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TOWN OF BURLINGTON

Meeting Posting

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Notice of Public Meeting – (As required by G.L. c. 30A, c. §18-25)

DEPT/BOARD: Recreation Commission Meeting
DATE: January 13, 2020
TIME: 7:00 p.m.
PLACE: Burlington High School – School Committee Room

AGENDA

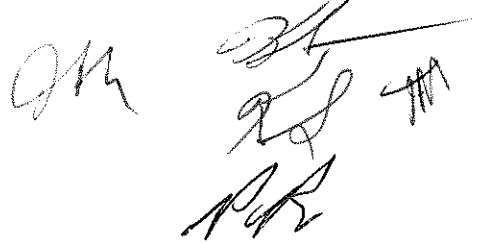
7:00 p.m. Call Recreation Commission Meeting to Order
Approval of Minutes December 9, 2019
Public Participation
Director of Parks & Recreation Report
Parks Superintendent Report
Programming Report
Chairman's Report
Subcommittee Report
New Business
 Sculpture Park location
Old Business
 Field Permit Application
Executive Session
General Session Resumed
Adjourn

**NEXT MEETING: January 27, 2020
(TOWN MEETING)**



RECEIVED

By Town Clerk's Office at 11:13 am, Jan 28, 2020



**Burlington Parks & Recreation Commission
Meeting Minutes
01/13/2020**

Commissioners in Attendance:

Chair Kevin Sullivan, Vice Chair David Norden, Commissioner Paul Raymond

Commissioners Absent:

Commissioner Kevin Sheehan, Commissioner Tom Murphy

Staff in Attendance:

Director Brendan Egan, Program Coordinator Kelly Lehman, Parks Superintendent Richard Cote

Chair Sullivan called the meeting to order at 7:03 pm in Committee Room 121 of Burlington High School at 123 Cambridge Street, Burlington, MA, followed by the Pledge of Allegiance. Chair Sullivan announced that the meeting is being recorded on BCAT.

Minutes:

Approval of Minutes:

Chair Sullivan called for motion to approve the Minutes for December 9, 2019. Commissioner Norden made the motion; seconded by Commissioner Raymond.

VOTE: 3-0-0

Public Participation

Chair Sullivan recognized Jonathan Sachs of the Sculpture Park Committee. Mr. Sachs presented different possible locations for the Sculpture Park. He is seeking approval from the Recreation Commission to place sculptures at Simonds Park. Conversations continued about different possible locations around town center and the safety of pedestrians while visiting and admiring the sculptures; about whether the sculptures should be placed in a path like order, gathered as in a destination park, or specific sculpture strategically placed in front of Town buildings that they would represent like the Police Station and Library.

The proposed opening of the park is June 2020; it has been suggested that the sculptures be placed on a 2 year renewal basis.

The sculptures will need to be insured and the Sculpture Committee believes that the Town's Insurance will cover the sculptures. Mr. Sachs suggested making an event out of the 2 year cycle when the next sculptures are revealed; as well as, making the sculptures available to purchase; and creating public participation events a few times a year where residents build participatory sculptures for the day. Chair Sullivan asked Mr. Sachs to keep the Recreation Commission updated through Commissioner Kevin Sheehan.

Director of Parks & Recreation Report

Director Brendan Egan presented

FY 21' Budget

Discussions for the Fiscal Year 21 Budget have begun. Members of the Board of Selectmen, Town Administration, Ways & Means and School Committee met a few times in December to discuss a new sustainable budget model for the future and to set the guidelines for FY 21. The approved guidelines allow for not more than a 3.5% budget increase blended between Town and Schools. Departments are

being asked to level fund all expenses, except for utilities and special accounts. This may be difficult for Parks & Recreation as we look to re-work the field maintenance portion of the operating budget. This will require a more detailed conversation with Town Administration. The initial schedule for FY 21 budget meetings has Capital Funding Requests due on February 14, Operating Budget presentation to Ways & Means on March 4, and Capital Request presentation to Ways & Means in early April.

