

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

**Minutes of Meeting
May 21, 2018**

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

ABSENT: Cynthia J. Chaston, Vice Chairman
Robyn G. Fink, Assistant Director

GUESTS: Angela O'Connor, Recreation Supervisor
Kristen Wright, Administrative Specialist
Devin Cashman, Aquatics Specialist
Kim Parsons, Office Staff and Summer Playground Director
Chris Burnham, Summer Recreation Supervisor

Mr. Gerstel called the meeting to order at 7:03 PM at the Charles River Room at the Public Services Administration Building.

Mr. Gerstel welcomed the staff members from the office who are handling the front line of work for the department. He noted that there were some challenging days, but that each of them had worked hard for the community. Each member introduced him/herself to the Commission. Summer Recreation Supervisor Chris Burnham has worked five prior summers at Outdoor Living. He has been assisting with office tasks as well as preparing for summer programs. Playground Director Kim Parsons has been helping the department with office projects and programs since December. This will be her seventh summer at Playground. Recreation Supervisor Angela O'Connor has been with the department for 21 days, and noted that everyone in the office had made the transition easy for her. Mr. Gerstel noted that Ms. O'Connor has already been very involved with programs and special events based on the department's social media posts. Administrative Specialist Kristen Wright has been with the department since 2014, and this will be her fifth summer. She has taken on many extra duties while the office was short-staffed, and Ms. Carey noted that included helping to cover youth tennis lessons when no one else was available to substitute for a sick instructor. Aquatics Specialist Devin Cashman noted that he first started working for the department 28 years ago, spending most of his years working at Rosemary Pool, including as pool supervisor. He has assisted at other department programs, and with training of staff. Mr. Gerstel asked how the candidates to work at the pools have reacted when hearing the possible opening date. Mr. Cashman stated that he explains that upfront when scheduling the interviews, and that most were not concerned and very appreciative that the Town was willing to offer full summer positions. Mrs. Geddes asked if any of the staff would be available to work later in August or into early September. Mr. Cashman feels that enough staff will remain until about August 25th, but beyond that he was not sure enough would remain, with college and high school sports impacting availability. Mr. Toolan asked how the potential staff reacted to possible other duties while waiting for the pools to open. Mr. Cashman

stated that they were receptive, with some eager to work with children and others looking to do labor-type tasks. Mr. DiCicco asked how many of the potential staff were in high school, as they would be more likely to be available later in the summer. He also noted that Connecticut now allowed lifeguards to be 15 years old. Mr. Cashman thought that maybe 1/3rd were currently in high school. He noted that the time needed to be certified, busy schedules, participating in internships in preparation for college applications, plus the cost of the certification could be detriments. Mr. DiCicco suggested that flexible schedules would help bring in more staff. Mr. Cashman said that it will be needed for this summer, and that with more hours to cover, staff will have more opportunities to switch hours with others. Mr. Toolan offered to answer any of the staff members' questions, and noted how much the Commission appreciates the hard work done each day. Mr. DiCicco asked Ms. O'Connor for an update on programs. He added that he hopes that a boot camp can be scheduled at the pools, so parents can participate in fitness activities while children are taking lessons or swimming. Ms. O'Connor has met with the programmer at CATH on senior and intergenerational program ideas, is meeting with Community Council, is coordinating training with Youth Services, and will meet with a High School coach on a possible fall "learn to play" rugby program. Ms. O'Connor will develop many programs for the multi-purpose space, and continue to develop collaborations with other Town organizations. She will also try to develop a listing of high school students available during the school year to work. Mr. Toolan noted that competitive hourly rates will be needed. Ms. Wright stated that a number of high school students work throughout the year at a variety of programs. Mr. DiCicco stated that the staff needs to have a "pied piper" to bring staff to the programs. Mr. Toolan suggested that there be more attention to programs for special needs. Mr. Cashman stated that Regis College has just started a Therapeutic Recreation studies program, and that the students will be looking for opportunities to assist with programs. Ms. O'Connor noted that her degree was in Therapeutic Recreation, so she would be bringing that experience to program development. In addition to Regis, she noted that other area colleges may have OT or PT students that would have interest. Mr. DiCicco asked about programs at the pools. Ms. Carey said that what is offered this summer will depend on the amount of time available. In addition to youth lessons, adult lessons would be offered, aquatic fitness, special events, and games. Mr. Gerstel noted the excitement for the slides, and suggested there might be some type of contest for "first down the slide," stating as a possibility the drawing of "pick up trash" signs that could be placed at parks. Mr. DiCicco stated that the Commission is ready to assist with resources, noting that a former Board of Health member had stated she could help with acquisition of sailboats. Ms. Carey stated that the team all worked well together and were getting a lot accomplished.

