

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

**Minutes of Meeting
November 26, 2018**

PRESENT: Christopher J. Gerstel, Chairman
Cynthia J. Chaston, Vice Chairman
Michelle S. Geddes, Member
Matthew M. Toolan, Member

ABSENT: David C. DiCicco, Member
Patricia M. Carey, Director
Robyn G. Fink, Assistant Director

GUESTS: Angela O'Connor, Recreation Supervisor
Kristen Wright, Administrative Specialist

Mr. Gerstel called the meeting to order at 7:00 PM at the Rosemary Recreation Complex

1. **Minutes of Meeting – November 5, 2018:** Mrs. Chaston made a motion to approve the minutes of the November 5, 2018 meeting. The motion was seconded by Mrs. Geddes. Mr. Gerstel shared his appreciation of Justin Ochella's presentation. Mr. Gerstel called for a vote on the motion and it was approved unanimously, 4-0.
2. **Director's Report:** The Commission reviewed the written report. Mr. Gerstel discussed the upcoming Field Summit and the Rosemary Lake Sediment project. Mr. DelGaizo will be attending the December 10th meeting. Mr. Toolan noted his concerns about parking during the Lake Sediment project. Mr. Gerstel stated that the Field Summit meeting will open with a discussion about the upcoming Turf Field project. He further stated that he would reach out to both the Trustees and the Field of Dreams sponsors with an invitation to attend the Field Summit. Recreation Supervisor Angela O'Connor discussed the regional meeting on the aqueduct trails. Mr. Gerstel discussed the upcoming Rail Trail Advisory Committee meeting. Mr. Gerstel also noted the budget meeting scheduled with Finance Committee for December 12th at 8:30PM.
3. **Program Report:** Ms. O'Connor shared program updates with the Commission including the current preparation for the Winter/Spring program season, collaborative programming with the Programming Coordinator at the Center at the Heights for intergenerational programming, with SEPAC to coordinate Special Needs programs, and Youth Center nights with the Director of Youth and Family Services and the Principal of Pollard. Mr. Toolan suggested partnering with groups to help meet Youth Community Service requirements. Ms. O'Connor also discussed looking into programming with REI, a RAD program partnering with the Health and Police Departments, and working with the Regis Therapeutic Recreation department for Aquatics programming in the summer.

4. Discussion Items:

A. Rosemary Recreation Complex – Construction: The Commission reviewed the provided punch list (*Appendix A*).

Rosemary Recreation Complex – Operations: None discussed.

Rosemary Recreation Complex – Policies: The Commission discussed the Naming Policy (*Appendix B*). Mr. Gerstel shared that he is more inclined to having a “Hall of Fame/Memorial” wall. Mr. Toolan stated that the naming policy should be shared with the applicants.

Rosemary Recreation Complex – Programs: Mr. Gerstel discussed the multi-purpose room and its limitations, noting the height of the speakers, light fixtures and projector cage which can interfere with activities. Mrs. Chaston suggested inviting Construction Director Steve Popper to a meeting to discuss concerns. Mr. Toolan stated that he would like to discuss the punch list with Ms. Carey and then with Mr. Popper at the first January meeting.

Rosemary Recreation Complex – Sales/Marketing: Mr. Gerstel asked for an update about 2019 Pools at Rosemary Membership Registration. Administrative Specialist Kristen Wright shared that pool membership registration will begin on Wednesday, November 28th. Ms. Wright stated that emails will be sent to current members as well as the larger database about the upcoming registration as well as sharing marketing materials on social media.

Rosemary Recreation Complex – Celebration: Mr. Gerstel asked the Commission if it still wanted to host a road race. Mrs. Geddes suggested that a walk may be better suited for this type of event. Mr. Toolan stated that he would like to see a day of activities around the facility and then an evening “Thank You” dinner or perhaps two events.

B. Field Scheduling Summit: Mr. Gerstel stated that during the Field Summit there will be a discussion about the turf replacement project. Mr. Toolan stated that new user groups looking to gain space should be invited to attend the meeting.

