DEPT/BOARD: Recreation Commission Meeting

DATE: December 9, 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 – November 25, 2019

Public Participation

Director of Parks & Recreation Report

Parks Superintendent Report

Programming Report

Chairman’s Report

Subcommittee Report

New Business

Old Business
  Field Permit Structure – Clarify Tier 6 (non-profit or charity)
  Review of fee for November 30 event
  Approve 2020 meeting dates

Executive Session

Adjourn

NEXT MEETING: JANUARY 13, 2020
Commissioners in Attendance:
Chair Kevin Sullivan, Vice Chair David Norden, Commissioner Kevin Sheehan, Commissioner Tom Murphy, Commissioner Paul Raymond

Staff in Attendance:
Director Brendan Egan, Program Coordinator Kelly Lehman, Parks Superintendent Richard Cote
Chair Sullivan called the meeting to order at 7:01 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 November 25th, 2019. Commissioner Murphy made the motion; seconded by Commissioner Sheehan.
VOTE: 5-0-0

Public Participation - none

Director of Parks & Recreation Report
Director Brendan Egan presented

Regan Park
On Monday, November 25 we had a report of some damage to the Regan Park playground including a pumpkin that was smashed and spread over the equipment. After inspecting the playground, it appears there was also some washout under the playground surface and a small area of poured in place surface was compromised. This is the same area that was repaired previously. Director Egan has contacted the playground representative and asked to have his poured in place team repair the damage in the Spring.

Parks & Recreation Maintenance / Central Maintenance Groundbreaking
The groundbreaking ceremony for the new maintenance garage occurred this afternoon. The ceremony was at 10 Great Meadow Road, the future site of the Parks & Recreation Maintenance / Central Maintenance garage. Commissioner Norden spoke, and the ceremony was attended by some Selectman; the Town Administrator; Head of DPW, John Sanchez; and members of the Building Committee; and the architect’s from Weston and Sampson.
Commissioner Norden thanked Town Meeting, Director Egan, and the Commissioners.

Capital Planning
The completed 10 Year Capital Plan has been attached to the Commission packet for this meeting. There are still some estimates outstanding. Once the final figures have been submitted, some of the numbers may change slightly. We anticipate having the remaining estimates in prior to our next meeting.
Director Egan suggested holding an informational session to review the upcoming warrant articles, as was done in the past.

Chair Sullivan inquired about including an irrigation system behind the Recreation Center building; and about the certainty of the Treehouse request for 2021.

**Boy Scout Troop 103**
Kim Lynch, assistant scoutmaster for Troop 103 will not be attending one of our December meetings due to scheduling conflicts. The dates did not work for the troop. They may possibly attend a future meeting.

**Parks Superintendent Report**
*Presented by Parks Superintendent Richard Cote*

Since our last meeting, the crew has been focused on leaf cleanup and lighting. Fall clean-ups of the schools and parks were nearly completed before the recent snow storm - the remaining sites will be finished when weather permits or first thing in the spring.

The staff completed the light hanging in time for the tree lighting ceremony; worked long hours over a three-day period to clear snow from the schools and town buildings; helped the DPW plow streets; and installed temporary safety fences in preparation of the firework display.

Superintendent Cote thanked the entire maintenance staff for all the work that goes on each year to make the lighting ceremony a safe and successful event and for volunteering their time the night of the tree lighting.

Chair Sullivan acknowledged the use of all the pieces of equipment the Commission has requested being used for the benefit of Burlington.

**Programming Report**
*Presented by Program Coordinator Kelly Lehman*

The Annual Tree Lighting and Breakfast with Santa occurred this past weekend. Calling Santa begins December 10th and will wrap up the holiday events on the 11th.

Program Coordinator Lehman thanked Assistant Program Coordinator Jessie Hampson for handling all the event setup; and for managing all the behind the scenes logistics involved in making the holiday events successful.

Breakfast with Santa was held at the Hilton Garden Inn and had about 180 guests in attendance.

Chair Sullivan complimented the Department and passed on residents’ comments noticing the work put in to create such an impressive event.
Commissioner Norden inquired about providing gloves for the staff as they work all the outdoor events.
Director Egan will work with the Program Division on getting gloves.

**Chairman’s Report** — Chair Sullivan

**Subcommittee Reports**
*Sculpture Park* — Commissioner Sheehan mentioned that the deadline for submission of sculptures is Jan 17th and then the committee will vote on entries.
School Department — Commissioner Murphy said the next School Committee meeting is scheduled for Wednesday, December 11 and they will continue with their discussion on field maintenance.

New Business — none

Old Business
Recreation Commission Meeting Dates 2020
Director Egan requested a vote on the proposed Recreation Commission meeting schedule for 2020.

Chair Sullivan entertained the motion to approve 2020 Meeting Dates
Commissioner Murphy made the motion; seconded by Commissioner Norden
Vote 5-0-0

Field Permit Structure
At our last meeting we discussed what constituted a “Non-profit” or “Charity” event and how they should be defined on our permit application. Director Egan found that many other recreation departments require groups that identify as a “Non-profit” to be registered with the State of Massachusetts and/or have evidence of a Federal 501 C 3 certificate or state nonprofit.

