

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

**DIRECTOR'S REPORT**

**November 19, 2008**

*Background notes for Monday, November 24<sup>th</sup>  
Park and Recreation Commission Agenda*

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**VACATION**

I will be on vacation and not able to attend the Commission meeting on Monday night. The notes and agenda have been put together before my departure, and Assistant Director Karen Peirce will provide input to the Commission at the meeting.

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**ATHLETIC FIELD CONSTRUCTION UPDATE**

The punch list for Memorial Park will be put together on Monday. Some of the tasks are waiting until the ground freezes, including the completion of the dugouts. At DeFazio, the track is being lined this week for all the major components needed for a high school meet. In the spring, when it is warmer, lining will continue, and decisions will be made on whether to pay for additional lining requested by the Needham Track Club. Sod will be placed on McLeod diamond over the next week. It was hoped that it would begin today, on the 19<sup>th</sup>, but the very cold temperatures have delayed the work. As of right now, warmer weather is expected to return in a few days. The seeding on DeFazio South is about two weeks away. The contractor will return in the spring to do additional seeding and make any needed repairs. The punch list for DeFazio will be put together in a few weeks. The end of construction is in sight! Still under discussion is the creation of a new storage facility at DeFazio to hold all the track equipment, plus some other items. Originally it was thought it would work if located near the Pollard tunnel, but the current discussions are that it might be more effective located closer to the other two buildings.

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**TENNIS COURTS**

The request for assistance on the bid documents for reconstruction the Mills Field Tennis Courts has gone to DPW Engineering. Having the courts at Needham High completed gives us some flexibility on when the courts at Mills are reconstructed.

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**ON-LINE REGISTRATION**

Details are currently being put together to prepare a bid document for a software program that would enable the department to have on-line registration. We'll also be requesting information on permitting programs for Town buildings and fields, so that the software can be used by several departments. The Town Treasurer and the IT Director are working with Park and Recreation and Public Facilities-Operations to insure the final product works within their safety requirements. We will try the operation out during the spring to see how it works. If all is going well, it will be ready for summer – but if there are still issues to resolve, we'll wait until fall registration.

### **COMMUNITY PRESERVATION APPLICATIONS**

On behalf of the Commission, I've drafted an application for the purchase of a small parcel of open space, but am not able to specify a parcel or an amount at this time. The project can move forward through the Community Preservation process, to be ready if something becomes possible.

The Town Manager is submitting an application for a one-time project related to open space. The information on easements across private properties is not consistent. She would like to hire someone to do the needed deed research and help us coordinate the information on the Town's GIS. This will help determine where new easements should be sought, and also assist with encroachment issues, where easements are being blocked. She would like to submit this application in conjunction with the Board of Selectmen, Conservation Commission and Park and Recreation Commission. The Board of Selectmen will discuss it at their Tuesday night meeting, and the Conservation Commission has offered its support.

The Town Manager is also submitting an application for design funds for an "all-person" trail surrounding the Reservoir. This is a high priority project from the Trails Master Plan.