DEPT/BOARD: Recreation Commission Meeting

DATE: January 28, 2019

TIME: 6:30 p.m.

PLACE: Burlington High School – Room 121

AGENDA

6:30 p.m. Call Recreation Commission Meeting to Order

Approval of Minutes – January 14, 2019

Public Participation

Director of Parks & Recreation Report

Parks Superintendent Report

Programming Report

Chairman’s Report

Subcommittee Report

New Business

Old Business

Executive Session

Adjourn

NEXT MEETING: FEBRUARY 11, 2019
Commissioners in Attendance: Vice Chair Kevin Sullivan, David Norden, Thomas Murphy and Paul Raymond

Commissioners Absent: Kristine Brown

Staff in Attendance: Director of Parks and Recreation Brendan Egan and Program Coordinator Kelly Lehman

Vice Chair Sullivan called the meeting to order at 6:35 pm in Room 121 of the Burlington High School, 123 Cambridge Street.

Commissioner Murphy moved to approve the Recreation Commission meeting minutes of January 14, 2019 as amended. The motion was seconded by Commissioner Raymond.

VOTE: 4-0-0

Public Participation
None

Director of Parks and Recreation Report

Simonds Park Trustee Change
Parks and Recreation Director Egan announced that there would be a new administrator for the Simonds’ Trust. Michael Sullman would be replacing David Maxwell. There was a conference call between Director Egan, Trustees Joshua Simonds and Karen Hoyt and Administrator Sullman discussing the change and that the 2019 disbursement would be lower than this year. The exact amount has yet to be determined. Commissioner Sullivan asked if Director Egan could send a Thank You to David Maxwell for his years of service.

New Maintenance Facility
Director Egan discussed the progress of the new maintenance facility. It was determined that it would be more reasonable to tear down and build a new building as compared to retrofitting and renovating the existing building. Director Egan discussed that it was a very solid plan and went into very detailed discussion of the plan including the design, outdoor storage, indoor storage, parking, central maintenance and wash bay. Commissioner Murphy questioned the storage on the plan. Commissioner Raymond discussed the impacts on the wellfield, curbing, drainage and public access. Commissioner Sullivan inquired whether the Maintenance Staff have seen the new plan and what were their input. Director Egan said that only the acting Parks Superintendent, William Baker has seen the plan so far. Commissioner Sullivan asked about a security system, how the mezzanine storage would be accessed and if solar was a possibility in the plan. Commissioner Norden discussed the lockers, locker rooms and how the project included the best of the 3 sites the sub-committee had visited and the new facility will be a huge improvement, very impressive and the staff will be happy if the building built in the way described on the plan.
**HVAC Duct Cleaning**
Director Egan informed the Commissioners that the HVAC Duct will be cleaned on February 22 and is recommending the office be closed that day. Commissioner Norden made a motion to close the office on February 22. It was seconded by Commissioner Murphy. There was a general discussion about not penalizing the employees for a forced day off. Commissioner Egan will discuss with the Town Administrator how it should be handled before taking a vote. Commissioner Norden withdrew his motion and Commissioner Murphy withdrew his second on the motion.

**Parks Superintendent Report**
Director Egan discussed maintenance projects including the turf blankets being put out, the January 20 snow storm and cleaning up after the storm.

**Program Administrator position**
Commissioner Sullivan inquired about the Program Administrator’s position that was vacated by Mary Nelson. Director Egan and Coordinator Lehman announced that the position was recently filled but they were not ready to release the candidate’s name, until all of the fitness instructors were notified.

At 7:30 Commissioner Murphy left the meeting to go to Town Meeting.

**Programming Report**
Program Coordinator Kelly Lehman presented the following report:

The Winter Carnival will be held on February 9. The annual event will have a Chili Cookoff, S’mores, Sledding, scavenger hunts, a visit from LL Bean and snow shoeing, if there is still snow.

Daddy Daughter Dance will be held February 15 at the Hilton Garden Inn from 6 – 8 PM. The event quickly sold out.

The Parks & Recreation Department will be offering an internship program with opportunities available for marketing, therapeutic recreation and recreation programming. Coordinator Lehman discussed the connection with the University of New Hampshire’s Recreation management and Policy Program and using it as a source to find interns. Coordinator Lehman also discussed that we are unique to New England with our approach to Therapeutic Recreation programming and staffing.

**Chairman’s Report**
None

**Subcommittee Report**
Commissioner Norden discussed the progress with a sign for the Burlington Common. He had met with the Building Inspector and the town is preapproved for 2 stand alone signs for information purposes. Commissioner Norden is working with Selectman, Mike Runyan on the
Director Egan stated that the Selectmen’s office handles scheduling the banners on the common and the Parks Maintenance staff hangs them.

**New Business**
None

**Old Business**
The budget and warrant articles will be discussed next week. The budget will be presented to Ways and Means on March 6. The warrant articles will not include any vehicles. Tennis lights at Simond’s Park, a shade structure at Wildwood Park, and possibly a third. There is an estimate for a light system from Musco Lighting. Commissioner Sullivan suggested an irrigation system at Rahanis Softball and attention to field improvements. Commissioner Norden suggested a permanent fence around the fitness equipment at Wildwood Park. Director Egan stated the orange fence was to prevent people from walking in the unseeded area. There is a permanent fence inside of the construction fence. The area will be seeded in the spring.

**Executive Session**
Not Required.

**Adjournment**

**Motion to adjourn was made by Commissioner Norden and seconded by Commissioner Raymond.**

**VOTE:** 3-0-0

Meeting adjourned at 8:10 PM.

Respectfully submitted,
Kevin Sullivan
Vice Chair