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TOWN OF BURLINGTON

Meeting Posting

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

DEPT/BOARD: Recreation Commission Meeting
DATE: February 10, 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 – February 4, 2020
Public Participation
Director of Parks & Recreation Report
Parks Superintendent Report
Programming Report
Chairman's Report
Subcommittee Report
New Business:
 FY21 Budget
Old Business:
 Field Permit Application
Executive Session
Adjourn

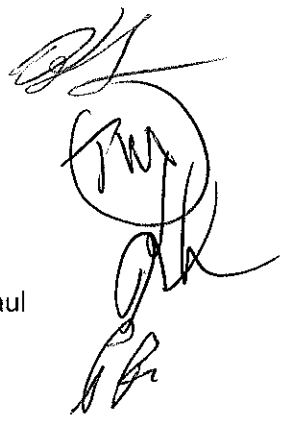
NEXT MEETING: FEBRUARY 24, 2020



RECEIVED

By Town Clerk's Office at 12:43 pm, Feb 26, 2020

**Burlington Parks & Recreation Commission Meeting Minutes
02/10/2020**



Commissioners in Attendance:

Chair Kevin Sullivan, Commissioner Kevin Sheehan, Vice Chair David Norden, Commissioner Paul Raymond, Commissioner Tom Murphy

Staff in Attendance:

Director Brendan Egan, Superintendent of Recreation Maintenance Richard Cote, Program Coordinator Kelly Lehman

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.

Minutes:

Approval of Minutes:

Chair Sullivan called for a motion to approve the meeting Minutes of February 4, 2020. So moved by Commissioner Murphy; Commissioner Raymond seconded the motion.

VOTE: 5-0-0

Public Participation

No Public Participation

Director of Parks & Recreation Report

Director Brendan Egan presented

Therapeutic Recreation Specialist – Introduction

Director Egan introduced Emma Jones as the new Therapeutic Recreation Specialist. Emma is certified as a Recreation Therapist through NCTRC, worked closely with Laurel before her departure. She has worked with youth, teens and adults in our Therapeutic Recreation division, and grew up in Burlington. Director Egan and staff are bringing Emma up to speed on department policies and procedures; and look forward to continued success in the Therapeutic Recreation Division.

Mary PC Cummings Estate Park – Marvin Field

Director Egan recently followed up with Town Counsel regarding the deed for the parcels around Marvin and Rotary Fields (Map 54, lots 13-0 & 13-1). Town Counsel informed Director Egan progress has been

The Trustees of Reservations are looking to add a Conservation Restriction to the Marv Cummings Park

(Marvin and Rotary) that we own and use. Town Counsel is in the process of setting up a meeting with

The Capital Budget Committee has put Parks & Recreation on their agenda for Tuesday, February 11, 2020 to discuss our FY 21 warrant articles. Director Egan has forwarded them copies of the warrant requests with updated information and cost estimates. The meeting will be held in the Town Hall Annex meeting room B at 7:00 PM. Commissioner Norden will attend.

Recreation Maintenance Activity Report

Superintendent of Recreation Maintenance Richard Cote presented

Schools and Parks:

The crew continues its work on the tree project, removing trees, clearing brush and walk ways at Veterans, Overlook, and Regan Park. The work will continue with Simonds Park and then TRW Park.

Work on the damaged picnic tables and the broken benches from Rahanis tennis courts continues and materials were purchased to replace players' benches at Veterans and Francis Wyman baseball fields.

Town Common and Buildings:

The crew continues to remove holiday lights from the trees on the common, weather permitting.

Other:

Superintendent Cote sent the Toro 5900 out for service since Turf Products was offering a winter service package. The service package includes but is not limited to updating the computer software, changing all fluids and filters, and installing new blades.

Repairs and service of the Maintenance Department equipment will continue throughout the winter. Service on the wood chipper and one of the Smithco infield groomers was completed this week.

Superintendent Cote set up a training session for the entire staff on the new Jacobsen HR 800 mower. The training is scheduled for the end of March.

Programming Report

Presented by Program Coordinator Kelly Lehman

Approximately 175 people attended the Daddy Daughter Dance at the Hilton Garden Inn. In the future, multiple sessions are under consideration to accommodate all interested residents.

The Winter Carnival was this past Saturday. Activities included a dinosaur/fossil show, scavenger hunt, crafts, special appearances by Olaf and Elsa, and a chili cook-off.

The Spring Brochure is being finalized – registration is anticipated to be held in the beginning of March. The staff is taking part in webinars, through Vermont Systems as a way to become more proficient in the RecTrac software.

Chairman's Report – nothing new

Sub-Committee Report

The Sculpture Park Committee is meeting tomorrow morning before going in front of the School Committee.

