DEPT./BOARD: CAPITAL BUDGET COMMITTEE

DATE: TUESDAY, FEBRUARY 11, 2020

TIME: 7:00 PM

PLACE: ANNEX BUILDING, ROOM B

Agenda

1. Review of proposed capital projects for the Recreation Department

2. Review of Ten-Year Plan: Status of the new garage facility and planning options for the Overlook site

3. Review and vote on the draft Minutes of the January 21, 2020 Committee Meeting

4. Vote to accept Selectmen’s guidance on electronic/remote participation in all future Committee meetings
DEPT./BOARD: Capital Budget Committee

DATE: February 11, 2020

TIME: 7:00 PM to 9:00 PM

PLACE: Burlington Town Hall Annex, Room B

MEMBERS IN ATTENDANCE: Ernest Zabolotny (Chair), Gary Kasky, Gary Mercier, Myrna A. Saltman, Salvana Shakib (Arrived at 7:30 PM), and Adam Senesi

OTHERS PRESENT: Mark Woods (New Town Meeting Member and prospective Committee Member), Brendan Egan (Parks & Recreation Director), David Norden (Parks & Recreation Commission Member) and Kelly Lehman (Program Coordinator)

MATERIALS USED: A packet of materials that correspond to the budget request items for the Parks & Recreation Department as listed on the meeting Agenda. Four Capital Request Forms, each describing the reasons and estimated cost for an aerator, Rahonis Park Tennis Court Resurfacing, a sunshade for Wildwood Park, and for creation of a Parks & Outdoor Facilities Master Plan. Supporting documentation included quotes for service for each item and specifications sheets for machinery.

Mr. Zabolotny opened the meeting at 7:00 PM. He asked Mr. Eagan to update the Committee.

A. TURF AERATOR

Mr. Eagan described the request for a soil/turf aerator. He noted the Department had a larger such machine, that could be towed behind another piece of equipment. He said the Department wanted to purchase the machine shown in the request because it was smaller, and could aerate smaller areas, such as adjacent to sidewalks. He noted it was self-propelled and weighted (for even tilling). He said purchasing such a machine was consistent with the Department’s implementation of an integrated turf/field management program that had been started at Wildwood and was being expanded to other fields. He noted much of Town’s field aeration was outsourced now, costing approximately $8,000, and this machine would allow more of that necessary activity to be brought in-house.

Mr. Kasky asked if the Parks & Recreation Department also serviced the school athletic fields? Mr. Eagan responded yes.

Mr. Mercier said it was strange that the School Department was relying on Parks & Recreation to maintain the school fields.
Chair Zabolotny suggested that Mr. Mercier put a warrant article together, mandating that the School Department bear some of the cost of athletic field maintenance.

Ms. Saltman asked how the fields are reserved for use?

Mr. Egan said the schools have first choice, then the Recreational programs, and last are the Youth programs.

Mr. Senesi asked how long the Department expected the proposed machine to last? Mr. Egan responded approximately 15 years. Both Mr. Senesi suggested this was a good value, in that the machine would pay for itself in 3 years.

Chair Zabolotny suggested that it seemed costly for a machine that might only be used 20 hours per season. Mr. Egan suggested the machine would be used more: probably closer to 40-60 hours. Chair Zabolotny then suggested the payback would be shorter and was more comfortable with the capital investment.

Mr. Senesi moved to recommend approval of a Capital Budget Request for up to $26,000 for the purpose of purchase of an aerator by the Parks & Recreation Department. Mr. Mercier seconded, and the motion passed unanimously.

B. RAHANIS PARK TENNIS COURT RESURFACING
Chair Zabolotny asked Mr. Egan to describe the next capital request.

Mr. Egan said it was to resurface the tennis courts at Rahanis Park. He noted they had several large cracks, and that the last resurfacing had been done in 2006. He noted two companies had submitted preliminary quotes. And the type of repair would allow the crack to expand, without further compromising the playing surface. He said the quotes ranged widely, but his experience was that the final cost would most likely be around $65,000. He noted that full reclamation of the courts would cost approximately $250,000.

Mr. Senesi asked about court usage?

Mr. Egan noted the courts host the Town’s Tennis program, Recreational events, as well as the school events.

