

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

**Minutes of Meeting
June 12, 2017**

PRESENT: Matthew M. Toolan, Chairman
Cynthia J. Chaston, Member
Michelle S. Geddes, Member
Patricia M. Carey, Director

ABSENT: Christopher J. Gerstel, Vice Chairman
David C. DiCicco, Member
Robyn G. Fink, Assistant Director

GUESTS: Selectmen: Chairman Marianne Cooley, Vice Chairman Dan Matthews
Town Manager Kate Fitzpatrick
Public Facilities-Construction: Steve Popper, Mike Retzky
Charles River YMCA: Connie Kaufman, Janet Jankowiak
Resident: David Lambert

Mr. Toolan called the meeting to order at 7:00 PM in the Charles River Room at PSAB.

1. **Minutes of Meeting – May 30, 2017:** Discussed later in meeting
2. **Director’s Report:** Discussed later in meeting
3. **Program Report:** Discussed later in meeting
4. **Discussion items:**

A. Fire Station # 2 – Chairman and Vice Chairman Board of Selectmen, Town Manager: Chairman of the Board of Selectmen Marianne Cooley provided an update on the Fire Station # 2 project. Over the winter, the Park and Recreation Commission had provided support for the feasibility study to look at a corner of Mills Field and Avery Field as options for a temporary station. The Selectmen have also looked at rentals and purchases as alternate options. At this time, the optimal option is to place the temporary station at Avery Field, with 5-6 months to prepare the temporary site and then 18 months needed during the construction of the new station and restoration of Avery Field. Board of Selectmen Vice Chairman Dan Matthews noted that the temporary station needs to be in a designated zone in order to be able to respond to calls in appropriate amount of time. The Commission had the upcoming schedule of athletic field projects proposed by the Parks and Forestry Superintendent Ed Olsen. Mr. Toolan acknowledged the Commission’s approval for the study of Avery Field, but wanted to insure that Mr. Olsen

has the capacity to oversee the field projects, and that funding is not impacted for the other projects. Mrs. Chaston asked when a decision was needed. Town Manager Kate Fitzpatrick noted that another option is still being pursued, but that it would be helpful to get a vote from the Commission at their next meeting, so that work could progress and be ready for the Fall Special Town Meeting. Ms. Cooley assured the Commission that the other athletic field projects would continue to be pursued, with the hope that delays would not incur. Ms. Fitzpatrick noted that Avery Field would return in better condition than it is in, today. Mrs. Chaston asked if a restroom might be part of the plan. Ms. Fitzpatrick stated that a water line would be added to the site, so that irrigation and a water bubbler could be added, but that a restroom would need further discussion. Ms. Fitzpatrick noted that the Selectmen would handle outreach to the neighborhood. Construction Director Steve Popper asked how much growing time would be needed before use could return to the site. Mr. Toolan stated that it would depend on whether the field was restored with sod or seed. Mr. Matthews noted that the project is hopefully perceived by residents as a public safety need. The Commission will place on the June 26th agenda.

B. Rosemary Recreation Complex Project – Construction and Process: Discussed later in meeting.

C. Field Scheduling Policies and Fees: Mr. Toolan invited resident David Lambert to speak to the Commission with questions related to the current scheduling policy. Mr. Lambert and some other parents are trying to put together a U15 baseball team for a summer league. Needham Baseball and Softball ends at the age of 14, and these athletes are looking for more playing time than what is capable through the Legion team. The parents are looking to get a permit for the team, which will be overseen by TJO, a private organization. Mr. Toolan noted that TJO was not a non-profit organization. Mrs. Geddes asked if all the participants were from Needham, and Mr. Lambert noted that the majority were, but some were from other towns. Ms. Carey stated that the current policy provides space for non-profits, so that if the team came in under the three current summer baseball programs, additional field space could be given to that program (Needham Baseball and Softball, Needham Summer Baseball, or Needham American Legion.) Mr. Lambert asked if it was an option if the group just used a field for practices. Ms. Carey stated that 128 Lacrosse, a non-profit, also just uses the field for practices, but that it falls under the clinic fee. Mrs. Chaston hoped that a resolution could be found to keep that age group active. Mr. Toolan asked that the team discuss being included under Needham Baseball and Softball's program, so that a quick resolution could be made.