C. Playground Renovations: The Commission reviewed the Playground Summary (*Appendix C*) and discussed each individual playground site. Mr. Gerstel asked who was responsible of School Playgrounds. Mr. Toolan stated that the Commission is responsible but updates are driven from the Schools. Mrs. Geddes asked who is responsible to maintain school playgrounds. Mrs. Chaston stated that they should ask Ms. Carey at the next meeting. Mr. Gerstel asked the Commissioners to create a list, prioritizing Town playgrounds that should be reviewed. Mr. Gerstel stated from the discussion that the Commission prioritizes Perry Park, DeFazio and Claxton as the top three parks to be reviewed for updates. Mr. Gerstel stated that he will discuss next steps with Ms. Carey.

5. Action Items:

A. 2019 Winter/Spring Fees: The Commission reviewed the recommendations made by the Director and Recreation Supervisor (*Appendix D*). Mrs. Chaston made a motion to

approve the fees for Winter/Spring 2019 programs, as seen in Appendix D. The motion was seconded by Mrs. Geddes and approved unanimously, 4-0.

B. 2nd December Meeting: Mr. Toolan made a motion to cancel the 2nd December meeting. The motion was seconded by Mrs. Geddes and approved unanimously, 4-0.

- 6. Issues Not Reasonably Anticipated by Chair within 48 Hours:** Mrs. Chaston stated that included in Select Boards meeting packet for their November 27th meeting, copies of the upcoming CPC Applications including one for Dwight Field that was not previously presented to the Commission. Mr. Gerstel suggested it be discussed at the December 10th meeting and that he will reach out to Ms. Carey for clarification.
- 7. Topics for Future Agendas:** Mr. Toolan would like an update on the Rosemary Camp Property Project.
- 8. Adjournment of Meeting:** Mrs. Chaston made a motion to adjourn the meeting at 8:56 PM. The motion was seconded by Mr. Toolan and the meeting adjourned at 8:56 PM.

Respectfully submitted,

Kristen Wright
Administrative Specialist

ROSEMARY RECREATION COMPLEX

Review of Punch List Projects

November 20, 2018

Prepared by: Mike Retzky – Project Manager; Patty Carey –Director of Park and Recreation

PROJECT	RESPONSIBLE
<i>Landscape:</i> remove weeds (sprayed 10/4); hydro-seed - partial	G&R landscape subcontractor
<i>Landscape:</i> replace plants that did not thrive	G&R landscape subcontractor
<i>Exterior Railings:</i> replace temporary railings; review existing railings and make any needed repairs or adjustments partial	G&R railing subcontractor
<i>Exterior Railings:</i> paint - partial	G&R painting subcontractor
<i>Cap for ramp wall:</i> temporary cap replacement - completed	G&R wall subcontractor
<i>Entrance Railings:</i> adjust endings to meet ADA and safety requirements – completed	G&R railing subcontractor
<i>Entrance Gate:</i> install final gate – installation complete; waiting for additional work to make it electronic entry	G&R
<i>Concrete Decks:</i> replace section of entry plaza and two sections on pool deck that did not slope to drains - completed	G&R
<i>Concrete Decks:</i> repair minor spider cracks – completed	G&R
<i>Concrete Deck:</i> replace stair deck where sewer pump work was done – completed	G&R
<i>Porous Pavement:</i> regrade section in ADA parking spaces - completed	G&R paving subcontractor
<i>Porous Pavement:</i> re-stripe lot - completed	G&R lining subcontractor
<i>Porous Pavement:</i> add directional signs; no parking signs	P&R consultation with DPW Engineering
<i>Porous Pavement:</i> plan for snow removal - completed	DPW - Highway
<i>Fencing:</i> install gate at stairway; install gate to provide DPW access to dam - partial	G&R fence contractor
<i>Snow:</i> plan for walkways - completed	DPW – Building Maintenance
<i>Winterization:</i> pools and spray features – completed	Weston & Sampson
<i>Winterization:</i> install pool covers – completed	Weston & Sampson
<i>Winterization:</i> spray deck – completed	Weston & Sampson
<i>Winterization:</i> bathhouse and spray stations - completed	Town plumber
<i>Winterization:</i> deck items - completed	P&R
<i>Spray Deck:</i> repair surface	Weston & Sampson
<i>Pool Controllers:</i> reviewing notification option	BH+A
<i>Pool Exterior Phone:</i> review options for state required exterior safety phone - ordered; to be installed	BH+A
<i>WiFi:</i> install public Wi-Fi for pool area – partial install	Town subcontractor
<i>WiFi:</i> install building Wi-Fi – partial install; waiting for final installation	Town subcontractor

