

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Andrea Draeger – Senior Center, Enrichment, and Office Manager

Date: 8/18/2026

Subject: Quarterly Birthday Party Dates and Room Changes

Background

The Watertown Senior & Community Center currently hosts its quarterly birthday parties on the third Wednesday of each quarter in Conley Hall. These events continue to be well attended and are an important social opportunity for members.

In recent years, Conley Hall has become increasingly utilized on Wednesdays for programs and events. As a result, the same regularly scheduled user group is displaced several times throughout the year. Staff would like the Advisory Board to consider whether changing the room location and/or day of the week for the quarterly birthday parties would help distribute facility usage more evenly while minimizing disruptions to recurring programs.

Budget Goal

4. Encourage community growth by assessing opportunities, involving all stakeholders, environmental needs, modern code and policy priorities.

Financial Impact

There is no anticipated financial impact. Any changes to the room location or event date would be accommodated within existing staff schedules and operating budget

Recommendation

Staff recommends the Advisory Board review the current quarterly birthday party schedule and discuss whether changing the room location, day of the week, or both would better balance facility use and reduce recurring impacts on other programs. Staff will incorporate any approved changes into future event planning and calendars.

Motion

Motion to approve changing the quarterly birthday party schedule and/or room location as discussed, with staff authorized to implement the approved changes beginning with future quarterly birthday parties.