DEPT./BOARD: Recreation Commission Meeting

DATE: February 25, 2019

TIME: 7:00 p.m.

PLACE: Burlington High School – School Committee Room

AGENDA

8:00 a.m. Call Recreation Commission Meeting to Order
Approval of Minutes – February 11, 2019
Public Participation
Director of Parks & Recreation Report
Parks Superintendent Report
Programming Report
Chairman’s Report
Subcommittee Report

New Business:
10-year Capital Plan
Rahanis Park Improvements

Old Business

Executive Session

Adjourn

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

Staff in Attendance: Parks & Recreation Director Brendan Egan, Interim Park Superintendent Bill Baker, Program Coordinator Kelly Lehman

Chair Brown called the meeting to order at 7:00 pm in the Burlington High School, School Committee Room, 123 Cambridge Street.

**Minutes**

Commissioner Sullivan moved to approve the Recreation Commission meeting minutes of February 7, 2019 as printed. The motion was seconded by Commissioner Raymond.

VOTE: 5-0-0

Commissioner Norden moved to approve the Recreation Commission meeting minutes of February 11, 2019 as amended. The motion was seconded by Commissioner Raymond.

VOTE: 4-0-1 (Commissioner Sullivan abstaining)

**Public Participation**

None

**Director of Parks & Recreation Report**

Parks & Recreation Director Egan presented the following report:

Announcements: Town of Burlington received a Municipal Vulnerability Preparedness Planning Grant and the Planning Board will be hosting a Climate Resilience Workshop on Wednesday, March 6th from 10 am until 2 pm. Town Administrator John Petrin’s retirement reception will be held on February 26th at Grandview Farm.

P&R Director Egan gave an update on the proposed parking spaces at the Human Services Building. The Planning Board continued their meeting on February 21. Concerns of the members included the number of spots being excessive, complying with the 3A Overlay District guidelines and wanting to explore other options on the property. Town Administrator Petrin asked for a continuance so he could review with the Selectmen and get their input. Commissioner Raymond mentioned that the Planning Board was concerned about eliminating all of the green space in the front of the building. He also indicated that the Planning Board has asked the planning staff to develop a new proposal to present back to the full board.

P&R Director Egan has been working with Eagle Scout candidate Kristopher Poirier to install a Gaga Ball court in one of our parks. Mr. Poirier proposed Simonds Park as a location and P&R Director Egan offered a couple other alternative locations. Mr. Poirier was asked to visit all
locations and make a recommendation as to the best location. P&R Director Egan will meet with Mr. Poirier again in the coming weeks and finalize the project.

A meeting was held with Weston & Sampson and the maintenance staff to review the layouts of the engine bay and the carpenter’s shop. The group also discussed equipment that may be needed in the new facility - both brought from their current location and purchased new. Commissioner Sullivan asked Interim Parks Superintendent Baker if he was pleased with the discussion; he indicated that he was. Commissioner Brown asked if the equipment cost would be included in the plan for the new facility. P&R Director Egan indicated that he believed there to be an allocation for new equipment.

The Parks & Recreation Department’s Warrant Articles are scheduled to be heard at the Capital Budget meeting on Tuesday, February 26th at 7 pm. P&R Director will be presenting one article - the lighting project at Simonds Park. P&R Director Egan indicated that he did look into the option presented by Commissioner Sullivan through Light Pole Plus. Because of a number of items including the unknown installation cost, increased number of poles and shorter warranty, his recommendation would be to continue working with Musco Lighting for this project. Commissioner Sullivan wanted to confirm that the department was not looking to secure funding for the sun shade project, because we are looking to secure grant funding. The Commission is generally in favor of installing shade structures at Wildwood Park. Commissioner Raymond believed that it would show good faith if we patched the Rahanis tennis courts this year and ask for complete resurfacing next year.

**Parks Superintendent Report**

Interim Park Superintendent Baker presented the following report:

The division has been working on snow removal in the streets, schools and parks for the last few weeks as there have been 3 different storms. Snow plow damage at Pine Glen was repaired.

They have been performing preventative maintenance and preparing equipment for spring. The John Deere loader was repaired and painted, the Gravely Zero Turn Mower was worked on and the two ball field groomers were repaired.

Large limbs and some trees that had been blown over in some of the storms were removed from Mitre Fields, Wildwood Park and Simonds Park.

Commissioner Sullivan asked if the new truck had received a new logo. Interim PS Baker indicated that it had been applied to the vehicle. P&R Director Egan explained that the department is starting to replace the logos on all of the vehicles as they are going to Central Maintenance for inspections.

Commissioner Norden asked that the maintenance staff check all of the parks for hanging limbs this week.

**Programming Report**

Program Coordinator Lehman presented the following report:
Basketball programs are starting to wrap-up. The Lil Hoopster & Rookie League programs have ended. The in-town program for grades 4 to 8 will run through March 9th. All of the changes to the basketball programs were well-received this year.

On February 21st, the staff distributed free snowman kits throughout some of the parks and playgrounds. This was very-well received by the social media community.

