

TOWN OF NEEDHAM TRUSTEES OF MEMORIAL PARK

MEETING MINUTES

Thursday, January 5, 2017 – 7:00 PM – Memorial Park Building

PRESENT: John Gallelo, Chair; Mark Forbes, Vice Chair; Jim Healy, Clerk; Chuck Mangine; Bill Topham; Matt Borrelli – BOS Representative

ABSENT: No one

GUESTS: Dave DiCicco (Park & Recreation Commission); George Kent (Permanent Public Building Committee); Mike Retzky (Public Facilities – Construction Division); Mark Meche (Winter Street Architects)

The meeting was called to order by Chair Gallelo at 7:01 pm. A quorum was declared.

The minutes of the October 27, 2016 meeting were approved 6-0.

The Trustees welcomed Mark Meche (Winter Street Architects), which company is conducting the feasibility study of the fieldhouse building. Meche advised that all sub-consultants have inspected the facility and completed their respective reviews of same. Retzky advised Meche has met with all “users” of the building concerning program space (meeting rooms and storage), with the singular exception of Little League/Softball, which meeting will occur shortly.

Healy gave an overview of the Trustees desires for a new/renovated building, which is very similar to the initial drawing completed by HKT in the Town’s 2014 Master Facilities Plan – a two story structure with the 1st floor consisting of renovated and better accessible restrooms, renovated concession/kitchen area, space for DPW/field operations, Home and Visiting Team rooms (with separate entranceways and small adjoining bathrooms), elevator to 2nd floor, which will consist of a Trustees meeting room, other program space and meeting rooms, small bathrooms, and potentially storage space for sports equipment. The Trustees agreed generally with this vision.

Meche stated the big question is whether it will be a better and more cost efficient result to renovate or reconstruct. Meche is concerned about the current structural integrity of the building and if the cost to shore up same for a renovation may be more than a reconstruction.

Kent asked for the Trustees views on what the exterior of the building should look like. Topham does not want it to look like the library, Borrelli does not want it to look like the Facilities building and prefers a traditional/classic brick surface similar to the old wing of the Needham High School, and Healy wants it to look like a “fieldhouse” adjacent to

playing fields, and he also stated he didn't want to over-spend on the exterior. The general consensus was in favor of a traditional/classic look. A number of Trustees advocated for a very durable building (and component parts) and to strongly consider the "lifestyle" issues related to the intended heavy use of the space.

A discussion then ensued concerning next steps. During this discussion, Borrelli again stated his belief that the BOS would not support placing a design article for this building on the May Annual Town Meeting. Healy requested (as he had at the Capital Facility Summit on October 19, at the Town Manager's budget hearing on November 29, and at prior Trustees meetings) that this Town Meeting issue not be pre-judged, and that this Study should continue in a very careful and deliberate fashion, and only time would tell if any May Town Meeting article might be considered. But there was general consensus the Trustees did not want this Study expedited in any way in order to potentially meet a May Town Meeting article deadline.

As this discussion continued, Retzky advised that the Winter Street Architect's draft report (now due on or about January 20) needed to be reviewed by the Trustees, the PPBC (at their expected 2/13 meeting), and by the Memorial Park "Working Group." This was the first time any Trustee, except for Borrelli, had ever heard of such a Working Group. The majority of Trustees were concerned about the activities of this Working Group (not subject to the Open Meeting Law), and how this Group might impact the consultant's work. Healy asked if there were minutes of this Group's initial meeting (in late October), and if so, if these minutes could be produced to the Trustees (as an aside, Retzky forwarded these minutes to the Trustees on January 6 – many thanks).

Borrelli advised he is a member of this Working Group, in his capacity as BOS Chair and Memorial Park Feasibility Study "user rep", and he had inadvertently failed to advise the Trustees of the existence of this group or his participation in same. Healy reminded the Trustees he, too, is a "user rep" but was not invited to this Working Group meeting. Also, no other Trustee was invited to this meeting. Kent, Retzky and Borrelli all advised there are "Working Groups" for all PPBC projects. Healy stated he was unaware of this policy and that when he last was a Selectman (January 2012), he had no knowledge of the existence of such working groups. DiCicco stated the current Rosemary Pool project has a Working Group, and two Park & Rec Commissioners are members of that group. Healy advised he would reach out to the Town Manager and Borrelli to obtain a better understanding of the Memorial Park fieldhouse working group and if another Trustee, in addition to Borrelli, should attend meetings of same.