1. **Minutes of Meeting – May 7, 2018:** Mr. DiCicco made a motion to approve the minutes of the May 7, 2018 meeting. Mr. Toolan seconded the motion. Mrs. Geddes asked about the discussion that was held on compensation for aquatic staff members' certifications. Mr. Toolan noted there were several options that could help keep competitive with nearby aquatic locations, and that the discussion should continue at future meetings. Mr. Gerstel called for a vote on the motion, and the minutes of May 7, 2018 were approved unanimously.
2. **Director's Report:** The Commission reviewed the written report. Ms. Carey stated that the Needham High School team project would be presented at the June 11th meeting, due to conflicts with senior finals week. Mr. Gerstel asked that the listing of upcoming meetings be presented at the next meeting. Mr. Toolan asked about the status of the Greendale trail

easement. Ms. Carey showed the final version of the easement, which would be presented to the Select Board for approval. The additional barriers were installed at the DeFazio parking lot. The bids were opened for the cleaning of park restrooms, starting July 1st. The apparent low bid has received positive references.

3. **Program Report:** The Commission reviewed the written report. Mr. DiCicco had been invited to attend this evening's Cultural Council meeting with Community Center of Needham to discuss Rosemary Recreation Complex. He noted they were looking at program ideas and collaboration. Ms. Carey sent CCN a programming outline for the meeting.

4. **Action Items:**

- A. **Special Event Request – Lynda Hughes:** The Commission reviewed the application for an event at Perry Park on June 11th, as well as a list of questions Ms. Carey had sent the applicants to provide the Commission with more detail for their review. The applicants had not provided responses as of the meeting time. Mr. Toolan made a motion to refer the special event request back to the applicant for more information, with discretion given to the Director to approve a smaller scale event or to bring back to the Commission with more information for a later date. The motion was seconded by Mr. DiCicco and approved.

5. **Discussion Items:**

- A. **Needham High School Community Action Project – student presentation:** Due to finals week, the students will attend the June 11th meeting to present their project to the Commission.

- B. **Meet the Office Staff:** discussed previously in meeting

- C. **Town Meeting Review:** Mr. Gerstel noted that Park and Recreation received funding for the demolition of the buildings at the Rosemary camp property, and DPW had received funding for the sediment removal project in Rosemary Lake. The Memorial Park fieldhouse construction project received funding. Ms. Carey also noted that design for replacement of synthetic turf had been approved, so the Commission and Trustees will need to be involved with that project moving forward.

- D. **Signs – Litter:** Mr. Gerstel has seen youth drawn signs reminding people to pick up trash, and suggested it might be a contest project with the schools that could lead to individuals at each school being “first to go down the slide.” He noted it was a proactive step to get people to care about trash. Ms. Carey said that the new Big Belly units at DeFazio could have a wrap placed on the exterior. Mr. Toolan noted that it would be hard to get the schools involved with only a few weeks remaining in school, and Ms. Wright noted that Park and Recreation programs might be able to participate this summer. Mr. Toolan also suggested signs related to dogs on leash.

