

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

**Minutes of Meeting
July 9, 2018**

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

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

GUEST: Paul Siegenthaler, President, Needham Baseball and Softball

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

1. **Minutes of Meeting – June 25, 2018:** Mrs. Chaston made a motion to approve the minutes of the meeting of June 25, 2018. The motion was seconded by Mr. Toolan and was passed unanimously.
2. **Director's Report:** The Commission reviewed the written report. Mr. Gerstel acknowledged the work of the Exchange Club on the successful two days of events on the 3rd and 4th of July.
3. **Program Report:** The Commission reviewed the written report.
4. **Action Items:**

A. Needham Baseball and Softball Facility Improvement Requests: Mr. Gerstel welcomed President of Needham Baseball and Softball Paul Siegenthaler to discuss two project ideas. St. Sebastian's has donated pieces of synthetic turf from their current field renovation to be recycled as a base for the Mills Field batting cage. Mr. Siegenthaler has scheduled a meeting with Sports Turf Specialties to get a quote for installation of the carpet that would include a stone dust base, and a wood frame to attach the turf carpet. Mr. Gerstel asked about the condition, and Mr. Siegenthaler noted that the pieces are not worn. Mr. Toolan asked about the wear that would occur in two locations, how balls might bounce off the carpet, and about maintenance. Mr. Siegenthaler noted that the current conditions are not great, so having something in better condition for a few years would be safer, and that it might be time to replace the carpet with sections from DeFazio or Memorial when those fields are replaced. Ms. Carey noted that if there is no infill that the carpet will appear to be tall grass that would likely slow down the balls. Needham Baseball and Softball is looking for approval, and anticipates being able to fund the installation, though may also ask DPW for some preparation assistance. It would then be gifted to the Town. Mrs. Chaston noted she generally supported the project, but would

like some additional information before the Commission votes. Mr. Toolan asked for additional information related to on-going maintenance. Mr. DiCicco asked for input from Parks and Forestry Superintendent Ed Olsen. This topic will be discussed at the Commission's August 13th meeting. Mr. Siegenthaler gave an overview of the second project. Needham Baseball and Softball is starting an intermediate program, with 70' base paths that would allow players to transition from the Majors and the 60' base path, and prepare for moving to the 90' diamond. This project would include upgrading the infield of the skinned diamond at Broadmeadow, and allow for break-away bases at 60' and 70'. Mr. Siegenthaler is getting an estimate from Sports Turf Specialties. If funding is available, the work could be done in August for the fall program. Mr. DiCicco asked who was scheduled in August. Ms. Carey said that Junior Football had the permit for early evening, which shouldn't conflict. Mr. DiCicco noted his concern with programs extending to 2-3 seasons, without leaving many opportunities for new youth programs to start, i.e. field hockey or rugby. Ms. Carey doesn't believe the project would be a major impact to any Broadmeadow School use, but will reach out to see if the school has any concerns. For procurement, if the project is more than \$10,000, there might be a need to get two additional quotes. Mr. Toolan suggested alerting neighbors before any work would be done. Mr. Siegenthaler will get additional information and the Commission will discuss this proposal at the July 23rd meeting.

- B. Special Event Requests – Needham Baseball and Softball:** The Commission reviewed three requests from Needham Baseball and Softball. Ms. Carey noted she did not have concerns with the Columbus Day Tournament. Mr. Toolan asked about a food truck. Mr. Siegenthaler noted that Needham Baseball and Softball had invited a hot dog vendor to a spring two day tournament, but the vendor did not get much business over the two days, so they will review options for Columbus Day. Mr. Toolan made a motion to approve the request of Needham Baseball and Softball to host a tournament on Monday, October 8, 2018 from 7 AM – 7 PM at DeFazio Asa Small, DeFazio Warner, DeFazio McLeod, and Pollard Dolan diamonds. Mr. DiCicco seconded the motion and it was passed unanimously. The Commission reviewed the request for softball try-outs. Mr. Toolan made a motion to approve the request of Needham Baseball and Softball to host softball try-outs for the spring program on September 21, 22, 28, and 29th on Claxton # 1. The motion was seconded by Mrs. Chaston and passed unanimously. The Commission reviewed the request for baseball try-outs. Mr. Toolan made a motion to approve the request of Needham Baseball and Softball to hold try-outs for the spring baseball programs on September 15, 16, 29, 30, October 13 and 14 at Mills Field. Mrs. Chaston seconded the motion and it was approved unanimously.
- C. Special Event Request – Carter Nursery School:** Ms. Carey noted this event had been done in the past and there were no concerns. Mrs. Chaston made a motion to approve the request of Carter Nursery School to host a welcome back to school event, with Animal Craze on Sunday, September 16, 2018 at the DeFazio tot-lot. The motion was seconded by Mr. Toolan and was passed unanimously.
- D. Special Event Request – Needham Soccer Club:** Since the Town's 300th birthday, the Soccer Club has held this annual event, and Ms. Carey does not have any concerns. Mr.

