

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

DIRECTOR'S REPORT

June 6, 2008

*Background notes for Monday, June 9th
Park and Recreation Commission Agenda*

MEETING DATE CHANGE

The Park and Recreation Commission meeting scheduled for Monday, June 23rd has been cancelled so that the members may attend the Board of Selectmen's Town Hall Summit.

FIELDS CONSTRUCTION

The work at Memorial Park is still progressing on schedule, and discussions are beginning regarding the shifting of work to DeFazio later this month. The Sports Council has been doing a great job at coordinating all the work, and keeping the Town involved in decisions.

The sports leagues organizers have been asked to attend a special field scheduling summit on Monday, June 16th. The Commission and Memorial Park Trustees can begin the discussions on scheduling for Fall 2008, and have initial conversations about Spring 2009. Other discussions will be held on the use of synthetic turf, the use of athletic field lights, and long-term issues.

SUMMER UPDATE

All summer positions are now full, and we are excited to have so many enthusiastic and eager-to-work (and earn gas money) staff members. The five supervisors are set to begin training sessions, and the directors of the programs have completed their initial training and are preparing for program specific training.

Registration has been busy, and the staff helping in the office has been great. They work quietly, and ask lots of questions to avoid any major errors. They quickly fix small items that might have been forgotten – and are basically just pleasant to work with in a very crowded office.

The pre-season staff working at the pool is doing an outstanding job, particularly as they work around so many other projects being handled by the DPW or private contractors. We now have new exterior pipes on the pool, a newly painted pool, a lake and pool filling, and new asphalt areas near the entrance and at the lower end of the building. Soon to come...new sand along the beaches, new energy efficient lighting on the main floor of the building, new exterior doors on the main level, new fencing at the entrance and in the parking lot, and a new overhead door to the filter room.

Though the amount of work being handled on a daily basis by Karen, Nikki and Nicole can be overwhelming at the least, they all come to work each day ready to tackle the important work and get it done. The assistance of the supervisors and summer staff certainly makes it easier for them, but doesn't relieve them of many major responsibilities!

STAFF TRAINING

All summer staff members will attend the "All Staff" training on Thursday, June 12 at 5 PM at the Library's Community Room. Karen and I will lead this training, covering important issues relevant to all staff.

MINUTES

Due to the heavy workload in the office, the draft minutes of the May 27th Commission Meeting will be ready for review at the next Commission meeting.

VOLUNTEERS

The deadline for submitting volunteer applications was Friday, May 30th. We have 176 registered for summer programs and 36 for swim lessons. That is an overwhelming number to train, schedule, and insure there are plenty of ways for them to be helpful. We set the deadline so that we have time to do all the necessary pre-season work, but because of the variety of schedules that can be worked out, we don't place a limit on how many we accept up to the 5 PM deadline. There have been 5-10 requests this week for us to take late registrations, but since we accepted applications from April 1 to May 30th, we are not accepting late registrations.

SUMMER HOURS

Town Hall will, again, change its hours over the summer, starting the week of July 7th. On Mondays, Wednesdays and Thursdays, Town Hall hours will remain at 8:30 AM to 5:00 PM. On Tuesdays, Town Hall will open at 8:00 AM and close at 7:30 PM. On Fridays, Town Hall will be open from 8:30 AM to 1:00 PM.