PROJECT	RESPONSIBLE
<i>Pump Vault Flood Sensor:</i> review options for installing notification in case of flooding – partial	BH+A
<i>Deck/Plaza Furniture:</i> “sand” chairs and tables/chairs/benches – sand chairs delivered; plaza furniture on order	P&R
<i>Bathhouse Benches:</i> options for seating in shower areas	P&R
<i>Windows:</i> re-set windows not properly closed at conclusion of construction – completed	G&R
<i>Windows:</i> repair springs in units not properly closed – partial	G&R
<i>Windows:</i> repair chipped areas	G&R
<i>Windows:</i> install window shades – completed	Town
<i>Doors:</i> replace 2 doors damaged during construction – completed	G&R
<i>Air Balancing:</i> complete balancing with change in weather – partial	G&R HVAC subcontractor
<i>Air Balancing:</i> train Town staff and convert to Town control - partial	G&R HVAC subcontractor: DPW Building Maintenance
<i>Security:</i> connect alarm system to monitoring company – completed	Town
<i>Security:</i> install keypad to override automatic door lock for evening programs - partial	G&R subcontractor electrician
<i>Security:</i> change pool entry gate to fobbed access	BH+A
<i>Security:</i> connect camera in parking lot - completed	Town subcontractor
<i>Security:</i> add option additional security cameras - partial	Town IT and subcontractor
<i>Security:</i> review options to add fencing	BH+A and Town
<i>Sound:</i> set-up wireless microphone system for pool communication – partial	BH+A
<i>AV:</i> install DVD player – partial	Town subcontractor
<i>AV:</i> final connections for monitors/install – completed	Town subcontractor
<i>AV:</i> connect meeting tables for use with laptops – completed	Town subcontractor
<i>AV:</i> make connection for screen switch – completed	G&R subcontractor electrician
<i>Painting:</i> repaint areas not finished prior to pool opening - completed	G&R
<i>Chair Rail:</i> install chair rail in staff room to prevent damage from staff chairs – completed	G&R
<i>Other:</i> Commission interested in replacing dock in lake, if funds available	Town
<i>Other:</i> Commission concerned that height of lights and speakers in multi-purpose room too low for some intended uses of room	Town

Naming Policy – Needham Park and Recreation Commission:

The Needham Park and Recreation Commission is responsible for the naming of any facilities located on parcels of land under the jurisdiction of the Commission. A facility is defined as a building, a portion of a building, a park, an athletic field within a park, a driveway, a walkway, or a specific area of a park.

A. Facilities

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

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

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

B. Memorials

The Needham Park and Recreation Commission is responsible for approving all memorials located on parcels of land under the jurisdiction of the Commission. Examples of memorials include, but are not limited to, tree, bench, fountain, piece of playground equipment, picnic table, and garden.

The Director of Park and Recreation should be notified of any proposal for a memorial, to discuss type, location and financing. Once a formal proposal is agreed upon, the request will be provided to the Needham Park and Recreation Commission at a regularly scheduled meeting. The Park and Recreation Commission will vote on the proposal no sooner than the next regularly scheduled Park and Recreation meeting, after allowing a period of time for public comment. The Park and Recreation Commission may appoint a committee to assist with its review of the proposal.

In the event the Park and Recreation Commission approves the memorial, the proposal will be referred to the Board of Selectmen for acceptance of the gift, in accordance with Massachusetts General Law. Requests for memorials on land not under the Commission's jurisdiction will be referred to the appropriate board.

