

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

**Minutes of Meeting
February 27, 2017**

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

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

GUESTS: Rick Merson, Director of Public Works
Deb Whitney, Community Center of Needham

Mr. Toolan called the meeting to order at 7:00 PM in the Charles River Room at the Public Services Administration Building.

1. **Minutes of Meetings of January 19, 2017 and January 23, 2017:** Mr. Gerstel made a motion to approve the minutes of January 19, 2017 and January 23, 2017. The motion was seconded by Mrs. Geddes. Mr. Toolan asked that the January 23, 2017 minutes reflect the Commission's discussion regarding the deduct options for the Rosemary Recreation Complex bid documents, noting that the discussion should have been held in December when the last estimate was provided to the Commission. Mr. DiCicco stated that the minutes did not reflect the discussions held on the deduct recommendations that were not made by the Commission, nor on the field scheduling topics related to Memorial Park. He asked that the minutes not be approved until updated. Mr. Gerstel made a motion to withdraw his original motion. The motion was seconded by Mrs. Geddes and approved. Mr. Gerstel made a motion to review minutes at the next Commission meeting, with requested edits. Mr. DiCicco seconded the motion and it was approved. Mr. Toolan asked that all members submit suggested edits to Ms. Carey.
2. **Director's Report:** Discussed later in meeting.
3. **Program Report:** Discussed later in meeting.
4. **Discussion items:**
 - A. **Rosemary Recreation Complex Project:**
 - Design:** Discussed later in meeting.
 - Financing:** Discussed later in meeting.
 - Programming:** Discussed later in meeting.

Marketing: Discussed later in meeting.

B. FY'18 Operating and Capital Budgets: Discussed later in meeting.

C. DeFazio Parking Lot Update: Director of Public Works Rick Merson provided the Commission with an update on the addition of adding barriers in the DeFazio parking lot, to create more order to parking. The barriers were purchased and will be put in place in March. The estimated number of parking spaces will be 238. Directional signage is being created, and information will be available to be placed on website. Mr. Toolan raised concerns that drivers will not know correct direction to follow, or way to park within barriers. Park and Recreation will prepare information to get out to groups, parents, and Needham High School prior to the set-up. All groups should also share with visiting teams. Mr. DiCicco asked if spaces were available for the tot-lot users, and Mr. Merson estimated 32 were adjacent to the playground. Mr. Gerstel asked if there was a location for parking buses, which was determined to be along the fence near McLeod Field. He suggested borrowing a speed monitor to remind people of their speed as they are on the driveway. Mrs. Geddes asked if large vehicles, including SUV's would fit. Mr. Merson said that the length was appropriate, with flexibility on width. Mr. Merson also reported that the DPW is in the process of replacing the fuel island, currently located within the DPW yard. The old salt barn will be removed, storage will be moved into that area, and the fuel island with a turn-around will be located to the side of the roadway between DPW and DeFazio. The work would begin in June, if funded at Town Meeting, with an effort to complete the work prior to the busy fall season at DeFazio. All Town vehicles will be educated to enter and exit the fuel island through the DPW, but if major construction is done at DPW, there may be a temporary need to come through DeFazio. Mr. Merson will monitor the parking at DeFazio to insure it is not impacted by the fuel island project.

2. Director's Report: The Commission reviewed the written report. Mr. DiCicco asked why public input would be included in the research into replacement synthetic turf. Ms. Carey noted that there are new options for infill that they would likely want to discuss. Mr. Toolan stated that re-design should not be included in the review, as the funds available are for replacement. Mr. DiCicco asked that the Commission only discuss DeFazio, and that input be provided by DPW Parks and Forestry Superintendent Ed Olsen. Mr. Toolan stated that the Commission and Trustees need to work with all relevant Town boards and staff for communication related to concerns.

3. Program Report: The Commission reviewed the written report. Mr. Toolan asked if Extreme Volleyball had enough participants, and Ms. Carey noted that the minimum number was reached for the program to be held.

