DEPT/BOARD: Recreation Commission Meeting

DATE: January 14, 2019

TIME: 8:00 a.m.

PLACE: Burlington High School – School Committee Room

AGENDA

8:00 a.m. Call Recreation Commission Meeting to Order

Approval of Minutes October 22 and November 26, 2018

Public Participation

Director of Parks & Recreation Report

Parks Superintendent Report

Programming Report

Chairman’s Report

Subcommittee Report

New Business

Old Business

Executive Session

General Session Resumed

Adjourn

NEXT MEETING: January 28, 2019
(TOWN MEETING)
Burlington Recreation Commission  
Meeting Minutes 01/14/2019  

Commissioners in Attendance: Chair Kristine Brown, Vice Chair Kevin Sullivan, David Norden, Paul Raymond, Tom Murphy

Staff in Attendance: Brendan Egan, Kelly Lehman, Bill Baker

Chair Kristine Brown called the meeting to order at 8:03 am in Room 121 at Burlington High School, 123 Cambridge Street.

Minutes  
Approval of October 22nd Minutes:  
Director Egan moved for changes to be made to October 22nd minutes; Recreation Program Report - changing the title of Program Coordinator Kelly Lehman from Director of Programming to Program Coordinator.  
Director Egan also moved for changes to be made to the third paragraph in the Recreation Program Report on the October 22nd minutes – again changing the title of Program Coordinator Kelly Lehman from Director Lehman to Program Coordinator Lehman.  
In the same October 22nd minutes, in the Old Business section, Director Egan noted that Weston & Sampson was spelled incorrectly, as Wesson.

Commissioner Norden made a motion to approve the minutes of October 22, 2018 as amended above, seconded by Commissioner Raymond. VOTE: 4-0-0

Commissioner Norden made a motion to approve the minutes of November 26, 2018 as printed, seconded by Commissioner Raymond. VOTE: 3-0-1 (Commissioner Murphy abstained)

Public Participation  
No public participation.

Director of Parks and Recreation Report  
Director Egan presented his report.

On Jan 3, 2019, the department heads met to discuss the Fiscal Year 2020 budget.  
Ways and Means and the School Committee met on December 5, 2018 to set the operating budget. The operating budget guidelines were approved allowing not more than a 3.5 % increase.  
Director Egan mentioned that they are currently preparing the budget to present to the Commission at the first meeting in February; and that they are scheduled to go before Ways and Means on Wednesday, March 6th.

The Fitness Court installation agreement with Cella Construction has been approved and signed.  
Director Egan stated that they are hoping to begin work soon but it is weather dependent.
A request had been made for additional funding from the National Fitness Campaign to help with the higher than anticipated installation costs. On January 10th, NFC notified us that an additional $5,000 has been released into our account bringing the total grant appropriation to $20,000.

Weston & Sampson performed a cost analysis for the Clark & Reid site. A remodel includes structural elements to meet earthquake guidelines and the complete rebuild allows for more flexibility in the design. In the long run, it will be less expensive to build new, and we can design the building to our specific needs. The full building committee met on December 17th and after looking at drawings of the buildings and considering all options, agreed to move forward with demolition and a complete re-design. It will be a few months before the committee meets again.

Park signage was approved. The Attorney General approved the changes to the Town’s bylaw change to a fixed amount of $100 for littering. It is now in 90 day posting period. Director Egan will circle back with the Town Clerk to ensure that everything goes through.

Last week, the pre-school director at the Visco building called with a heating issue. The town plumber was able to fix the issue quickly, replacing the circulator. No classes were cancelled.

Town common lights – Interim Park Superintendent Baker will present.

The police department informed us that a vehicle hit the front entrance gates at Wildwood Park on Francis Wyman Road. The Maintenance crew cleaned up the debris and DPW put up a temporary stop sign. The driver did report the accident to the police and we have their contact information, if needed.

Commissioner Sullivan questioned the 10 year capital plan. Director Egan responded that they met in early December. Commissioner Sullivan expressed concern about warrant articles and stated that he had been more “hands on” in past, and would like more involvement. Director Egan stated that he is receiving quotes from vendors now and will share them with the Commissioners. Commissioner Sullivan stated he would like to be more involved in the preliminary, not just approving decisions.

Commissioner Sullivan asked about the Hall of Fame. Director Egan stated that there will be more information this month, with the ceremony planned in May. We need someone from the Commission to serve, and we’re currently accepting applications. The deadline to submit is February 28th.

Parks Superintendent Report
Interim Park Superintendent Baker presented his report

Holiday decorations have been removed from the Common and town buildings. The Christmas lights were shut down on January 2nd. The bucket truck is in for service. Due to the cold temperatures and the truck being out of service, the work to take down the lights has halted. In the meantime, indoor work is underway, including repairing equipment, and repairing the kiosk at Rotary Field. Leaf cleanup is finished at the schools and parks. “Field Closed” signs have been put out on playing fields routine clearing of the snow from the Ice Palace and trash cleanup at parks and schools is underway.