E. Rosemary Recreation Complex: The Commission reviewed the written construction report, as seen in Appendix A. Mr. Toolan reported on a meeting was at last week with project management staff, attended by Mr. Gerstel and Ms. Carey, too. They are cautiously optimistic for an August 4th opening, allowing for training to start on site in mid-July. The hope is to confirm the date by mid-June. Discussions are being held with staff and boards who need to approve permits and occupancy permit to insure there are no delays. Decisions will need to be made on hours of operation, to make sure there are no conflicts with any remaining construction tasks. The contingency has moved back up to about \$80,000, and Ms. Carey noted that there are additional funds available that had been set aside for pool safety equipment that is already accounted for in the construction funds. A tentative date of Friday, June 1 at 3 PM was chosen for the Commission to tour the construction site/building. Mr. DiCicco is not available on that date, so Ms. Carey will try to schedule a separate tour for him. Mr. Toolan shared his concerns with the guardrails in the upper parking lot being bright and unattractive. Ms. Carey will provide information on plantings, and share his concerns. Mr. Gerstel noted that the majority of memberships are being held over so they are valid for Summer 2018 and Summer 2019. Mr. Toolan asked that a banner go up on the perimeter fence when an opening date is announced. Mr. DiCicco asked that access to the dock be shown. The Commission reviewed drafts of the food options available. Mr. Toolan asked that further discussion be held on the two that were offering special deals, noting that there should be a policy for the advertising and a fee connected to it. Mr. DiCicco noted that Roche Bros. donates to many organizations, and has a store located next to Rosemary. Ms. Carey noted that the store manager was approached, but that the corporate office was not contacted. Mr. Gerstel asked that the discussion be on an upcoming agenda. Ms. Carey has not heard from the people who had discussed possible naming with the Town Clerk. Mr. DiCicco has been reviewing past records after being asked by some residents for the Commission to consider naming the multi-purpose room for past Commissioner Charles “Red” Rizzo, who also served as acting director for about six months. He will bring information to the Commission at a later date. Ms. Carey also noted that the Commission could have a “hall of fame” display to recognize people involved with Park and Recreation facilities and/or programs. Mr. DiCicco asked about the opening celebration. The Commission will discuss options at the next meeting.

6. Topics for Future Agendas: None presented.

7. Adjournment of meeting: Mr. Toolan made a motion to adjourn the meeting at 9:06 PM. The motion was seconded by Mrs. Geddes and the meeting adjourned at 9:06 PM.

Respectfully submitted,

Patricia M. Carey, CPRP
Director



NEEDHAM PARK AND RECREATION COMMISSION

Public Services Administration Building (PSAB)

500 Dedham Avenue

Needham, MA 02492-2699

Tel: (781) 455-7550

Fax: (781) 453-2510

ROSEMARY RECREATION COMPLEX

Construction Update from the Director of Park and Recreation

Friday, May 18, 2018

QUESTIONS FOR COMMISSION

- Mr. Gerstel, Mr. Toolan, and I have received some updated construction scheduling information, which will be reviewed with the full Commission at the meeting.
- 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, June 11, 2018.
- A site visit for the Commission will be set-up for an upcoming late afternoon, for the exterior and interior. *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, and other items related to operations, including the pool vacuum(s).
- The Town is finalizing the technology purchases.

CONTRACTOR

- G&R provides weekly "two week look ahead" schedules. The 5/17/18 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 have been painted; additional railings on the site have been installed.
- A group of plantings have been chosen, today, and the landscaper will start installation as well as hydro-seeding of the loamed areas. The upper parking lot and areas within the site will be done; at a later date, the plantings in the lower parking lot will be done.
- Framing for the new deck benches continues, and the grey-colored decking material will be attached over the next few weeks.

- Light poles have been installed on the tiers, and are being installed in the parking lot areas. Building exterior lighting is ready for installation.
- Retaining wall repairs are complete, with re-pointing in its final stages.
- Grading is finished in many areas, ready for hydro-seeding.
- Installation of exterior building lighting will begin next week.
- Guardrails are mostly installed, and exterior fencing is being prepared for installation.
- Plumbing fixtures are being installed on the 2nd floor, and are being prepared for the first floor. The brackets to hold the stall walls are installed on the 1st floor.

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. **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. **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. **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.
- 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. **5/18/18: Water table has risen with recent rain storms, showing no leakage.** 5/4/18: Though someone is posting photos on Facebook, this issue is resolved and is not due to poor installation. 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. **5/18/18: re-grading and placement of stone underway, preparing for installation of insulation.** 5/4/18: The updated plan was approved in the recent change-order and preparation work has begun. 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. **5/18/18: issue resolved.** 5/4/18: the Building Inspector has approved an updated plan which is a simple resolution to the issue. It is being priced, so the estimate can be reviewed and move quickly forward so that there are not delays to the work on the tiers.
- 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.