Rosemary Recreation Complex, continued: The Commission reviewed the Director's report. Mr. Toolan asked if there was an update on the bid protest. Mr. Popper noted that the hearing with the Attorney General's Office is on June 19th, and though there doesn't appear to be any standing, it still needs to go through the process. Ms. Carey noted that Dam-It-Dam is visiting the site in the morning, to see if their temporary dam system can

work in place of the Port-A-Dam system which has withdrawn. Mrs. Geddes asked what the option might be if it doesn't work. Mr. Popper said that the contractor would work on providing an alternate, with the architects and engineers. Mr. Toolan asked if other work could be done while waiting for the resolution on the Dam-It-Dam system. Mr. Popper noted that getting the temporary dam in place is important to keeping the project moving forward, but that other site work would continue and not be held up. Ms. Carey reported that the Board of Selectmen and Planning Board would both have the project on their June 13th agendas, with approvals provided to move the project forward in the permitting stage. Project Manager Mike Retzky stated that erosion controls were in place and that tree removal would start. Mr. Toolan confirmed that notification had been sent out about the tree removal, and Ms. Carey stated that it had through social media and e-mail lists, and it is on the website. Mr. Toolan asked Mr. Popper and Mr. Retzky to help keep the flow of information coming to the Commission, not to hold up progress, but to provide enough information for the Commission to keep residents updated. When possible, a member of the Commission may attend the weekly meetings. Ms. Carey asked if the Commission wanted to schedule a ground breaking event. Mrs. Geddes felt that a lot of that initial outreach has been done, and suggested the Commission not schedule a ground breaking but concentrate on planning an opening celebration. The Commission will wait until the full Commission is available to review the draft list of assignments for each board member. Mr. Toolan also discussed an idea with Ms. Carey for Commissioners reaching out to other facilities with questions to get additional ideas. Mrs. Chaston felt that idea could also be extended to residents who are looking to assist. Mrs. Geddes asked if there were any changes to the slides. Mr. Toolan noted that no deducts were needed, so the current design is for two slides.

- 1. Minutes of Meeting of May 30, 2017:** Mrs. Chaston made a motion to approve the minutes of the May 30, 2017 meeting. The motion was seconded by Mrs. Geddes and passed. Mrs. Chaston made a motion to approve the minutes of the May 30, 2017 Re-Organization meeting. The motion was seconded by Mrs. Geddes and approved.
- 2. Director's Report:** Mr. Toolan will be attending the meeting of the Trustees of Memorial Park on Wednesday and will discuss the parking agreement for the Rosemary project, the joint field scheduling policy and fees. Mrs. Chaston asked about the status of the Reservoir Trail and Mrs. Geddes asked if it would be closed during construction. Ms. Carey stated that the final work on the contracts are being done. The majority of the trail will be closed during construction but she is requesting a temporary opening for fishing at the front of the location before the work moves into this area. Mr. Toolan asked for an update on the Assistant Director. Ms. Carey said that the knee surgery seemed to go well, but the surgeon for the thumb injury has not given approval for return to work or light duty.
- 3. Program Report:** Mr. Toolan asked for an update on registrations. Ms. Carey said that all programs have solid registrations, but the Men's Doubles Tennis League will likely be cancelled as there are not enough registrations after several marketing outreach efforts. Mr.

Toolan asked if a singles league might attract more members in the future. Ms. Carey will provide that information to Ms. Fink for her future planning. Ms. Carey thanked YMCA Board members Connie Kaufman and Janet Jankowiak for the YMCA's support of the swim team for practices.