4. Discussion items:

A. Rosemary Recreation Complex Project:

Design: The Commission reviewed the written report, as seen in Appendix A. Ms. Carey noted that the CPC public hearing will be held on March 8th. Mr. Toolan will update the presentation for the hearing. Mr. DiCicco asked what happens if the voters decide to vote CPA legislation out, so that it is no longer a funding option. Ms. Carey stated that the needed amount to pay off any debt would still be collected until there was no longer debt. Mr. Toolan stated that the CPC has conservative financial estimates that are developed by Assistant Town Manager/Finance Director David Davison and Mr. Gerstel noted that Mr. Davison had reduced the annual estimate of the state contribution down to 10% from 18%.

Financing: Mr. Toolan shared a spreadsheet that he and Mrs. Chaston had updated, as seen in Appendix B. The current hours of operation were used, with the addition of opening three mornings a week at 6:30 AM for early lap swimmers. The spreadsheet also assumes opening in early June for the season, and trying to remain open until Labor Day. The staff includes 1 Pool Supervisor, 3 Assistant Pool Supervisors, 4 Instructors/Lifeguards, 17 Lifeguards, 2 Booth Staff, 3 Maintenance Staff, 1 Slide Staff, with Booth/Maintenance/Slide sharing slide monitoring duties. Mrs. Geddes suggested looking at the hourly rates for lifeguards, to see if a higher rate could be paid to assist with recruitment. Mr. DiCicco noted that this schedule did not provide for additional general swim in the mornings, which has been a request. He stated the plan had to start with the base, but also show growth and additional swim options. Mr. Toolan noted that the Commission had looked at the additional hours, but that led to a larger staff and higher operating costs. Mr. Gerstel noted he was more comfortable with the projections and the ability to meet the revenue estimates. Mrs. Geddes would like to see some additional options with increased morning hours, and asked if the Commission started with the current hours, to include text that indicates the goal is to increase hours. Community Center of Needham representative Deb Whitney suggested the Commission look at increasing the fee charged to Masters swimmers, and look at earlier hours to start for them. She asked if evening hours could also be scheduled for them. Ms. Carey stated that it could, but it would take time away from regular lap swimmers, along with any programming related to the swim team.

Programming: The Commission reviewed spreadsheets outlining possible revenue from aquatic/outdoor programs, and programs held in the multi-purpose room, as seen in Appendix C and D. The charts separated revenue that would go to General Fund and Revolving Fund. Mrs. Geddes asked why some programs would be transferred to the new facility. Ms. Carey stated that some would free up space in gyms for other programs, and others would need to move, as they can no longer remain in their current locations. Mr. DiCicco stated that the “net” revenue should also be shown, after estimated expenses, and then expand to a five year scenario. Mr. Toolan and Ms. Carey will provide an update at an upcoming meeting.

B. FY'18 Operating and Capital Budgets: Mr. Toolan, Mrs. Chaston and Ms. Carey will meet with the Finance Committee on March 15th.

C. DeFazio Parking Lot Update: Discussed earlier in meeting.

D. Pop-Up Skate Park: Ms. Carey shared information on portable skate park equipment that can be purchased so that temporary locations can be set-up for lessons or other use. Mrs. Geddes supports the purchase and hoped that something could be set-up for spring. The Commission discussed possible locations, including Pollard paved area, Newman parking lot, lower lot at Needham High School, and Claxton quarry area. Mrs. Geddes felt that the area should be newly paved, and Mr. DiCicco noted that it should not be on porous pavement. The Commission will continue the discussion at an upcoming meeting.

E. Open Space and Recreation Plan: The Commission reviewed recommended action items drafted by Mrs. Geddes. The Commission discussed possible locations for a temporary outdoor ice rink.

5. Action Items

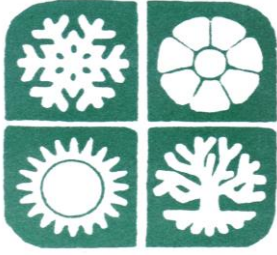
A. Special Event Request – Norfolk Lodge A.F. & A.F.: The Commission reviewed the request from Norfolk Lodge to host a family picnic for members on Saturday, August 5, 2017 at Claxton # 2 and the tot lot from 11 AM – 5:00 PM. Ms. Carey noted this was an annual request, and there were no concerns. Mr. DiCicco made a motion to approve the request of Norfolk Lodge A.F. & A.F. to host a family picnic at Claxton Field on Saturday, August 5 from 11 AM – 5 PM. The motion was seconded by Mr. Gerstel and passed unanimously.