Parks & Recreation Maintenance / Central Maintenance Update

There will be a pre-construction kickoff meeting for the new facility on Tuesday, January 14. They will be discussing the construction timeline and other project information at that time. Director Egan will share more information at our next meeting.

Capital Planning

There are still some final numbers outstanding, but the FY 21 warrant articles have been distributed and are ready for review. Director Egan suggested holding a separate planning meeting over the next few weeks to discuss the requests in more depth.

Therapeutic Recreation Specialist

Director Egan announced that Therapeutic Recreation Specialist, Laurel Rossiter will be leaving the Burlington Parks & Recreation Department for a position closer to her home. Her last day with us will be Thursday, January 23. Laurel has worked tirelessly, with Program Coordinator Kelly Lehman on building our Therapeutic Recreation (TR) division, which is second to none in the state and quite possibly New England. We are sorry to see her go but wish her the best of luck in her new position. Director Egan has posted the position on the Town's website, with the Massachusetts Parks and Recreation Association and on the University of New Hampshire Recreation Management and Policy Facebook group. The deadline for applications is January 23.

Community Theater Group of Burlington (Burlington Players)

The Players are looking to add a security camera to the lobby of the theater, focused on the box office and digital locks for the doors. These improvements will help enhance the security of the theater and allow them to better track who is coming and going. Director Egan does not have a problem with these changes and will request a code for the door in the event we need access to the building

Field Permit Structure

The staff has been working to update the permit, since our last meeting on December 9. After reviewing the suggestions from the last Commission meeting and reviewing permit applications from other parks and recreation departments you will notice a number of changes to the permit. Some of the changes include:

- Consolidating the tiers to better reflect the user levels
- Adding a fee chart with a sliding scale where the permit fee is based on the size of the group and fees being charged by the group
- Clarification of who / what qualifies as a non-profit group
- Insurance requirements
- Statement on additional fees for staffing, portable toilets and other expenses
- Clarification of what constitutes a "Special Event" and the procedure to apply for a "Special Event" permit

One of the biggest changes to the permit application is a proposed per participant/per sport fee for Burlington youth sports groups. Burlington is one of the only communities in the region that does not charge youth sports for the use of our athletic fields and the Parks & Recreation Department absorbs all of the maintenance and electrical expenses.

One of the objectives for the FY21 budget season is to build a more sustainable budget for years to come. A per participant/per sport fee would help slow our budget request each year, allowing the expenses to increase at a more sustainable rate over a 3 year period. With increased efforts in maintaining the athletic fields, the fees collected from the youth sports groups would be used for the maintenance and upkeep of the athletic fields. The proposed fee would not go into effect until the fall of 2020 and be discussed with representatives of each youth sports league, that utilize the athletic fields.

The Indoor Facility permit application and the Special Event permit will be discussed as a future agenda item when they are complete.

Parks Superintendent Report

Presented by Parks Superintendent Richard Cote

Schools and Parks:

"Field Closed" signs were placed on sports fields to discourage use and prevent damage to the turf surfaces; tree trimming and clean-ups are underway; and soccer goals were removed from Marvin, Rotary, and Wildwood fields and returned to Rahanis and France Wyman fields for spring soccer use.

Town Common and Buildings: The interior of the Visco building was cleaned and some repairs were made during the break in programs during the holidays. The holiday lights were turned off for the season on January 2 and are being removed and will be stored along with all the other holiday decorations.

Other:

The staff plowed the schools and town buildings during the December 29 storm and also helped the DPW plow streets. After the storm, sidewalks were cleared with the Ventrac with the snow blower attachment. Repairs and service of equipment is underway and will continue throughout the winter.

Programming Report

Presented by Program Coordinator Kelly Lehman

Winter programming is underway. There were 32 new programs although 10 - 12 have been cancelled for a variety of reasons. The ski and basketball programs both have higher than expected enrollment numbers. We continue to look at recommendations from the needs assessment to provide a variety of programs for next year.

