PM. The motion was seconded by Mrs. Chaston and approved unanimously.

C. **Special Event Request – BIGGSteps 5K:** Mr. Toolan noted that a DJ was being request for an early morning event. Ms. Carey said this is an annual event and there have not been complaints from neighbors, and that the group is told to keep the noise level respectful of neighbors. The Commission would like more information on prior DJ approvals, but tentatively Mrs .Chaston made a motion to approve the request from Sean Biggs Memorial Foundation to host the start/finish of the annual 5K at Broadmeadow School green space on Sunday, November 18th. The motion was seconded by Mrs. Geddes and approved unanimously. Ms. Carey will provide additional information at the next meeting.

D. **Soccer Club Request for Tournament:** Mr. Gerstel welcomed Needham Soccer Club Executive Director Mark Miskin. Cigna Health has signed on as a sponsor at the annual Memorial Day Weekend Soccer Tournament and is looking to bring in a health trailer to do screenings. Mr. Miskin was initially not aware of the size of the unit, and had originally thought a location within the park might work, but now believes it needs to remain in the parking area. His suggestion was to have it placed at the mobile food vendor area of the lot, which would just displace tournament volunteers on that one day. Mrs. Chaston did not see a direct connection to the athletes for this additional activity. Mr. Miskin explained that it isn’t unusual at large events to see this type of unit, as well as “mini-stores” selling apparel and other sports related items. Mr. Toolan asked about the size of the truck bringing the trailer onto the site, and Mr. Miskin stated it was a large pick-up truck. Mr. Gerstel asked about the value to the tournament. Mr. Miskin said that the financial donation was not large, but that the Club’s mission to promote health was met with this sponsorship. Mr. DiCicco raised the concern of a for-profit company being listed in the name of the tournament. Mr. Miskin noted that sponsor was providing free clinics to Needham Public Schools, and special coaching clinics. The consensus was to approve for this year, but to have a lengthier discussion prior to next year’s tournament. Mr. Toolan made a motion to approve the request from the Needham Soccer Club to allow Cigna Health to set up a trailer in the mobile food vendor location at the DeFazio parking lot on Saturday, May 26. The motion was seconded by Mrs. Geddes and passed unanimously.

E. Special Event Request – Needham Baseball and Softball: Ms. Carey noted that the softball clinic with the Needham High School team would be held during the permit time already held by Needham Baseball and Softball. Mrs. Chaston made a motion to approve the request of Needham Baseball and Softball to host a softball clinic to raise funds for Needham High School Softball on Saturday, May 5 from 12:30 PM – 3:30 PM with a raindate of Saturday, May 12th. The motion was seconded by Mrs. Geddes and was passed unanimously.

F. May Meeting Dates: Since the 1st May meeting conflicts with Town Meeting and the 2nd May meeting conflicts with Memorial Day, the Commission changed their meeting dates to Monday, May 7 at 6:30 PM prior to Town Meeting, and Monday, May 21 at 7 PM.

A. Summer Program Fees – Part Three: The Commission returned to their discussion related to Rosemary Recreation Complex. At this time, the end of construction and turn-over to the Town could be in early August, but an actual date is still not finalized. Mr. Gerstel, Mrs. Chaston and Ms. Carey met with Assistant Town Manager David Davison to discuss options related to the revenue collected for memberships. Mr. Davison stated that a full refund needs to be offered, but that the Commission could also offer extending the 2018 membership to also cover the 2019 membership. If the Commission chooses that option, a decision would then be needed for how to handle daily admission when the Pools open. Mr. Toolan asked if staffing would be available to open then. Mrs. Chaston noted that approval has been given to hire the staff and do training and provide other work opportunities. Mr. Toolan asked if the hours could be guaranteed, and Ms. Carey said that hours could be guaranteed. Some will choose not to accept a position, though. During interviews, all will be given the information on the delayed opening, and will also be asked about availability in late August and into September. Mrs. Chaston said that the number of hours the pools are open will need to be based on staffing levels. Mr. Toolan asked if there were over-time restrictions on staff. Ms. Carey said that there are safety concerns, but over-time can be done, which for seasonal employees is at straight time. Mrs. Chaston suggested that memberships stop being sold, extend those who request it into Summer 2019 or refund, and then get input from the staff on how to handle August. Mr. Toolan suggested that there be no daily admission in August, but to get registrations and daily counts. Mr. DiCicco confirmed that anyone with a membership would be able to use in both 2018 and 2019, but then those without passes would pay some form of daily admission. Ms. Carey asked that memberships be sold through April 30th, since that is what has been advertised. Mr. Toolan made a motion to stop the sale of pool memberships after April 30th with notice that the Pools are likely to open in August and they have an option for a full refund or to retain the membership for Summer 2018 and extend through Summer 2019, with a decision on daily admission fees to be made at a later date. Mr. DiCicco seconded the motion. Mr. Gerstel asked that information be shared with social media, as well as the current members and other e-mail groups. Mr. Toolan was concerned about the amount of time it would take to reach out to members, but Ms. Carey stated that the software made that issue simple, once the message was ready to be sent. Mr. Gerstel called for a vote, and the motion was passed unanimously.