Commissioner Norden asked what the issue was with the bucket truck and was answered that there is a brake issue.
Commissioner Sullivan inquired about the growth blankets. Interim Park Superintendent Baker explained that they have not been put out yet due to the muddy field conditions.

Commissioner Sullivan mentioned that the fiber mulch appeared a couple of inches too low. Director Egan stated that he has ordered it and will follow up with the vendor. Interim Park Superintendent Baker stated that when it is received, he will have it put in place, weather permitting.

Commissioner Sullivan mentioned that the front entrances of TRW and Simonds Park need to be maintained; stating the current condition causes a perception problem for the town.

Commissioner Brown stated that TRW gets overlooked. Commissioner Brown also requested that the maintenance workers be more pro-active and have a ‘preventative’ mindset. Many maintenance workers were present when the containers for fitness court arrived but that only a few were working.

Commissioner Brown also mentioned that during the December 10th meeting, in the discussion about more playground mulch, there was a discussion about obtaining an aerator. Interim Park Superintendent Baker explained that they borrow the aerator from the Cemetery Department. Director Egan agreed with sharing the aerator with the Cemetery Dept. Commissioner Brown expressed concern about getting the growth blanket placed in the frozen ground. Interim Park Superintendent Baker explained that they have the same challenge every year and that they are able to install them.

Program Coordinator Lehman presented

Programming Report

Regarding the Winter Schedule, program cancellations have been less this year than in years past. Wachusett numbers remain consistent while Nashoba numbers have increased by approximately twenty-five students. The Winter Carnival is scheduled for Saturday, February 9 from 11am – 2pm at Simonds Park. Activities include a chili cook-off, sledding, skating, and snow sculptures. A scavenger hunt and other activities have been planned in the event of no snow.

The Spring Brochure is currently being developed and is planned to be in distribution mid-to late February.

Commissioner Sullivan expressed his excitement over the new exercise equipment at Wildwood. Burlington will be the first community in Massachusetts to have a Fit Court installed. Installation at TRW will be complete in the Spring.

Commissioner Raymond also expressed his excitement about the new equipment at Wildwood and commented on the fields looking great.

Director Egan mentioned that the growth blankets help with early growth on worn sections of the fields and stated that the soccer goals will be shifted or moved slightly if played there in the Spring.

Commissioner Brown requested an estimate to treat the outside areas of the parks for weeds.

Chairman’s Report
Commissioner Brown presented
There will be another meeting Jan 22, with John Sachs regarding the Sculpture Park.

Subcommittee Report
Commissioner Raymond mentioned pictures he saw in the paper of various sculptures on the waterfront. He requested the Commission think about adding sculpture money when getting others approved.

Commissioner Norden spoke about the meeting for the new maintenance facility at the Clark and Reid site, reiterating the plan Director Egan mentioned, to tear down the existing buildings; explaining that the new building will be shifting to the center, and that vehicles will be able to drive right through it. Commissioner Norden conveyed that the new site will be more functional with the wash bay. He expressed that the design needs to go through the Conservation Commission and Planning Board, but that between the architects and engineers, they think that it will be a better site.

Director Egan explained that the DPW Building Committee may go back to Town meeting to have the entire project funded at once. Currently only half of the project has been funded. Weston and Sampson is working on a cost analysis to see if there would be cost savings to construct both the DPW and Parks & Recreation / Central Maintenance buildings at one time.

Director Egan spoke about retro-fitting the wash building on the current Clark & Reid site; and that the maps and plans they had did take into account all of the trucks; trucks driving through the building; mechanics bay with lift; elevated mezzanine storage in the larger garage area; and in the mechanics bay; the wood shop; offices; locker facilities; and a storm event room.

Commissioner Brown inquired about the number of employee parking spaces. Director Egan explained that the site will have twenty two spaces; and that it’s gated on both sides to block the general public from accessing the work area. He also explained that there will be overflow parking area allocated on the grass. Director Egan stated that Site 2 will be for the DPW and that there will be off-street parking for customers.

Commissioner Raymond commented on re-use explaining that sometimes infrastructure is so old, we can’t re-use because everything is out of code; and stating that we might as well go with new.

New Business
No new business

Old Business
Director Egan shared with the Commission the calls he has received about the Burlington Dog Park. Other communities have been calling Director Egan complimenting Burlington on a great job with design, up-keep and inquiring about the process.

Interim Park Superintendent Baker is developing some training for chainsaw and welding, to implement during the winter months.

Director Egan is also in the process of putting together training on mound building and ball field care.
Executive session
No executive session

Director Egan reminded the Commission of Town Meeting scheduled for January 28, 2019; set to meet in the language room at 6:30 p.m.

Adjournment
Motion made by Commissioner Raymond; all in favor.
Meeting adjourned at 8:46 am. Next meeting is scheduled for January 28, 2019 at 6:30 PM

Respectfully submitted,
Terese Castellano