PLAYGROUNDS

Updated Information as of 11/20/18 – Director Patricia M. Carey

- **Responsibility:** The Park and Recreation DEPARTMENT is responsible for all Town of Needham playgrounds. As noted below, some are under the jurisdiction of the Park and Recreation COMMISSION (P&R) and some are under the jurisdiction of School Committee/Department (SC). A part-time maintenance staff person assists with regular maintenance projects, and a contractor is required for some repairs/installations. Operating budget funding is for maintenance and not new purchases.
- **Conditions:** E = Excellent; VG = Very Good; G = Good; F = Fair. Conditions are based on quality of construction/need for repairs. Most equipment should last 25+ years.
- **ADA:** All of the playground sites have been updated/replaced since 1995, and at the time of installation met at least minimum requirements (if not more) for accessibility based on the standards for the specific time period. Currently, the MA Architectural Board is looking at updates to their requirements, including pathways at playgrounds. The likely requirement will be to have poured-in-place (PIP) pathways that lead to all accessible units. Greene's Field Playground is an example of this option, as is the new playground at the Mitchell School. The Newman School playgrounds, and the new playgrounds at the Williams School will exceed the expected requirement. To add ADA equipment also requires ADA accessible pathway, which is major part of cost.
- **Funding:** The original source of funding is noted with each playground. After the Newman playgrounds for Kindergarten and Grades 1-5 were built, the Town Manager/Board of Selectmen and School Superintendent/School Committee decided that, moving forward, playground projects at schools would be funded during school construction projects, or through alternate funding (i.e. special school funds or Community Preservation, as examples). For the Park and Recreation playgrounds, funding has come through donations or Community Preservation.
- **Exercise Equipment:** Playground manufacturers also manufacture exercise equipment for outdoor locations. DeFazio's tot-lot has a few earlier versions of this type of equipment. In the future, possible locations could be (a) replacing equipment on Fit Trail at Ridge Hill; (b) Memorial Park; (c) DeFazio Park; (d) High Rock School; (e) Pollard Middle School.

Playground	Year	Product	Surfacing	Funding	Condition/Notes/Recommendations
Broadmeadow	2002	Miracle	Wood fiber	Equipment: donations Site: construction funds	- Fair/good - Company not responsive on repairs - Recommend consider replacing; at minimum, PIP pathways, shade
	2002	Miracle	Wood fiber	Equipment: donations Site: construction funds	- Fair/good - Company not responsive on repairs - Recommend consider replacing; at minimum, PIP pathways, shade
Claxton	1994 2007	Landscape Structures	Wood fiber & Tile pathways	Initial: Town Upgrades: Exchange Club	- Very Good - For young – up to age 5 - Problem with “donated” toys - Liked for small, quiet atmosphere, restrooms, parking - Recommend PIP pathways; adding small features
	2005	Landscape Structures	Wood fiber	Parent Talk	- Very good - For young – up to age 5 - Best features: shade and quiet - Recommend ADA swing with PIP pathway
DeFazio	1997 1999	Landscape Structures	Wood fiber & Stone dust pathways	Initial: Town Upgrades: Exchange Club	- Good - Primarily for young, though some older features - Full fencing; shade; infant options; space for running; parking; restrooms, most popular - Recommend upgrades, keeping popular site features - Women’s Club has reached out for possible partnership

