DEPT/BOARD:  Recreation Commission Meeting

DATE:         February 11, 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 – January 28, 2019

Public Participation

Director of Parks & Recreation Report

Parks Superintendent Report

Programming Report

Chairman’s Report

Subcommittee Report

New Business

  Revolving Account Report

  FY 20 Warrant Articles

Old Business

Executive Session

Adjourn

NEXT MEETING:  February 25, 2019
Commissioners in Attendance: Chair Kristine Brown, David Norden, Paul Raymond, Tom Murphy
Commissioners Absent: Vice Chair Kevin Sullivan
Staff in Attendance: Director of Parks and Recreation Brendan Egan, Program Coordinator Kelly Lehman, and Interim Park Superintendent Bill Baker

Chair Kristine Brown called the meeting to order at 8:02 am in Room 121 at Burlington High School, 123 Cambridge Street.

Minutes
Commissioner Murphy moved to approve the minutes of January 28, 2019 as printed, Commissioner Norden seconded.
VOTE: 3-0-0

Public Participation
No public participation.

Parks & Recreation Report
Director Egan presented the following report

Simonds Trust:
Director Egan mentioned that David Maxwell is no longer involved with Bank of America and that he was unable to obtain a forwarding address for him.

Announcements:
Director Egan announced that John Petrin’s last day will be Thursday, February 28th. There will be a retirement reception from 3-7 on the 26th at the Grand View Farm. He asked that all parties who would like to attend to please inform Betty McDonough in the Selectmen’s office.

He also announced that John Clancy’s last day as the Inspector of Buildings was last Friday, February 8th.

Human Services Parking Lot:
Director Egan mentioned that the plan to add parking on the front grass area should be on the next planning board meeting on the 26th. There is no bid out yet, but there is a design. He mentioned that the backup plan for parking was to use the field space. Director Egan stated that we cannot afford to lose field space and asked for the Commissioners’ support. Commissioner Raymond suggested that the Recreation Commission have a presence at the Planning Board meeting, and to bring a list of all the users of the field. He stated that he will sit with the Recreation Commission at that meeting. Director Egan agreed that they will bring all the appropriate documentation.

Human Services Duct Cleaning:
Director Egan reiterated from last meeting, the HVAC ducts are being cleaned on Friday Feb 22nd, and that the Parks & Recreation Department needs to vacate their side of the building. At the last meeting, there was a general discussion about not penalizing the employees for a forced day off. After speaking with Town Administration it was determined if an employee did not want to work in the space provided for the day, they would be required to take time from their available vacation or sick time. The office will be relocated to room 215 in the Human Services Building for the day.
Open Space and Recreation Plan (OSRP):
Director Egan stated that the final draft was completed and sent out last Friday in an email; and that copies were sent to the state. He requested that the Commission review it and provide feedback; and explained that it would be helpful to provide a letter of support from the Recreation Commission with the final version.
Commissioner Brown called for a motion to approve the draft.
Commissioner Norden motioned to approve the draft, seconded by Commissioner Raymond.
VOTE: 4-0-0

A brief discussion ensued about some of the resident comments in the OSRP included not irrigating the Common, citing the strong responses and perception of the Common being watered while there are drought issues / bans in place. Director Egan mentioned that the vendor, Horsely Witton Group did a great job on the OSRP in a short period of time.

Programming Report
Program Coordinator Kelly Lehman presented.

Spring Brochure:
The Spring brochure is at the printer and should be available later this month. Registration for the Spring programs will begin March 6th for residents.

Passport Program:
The Passport Program launched this past weekend at the Winter Carnival. It was funded through a Target Community grant. Residents can collect stamps by visiting locations throughout Burlington and finding the lock boxes hidden at each location. This program encourages residents to explore Burlington. One passport book per family. At the end of the year families who collected 10 or more stamps will be entered into the prize raffle.
Director Egan expressed his support and enthusiasm for the program.

Program Coordinator Lehman discussed adding at least 3 extra social media events.
Commissioner Brown asked if there was any way to get involved with area realtors to communicate with and educate new Burlington residents. She suggested that the realtors include a one-page summary of the programs at closings. Director Egan added that we did have a realtor who did something similar, at open houses, a few years ago. The conversation continued with suggestions of web-page content downloads, providing information when residents register to vote at Town Hall, keeping information updated on the clerk’s page, and getting the schools involved.

Summer Programs:
Program Coordinator Lehman stated that the staff is starting to plan for Summer; holding meetings to discuss changes and additions to the Summer Programs; planning for quality programming.
Commissioner Norden inquired about the Winter Carnival, as he was unable to attend.
Program Coordinator Lehman gave a summary of the weekend’s events detailing that the inflatable slide had to be cancelled due to the high winds, and that the Chili Cook Off had 8 contestants this year – 6 more than last year. Last year’s winner won again. Also, there was a Winter Bingo game with snowman kit prizes, and LL Bean hosted a scavenger hunt and bracelet craft. The wind and cold temperatures this past weekend made setup difficult and attendance low.