Mr. Zabolotny asked about the experience given what had been done at Simmon’s Park.

Mr. Egan said those courts had been done over 2 years ago. He noted the lights had also been replaced. He said the re-lighting had been completed at the end of October 2019 and noted that there was very little light trespass and spillover.

Mr. Norden said the Spring season is coming up soon, and the lights will be reactivated. He said the court lights are currently in the “off” mode.
Chair Zabolotny said he was surprised at the relatively short lifespan of the proposed Rahanis Park court resurfacing relative to a standard residential asphalt driveway.

Mr. Mercier noted that one of the quotes had a “good for 30 days” clause. He asked Mr. Egan to explain.

Mr. Egan said this was standard, as a key component of the crack repair would be asphalt, and the price for this could change based on oil prices.

Chair Zabolotny noted that the Town would be required to take the low bidder.

Mr. Egan noted that the material that was included with the Capital Budget Request Form was a preliminary quote from each of the two companies. He noted that if the Capital Budget Committee would approve the request, the Recreation & Park Department would put the request out to formal bidding. He anticipated that the lower of the two quotes would go up and the higher one would drop at time of formal Invitation to Bid.

Chair Zabolotny said he was more comfortable with the Budget Request.

Mr. Mercier noted that one of the bidders had an optional item for center strap anchors.

Mr. Egan noted that these would not be needed, as the ones at the court were in good shape.

Ms. Shakib asked how was the costs in the packet for this meeting related to the final cost to the Town?

Chair Zabolotny said the bids will most likely come in around $60,000, so the Department must request enough funds to cover the cost when the project is finally put out to bid. He said the Town must provide the Department with sufficient funds to get a company to do the work, any unencumbered funds would be returned to the Town.

Mr. Woods asked if the work for the companies is seasonal?

Mr. Egan said some companies attempt to line up work for their work season. Other companies do other work, and the proposed resurfacing is a smaller part of their overall business. He suggested that Vermont Recreational is the former, and NE Sealcoating is the latter. He noted the money is appropriated by the Town, if approved, in May, and formal Invitations for Bid would be let by the Department in July.

Mr. Norden said it was the firm belief of the Parks & Recreation Committee that the cost would be less.

Mr. Senesi moved to recommend approval of a Capital Budget Request for up to $65,000 for the purpose of Rahanis Park Tennis Court Resurfacing by the Parks & Recreation Department. Ms. Saltman seconded, and the motion passed unanimously.
C. WILDWOOD PARK SUNSHADE
Chair Zabolotny asked Mr. Egan to explain the next item.

Mr. Egan said the next item was to install a sunshade at Wildwood Park. He said the park playground equipment heats up from sun exposure. He also noted that a person at the park had burned themselves on the equipment. He noted that while the incident was unfortunate, it highlights an issue that the Department has been occasionally made aware of. He said the quotes received include an estimate from a local company, and one from outside of the area. He noted the sunshade is a porous mesh fabric.

Mr. Kasky asked about the product’s longevity?

Mr. Egan said it is rated at 15 years, but that it is likely to last longer, as the fabric can be removed after the season.

Ms. Saltman asked if adding a sunshade to Wildwood Park would spawn similar shade installations at other playgrounds? He said the sunshade at the wading pool works fine, although it does collect pine needles.

Mr. Egan noted sunshading of play areas is in the Department’s overall Needs Assessment. He also noted that Ms. Lehman manages the Department’s social media, and Wildwood gets the most “hits” with respect to requests for shading. He noted the proposed sunshade is removable, and replaceable (replacements are about $4,000).

Chair Zabolotny said retractable would have been a problem via an electrical connection and probably additional maintenance. He suggested, however, that the fabric mesh may retain mold and mildew, and that the Department ensure the product is pretreated to help prevent this. Mr. Egan said he would look at the specifications and quotes more closely and could add mold resistance to the package.

Chair Zabolotny asked about usage of the recently installed exercise equipment? Ms. Leman responded that every time she has visited the Park, people are using it. She noted that the utilization rate tends to increase during scheduled events, where the adults use it to work out while the kids are at practice or a game. Mr. Norden echoed Ms. Lehman’s observations.