Eliot	2004	Landscape Structures	Wood fiber	Equipment: donations Site: construction funds	• Very Good • Recommend PIP pathways, shade
Eliot-K	2004	Landscape Structures	Wood fiber	Equipment: donations Site: construction funds	• Very Good • Recommend PIP pathways, shade
Greene's	2013	Landscape Structures	Wood fiber & PIP pathways	Equipment: donations Site: CPA	• Excellent • Popular playground; for some, too many participants, though • No restrooms; limited parking • Recommend ADA swing; shade
Greene's Preschool	2013	Landscape Structures	Wood fiber & PIP pathways	Equipment: donations Site: CPA	• Excellent • Add toddler swing; shade
Hillside	1995	Landscape Structures	Wood fiber	Donations	• Very good • Will become neighborhood playground • Recommend adding toddler features
Hillside-K	2001	Kompan	Wood fiber	Donations & RCN fine	• Good • Recommend removing when no longer school
Mills	2007	Landscape Structures	Wood fiber & Tile pathways	Parent Talk	• Very Good • Recommend adding PIP pathways
Mitchell	2018	Landscape Structures	Wood fiber & PIP pathways	School KASE Revolving Fund	• Excellent – just built
Mitchell-K	2018	Landscape Structures	Wood fiber & PIP pathways	School KASE Revolving Fund	• Excellent – just built
Newman	2012	Landscape Structures	Synthetic grass	Equipment: donations plus some Town funding Site: construction	• Excellent • Recommend shade
Newman-K	2012	Landscape Structures	Synthetic grass	Equipment: donations Site: construction	• Excellent • Recommend shade
Newman Preschool	1998 2004	Landscape Structures	PIP	Equipment: donations Site: construction Surfacing: CPA Shade: School fund	• Very Good • School in process of funding shade structure • Recommend upgrades to meet current student population needs

Rebecca Perry	2001	Landscape Structures	Wood fiber	Parent Talk	• Very Good • Popular location for playgrounds • Problem with "donated" toys, limited parking • Parent Talk has reached out for possible partnership • Recommend: shade, fencing, upgrading with new play features
Riverside	2004 2007	Landscape Structures	Wood fiber	Donations & Hanover Co.	• Very Good
Walker-Gordon	2013	Landscape Structures	Wood fiber	Town Capital	• Recommend PIP pathways • Excellent
Williams	2019	Landscape Structures	PIP	Construction funds	• Recommend PIP pathways • To be built
Williams-K	2019	Landscape Structures	PIP	Construction funds	• To be built

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

M E M O R A N D U M

TO: Park and Recreation Commission
FROM: Patricia M. Carey, CPRP, Director
Angela O'Connor, Recreation Supervisor
CC: Kristen Wright, Administrative Specialist
RE: 2019 Winter/Spring Fee Recommendations – Part Two
DATE: November 19, 2018

The following recommendations are made for fees for the Park and Recreation winter/spring programs. Some of the programs fees were approved during the fall so are not included on this list. The majority of the programs covered their costs, some with healthy net revenue after expenses.

Programs offered by private or non-profit organizations provide a fee per participant. Park and Recreation adds on a fee for costs related to providing the program, which in most cases is \$10/person, which covers \$5 towards general expenses (brochures, credit card fees, first aid supplies...), plus a \$5 fee to be deposited into the Town's General Fund in recognition of some of the time spent on the program by office staff. If held at Rosemary Recreation Complex, there is an additional fee.

Programs offered by the department have a set number of hours multiplied by the cost of providing staffing. Additional costs are added for any expenses that would be incurred, and the minimum number of participants is noted, to insure that all costs of the program can be covered.

When anyone on the office staff works directly at a program, the actual cost of their payroll is not covered by the program fees, as the 53D Revolving Fund cannot be used to pay for any costs related to a staff person with benefits.

YOUTH PROGRAMS

Holiday Cookies

New! Make them, Take them and BAKE them at home! Join this class, on December 22nd for ages 5-10, and make some kid-made cookies from scratch!! Make some for you, Santa, family and/or friends this holiday season. Class is limited to 10 participants and is taught by Park and Recreation staff.

2019 Fee Recommendation: \$55 per participant

2019 Winter/Spring Fee Recommendations

PROGRAM NAME	FUNDING SOURCE	APPROVED 2018	RECOMMENDED 2019	PER UNIT FEE	UNITS PER WEEK	SESSIONS PER SEASON	STAFF OR CONTRACT	GENERAL FUND DEPOSIT	RRC FEE	SCHOLARSHIP %	2019 APPROVED
YOUTH PROGRAMS											
Holiday Cookie Workshop	Revolving	N/A	\$55.00/participant	\$55.00	N/A	1	Staff	\$5.00	\$5.00		