DEPT/BOARD: Recreation Commission Meeting

DATE: November 25, 2019

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 – October 28, 2019

Public Participation

Director of Parks & Recreation Report

Parks Superintendent Report

Programming Report

Chairman’s Report

Subcommittee Report

New Business
   Revolving Account Report
   Expenditure Requests

Old Business

Executive Session

Adjourn

NEXT MEETING: DECEMBER 9, 2019
Commissioners in Attendance:
Chair Kevin Sullivan, Vice Chair David Norden, Commissioner Kevin Sheehan, Commissioner Tom Murphy

Staff in Attendance:
Director Brendan Egan, Program Coordinator Kelly Lehman

Absent:
Commissioner Paul Raymond, Superintendent of Parks & Recreation Maintenance Richard Cote

Chair Sullivan called the meeting to order at 7:00 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 October 28th, 2019. Commissioner Murphy made the motion; seconded by Commissioner Norden.
VOTE: 4-0-0

Public Participation
Chair Sullivan recognized Pat O’Halloran of 7 Eisenhower Drive who is speaking on behalf of his sons. They have coordinated a charity football fundraiser for Breast Cancer Research at Mass General Hospital. This is the 3rd year the event has taken place on the Marshall Simonds fields and the fees have increased. Pat inquired about the increase of fees. Director Egan explained and detailed the permit application process, and fee structure; and stated that the money goes back into the revolving account for field maintenance.

Chair Sullivan explained to Mr. O’Halloran that according to Open Meeting Laws since this discussion item was not listed as an Agenda Item, the Commission cannot vote on it. The Commission agreed to add it to the agenda for the next meeting scheduled for December 9th.

Commissioner Norden led a discussion about the event being listed as a Tier 6 rather than a Tier 5, which is how the permit was applied, on the Field Permit structure. Tier 6 allows for non-profit organizations.

The Commission agreed that the event is a successful charitable event and expressed their willingness to add the discussion to the December meeting.

Director of Parks & Recreation Report
Director Brendan Egan presented

Simonds Park - Lighting Project Update
The lighting installation has been completed and the lights have been tested. There may be some minimal adjustments to make in the Spring. There are some paving and fencing repairs that need to be addressed before final payment. In the spring, we’ll add loam, regrade and seed the area outside the pickle ball and tennis court. Overall, Siemens Mobility was very responsive, and professional throughout the project.

Marvin Field - Title
Town Administrator, Paul Sagarino and Director Egan recently met with Town Counsel to discuss the Marvin Field property and the findings from their recent title search. Mr. Sagarino gave approval to Town Counsel to look into the deed further with the City of Boston. The Registry of Deeds states that Boston is not the owner of record.

Mr. Sagarino also gave Town Counsel permission to look into extending the agreement for the multi-purpose fields on Blanchard Road. The 10 year agreement of the upper piece on Blanchard road ends in 2 years. Director Egan anticipates being able to move forward using that as a multi-purpose field.

Capital Planning
Director Egan met with representatives of the maintenance division, after previously meeting with program staff, to review the 10 year capital plan and discuss new capital items and projects. He will go through the list and obtain estimates over the next two weeks. Director Egan hopes to be able to present a completed plan at the first meeting in December with the hopes of going through the list after the first of the year.

Recreation Commission Meeting Dates 2020
Director Egan submitted a proposed schedule for the 2020 Recreation Commission Meetings to occur on the 2nd and 4th Mondays of each month. He asked the Commission to review the schedule and to add it as an agenda item for the December meeting.

Human Services Parking Lot
During the Planning Board meeting on Thursday, November 7, they reviewed the parking plan for 61 Center Street. The proposed plan includes 20 additional spots in front of the building in the circular drive. The project would include closing off one of side of the circular drive and changing the other to allow two-way traffic. It would also include repaving the lot, adding stormscetors, improving curbing, and adding lights. It will be a phased project with the work beginning in late Summer or Fall of 2020.

Boy Scout Troop 103
Kim Lynch, assistant scoutmaster for Troop 103 is organizing the Communication merit badge for several Scouts in Burlington from both Burlington troops. She is interested in bringing them to different public meetings to observe, as they earn the badge. Director Egan is working with Ms. Lynch to schedule a December meeting date. We may ask the troop to lead the Commission in the Pledge of Allegiance.

Programming Report
Presented by Program Coordinator Kelly Lehman

On November 23rd, just over 100 runners participated in the 5K Turkey Trot there were approximately 45 people for the Spectacular Saturday Family Thanksgiving. We also had 20-25 families join us for the
Turkey Hunt which is an “amazing race” style event where participants complete challenges to obtain clues to find a turkey.

Coming up, we have the Tree Lighting scheduled for December 7th; Breakfast with Santa on December 8th; and Calling Santa on December 10th & 11th.

Winter Brochure
The winter brochure has been mailed out; and registration began on November 21st. Registration numbers have increased for several programs, including the ski program.

We have met with programming staff for summer programs and continue to review staffing, policies and procedures. Assistant Program Coordinator, Jessie Hampson has been working with a consultant regarding the Reach community bulletin board going up in the Recreation Center.