Mr. DiCicco suggested reaching out to the YMCA for assistance. Mrs. Chaston asked that some format for swim lessons be held in August.

6. **Topics for Future Agendas:** Mr. Gerstel asked that the new Recreation Supervisor come to the May 21st meeting to meet the Commission. Mrs. Chaston asked to have a discussion on the secretary to the Commission for the minutes. She noted that it is typically the Assistant Director who is not available. Mrs. Chaston also suggested adding an agenda item for items that could not be forseen.

7. **Adjournment of meeting**: Mr. Toolan made a motion to adjourn the meeting at 8:37 PM. The motion was seconded by Mrs. Chaston and the meeting adjourned at 8:37 PM.

Respectfully submitted,

Patricia M. Carey, CPRP
Director

NEEDHAM PARK AND RECREATION COMMISSION

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ROSEMARY RECREATION COMPLEX
Construction Update from the Director of Park and Recreation
Friday, April 20, 2018

QUESTIONS FOR COMMISSION

- A discussion will be held about possible names for multi-purpose room.
- 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, April 23, 2018 at 8:45 PM.
- The site visits will temporarily end, as most work is moving indoors. Once the contractor feels it is safe to be on site to view progress, including indoor spaces, we can re-start the visits. *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.
- The Town has finalized the major FF&E list of purchases, and has put aside funds for outdoor furniture.
- The Town is finalizing the technology purchases.
- Discussions are underway on the roadway sign. Attached is a draft sample of a sign that would be similar to the one at CATH, but have the ability to have a 12" electronic board attached in the future. The infrastructure that would be needed to add this capacity is already installed. Project Manager Mike Retzky will share the concept with the Design Review Board at their Monday, April 23rd evening meeting.

CONTRACTOR

- G&R provides weekly "two week look ahead" schedules. The 4/19/18 report is attached.
- G&R continues to submit materials/equipment information for approval. BH+A reviews and approves, or returns for additional questions.
- The railings on the pool bulkhead wall will be installed.
- The original stone walls are being repaired or reinstalled where needed.
- The slide installation is just about complete.
- The binder will be put down on the upper parking lot, which will be a traditional asphalt parking lot.
- The building is expected to have full power by May 8th.

- On the building, painting will continue on the trim board and siding. The stone veneer installation is well underway, and is a good match to the existing site stone walls. Metal panel installation is underway.
- The floors are being prepared for final surfaces, with ceramic tile installation begun in the 2nd floor restrooms.
- Ceiling installation, priming and first coat painting continue.

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 Gunite 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. **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. **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. **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.

- In December, G&R noted there was some bubbling of water in the corner of the lap pool close to the lake and the street. It is possible there are some air pockets between the footing of the wall and the ballast. G&R, BH+A, and their consultants are working on options, one of which might be adding some grout between the two layers. This is not a major concern, but will be corrected to avoid any future issues. **4/20/18: the note repair was made. Some additional surface cracks will be completed next week. The plaster surface, when done, provides additional security, but won't be done immediately, as the water needs to be added right after the plaster surface is done.** 4/6/18 update: repair to be made next week. 3/23/18 update: no new information, but will be corrected prior to plaster surface. 3/9/18 update: no new information 2/23/18 update: monitoring continues 2/9/18 update: the area between the ballast and footing has been filled. Another small area will have epoxy added.

- At the 3/29 project meeting, G&R raised a concern about frost heaves impacting the condition of the concrete pool deck, so options have been under review over the past week. The subgrade was scheduled to be 8" thick, but the current concept under review is to reduce to 6" and add in 2" of polystyrene rigid insulation to keep the frost line below the concrete deck. This will be discussed at 4/9/18 PPBC meeting. **4/20/18: The noted plan has been approved in concept, and a cost estimate is being developed.**

- At the 4/12 project meeting, G&R raised a concern about the sets of stairs at the tiers. There are five sets of stairs, each with a different level of depth on the rise. The first tier needs to be fully ADA compliant, and trying to get the stairs to match up interferes with compliancy. Since the wooden decks on the tiers will be used as "steps" an effort to see if some of the sets of stairs can be eliminated is under review.

- On 4/16, G&R crews were excavating an area of the lower parking lot to prepare the subgrade and came across buried organic material (logs, stumps, trunks). The civil engineer has provided guidance on how much needs to be removed, and material to replace the void with, to insure the integrity of that section of the lower parking lot.