Director Egan recommends we require the requesting organization to provide proof of non-profit status. If the non-profit organization is not Burlington based, they must have a Burlington resident as the sponsor. The name of the organization requesting the permit and organization registered with the state must be the same.

Director Egan would also recommend a usage fee of $25/hour. This is half of what a private clinic/group would pay, and is equivalent to what our Burlington adult/youth group rate is.

The permit would still include the permit fee ($50 flat fee), administrative fee ($25) and light fee (if needed) at the going electrical rate (approximately $50/hour).

Currently, the permit application does not require groups to provide proof of liability insurance for their event. Director Egan recommends we require groups to provide proof of liability insurance, in the amounts of $1 million for each occurrence with $3 million aggregate.

Lastly, the permit reads under each tier that “All are subject to Recreation Commission approval”. Director Egan recommends this line is removed from Tiers 1 – 5, with the understanding that this would not be feasible during the high volume summer months for same day or next day permits.

Director Egan recommends we keep this provision for Tier 6 requests and we add the following: Groups requesting a permit as a non-profit must submit their request at least 30 days prior to event in order to allow for Recreation Commission approval.

Chair Sullivan called for a vote to remove the language from “All are subject to Recreation Commission approval” on Tiers 1-5 on the current policy.
VOTE: 5-0-0

Discussion continued regarding the fact that all applications are not brought in front of Commission for approval. Commissioner Murphy suggested making a motion to treat Tier 6 the same as Tiers 1-5 in regards to
removing the language “All are subject to Recreation Commission approval” and suggested a second motion to add the statement “All are subject to Commission review” to the permit application. Discussion continued on the length of time required for groups to submit their permit application.

Vote on adding statement regarding “All are subject to Commission review” not taken. Staff will work on rewriting the application and bring to next meeting.

Chair Sullivan called for a vote for Tiers 1 – 6, groups of 100 or more must submit request at least 45 days prior to the event in order to allow for their approval.
Commissioner Murphy made the motion; seconded by Commissioner Sheehan.
Vote: 5-0-0

Rate:
A detailed discussed regarding Tier 6 Non Profit rates occurred.
Items discussed were a per hour permit fee; administrative fees; expenses for electrical, accessible bathrooms, and police for larger numbers of people; and usage and staffing fees. Expenses are ultimately determined by the Commission based on the number of event attendants.

Program Coordinator Lehman suggested creating a separate Special Event permit that covers all the additional unexpected costs.

Director Egan agreed to research language to cover for special events or to create a Special Event Permit; and to research language to cover costs.

Chair Sullivan inquired about insurance for Tiers 1-6. Director Egan expects that it will be $1 million / $3 million. Director Egan will research how towns determine who needs insurance, check with the Town’s insurance representative, and review the State Recreational Use statute.

The discussion continued about community members being able to recreate spontaneously. A permit will be required for residents who want a to create an organized event or request a field for a specific time.

Director Egan will also review statements that will cover additional costs and discuss the Special Event Permit. This discussion will continue at the next meeting on January 13th.

Review the fee for the November 30th 7v7 football event
Director Egan stated the permit fee of $1200 for the event brakes down to: $800 for two fields ($400 for each field); $300 for accessible bathrooms; and $100 for lights ($50 for each field). The $400 for the lights and the accessible bathrooms are considered expenses, for which the Parks & Recreation Department needs to be reimbursed. Chair Sullivan attended the event and stated that it was well organized and run. He also noted they were cleaning up prior to it getting dark.

A discussion on charging a rate of $25 per hour, per field for 7 hours, would put the total for the field rental to $350 for the fields and $400 for expenses for a total of $750. The discussion continued about reducing the hours from 7 hours to 6 hours of use since they were cleaning up prior to it getting dark this would drop the rate to $300 for field usage and $400 for expenses, bringing the total to $700.
Chair Sullivan called for a motion to change the price for the event to be a total of $700 ($300 for field rental and $400 for expenses); reimbursing the difference of $500 to the original credit card payment.

Commissioner Murphy made the motion to reduce the fee to $700 (based on a 6 hour use), reducing the total rental fee from $1200; seconded by Commissioner Norden.

Discussion: Chairman Sullivan stated he understood where Director Egan went with the permit fee; nothing out of line with the number; the group received a considerable discount. Commissioner Murphy stated Director Egan went with what was in place at the time; Commissioner Norden stated Director Egan did what he was supposed to do and now "we" (the Commission) are giving them a break.

Chairman Sullivan called for a vote on the $700 rate
Vote: 5-0-0

Executive Session - none needed

Next Meeting Agenda items
Chair Sullivan asked for Director Egan to send out the updated Field Permit structure at the start of 2020 well in advance of the Jan 13th meeting so that the Commission members can absorb the materials.

Chair Sullivan asked to entertain a motion to adjourn.
Vote 5-0-0

Meeting adjourned at 8:45 pm.
The next meeting is scheduled for January 13th, 2020 at 7:00 pm at Burlington High School.

Respectfully submitted,
Terese Castellano