Parks Superintendent Report
Parks Superintendent Richard Cote submitted

The new mower is in, we received the title, and we’re waiting on plates. It may be in operation for training after Thanksgiving. The holiday lights are going up; we received the new leaf box; and the Ventrac was serviced for seasonal use and the cab and blower were installed.

Schools and Parks:
Seasonal work including blowing out irrigation systems; removing outfield fences and bleaches at lower Simonds; felled tree clean-ups; Fall clean-ups at the schools and parks; and trash and recycling pickup and pulling in extra barrels is underway.

Town Common and Buildings:
The staff prepped the common for Veterans Day; and installed Start and Finish markers for walkers to track their distance.
The Viscio building lost heat due to a failed furnace component which was quickly repaired. Later that same day, an unrelated event caused a loss of power in the building. That problem was also addressed and the building reopened the following day.

Chairman’s Report – Chair Sullivan expressed his thanks to Director Egan and the Planning Board for voting on more parking for the Human Services building.

Commissioner Murphy provided a review of the School Committee’s work with School Committee member, Kristin Russo and Tom Irwin representative, Brian Lucicini regarding the chemicals used for fields; and remarked about the improvement and success of the program on the fields at Simonds.

Sculpture Park – Commissioner Sheehan announced that they received approval to put sculptures in of the field between the Police Department and Grand View Farm.

Parks & Rec Maintenance / DPW Building - Commissioner Norden presented
The Parks & Recreation Maintenance / DPW Building Committee met on November 19 to discuss the general bids received for the project. There were three (3) bids received and the low bidder was CTA Construction with a total project cost of $31,565,030. This taps into some of the $1M in projected savings to bid as a single project. There will be an estimated savings of $434,970. The committee voted
in favor of proceeding with the project as bid. We hope to have a contract signed soon and the work to begin before the new year. CTA built the new Memorial Elementary school and did so under budget and ahead of schedule.

**Groundbreaking Ceremony**

There will be a groundbreaking ceremony on Monday, December 9, 2019, 1:30 PM at the future site of the Parks & Recreation Maintenance / Central Maintenance garage (10 Great Meadow Rd.). The entire Recreation Commission is invited to attend the ceremony. The Building Committee would like to have a member of the Recreation Commission say a few words. Chair Sullivan asked Vice Chair Norden to represent the Commission at the ceremony.

**New Business**

**Revolving Account Report**

The revolving account as of September 30, 2019 has a balance of $231,212.18 of which $ 201,553.65 is reserved for programs, leaving $29,658.53 unreserved. We would like to request funds for the following:

**Gym Floor**

Director Egan requests the Commission vote to approve $4,000 from the revolving account to have the gym floor refinished over the Christmas holiday.

**Gym Floor vote**

Chair Sullivan entertained the motion to approve $4,000 from the revolving account to have the gym floor refinished over the Christmas holiday.

Commissioner Norden made the motion; seconded by Commissioner Murphy.

**Vote 4-0-0**

**Burlington Players Building**

It was brought to our attention by the Community Theater Group of Burlington that squirrels have made their way into the playhouse building, by chewing through the soffit and fascia. They hired a pest control company to remove the squirrels and install one-way doors on the areas where they entered. We now have to go back and repair the fascia and soffits that were chewed through. We received an estimate of $5,600 from Pelletier Remodeling of Billerica to repair roughly 100 linear feet.

Director Egan requests the Commission approve $5,600 from the revolving account to repair the damaged soffit and fascia on the players building.

**Burlington Players Building vote**

Chair Sullivan entertained the motion to approve $5,600 from the revolving account to repair the damaged soffit and fascia on the players building.

Commissioner Murphy made the motion; seconded by Commissioner Sheehan.

**Vote 4-0-0**

**Tablets**

Over the last few summers we have found it difficult to keep the directors of our summer programs updated with current rosters, waivers and medical information for the participants in their programs. We have been researching different software programs that would allow us to share this information with our staff in an efficient manner. In order to do so we will need to provide our staff with the technology to receive the information and are looking at a tablet, with data, that can be used by our staff.
Director Egan requests the Commission approve $5,000 from the revolving account to purchase tablets with data, to be used during the summer months for our program directors to access current rosters, waivers and medical forms of the participants in their programs.

**Tablet vote**
Chair Sullivan entertained the motion to approve $5,000 from the revolving account to purchase tablets with data for the Program Directors to access current rosters, waivers, and medical forms of the participants in their programs.
Commissioner Norden made the motion, seconded by Commissioner Murphy.

**Discussion:**
Director Egan is looking to purchased up to 20 tablets; he will look at the town contract with Verizon; and will get quotes before moving forward.
Chair Sullivan asked for a vote.
**Vote 4-0-0**

**Executive Session** - none needed

Next Meeting Agenda items: to discuss the field permit policy language regarding non-profit / charity events; including 5013c with a Federal Tax ID number; a discussion to define “charity”; ensure the language of the policy for non-profit events; and a discussion regarding a possible refund for the 7 vs 7 Charity. Include a vote to set the 2020 Recreation Commission meeting dates.

Chair Sullivan asked to entertain a motion to adjourn.
Commissioner Murphy made the motion.
**Vote 4-0-0**

Meeting adjourned at 8:07 pm.
The next meeting is scheduled for December 9th, 2019 at 7:00 pm at Burlington High School.

Respectfully submitted,
Terese Castellano