The Trustees are going before the Planning Board to discuss the walkways over the swamp areas.

Work on the new Parks & Recreation Maintenance facility is moving forward. Demolition of the Clark & Reid building should be underway in the next few weeks.

New Business

FY21 Budget

The goal of the Town moving forward is to build a more sustainable budget model that will allow the Town to maintain excellent service levels, invest in infrastructure, maintain reasonable fees for residents, address long-term liabilities and maintain reserves. After looking at our overall department budget and balancing the needs of both the Program and Maintenance divisions, we have an overall budget increase of 3.03%. This is below the budget guidelines but does not include an increase for the Admin & Professional contract, which will not be settled until Town Meeting in May.

The FY21 budget includes increases in Full-time salaries, due to contractual obligations and overtime. The increase in overtime includes establishing overtime for program division staff, which has never been included in the budget previously. There was also an increase of 14.83% in Materials and Supplies to cover costs associated with our improved field maintenance program. We plan to make incremental increases over the next three years to build this portion of our budget as we continue to improve our athletic fields.

Some decreases in the budget include -2.59 in Part-time salaries. This is due to not offering the Wilderness Adventure program and the closure of one of our Park Place programs. There is also a -4.88% decrease in Occupancy as we have been working with the youth sports groups on conserving the use of field lights. Finally, there is a -27.71% decrease in Capital outlay, which represents a \$2,300 difference from last year.

Discussion:

There is a decrease of \$4800 in transportation expenses due to a new price for busing and utilizing the BYFS van.

Commissioner Murphy and Chair Sullivan discussed Tom Irwin Program in respect to the School properties; Commissioner Murphy stated that it's on the School Committee agenda for tomorrow night.

Discussions regarding the Wilderness program; the Park Place Program and an increase in overtime pay ensued. Chair Sullivan asked if we were not able to find staff for the Wilderness (Outdoor Adventure) program and what Park Place program would be closed. Program Coordinator Lehman stated the two staff we had hoped would run the Wilderness program are not able to do so this summer. Program Coordinator Lehman said a decision on what park to close has not been made yet.

Chair Sullivan stated there has never been overtime in the budget for the Program staff in the past so it is a new item. Director Egan said it has been in the budget for office personnel but not for Program staff. Director Egan stated it is illegal not to pay overtime for hours worked, over 40, by the Program staff. Discussion ensued on how better manage the accrual of comp time. Commissioner Sullivan asked Director Egan if he controlled the overtime because there is only a limited amount in the budget. Director Egan stated he does control the overtime and said if the employees did not put in the hours

they do, the level of services the department provides would go down. Director Egan stated we are effective because we have very good workers who are dedicated. Commissioner Norden asked how we would go about adding a staff person to help. Director Egan said the conversation would start with the Commission and then go to the Town Administration.

Chair Sullivan asked for a motion to be made to accept the budget as is.

Commissioner Norden made the motion; seconded by Commissioner Murphy.

VOTE: 5-0-0

Old Business nothing to report

Updated Field Permit

Director Egan continued the discussion on the field permit and working towards an approval of the new form. The Committee reviewed the updated form while Director Egan pointed out the changes from the original form.

The changes include a Special Event Permit for groups of 100 or more, restructuring of the tiers, a proposal to add a fee to the youth sports groups, a new fee structure for private clinics, camps and other groups, explanation of how fees are approved and what constitutes a non-profit, insurance information and information on additional fees.

Chair Sullivan presented another proposal. Chair Sullivan disagrees with the Recreation Department charging Youth Sports a per participant fee. His proposal merges Tiers 1&2, and includes a \$25/hour fee for Tier 2. Sullivan's Tier 3 are for Not for Profit events with Tier 4 being designated for Private Clinics. Tier 4 is higher than a "not for profit" due to businesses making money on town property. The Insurance Binder would be applicable only for Tiers 3&4.

Chair Sullivan reminded everyone that former Commissioner, Kristine Brown's intention for the Field Permit Application was to protect the fields, when setting up the tiers.

The Commission continued to discuss both proposals, and the intention to protect the fields. They agreed to take some time to review them in more detail. For the time being, residents will fill out the existing permit.

Chair Sullivan requested that they continue the discussion at the next meeting.

Executive Session nothing to report

Chair Sullivan asked for a motion to adjourn.

Commissioner Murphy made the motion; seconded by Commissioner Sheehan.

VOTE 5-0-0

Meeting adjourned at 8:32 pm.

The next meeting is scheduled for February 24th, 2020 7:00 pm at Burlington High School.

Respectfully Submitted,
Terese Castellano