Field Scheduling Policies and Fees (continued): Mr. Toolan has re-read the policy and feels that the policy covers the major issues that come before the Commission. He suggested that re-looking at the math for how the distribution is done should be the next step. Ms. Carey noted that, as in the past, the organizations are concerned for their own needs and don't have a good understanding on how other programs operate. Mr. Toolan suggested that capacity needed to be reviewed as well as determining a way to distribute. Mrs. Chaston noted that the Commission has tried not to tell organizations how to operate, but the amount of space isn't growing so there shouldn't be an expectation that additional space would be provided if there is growth. She suggested bringing the groups together to help with the solutions. Mrs. Geddes felt that groups shouldn't expect to just get the same fields as prior years. Mr. Toolan and Mrs. Geddes will review the math and see what can be determined.

D. Pop-Up Skate Park: Ms. Carey and Summer Recreation Supervisor Ben Kerrigan are working on summer program preparation and staff training now, so will work on a plan to share at the July 24th meeting. Mrs. Geddes asked where the equipment will be stored. Ms. Carey noted that, temporarily, it would be at Ridge Hill, but eventually at the new Rosemary site.

5. Action Items

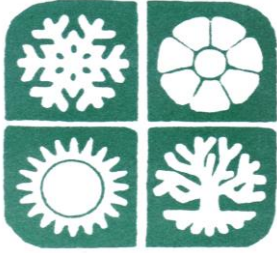
A. Request – Touchdown Club: Ms. Carey noted that the Commission had already approved use of DeFazio for the annual Bay State Football Clinic. The Touchdown Club typically likes to provide food during the clinic for the athletes, but did not submit their request with the clinic request. Mr. Toolan asked if a food permit was needed, and Ms. Carey will direct the Touchdown Club to the Health Department for review. Mrs. Chaston made a motion to approve the request of the Touchdown Club to provide food to the athletes participating in the Bay State Football Clinic, with a requirement to seek a food permit. The motion was seconded by Mrs. Geddes and approved.

6. Topics for Future Agendas: Ms. Carey mentioned that the Exchange Club is discussing the possibility of a mobile food vendor at Greene's Field on July 3rd with the Selectmen and Town Manager, so that a request may come before the Commission at the next meeting. Mrs. Geddes noted that there was confusion with food vendors and permits at a recent Newman PTC event, which is being resolved, but the notification to the PTC mentioned that two members of the Commission had raised a concern. Ms. Carey will speak to the Health Department to explain that no actual vendor information was known by the Commission. Mr. Toolan suggested that the PTC at each school needs information on the permit process.

7. **Adjournment of meeting:** Mrs. Chaston made a motion to adjourn the meeting at 9:20 PM. The motion was seconded by Mrs. Geddes and the meeting adjourned at 9:20 PM.

Respectfully submitted,

Patricia M. Carey, CPRP
Director



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ROSEMARY RECREATION COMPLEX

Construction Update from the Director of Park and Recreation

Friday, June 9, 2017

QUESTIONS FOR COMMISSION

- Would the Commission like to schedule some form of a “ground breaking” event?
- Would the Commission want to consider any type of name change to the facility, currently referred to as the “Rosemary Recreation Complex?”

TOWN TASKS

- Paperwork that needs to be submitted to the Planning Board in order for their approval to move forward with issuance of the building permit has been coordinated and submitted. The Planning Board will review at their meeting on June 13th.
- Paperwork that needs to be submitted to the Conservation Department to show proof that all items in the Order of Conditions for pre-construction have been met has been coordinated and submitted.
- Paperwork that needs to be submitted to Police, Fire and Building related to the set-up of the construction site with safety information included has been reviewed, and any alterations have been adapted into the plan, i.e. additional pedestrian entry gate near trailers for construction workers.
- Chairman Matt Toolan will attend the Trustees of Memorial Park meeting on Wednesday, June 14th to discuss a joint agreement for parking. This is just a formalization of what has been practice, and I’ve reviewed with Chairman John Gallelo. The Trustees would give written approval for the Rosemary Recreation Complex to use Memorial Park for overflow parking, typically just in the summer months. The Park and Recreation Commission would give written approval, at an upcoming meeting, for events at Memorial Park to use the parking lot at Rosemary Recreation Complex for overflow parking. The written approval from the Trustees is a required document for the Planning Board, and likely will also be required when the Trustees’ building project moves into permitting stage.
- The Town will remove six trees to be relocated at other parks or to be saved to return to Rosemary. They are small enough to be safely removed and replanted.