6. Topics for Future Agendas: None presented.

7. Adjournment of meeting: Mr. DiCicco made a motion to adjourn the meeting at 8:55 PM. The motion was seconded by Mr. Gerstel and the meeting adjourned at 8:55 PM.

Respectfully submitted,

Patricia M. Carey, CPRP
Director



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ROSEMARY RECREATION COMPLEX

Update from the Director of Park and Recreation

Friday, February 24, 2017

DESIGN

Bid Documents

The bid documents are under review by various Town departments, including Building, Health, Public Facilities-Operations, Public Works, Fire, IT and Conservation. The text of the bid documents, in draft form, is about 5 inches thick with two-sided copying. The final versions will be printed in two volumes. Most companies will receive electronic versions, available starting March 15th. The eligible general contractors and sub-contractors will be invited to a pre-bid site visit/meeting on Thursday, March 23 at 1:30 PM. Sub-contractors will then be required to submit their bids on April 5th, and general contractors are able to utilize that information for their bids, due on April 19th. The PPBC will hold a meeting on Tuesday, April 25th to review the bid results and name the apparent low bidder.

MEPA

Our attorneys have recommended that we encourage residents who support the Rosemary Recreation Complex project to send letters of support for the waiver request, particularly noting the importance of not losing the 2018 season.

Land and Water Conservation Fund

The information about the project and outdoor recreation has been submitted to MA Division of Conservation Services who will review it with a representative from the National Park Service.

FINANCING

Community Preservation

The CPC's public hearing is on Wednesday, March 8, starting at 7:30 PM. The hearing will be held in Powers Hall at Town Hall. There are six proposals to be presented to the public. The CPC Chairman will determine the order of presentations. The CPC Chairman, Vice Chairman and I (as CPC staff liaison) will consult with the Board of Selectmen at their Tuesday, February 28th meeting on all six proposals. A consultation will also be scheduled with the Finance Committee, as required under the CPC by-law.

Town Meeting Warrant

The Selectmen, Town Moderator and Town Manager are still discussing the order of warrant articles for the May Annual Town Meeting. They are aware that the timing of the vote on the Rosemary Recreation Complex project is crucial, as the Town has 30 days to award a contract after receiving bids. Though there aren't guarantees on when an actual warrant article comes up for discussion, the hope is that it can be addressed during the first week of Town Meeting.

Finance Committee

The project will be reviewed by the Finance Committee at their Wednesday, March 15th meeting.

PROGRAMMING

A draft, estimated financial revenue breakdown has been developed for programs within the General Fund/operating budget, and those within the Revolving Fund. The majority of projects held in the multi-purpose room will be run through the Revolving Fund. For evening or weekend activities, a building monitor would be needed. A typical building monitor currently is paid \$12/hour, which is likely the position that would be hired for Rosemary Recreation Complex. For those with specialized training, typically working at Powers Hall with all the electronic set-up, the rate is currently \$18.84/hour. The building monitor(s) would be paid for through the Revolving Fund, with the cost incorporated into the fees.

MARKETING

In March, it will be time to start preparing some of the material that will be needed through Town Meeting:

- Guest editorial for newspapers
- Handout for Town Meeting (mailed to them at least one week prior to May 1st)
- Any type of presentation for meeting with groups (PowerPoint, handout) – as well as the presentation for Town Meeting

