

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

DIRECTOR'S REPORT

January 23, 2009

*Background notes for Monday, January 26th
Park and Recreation Commission Agenda*

NAMING POLICY

Pasted below are the two policies related to the naming of fields or donation of some type of memorial. At an upcoming meeting, the Needham Sports Council will be presenting some recommendations to you for your review related to DeFazio Park. As part of the process, I will contact the Board of Selectmen and School Committee who shared jurisdiction of DeFazio Park, so that the review process can be done together. Once the Commission has made its recommendations, they need to be forwarded to the Board of Selectmen and School Committee for their approval, too.

NAMING POLICY

The Needham Park and Recreation Commission is responsible for the naming of any facilities located on parcels of land under the jurisdiction of the Commission. A facility is defined as a building, a portion of a building, a park, an athletic field within a park, a driveway, a walkway, or a specific area of a park. The Park and Recreation Commission will not consider the renaming of a facility.

A proposal to name a facility must be submitted in writing to the Needham Park and Recreation Commission, and must include a summary outlining the merits of the proposal. The proponent (s) will present the request to the Park and Recreation Commission at a regularly scheduled meeting. The Park and Recreation Commission will vote on the proposal no sooner than the next regularly scheduled Park and Recreation meeting, after allowing a period of time for public comment. The Park and Recreation Commission may appoint a committee to assist with its review of the proposal.

In the event the Park and Recreation Commission approves the naming proposal, and the proposal includes the donation of funds, an object, and/or in-kind services, the proposal will be referred to the Board of Selectmen for acceptance of the gift, in accordance with Massachusetts General Law. Requests on land not under the Commission's jurisdiction will be referred to the appropriate board.

Exceptions to this policy require a 4/5ths vote of the Park and Recreation Commission to be discussed, and a 4/5ths vote of the Park and Recreation Commission to be approved.

MEMORIAL POLICY

The Needham Park and Recreation Commission is responsible for approving all memorials located on parcels of land under the jurisdiction of the Commission. Examples of memorials include, but are not limited to, tree, bench, fountain, piece of playground equipment, picnic table, garden.

The Director of Park and Recreation should be notified of any proposal for a memorial, to discuss type, location and financing. Once a formal proposal is agreed upon, the request

will be provided to the Needham Park and Recreation Commission at a regularly scheduled meeting. The Park and Recreation Commission will vote on the proposal no sooner than the next regularly scheduled Park and Recreation meeting, after allowing a period of time for public comment. The Park and Recreation Commission may appoint a committee to assist with its review of the proposal.

In the event the Park and Recreation Commission approves the memorial, the proposal will be referred to the Board of Selectmen for acceptance of the gift, in accordance with Massachusetts General Law. Requests for memorials on land not under the Commission's jurisdiction will be referred to the appropriate board.

TRAILS PROJECT UPDATE

Conservation Agent Kristen Phelps and I met earlier this week with the staff of the Needham Science Center, located at Newman, as well as the Executive Director of the Needham Extended Day Program. We discussed the trail systems at Newman and Mitchell and moving forward on upcoming maintenance projects. Our hope is to connect with families at each school to get some of the initial work done, and encourage more use of the areas by the schools and the after-school programs. It was exciting to talk about working together to achieve the goals for each site! A town-wide event will also be planned for the community in the spring, so I'll bring that information forwarded as it goes through the planning process.

ROSEMARY POOL SEASON

Karen and I would like to begin a conversation with the Commission on the dates for the pool season. As you most likely remember, last summer, the pool staff consisted of primarily college students, most of who had to return to college before the end of the pool season. Several high school candidates were not able to accept positions because of other obligations they had during the hours of the pool operations. So, we want to make sure we've looked at a variety of options that balances the need to provided expected customer service with the needs and availability of staff. As part of the complicated equation, we need to also generate interest in the pool and appropriate levels of revenue to help show the value of the facility along with help cover the costs of operation. Our most popular summer positions are those that are Monday-Friday during the regular work day. Having to work evenings and weekends is not the most sought after, yet those are important public service hours. Under the current schedule, a high school student can literally start working while school is still in session, and then work up until the Friday before the new school year begins. There are certainly residents who would prefer that the pool open, at least part-time, around Memorial Day and remain open through Labor Day. Those dates create a challenge for us with pre-season maintenance and training, as well as staff availability. Karen is trying to work out some solutions with the working hours, but we also have to make sure that we have enough people working at one time to provide the programs we want to offer, along with providing a safe working environment and therefore a safe swimming facility. We would like to start the brainstorming discussions with the Commission at the meeting, and develop some questions to research before the next meeting.