Toolan made a motion to approve the request of Needham Soccer Club to host the 300th Jamboree on Saturday, October 20, 2018 at DeFazio Brock and Founders fields. The motion was seconded by Mrs. Chaston and approved unanimously.

- E. Rosemary Recreation Complex – Opening of Pools:** With the upcoming opening of the new Pools at Rosemary Recreation Complex, the Commission reviewed the daily admission fees set in December 2017 and determined to keep them as posted. Those who are coming more often than expected during the first season can opt to convert to a 2018 membership. Only those who had purchased the earlier memberships were given the option to transfer their memberships to 2019. Mr. Toolan made a motion to affirm the daily admission and guest rates as voted on by the Park and Recreation Commission on December 18, 2017, noting that there will not be any additional special offers for the 2018 season. The motion was seconded by Mrs. Chaston and approved unanimously.

5. Discussion Items:

- A. Rosemary Recreation Complex:** The Commission reviewed the written construction report, as seen in Appendix A. Mr. Toolan noted that he and Ms. Carey would be attending the PPBC meeting this evening. Ms. Carey noted that the competitive pool was plastered earlier in the day and is being filled with water this evening. The recreation pool is expected to be plastered on Tuesday and filled that evening. Mr. Toolan, Mrs. Chaston and Ms. Carey met with the Chair and Vice Chair of the Board of Selectmen and the Town Manager. The process of conversion will be started under the Land and Water Conservation Fund regulations. The Commission discussed a tour of the facility, and the tentative date is for Monday, July 16th. Mr. DiCicco asked about the spray deck use. Ms. Carey said that only pool patrons will have access during the pool months, but when the pools are closed for the season, a separate entrance can be opened for spray deck use. Mr. Gerstel asked how the staff was handling the new registration system. Ms. Carey said that they are getting practice in the office, and getting more comfortable with the registration program and scanner. Mr. Toolan asked about the staff and the scanner, and Ms. Carey said that there is a time card option, which may be utilized after some trial uses.
- B. Fall Field Scheduling:** Ms. Carey is just about finished with the fall field scheduling. She is waiting for information from Eliot and Newman Schools, and then just needs to relocate the Sunday clinics for Boys Lacrosse and Girls Lacrosse.
- C. Commission Goals and Roles:** Mr. Gerstel asked the Commission to review the existing set of goals, and the duties taken on by each member of the board, so it can be discussed and updated at an upcoming meeting.

- 6. Issues Not Reasonably Anticipated by Chair within 48 Hours:** no additional information for discussion

7. **Topics for Future Agendas:** Mr. DiCicco updated the Commission on the possible tour with Speaker DeLeo to see CPC funded recreation projects. The tour will be scheduled after the state budget process is complete.
8. **Adjournment of meeting:** Mrs. Chaston made a motion to adjourn the meeting at 8:15 PM. The motion was seconded by Mr. Toolan and the meeting adjourned at 8:15 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, July 6, 2018