- The items stored in the building were moved to temporary storage for the year. This includes items being kept for re-use at the new pools (boats, chairs, equipment), summer program supplies, and playground maintenance supplies.
- Utilities have been disconnected or are scheduled for disconnection.
- Photos will be taken throughout the process, and will be posted on the website. We'll do periodic updates through social media and e-mail notifications.

CONTRACTOR

- G&R will provide weekly “two week look ahead” schedules. Most recent schedule is attached.
- G&R has posted no trespassing signs along fencing, installed construction fencing, and will be adding some additional signs, including the DEP # signs within the next few days.
- G&R is having the erosion controls installed. Locations have all been approved by Conservation.
- G&R is also signing contracts with all the subcontractors, and providing submittals for materials to be approved. They have also submitted written questions to BH+A to clarify some of the questions they have from the drawings and specifications.
- G&R is having some trees removed, and growth that have been approved through the Conservation Commission's Order of Conditions. This will be a visual change to the site, but the project includes new plantings, with 4 deciduous trees and 40 large evergreens. The landscape architect hired by BH+A also happens to be a Needham resident.
- G&R would like to order the block for the walls in the parking lot. Some nearby locations of existing block/color will be provided so that the Commission and staff can review the color, which will be in a similar tone to existing stone walls and block walls that remain within the facility.

ISSUES BEING RESOLVED

- There were seven pre-qualified general contractors, and four of those chose to place bids. When choosing a subcontractor for the pool work, all four listed Weston & Sampson as an option, and two also listed South Shore Gunitite as an alternate option. Both companies had been suggested as possible subcontractors by BH+A during the design phase. The owner of South Shore Gunitite is not pleased that they weren't hired by the general contractor, so continues to send written complaints, which have all been forwarded to Town Counsel. BH+A has reviewed the qualifications specified and feels comfortable that Weston & Sampson has the experienced staff to handle the project, and that they have done similar work. The latest letter has gone to the MA Attorney General's Office. It is Town Counsel's opinion that it won't have standing if an official complaint is filed. **6/9/17 update: a hearing with the Attorney General's Office will be held on June 19th. Town Counsel David Tobin will represent the Town of Needham.**

- One of the subcontractors is questioning the scope of his work. G&R and BH+A are working through that detail with him. **6/9/17 update: The subcontractor has returned a portion of the required paperwork, and still needs to submit an outline of what he believes is not part of his contract.**
- During design, BH+A consulted with their engineers and Port-A-Dam on the options for holding back the lake water during construction of the pools. Port-A-Dam provided different scenarios, and eventually provided quotes to all four of the general contractors for their bids. After the bid opening, G&R contacted all of their subcontractors to finalize their quotes, and Port-A-Dam stated that they did not feel their unit would work, due to about 100 feet of sediment that they did not feel was stable. Project Manager Mike Retzky followed up with Port-A-Dam for an explanation, since they had previously stated they could do the work, but they re-explained their concerns. The bid documents provided an alternate portable dam system which is a bladder system, filled with lake water. G&R researched three companies and has recommended Dam-It-Dams. The new system is a purchase, rather than a rental, so the cost is higher. The PPBC reviewed the change order request on May 22nd, and approved the new option. The permit for the temporary dam was provided by Army Corps of Engineers. They have confirmed that there are no concerns, and no need to make changes to the permit. The DEP was also consulted, and they agree that there is no additional permit needed. The Conservation Commission reviewed the information at their meeting on May 25th and approved the minor modification to the Order of Conditions. It was noted that they felt this form would actually be less intrusive than the Port-A-Dam. **6/9/17 update: an engineer from Dam-It-Dam will be out within the next few days to review the project so that engineered plans can be developed**