Proposed Pool Budget - first full season of new facility

1/17/2017

20XX Rosemary Revenue - estimated for a full season

Pool passes

	estimated # sold	2016 pass	Proposed price increase				
	<u>2018</u>	<u>Prices</u>	<u>1.25</u>	<u>1.33</u>	<u>1.5</u>	<u>2.0</u>	Proposed
Individual - early bird	30	\$90	\$112.50	\$119.70	\$135	\$180.0	175
Family - early bird	129	\$180	\$225.00	\$239.40	\$270	\$360.0	350
Senior - early bird	30	\$45	\$56.25	\$59.85	\$68	\$90.0	65
Individual	27	\$110	\$137.50	\$146.30	\$165	\$220.0	192.5
Family	132	\$215	\$268.75	\$285.95	\$323	\$430.0	385
Senior	12	\$55	\$68.75	\$73.15	\$83	\$110.0	71.5
<i>Non residents</i>							
Individual		\$160	\$200.00	\$212.80	\$240	\$320.0	383
Family	7	\$310	\$387.50	\$412.30	\$465	\$620.0	766
Senior	0	\$80	\$100.00	\$106.40	\$120	\$160.0	142
<i>Guest passes: (package)</i>							
Residents	740	\$5	\$6.00	\$6.00	\$6.00	\$6.00	9
Non residents	268	\$7	\$10.00	\$10.00	\$10.00	\$10.00	15
<i>Daily admission:</i>							
Residents	1792	\$6	\$7.00	\$7.00	\$7.00	\$7.00	10
Senior	138	\$3	\$4.00	\$4.00	\$4.00	\$4.00	5
After 6 pm	530	\$3	\$3.50	\$3.50	\$3.50	\$3.50	\$5.00
Senior after 6 pm	29	\$2	\$2.00	\$2.00	\$2.00	\$2.00	\$2.50
Non residents	333	\$8	\$12.00	\$12.00	\$12.00	\$12.00	18
NR senior	52	\$4	\$8.00	\$8.00	\$8.00	\$8.00	9
NR after 6 pm	52	\$3	\$6.00	\$6.00	\$6.00	\$6.00	9
NR senior after 6 pm	0	\$2	\$4.00	\$4.00	\$4.00	\$4.00	4.5

total

	estimated # sold	Estimated revenue at various price increases					
	<u>2018</u>	<u>1.25</u>	<u>1.33</u>	<u>1.5</u>	<u>2.0</u>		
Individual - early bird	30	\$3,375.00	\$3,591.00	\$4,050	\$5,400.0	\$5,250.0	
Family - early bird	129	\$29,025.00	\$30,882.60	\$34,830	\$46,440.0	\$45,150.0	
Senior - early bird	30	\$1,687.50	\$1,795.50	\$2,025	\$2,700.0	\$1,950.0	
Individual	27	\$3,712.50	\$3,950.10	\$4,455	\$5,940.0	\$5,197.5	
Family	132	\$35,475.00	\$37,745.40	\$42,570	\$56,760.0	\$50,820.0	
Senior	12	\$825.00	\$877.80	\$990	\$1,320.0	\$858.0	
<i>Non residents</i>							
Individual		\$0.00	\$0.00	\$0	\$0.0	\$0.0	
Family	7	\$2,712.50	\$2,886.10	\$3,255	\$4,340.0	\$5,363.1	
Senior	0	\$0.00	\$0.00	\$0	\$0.0	\$0.0	
<i>Guest passes:</i>							
Residents	740	\$4,440.00	\$4,440.00	\$4,440	\$4,440.0	\$6,660.0	
Non residents	268	\$2,680.00	\$2,680.00	\$2,680	\$2,680.0	\$4,020.0	
<i>Daily admission:</i>							
Residents	1792	\$12,544.00	\$12,544.00	\$12,544	\$12,544.0	\$17,920.0	
Senior	138	\$552.00	\$552.00	\$552	\$552.0	\$690.0	
After 6 pm	530	\$1,855.00	\$1,855.00	\$1,855	\$1,855.0	\$2,650.0	
Senior after 6 pm	29	\$58.00	\$58.00	\$58	\$58.0	\$72.5	
Non residents	333	\$3,996.00	\$3,996.00	\$3,996	\$3,996.0	\$5,994.0	
NR senior	52	\$416.00	\$416.00	\$416	\$416.0	\$468.0	
NR after 6 pm	52	\$312.00	\$312.00	\$312	\$312.0	\$468.0	
NR senior after 6 pm	0	\$0.00	\$0.00	\$0	\$0.0	\$0.0	
Swim Lessons		13000	13000	13000	13000	13000	
total		\$116,666	\$121,582	\$132,028	\$162,753	\$166,531	

Estimated Expenses

Staffing (see separate schedule "staffing")	\$313,754	\$313,754	\$313,754	\$313,754	\$313,754
Supplies (per schedule from Patty)	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
Paver maintenance (complete SWAG)	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
	\$358,754	\$358,754	\$358,754	\$358,754	\$358,754

Net Revenue (Loss) (\$242,089) (\$237,173) (\$226,726) (\$196,001) (\$192,223) (\$499.28)