Parks Superintendent Report
Interim Park Superintendent Bill Baker presented
The crew is working on equipment; working on the ball field machines. They were able to get the hydra seeder working -- for the first time in many years. They repaired fence damage at Pine Glen that
occurred during last storm, and they are delivering mulch to the parks and schools that need it. Interim Park Superintendent Bill Baker reported that they brought the truck up to Cues to fix the bucket -- the wrong caliber was delivered which delayed the fix. He reported that an old pipe at Rahonis Park opened up and created a hole. They filled it in with crushed stone; and that they prepared Simonds Park for the Winter Carnival. Also, the crew has been trimming the brush along Mall Road and TRW Park; and keeping up with removing trash in all areas, as well as, the ice at The Ice Palace.

Chairman’s Report
No Chairman’s Report

Subcommittee Report
No Subcommittee Report

New Business
Director Egan presented

Revolving Account Report:
The Revolving Account Balance: $241,300.12
Total Current Reserved Funds: $195,288.49
Previous Unreserved Funds Committed: $38,617.33
    TOTAL RESERVED: $233,905.82
    TOTAL UNRESERVED FUNDS: $7,394.30

$10,000 set aside for Field Maintenance (working with Tom Irwin
$14,850 for Fitness Court Installation at TRW
$8,000 for the backstop at Rahonis
   (Director Egan, commented that BBSA has offered to help out; we may not use all of the funds)
$5,000 Recycle Containers
   (Director Egan mentioned that the recycling containers will use the majority of the $5000)

Director Egan brought the Commission’s attention to the last page of the report which details the money reserved for the Winter Activities; and expressed his appreciation to Program Coordinator Lehman for her help and work to get all the programs listed and ensuring appropriate funds are reserved.

FY20 Warrant Articles:
Director Egan presented 3 Warrant Articles for FY20:
   1. Simonds Park - new lights for the tennis and skate park areas
   2. Rahonis Park – resurfacing the tennis courts
   3. Wildwood Park – installation of sun shades over the playground

Simonds Park – Lights:
Director Egan commented that Simonds Park skate park, street hockey, and tennis areas won’t have lights this year. He mentioned how it was on 10 year Capital Plan, but that they ran into issues with the court renovation project. Damage occurred to one of the lines while putting in the fence post. The control boxes were old, rusted out. They were able to clean out the boxes and run new wire to the boxes, but once new wiring went in, the circuit melted. The suggestion from the electrician was to rewire all of the poles.
There are 12 poles. It’s probably about 20 years old. The Romex wiring going up 25 ft exposed to the sun. Director Egan explained how the electrician was not comfortable working on the system; the boxes are not water tight, and there were bees’ nests inside.

Musco Lighting, proposed to do entire lighting system in LED – remote controlled. The engineers were able to reconfigure the same system from 12 poles down to 5 poles – with a 25 year warranty on the the entire system and poles; and able to use same conduits. He suggested that we could purchase materials off state contract, Sourcewell, for $115,942. Installation would be an additional $75K - $100K. Director Egan mentioned that Musco is going to work with their electricians to get a better estimate on the install. The new lighting systems would provide lights for tennis, pickleball, and street hockey; with minimal amount of light to spill onto street.
Director Egan believes that the Musco systems is the best system available. Wilmington High School has a Musco system on their tennis courts in front of the High School off of Rte 62.

Commissioner Sullivan had provided another system which included poles at 30 feet high for same coverage at $75,000 that does not include installation. The system contains 8 poles per court and the controls are in the lights at the top of the pole, which would require a bucket truck to get into. Director Egan stated that this alternate system only has a 5 year warranty.

Commissioner Murphy inquired what the timeline is. Director Egan replied that he would like it to start late August. Commissioner Brown asked if Simonds Trust would be able to contribute any funds toward the project. Commissioner Raymond suggested that the Trust may not be opposed to help with funding for special projects, as indicated with their response to help in the past with projects like the Wading Pool. Director Egan agreed that the Trust does fund some projects and programs. He mentioned that they’ve helped with the wall and the tennis court paving. Director Egan offered to contact them for funding as part of the 2019 request. Commissioner Brown offered that the Trust seems very willing to help out and that would help the Recreation Commission with ‘perception’ at Town Meeting, as well, if we research all avenues for funding.

Commissioner Norden voiced his preference for the Musco system, especially with the warranty; and that he appreciated having Commissioner Sullivan’s secondary estimate as a comparison. Director Egan reviewed that the systems is 5 poles with a total of 22 fixtures. Commissioner Norden inquired about the “Ball Tracker” technology. Director Egan explained that the light is dispersed so that it doesn’t cast a shadow and allows for optimum play. Commissioner Brown made a motion to approve the Warrant. Commissioner Norden approved; seconded by Commissioner Murphy.