Retzky advised the 2nd meeting of this Working Group has not yet been scheduled, but it would probably occur during the weeks of either January 23 or 30, so that group could comment on the Winter Street's report of January 20.

The Trustees agreed to next meet on Wednesday, February 1, and that prior to this meeting the Trustees would review and be prepared to comment on the Winter Street's

report of January 20. Gallelo asked if this January 20 report could be delivered by hard-copy, instead of email.

Kent advised that if the PPBC was satisfied with this January 20 report at its February 13 meeting, they would release the project for design.

Healy reported back on the Town Manager's Memorial Park budget hearing on November 29 for \$750 (new U.S. and POW flags).

Topham reported the gazebo stairs had been repaired (thank you to Facilities).

Olsen had previously reported in an email that all of the services were being removed from the old telephone pole adjacent to the Gateway Garden (thanks Ed). Borrelli confirmed this was the case and that he believed the pole, itself, would be removed shortly.

The 2nd floor windows have been received by DPW and will be installed shortly.

Borrelli raised the topic of "food trucks" being allowed to operate at the Park. A majority of Trustees voiced concerns if any food truck might take business away from Needham's local merchants. Gallelo said if there is a proposal for the use of such food trucks at the Park, it needs to be sent to the Trustees for consideration and a vote.

The scheduled Chair/Vice-Chair Thursday morning meeting on 12/15 to discuss the trash issue at the Park was previously cancelled by Borrelli. As a result, the matters discussed at our October 27 meeting (summarized below) have not yet been resolved:

[Apparently, the DPW's Greg Smith (or a designee) is supposed to empty all trash barrels at the Park, but John says this is not happening. Gallelo invited Smith to (that night's) meeting, but apparently he was unable to attend. Matt will invite him to our next meeting – tentatively scheduled for December 14. Currently, only the High School football games have 2 Town employees who work the game and ensure all trash is appropriately collected and disposed of. Other High School games (soccer and lacrosse) have no such employees present. The Trustees intend to further discuss and vote at our next meeting whether to require 1 Town employee to be present at all other High School games at Memorial Park – with 2 Town employees still being present at High School football games. If this is not acceptable to the Schools, the Trustees will look into whether it is appropriate and lawful for all gate receipts to these games to be paid to the Trustees so we can pay for our own trash service for these High School games.]

In this regard, Borrelli advised that instead of a Chair/Vice Chair meeting (that would have included representatives from the High School), there is now going to be a Town "staff" meeting in February to discuss these matters. Borrelli also advised that the Trash Summit originally scheduled for this past December will now be held in the spring or summer. Gallelo said the above matters need to be resolved as soon as possible.

Healy again reported on the new Town purchasing guidelines that have been issued by the Finance Director through the Town Manager. With respect to the Trustees, we must go through Patti Carey for all purchases within our approved operating budget. Patti will obtain an estimate of the cost and a description (and photo, if available) of the item being requested. The Trustees will then review the cost and description/photo and provide Patti with our approval.

Borrelli reminded the Trustees (Mark Forbes, our trusty “sign man”) that the Gateway Garden sign boards can only be used by Town officials/committees and legitimate Needham non-profit entities. Mangle again suggested we come up with a “back-drop” for the large sign board so that even if a sign is not in place, people will view some back-drop design. Healy reported that Patti Carey had previously advised she was consulting with the High School concerning same.

Gallelo advised he has become aware of certain people who have keys to the building and should not have them, and accordingly, he asked Retzky if the locks could be changed. Retzky and Borrelli will look into this.

A Motion to Adjourn was made, seconded and approved 6–0 at 8:40 pm (our longest meeting in recent history).

END OF MINUTES.

The next Trustees meeting is set for Wednesday, February 1, 2017, at 7:00 p.m., at the fieldhouse.

Respectfully submitted,

James G. Healy, Trustee and Clerk