Outdoor Recreation

Revolving Fund Programs

- Revenue deposited into Revolving Fund
- Expenses/Payroll paid directly from revenue collected in Revolving Fund
- School Year Programs (fall, winter, spring)
- Small Summer Programs
- Currently, \$5 from most program fees is deposited into the General Fund to contribute towards operating budget costs to programs (i.e. department staff); recommend \$10 for new facility programs

	Category	# of Programs	# of Sessions	# of Participants	Fee	Existing Revenue	New Revenue	Existing General Fund	New General Fund
Remain	Swim Team	1	1	50	\$125	\$6,250		\$250	\$250
Remain	Stroke Clinic	1	4	10	\$40	\$1,600		\$200	\$200
Remain	High School Conditioning	1	2	10	\$40	\$800		\$100	\$100
				Grand Totals		\$8,650		\$550	\$550
	Category	# of Programs	# of Sessions	# of Participants	Fee	Existing Revenue	New Revenue	Existing General Fund	New General Fund
New	Adult	2	1	10	\$50		\$1,000		\$200
New	Senior Adult	2	1	10	\$25		\$500		\$200
New	Youth	2	1	10	\$50		\$1,000		\$200
New	Boating	2	3	10	\$50		\$3,000		\$600
New	Skateboard	1	3	10	\$100		\$3,000		\$300
				Grand Totals			\$8,500		\$1,500

General Fund Programs

- Revenue deposited into Town's General Fund, and not available to be spent
- Expenses/Payroll paid out of department's Operating Budget
- Primarily Summer Programs and Swim Lessons

	Category	# of Programs	# of Sessions	# of Participants	Fee	Existing Revenue	New Revenue	Notes	
Remain	Swim Lessons	16	4	10	\$40	\$25,600		16 time slots - 10 day session	
Remain	Adaptive Swim Lessons	1	4	10	\$40	\$1,600			
Remain	Individual Lessons	32	1	32	\$20	\$20,480		32 time slots	
				Grand Totals		\$47,680			
	Category	# of Programs	# of Sessions	# of Participants	Fee	Existing Revenue	New Revenue		
New	Lifeguard Training	1	1	6	\$200		\$1,200		
Transfer	Junior Lifeguard Training	1	1	10	\$50		\$500		
				Grand Totals			\$1,700		

Multipurpose Room

Revolving Fund Programs

- Revenue deposited into Revolving Fund
- Expenses/Payroll paid directly from revenue collected in Revolving Fund
- School Year Programs (fall, winter, spring)
- Small Summer Programs
- Currently, \$5 from most program fees is deposited into the General Fund to contribute towards operating budget costs to programs (i.e. department staff); recommend \$10 for new facility programs

	Category	# of Programs	# of Sessions	# of Participants	Fee	Existing Revenue	New Revenue	Existing General Fund	New General Fund
Transfer	Senior Adult	2	3	30	\$25	\$4,500		\$900	\$900
Transfer	Youth	2	3	15	\$60	\$5,400		\$450	\$450
Transfer	Youth	1	2	40	\$135	\$10,800		\$400	\$400
Transfer	Youth	1	2	40	\$100	\$8,000		\$400	\$400
Transfer	Youth	1	4	15	\$55	\$3,300		\$300	\$300
Transfer	Youth	1	2	30	\$55	\$3,300		\$300	\$300
Transfer	Adult	1	2	30	\$55	\$3,300		\$300	\$300
				Grand Totals		\$38,600		\$3,050	\$3,050
	Category	# of Programs	# of Sessions	# of Participants	Fee	Existing Revenue	New Revenue	Existing General Fund	New General Fund
New	Preschool	6	3	10	\$50		\$9,000		\$1,800
New	Youth	10	3	30	\$100		\$90,000		\$9,000
New	Adult	4	3	20	\$50		\$12,000		\$2,400
New	Senior Adult	6	3	30	\$25		\$13,500		\$5,400
New	Special Events	20	1	50	\$5		\$5,000		\$0
				Grand Totals			\$129,500		\$18,600

General Fund Programs

- Revenue deposited into Town's General Fund, and not available to be spent
- Expenses/Payroll paid out of department's Operating Budget
- Primarily Summer Programs and Swim Lessons

	Category	# of Programs	# of Sessions	# of Participants	Fee	Existing Revenue	New Revenue		
Transfer	Youth	1	8	40	\$140	\$44,800			
				Grand Totals		\$44,800			