February is Therapeutic Recreation month! As part of the celebration, the staff has been promoting TR programs and staff through the department’s social media platforms. PC Lehman also announced that Emma Jones will join the department as the TR Intern for the summer.

The department has begun accepting application for summer employment. There are directors positions open at Club Simonds, Outdoor Adventure and Park Place as well as a number of staff positions. Volunteer Applications will be accepted beginning April 1st.

Commissioner Sullivan asked if we are paying directors enough money. PC Lehman indicated that she believes they are. The last couple of directors at Club Simonds went on to work in a full-time capacity somewhere else.

Commissioner Norden announced that he received the spring brochure in the mail and it looks great. Commissioner Raymond added that he also received his brochure and he likes that all of the new programs have green titles.

P&R Director Egan informed the commission that Laurel Rossiter, CTRS had received a call from a community in North Carolina asking about the department’s TR division. Their staff had been up in the Boston area for a conference and had heard about the good work being done and wanted to learn more about our programs.

**Chairperson’s Report**

Commissioner Brown asked if the department was able to schedule the Burlington Summer Slam tournament on a weekend that would not conflict with BBSA’s schedule. PC Lehman indicated that the tournament would be held on April 27th this year.

**Subcommittee Report**

Commissioner Sullivan reported that there is a Dog Park Committee meeting on February 28th beginning at 6 pm at the Human Services Building. The committee will be discussing the upcoming request to the Stanton Foundation for upgrades to the dog park.

**New Business**

**10-Year Capital Plan**
P&R Director Egan presented and reviewed the department’s 10-year capital plan. Commissioner Murphy asked if there was a set amount allotted to the department for warrant articles each year. If there is a set amount, does it fluctuate? P&R Director Egan explained that he has never been told a specific amount. Commissioner Murphy inquired where a new Recreation Center fits in the Town’s bonding schedule. He suggested that the department begins the conversation with the town administration to get a new Recreation Center included on the plan. Commissioner Raymond agreed, stating that the Town needs a pool or public swimming
option and it should be part of a new Recreation Center building. He also suggested starting the conversation with town administration. Commissioner Brown suggested looking at Overlook Park as a possible location for a new building. Commissioner Norden suggested looking at Pine Glen if the School Department was to combine two of the elementary schools. P&R Director Egan asked if commissioners were interested in working on this project with him and the town administration. Commissioners Sullivan and Norden volunteered for this task.

Commissioner Sullivan asked if all pieces of maintenance equipment are represented in the 10 year plan. P&R Director Egan stated that all of the pieces are currently represented or will appear on the plan as the year’s progress.

Commissioner Sullivan inquired as to why the renovation to the bandstand continues to get pushed back within the capital plan. P&R Director Egan identified areas of difficulty surrounding the renovation to the structure including how to make the bandstand itself accessible and how to provide access to the accessible point. Commissioner Sullivan suggested filling in the area around the gazebo to address concerns about the grade.

Commissioner Sullivan moved to accept the 10-year capital plan as presented. The motion was seconded by Commissioner Norden.

VOTE: 5-0-0

Rahanis Park Improvements

P&R Director Egan received an updated quote for demolishing and removing the painted brick building at Rahanis Playground of $6,940. It is his recommendation to remove the building and replace it with a shed to be placed on the same footprint, with any remaining funds to be used to possibly replace the bang board that was formerly on site.

Commissioner Sullivan asked if the new shed would flood as the current building does. P&R Director Egan stated that the new shed would be set above the current grade and therefore he does not anticipate any flooding.

Commissioner Raymond was concerned that depending on its location, the bang board may be disruptive to the neighbors.

Commissioner Brown recommended that the department inquire about the cost of a cement storage building (similar to the restrooms at Rahanis).

Commissioner Norden moved to expend up to $7,500 for the demolition and removal of the block building at Rahanis Playground to be expended from the Rahanis Tennis Improvement Fund. The motion was seconded by Commissioner Murphy.

VOTE: 5-0-0

Upcoming Meetings

P&R Director Egan reminded the Commission of the following meetings:

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<th>Meeting</th>
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<td>Capital Budget</td>
<td>February 26</td>
<td>7 pm</td>
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<td>Ways &amp; Means</td>
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Town Hall Annex

Town Hall
Old Business

No Dogs at Events Policy
Commissioner Brown would like to see that the No Dog Policy be enforced at the department’s special events - especially large events such as Celebrate Burlington. She suggested posting signs at events, making announcements throughout the events and asking for police help when they are onsite. PC Lehman stated that the staff does put out signage related to the policy and the information is included in all publicity (the seasonal brochure and the event specific brochures) that are handed out at events.

Executive Session

Not Required.

Adjournment

Motion to adjourn was made by Commissioner Murphy, and seconded by Commissioner Sullivan.

VOTE: 5-0-0

Meeting adjourned at 8:31 pm.

Next meeting is scheduled for March 11, 2019 at 8 am

Respectfully submitted,
Kelly Lehman
Program Coordinator