VOTE: 4-0-0

**Rahanis Park – Resurfacing**
Director Egan presented the 2nd Warrant to resurface the tennis courts at Rahanis Park. There are stress cracks showing in paint and larger cracks starting to come through. These are the most used tennis courts. He stated that he received two quotes from New England sealcoat for approximately $60K each. The 1st from New England Sealcoat uses the Armor Crack Repair System; and the 2nd is the Riteway Crack System. There is a $4000 difference in the two systems with the Riteway Crack System costing less. Both systems install mesh over the cracks, which allows the crack to expand and contract with weather as necessary.
Director Egan also received an estimate from Vermont Recreational Surfacing and Fencing also using the Riteway Crack Repair System for about $37,861.
A discussion commenced as Commissioner Murphy asked if the Recreation Commission would be competing with other town departments for funds, inquiring if they allocate funds for Warrant Articles. Director Egan explained that we are close to $300,000 for the 3 Warrant Articles and suggested that the most important of the three is the lighting. Director Egan suggested the tennis courts repairs could be postponed another year, provided Interim Superintendent Baker could offer a temporary solution. Interim Superintendent Baker offered to begin research.

Commissioner Brown made a motion to approve.
Commissioner Murphy approved, seconded by Commissioner Raymond.

VOTE: 4-0-0

Wildwood Park - SunShade system
Director Egan presented the estimates for SunShade Systems from New England Recreation Group (NERG). There were two systems reviewed. The 1st was the Extended HIP Shade which is a standalone system. Posts would need to be added which would be additional obstacles in the playground. The HIP System is approximately $11,000 delivered but did not include installation. Last year the installation ran about $32,000

Another concept was a Retrofitted Shade Structure. Director Egan explained that they could do an extended canopy on 3 poles that covers the entire play structure. He stated that the company (Miracle) that installed the playground was able to provide a retrofit option.

There was no estimate given for sunshades – Program Coordinator Kelly Lehman stated that New England Dermatology Association offers a grant for $9,000. She stated that she needs to work with the dermatologist for a year before they consider you for a grant. The department has been working with the Board of Health on a Sun Safety program. We had a Dermatologist from Lahey working with us but they left Lahey last year. We have not been successful getting Dermatologist on board.

Commissioner Brown asked if we could research a Park Grant for the SunShades, considering we haven’t obtained a Park Grant since developing Wildwood Park.
Commissioner Norden suggested that the cost associated with the Extended Hip Shade System may be difficult to get in front of the Ways and Means and Capital Budget.
Commissioner Raymond stated that we are fortunate to have a ‘expert grant writer’ in town, and suggested that we hold off, obtain the grants, and get the costs reduced.
Commissioner Norden supported Director Egan’s earlier statement that the most important of the 3 Warrant Articles is the lights at Simonds Park. He agreed with the idea of trying to obtain grants, and with Program Coordinator Lehman’s advice to research the grant through the Dermatology Group, suggesting that the Warrant is more likely to be approved if we are able to bring the cost down.
Commissioner Raymond made a motion to explore the possibilities of grants.

Commissioner Brown approved the motion; seconded by Commissioner Norden.

VOTE: 3-0-0

(Commissioner Murphy had to leave the meeting before this warrant article was discussed.)

Old Business
10 year capital plan – Commissioner Raymond asked if the recreation vehicle will be on the list for next year. Director Egan responded that it is
There was a discussion about the spray pad / ice rink combination area at TRW Park, as well as, the need for wider walking trails there. Director Egan stated that they should be 6 feet wide. Although the ADA requirement is 48 inches, he reiterated the intent to encourage more use of TRW by the surrounding business community the new fitness equipment and the walking trail. At Rahanis Park, the volleyball court is in need of renovation. It was well used this past year, especially on weekends

**Next Agenda Items:**

Commissioner Brown mentioned she would like to include the 10 year Capital Plan on agenda next meeting. Commissioner Raymond added that Overlook Park could be as activating for the neighborhood as Wildwood Park has been for its neighborhood. Director Egan mentioned that we should look at a 10 year master plan for all the parks. Berkshire Design did a 20 year Master Plan for the parks back in 2000

Director Egan relayed that in a recent budget discussion he intended to discuss increasing the program staff from 35 to 40 hours in the future. The Program staff is regularly working above their 35 hours and receiving comp time for the hours. Moving them to 40 hours would help keep their comp time down and pay them an additional 5 hours per week.

Commissioner Brown requested copies of the contracts.

**Executive Session**

No Executive session

**Next Meeting**

Monday, February 25th 7pm in the School Committee room at BHS

**Adjournment**

Motion made by Commissioner Norden; seconded by Commissioner Raymond, all in favor. Meeting adjourned at 9:35am.

Respectfully submitted,
Terese Castellano