

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

DIRECTOR'S REPORT

March 5, 2010

*Background notes for Monday, March 8th
Park and Recreation Commission Agenda*

MONDAY'S MEETING

I am excited to welcome everyone to the Commission's new meeting space...the Charles River Room at the new Public Services Administration Building. This will be the primary meeting space for the Commission.

We are still adjusting to our new space, but are very happy after a few weeks! It's hard to believe it has almost been a month! We are still catching up with work from the move, and from being short-staffed, but hanging in there! The February 22nd meeting minutes will be ready for your next meeting.

This staff member's primary responsibilities are customer service and financial, handling our weekly bills, financial reports, payroll, and personnel paperwork. Nicole has done a phenomenal job keeping up with the necessary work while handling her own duties and the move, but we are all ready for someone to take on those responsibilities and allow us all to concentrate on our own tasks!

OFFICE STAFF

The Town Manager has given approval to start the hiring process for the department's Administrative Assistant. Our Human Resources Department has posted the position and is accepting applications now until March 19th or until a suitable candidate is found. I will work with the HR Director on the hiring process. Hopefully, we'll have someone in place by mid to late April to assist us with the very busy season in our office, as we come to the end of the fiscal year and our operating budget, and move into the summer season.

ANNUAL DRAIN-DOWN OF ROSEMARY POOL AND LAKE

We are in the process of getting updated Order of Conditions from the Conservation Commission for the annual draining of Rosemary Lake and Pool, in order to prepare the pool for the summer season. I've been working with the new Conservation Agent Patty Barry on the paperwork. In the past, a consultant has done all the permitting paperwork, but Patty helped me do it this time, to move the project forward. The Conservation Commission will review the information at their meeting on Thursday, March 11th.

DRAINAGE IMPROVEMENTS AT ROSEMARY LAKE PARKING LOT

The DEP has sent back questions on this project, so I will meet with the consultant, Conservation Agent, DPW, and other representatives to see how we would like to move forward with this voluntary project.

SENIOR CENTER EXPLORATORY COMMITTEE

The consultant has had an initial meeting with PPBC, and has requested some parking information related to the use of the parking lot for the pool, so I will send that to PPBC next week.

COMMUNITY PRESERVATION COMMITTEE

The CPC will hold a public hearing next week on Wednesday, March 10 at 7 PM at the Broadmeadow Performance Center. They have three projects moving onto the Town Meeting Warrant in May – restoration of historic artifacts from Town Hall, restoration of land recently purchased on Carol Road under CPC, and energy work at three group homes owned by Charles River Center.

PERRY PARK TRUST FUND

I met with the Trust Fund Commission earlier in the week. For more than twenty years, there has been some confusion on how the funds in the Perry Park Trust Fund could be spent. I spoke to the Trust Fund Commission about the possibility of using it for adding trees for shade, and for adding fencing around the playground area. They determined that they felt both projects could be eligible. There is approximately \$8,000 available, so once I have the opportunity, I will work on an official plan and estimate.

PARKS AND FORESTRY SUPERINTENDENT'S RETIREMENT

Lance Remsen is scheduled to retire during the first week of April. His job has not been posted, yet. Assistant Superintendent Kevin Naughton is preparing for the spring season, and has lists of duties to handle that he's developed with Lance. I've met with the two of them, and have also met with DPW Assistant Director Bob Lewis on the transition. We'll all do the best we can, but everyone will need to expect that some tasks will take longer to get done with (a) the loss of someone who has an incredible knowledge, and (b) having one less person to handle the daily workload, including procurement tasks.

SUMMER FEES

At your next meeting, we'll present fee recommendations for summer programs. You will receive the Revenue and Expense Report prior to the meeting. This report shows 5 years of data, to give you an historical perspective on the program expenses and revenue.

GREENE'S FIELD PLAYGROUND

The Town Manager and Selectmen have finally approved the removal plan for the Greene's Field playground. I have enclosed a draft copy of the sign that would go up after removal.