

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

DIRECTOR'S REPORT

October 21, 2011

*Background notes for Monday, October 24th
Park and Recreation Commission Agenda*

CONFERENCE

I'll be attending the National Recreation and Park Association annual conference in Atlanta from October 31st through November 4th.

BUILDING MOVES

The first phase of moving happened over the Columbus Day weekend, with the departments returning to their newly renovated spaces in Town Hall. There has still been minor construction projects going on during the unpacking, and lots of little quirks to still learn, but they are all adjusting. At PSAB, it is at times very quiet, and then noisy with projects! The cleaning work has begun, and old furniture from Town Hall that was used temporarily has now been moved out. Much of it will be reused on the 2nd floor of the DPW building for long-term storage. Attention has now turned to all the departments that are located in the DPW building as they start the packing up process. Some specialty storage furniture needs to be moved in for the Building Department and DPW Engineering and the start of their records move will begin prior to everyone moving over. The moving process will begin on Friday, November 18th and continue over the weekend. On Monday, November 21st, the non-DPW departments on the first floor of PSAB will open to the public at 8:30 AM. The DPW divisions, all located on the 2nd floor, will re-open on Tuesday, November 22nd.

NEEDHAM 300 GALA

The tent at Greene's Field will begin to go up on Monday, October 31st and each day after that a new "layer" will go into the tent, including electrical, floor, and heating. It will be a busy day, with events on the Common earlier on November 5th, a dedication mid-afternoon, and mini-gala in Powers Hall at Town Hall from 5-7 PM, and then the start of the gala at Town Hall and then moving over to Greene's Field! I've included the tent layout submitted to the Building Department in the Commission's meeting packet.

SCHOOL DEPARTMENT

DPW Parks and Forestry Superintendent Ed Olsen and I have attended two recent meetings with the School Department. Last week, we met with the presidents of all the PTC organizations and discussed the roles of our departments, and the need to work through the principal of the individual school in order to make requests to our departments. This week, we met with the principals, many of who are new to their positions and/or Needham. Hopefully, they now have a better understanding of the work that we do, and how to work with us.