QUESTIONS FOR COMMISSION

- *Priority!* Final decisions on memberships/daily admissions are needed to finalize Pools brochure and marketing for opening.
- 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, July 9, 2018 at 8:35 PM at the Library Community Room.
- The weekly meetings are held on Thursdays at 10 AM in the construction trailer, on site. The trailer will be moved in the near future, and the meeting location will change for the final weeks of construction.
- A *tentative* date of Saturday, August 4th for opening the pools is the current goal. The *tentative* date for furniture delivery, and possibly the moving truck for Park and Recreation is now July 30th.
- Verizon is the final utility to complete their work. In addition to the service, new phone numbers are needed.
- All the new pool supplies are being ordered now, so we can move them into our daily storage area for training and ready to be set-up for opening day...rescue tubes, ring buoys, safety hooks, water testing supplies, first aid, kickboards, training aids, toys...
- 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). Quotes are being reviewed for purchases.
- Some members of the Needham Commission on Disabilities will do a walk-through on Friday, July 13th.
- In order to keep the final occupancy permit process moving forward, the Planning Board will be asked at their July meeting to give the Planning Director the authority to review documents to insure they meet with Planning Board requirements. They will meet on Tuesday, July 17th.

CONTRACTOR

- G&R provides weekly “two week look ahead” schedules. The 7/5/18 report is attached, and the format has changed to be the final list of projects.
- G&R continues to submit materials/equipment information for approval. BH+A reviews and approves, or returns for additional questions.
- The final sections of concrete decking are being poured over the next few days, which will allow the final sets of seating decks to be built on the pool level.
- Tiling and other preparations at the pool are finishing up, preparing for the plaster surfacing of the pools and filling with water. The filling will be done overnight when there is less demand for Town water, and will finish in time to allow for full morning recovery.
- Deck equipment and rails will be installed around the plaster work, and installation of the shade trellis at the pools will start.
- The surface of the spray deck will be sprayed the week of July 16th.
- Final railings and fencing will be installed.
- The pump system has been tested in preparation for going into use once the pools are full.
- All light poles are installed on the site, and preparation is being made to pour the sidewalks and the set of stairs from the parking lot.
- The first floor flooring was complete a few weeks, ago, and the concrete floors in the storage areas are being sealed.
- Exterior doors have been installed in most exterior locations.
- Plumbing fixtures are installed, as are the majority of the accessories, including soap dispensers, toilet paper dispensers, mirrors...
- Final painting is finished in most areas, and second floor flooring is just about complete.
- The multi-purpose room is just about complete, and will be the staging area for items being moved into the building, before quickly moving to final locations.
- Final documents for the occupancy permit are being completed so that there are no delays.

ISSUES BEING RESOLVED

- Extra steps have been taken on the pools surfaces to insure they can withstand any pressure from ground water. Both pools will have a standard five year warranty from the pool contractor and general contractor, but discussion is underway on a possible extension of warranties, plus a draining of both pools prior to the 5 years to review how they are holding up.
- 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.
7/6/18: A full update will be prepared for PPBC's meeting next week. 6/22/18: There is approximately \$50,000 remaining in contingency. ; 6/8/18: update will be provided at PPBC meeting.

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. **7.6.18: Vice Chairman Cynthia Chaston, Commissioner Matt Toolan, and I attended the meeting with the Selectmen Chairman Dan Matthews, Vice Chairman John Bulian, Town Manager Kate Fitzpatrick and Assistant Town Manager Christopher Coleman. It was determined that the process for conversion will be started, but that the project would move forward without any delays.** 6/22/18: Chair, Vice Chair and Director will meet with Select Board Chair, Vice Chair and Town Manager to discuss next steps 6/8/18: Special counsel has recommended that the Town look into the conversion process. An outline of requirements is attached to this report. A meeting will be scheduled with Chairs/Vice Chairs of several boards, including Commission, to discuss next steps. I have reached out to a resident who had expressed interest in donating property to the Town which could be part of the conversion resolution. 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. **7/6/18: Schedule remains on target for early August opening of the pools.** 6/22/18: Schedule remains on target for early August opening of pools. 6/8/18: No additional update, or changes to current construction 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.
- 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. **7/6/18: The Planning Board will meet on Tuesday, July 17th. The notification letter is attached to this report.** 6/22/18: Letter is being prepared for mid-July Planning Board meeting, to update on what remains to be completed, and seek approval to have Planning Director release the project to the Building Inspector for an occupancy permit. Milestones will need to be met for that release to happen, so plans are underway on how to reach those milestones, including having all the as-built drawings finalized.
- The current issue to be “resolved” is an exciting one – scheduling the preparations for opening the pools, including having the staff on site for training.