

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

**DIRECTOR'S REPORT**

**July 22, 2010**

*Background notes for Monday, July 26<sup>th</sup>  
Park and Recreation Commission Agenda*

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**NEW OPEN MEETING LAWS**

Just as a reminder: under the new laws, Park and Recreation Commission agendas are posted on Thursday afternoons for the following week. The official posting is outside of the Town Clerk's office, but an additional copy is in a notebook at the Police Department, available for review 24 hours/day.

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**ROSEMARY POOL UPDATE**

I am working on the information that responds to the DEP's questions in the appeal to drain Rosemary Lake. The homeowners downstream who filed the appeal have now filed a suit against the Town, so the issue will continue and not be resolved in the short-term. I will be attending a meeting with Town staff and legal counsel during the next week.

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**FALL BROCHURE**

We are in the midst of planning the fall season. Due to the staff shortage in the office, the programs will be limited to programs that we ran last fall. The revenue/expense report that has been sent to the Commission to be reviewed is a partial report, with information on the programs that will be in the fall brochure. The other programs will have their information completed after we are back to full-staff and the Commission will then be given a completed report.

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**OFFICE STAFF**

The Human Resources Director, Assistant Director and I have reviewed resumes for the Administrative Specialist position, and narrowed down the applicants for first interviews which will be held in early August. We have chosen people who appear to have done similar work, and are on an administrative assistant/office manager career track. There are other people with interesting resumes, but without the specific experience we are seeking.

The Personnel Board has approved changing our Department Assistant 2 position into a Recreation Supervisor. This will allow us to coordinate the work of the department between three of us, with assistance from the Administrative Specialist. The transition would be gradual over the fall. The Recreation Supervisor position will be an "entry level" professional position that will allow the incumbent to learn about programming, oversight of facilities, and office tasks. It's a common format in other nearby communities to have three professional positions (Recreation Supervisor, Assistant Director and Director), including Natick, Lexington, Westwood and Wellesley.

Unofficially, I've heard that an offer has been made to the final candidate for the Superintendent of Parks and Forestry. If all goes well, he will start in early August. Once I have official information, I will share it with the Commission. I've had some informal meetings with the Assistant Director of DPW about the needs for finishing summer maintenance and being ready for the fall programs on the athletic fields, so we'll all work together to get as much done as possible.

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### **PROJECTS WITH DPW**

The additional netting project at Memorial Park started last week, with DPW Forestry trimming back tree branches. The sleeves for the poles were being installed, today, and the cement will be dry enough for pole installation next week. The netting is custom-made so should be completed for installation next week. The netting will remain up through mid-fall and then be removed for the winter, along with the other nets in the park. The Asa Small fencing/dugout/batting cage project is out to bid. I attended a pre-bid meeting last week with several interested bidders. On July 22<sup>nd</sup>, the Conservation Commission held a hearing on the grading request for the batting cage and it was approved. A scheduled tour for staff who will be involved with the demolition of the 174 Charles River property was postponed this week. There is still no indication when the Town will officially be able to purchase the property, though the tenant's lease is over at the end of November, so that is the latest time frame for the purchase. The contractor who built the tennis courts at Mills still has some landscaping work to finish. DPW Engineering has reminded the contractor about the need to complete the work.

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### **ARTS IN THE PARKS**

The department has offered three evening concerts with four more to come! The Needham Community Band is on July 29<sup>th</sup>, 4 Guys in Tuxes will be on August 5 and the Reminisants will close the season on August 12<sup>th</sup>. The concerts are held at the gazebo area of Memorial Park on Thursday nights at 7 PM. In case of rain, they will move in to the Needham High School auditorium. Children's Theatre has four performances each summer, with two still to come. Wayne Potash will perform on July 27<sup>th</sup> and Awesome Robb is scheduled for August 3. This program is held at the Eliot School Performance Center on Tuesdays at 1:30 PM.

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