

OVERTIME BY DPW STAFF

The following rules and regulations pertain to all requests for use of the DPW Parks and Forestry Division staff, outside of regular work hours. Please contact the Parks and Forestry Superintendent with specific questions.

Lining of Athletic Fields

In January, 2004, the Parks and Forestry Division of the Needham Department of Public Works discontinued the past practice of lining athletic fields for community groups, and does not provide materials for painting lines or marking diamonds. Athletic fields will continue to be lined for Needham High School Athletics. The Parks and Forestry Division will put the majority of its budget resources towards work tasks related directly to safety.

Rules and Regulations

1. After consultation with the Park and Recreation Director and the High School Athletic Director, the Parks and Forestry Superintendent will determine the fields that will be lined by the division staff.
2. The Parks and Forestry Superintendent must approve all field linings. No field may be lined without his permission. In his absence, the authority for approval will be given by the Park and Recreation Director. The person in each community league responsible for overseeing the lining of fields should remain in contact with the Parks and Forestry Division during the season, in order to coordinate the mowing and lining schedules.
3. Only two sets of lines will be permitted on any grass field. Typically, the primary set will be painted in white, and the secondary set will be painted in blue. The paint product used must be approved in advanced by the Parks and Forestry Superintendent.
4. The Parks and Forestry Division will place markers each season that will provide the basis for measuring, and intends to paint the first set of lines from those markers.

Options

- A community group may make a request to the Parks and Forestry Superintendent for a Parks and Forestry Division staff member to work overtime to line fields for its' organization. Major lining projects often require two staff members to complete the project in a timely fashion. A rotation schedule of trained staff will be maintained, and every effort will be made to have staff available for the requested off-duty time. The community group will pay the full cost to the Parks and Forestry Superintendent, who will deposit it into a Town gift fund upon approval of the Board of Selectmen. Contact the Parks and Forestry Superintendent for the most current hourly rate and union regulations.

- A community group may hire a private company or individual to do the lining that has previously been approved by the Parks and Forestry Superintendent. The company or individual must provide all equipment and materials, and no Town of Needham equipment, materials, or storage may be used at any time. The company or individual must provide proof of insurance to the community group, with a copy provided to the Town of Needham through the Parks and Forestry Superintendent. The community group liaison must remain in contact with the private company or individual and with the Parks and Forestry Superintendent to insure collaboration between the mowing and lining schedule.
- A community group may not hire a Town of Needham Public Works employee to do maintenance, including lining, on his/her own time. This practice has been allowed in the past, but in accordance with The Commonwealth of Massachusetts State Ethics law, it had to be discontinued.
- A community group may volunteer to do lining on its own. A community group liaison must meet with the Parks and Forestry Superintendent prior to any lining, to insure that the proper procedure is followed. The liaison must remain in contact with the Superintendent, to avoid scheduling problems. There is no town building storage available for volunteers doing lining, and Town equipment may not be used.
- **A community group may not do its own maintenance, nor may it hire its own maintenance contractor without authorization of the Parks and Forestry Superintendent.**

Additional Notes

For all requests, the current collective bargaining agreement between the Town of Needham and all Public Works employees will be honored.

No unauthorized maintenance work may be done at any park. The Parks and Forestry Superintendent may choose to train volunteers from community groups for specific projects. Contact the Parks and Forestry Superintendent with questions.

All community groups considering a donation – of services or materials - to the Town for an athletic field must make the request *in writing* on the organization's letterhead. The president of the organization must sign the request, indicating the board of directors has approved the donation. The letter is sent to the Park and Recreation Commission or the Trustees of Memorial Park, and will be addressed at their regularly scheduled meetings, and if approved, will then go to the Board of Selectmen for official acceptance of the gift. Most proposals take a month or more before a decision is made, so the earlier the request is made, the better!