Ms. Saltman asked if the TRW Equipment gets hot? Mr. Egan responded the Department staff have not noticed this, nor have they received public comments about this.

Mr. Woods asked if the Department tends the vegetation at the Park? Mr. Egan responded yes, in coordination with the Department of Public Works.

Mr. Senesi said he was not enthused about recommending this budget item but understood the need for it. As such, he moved to recommend approval of a Capital Budget Request for up to $50,000 for the purpose of
installation of a sunshade at Wildwood Park by the Parks & Recreation Department. Mr. Mercier seconded, and the motion passed unanimously.

D. PARKS & OUTDOOR FACILITIES MASTER PLAN
Chair Zabolotny noted the Department had just finished an update of the Recreation & Open Space Plan. He asked Director Egan to differentiate between that effort and this proposed Plan. In particular, he asked the connection between bike paths and the proposed Master Plan.

Mr. Egan said the prior update dealt largely with Open Space from a Conservation perspective. He said the proposed Master Plan would be exclusive to the Recreation & Parks Department and would be a significant update since the last Master Plan was completed in 2000. Mr. Egan said that bike path planning was not under the Department’s mandate. He said it would provide the Department with a comprehensive list of projects, coupled with the Needs Assessment, with cost estimates.

Chair Zabolotny said this seemed to be linked to the recent discussion of Community Preservation Act (CPA) adoption in Burlington.

Mr. Egan said that having an updated Master Plan would help the Department should the CPA pass, but the need for an updated facilities plan was a need, too.

Mr. Norden said having an updated Master Plan would help Burlington keep its parks and recreation facilities current with Town needs and evolving trends in recreation of all types.

Chair Zabolotny noted that the proposed $40,000 represented about 100 hours of consultancy services. He said the Department should focus on getting an implementation or action plan. Mr. Egan responded this is what was envisioned with the proposed Master Plan.

Ms. Saltman suggested that the Capital Budget Committee hear from the CPA Committee.

Mr. Mercier said that the issue at hand was the approval of a budget item for a Master Plan. He acknowledged the connection to the CPA debate, but suggested the Capital Budget Committee move forward on this question. As such, he moved to recommend approval of a Capital Budget Request for up to $40,000 for the purpose of developing a Parks & Outdoor Facilities Master Plan by the Parks & Recreation Department. Mr. Senesi seconded, and the motion passed unanimously.

REVIEW AND APPROVAL OF DRAFT MINUTES
Chair Zabolotny said he had made a few corrections to draft January 21, 2020 Minutes, including those concerning the attribution of a motion or comment to Ms. Saltman, which he changed to reflect that it was himself speaking.
Ms. Saltman was surprised to see the draft Minutes circulated to Town Meeting, and to see that she was called out as the sole dissenting vote on an item.

Chair Zabolotny said he allowed the draft Minutes to be distributed because of the proximity of the Town Meeting to the Capital Budget Committee meeting. He also noted that it was acceptable per the Town Clerk, and that identifying one or more dissenting Members is appropriate, as it allows people to potentially ask that person or persons their reasons for dissenting. He asked for any corrections to the draft Minutes. Hearing none, he asked for a vote.

Mr. Mercier moved to approve the draft Minutes of the January 21, 2020 Capital Budget Committee meeting. Mr. Senesi seconded, and the motion was unanimously approved.

**ELECTRONIC/REMOTE PARTICIPATION POLICY: COMMITTEE ADOPTION**

Ms. Saltman said that it was also unique to have Mr. Senesi participate by telephone during the January 2020 Committee meeting.

Chair Zabolotny said this was one of the reasons why he put Committee adoption of the board of Selectmen Remote Participation Policy, as adopted by the Selectboard in August 2019.

Ms. Saltman moved that the Capital Budget Committee adopt the Board of Selectmen’s Remote Participation Policy, as amended. Mr. Senesi seconded, and the motion was unanimously approved.

**Adjourn**

Mr. Zabolotny asked for any public or other comment, and if there were any further matters to come before the Committee? Hearing none, he asked for a motion to adjourn.

Mr. Mercier moved to adjourn the meeting. Mr. Kasky seconded, and the motion passed unanimously.

Adjourned at 9:00 PM.

Minutes Approved, Ernest Zabolotny, Chair

Date 3/19/2020