Planning for the Spring Brochure is underway and scheduled to be mailed mid-February with a late-February to early March registration.

The February 7 Daddy Daughter dance is full and has a large wait list. The staff is looking at hosting 2 dances next year to be able to accommodate all those on the wait list.

The Winter Carnival will be held on Feb 8 at Simonds Park and the Easter Egg Hunt is scheduled for either April 7 or 8.

Chairman's Report – Chair Sullivan

Chair Sullivan reminded the Committee members they need to submit their annual expense report. If a Commissioner hasn't spent any money during the course of the year they need to sign the report in the Town Clerk's office.

The Community Preservation Act is going to Town Meeting in May for approval and if approved will be on the ballot for the November election. There would be a tax increase and the state would match 33% of whatever is raised - 10% to Recreation, Historical, Housing and open space.

Subcommittee Reports

Commissioner Norden reminded the Commission of a meeting occurring tomorrow for the new Parks & Recreation Maintenance facility.

New Business - none

Old Business - Field Permit Application

Since the last meeting, the Parks & Recreation staff researched the Field Permit fee structure for surrounding communities; considered consolidating tiers, looked at a fee structure; revenue to go back into the fields; adding a fee chart; clarification of non-profit groups; insurance requirements; statement of additional fees for staffing; and clarified what constitutes a "special event".

The Commission discussed the flat fee per participant/per sport for Burlington youth sports groups. To start building a more sustainable budget, Director Egan proposed a \$15 flat fee per participant per sport for youth sports groups.

~ The Commission reviewed the cosmetic changes to the new Field Permit.

~ Special Event Permit would be deemed necessary for groups of 100 or more.

~ Consolidation of tiers from 6 down to 5

Tier 1: Parks & Recreation Programs and Burlington scholastic sports - there is no permit fee.

Tier 2: Burlington Youth Sports Organization; \$15/participant/sport/season to cover maintenance costs of the fields. Director Egan shared fees from surrounding towns. The Commission discussed the feasibility of the new fee as well as the suggested amount of the fee. Commissioner Sullivan is not in favor of the fee; Commissioner Norden expressed concern at the proposed amount (\$15) and said if a fee were in place it should be dedicated for field maintenance. Commissioner Raymond suggested that the proposed per participant per sport per season fee be discussed at another meeting when all Committee members would be present.

Tier 3: Over 90 % Burlington residents or Burlington Business would be charged a \$25/hour fee and require a roster as proof of residency.

Tier 4: Private clinics, camps and other groups would be charged a \$25 application fee in addition an amount determined by a chart which calculates the fee by the number of participants in the program, and the fee charged by the organization. Permits would be based on 2 hour time blocks.

Tier 5: All events including tournaments and non-profit events would be charged a \$25 application fee and fall under the Special Event permit. Director Egan reviewed the language about what fields had lights (Marvin, Rotary, Varsity, Brush Field and Simonds Park) and a charge for use of the lights would be based on the current electrical rate.

The updated permit included the statement about fees being approved by the Director of Parks & Recreation and are subject to review by the Recreation Commission for all tiers

It also included a clarification about Non-profit Organizations. In order to qualify as a Non-profit Organization, they must be registered as a Non-profit with the state of MA, provide a 503 (c) certificate, and if not a Burlington Non-profit, have a Burlington resident as a sponsor.

The permit also includes information on insurance, stating a certificate of liability naming the Town of Burlington, including all subsidiaries and affiliates; and all directors, officers, employees and volunteers of such entities" as an additional insured may be required.

Commissioner Raymond left the meeting (8:45?) pm

Chair Sullivan asked to entertain a motion to adjourn. Commissioner Norden made the motion.

Vote: 2-0 (Commissioner Raymond left early)

Meeting adjourned at 8:48 pm.

The next meeting, is scheduled prior to Town Meeting on January 27th at 6:30 pm at Burlington High School.

Executive Session - none needed

Next Meeting Agenda items

Respectfully submitted,
Terese Castellano