DEPT/BOARD: Recreation Commission Meeting
DATE: March 25, 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 – March 11, 2019

Public Participation

Director of Parks & Recreation Report

Parks Superintendent Report

Programming Report

Chairman's Report

Subcommittee Report

New Business:
  Mike Phelan – Rahenis Park Improvement Funds
  Vote on FY20 Warrant Article / Simonds Trust

Old Business:
  Marvin Field Discussion

Executive Session

Adjourn

NEXT MEETING: APRIL 8, 2019
Commissioners in Attendance: Chair Kristine Brown, Vice Chair Kevin Sullivan, Paul Raymond, Thomas Murphy, David Norden

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

Absent: Tom Murphy

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

Minutes:

Approval of Minutes
Commissioner Brown called for a motion to approve the Parks & Recreation Commission Meeting Minutes for March 11, 2019 as printed. Commissioner Norden seconded the motion.

VOTE 3-0-1 (Commissioner Sullivan abstained)

Peter Coppola was going to present but was not in attendance, so Director Egan summarized his requests. Peter had expressed an interest in getting a handicap ramp to the Historical Museum. Also, some small trees need to be cleared behind the building, along the back driveway.

Public Participation
No public participation.

Director of Parks & Recreation Report
Director Egan presented his report.

DPW / Parks & Recreation Maintenance Facility:

Another DPW / Parks & Recreation Maintenance facility meeting is scheduled for next Mon 4/1 to discuss progress on the plans for the new facility. He will keep the Commission apprised of results.

Dog Park – Capital Improvements:

During the March 13th Dog Park meeting, capital improvements were discussed. After the park has been opened for a year (June 2019), we are eligible for a capital grant through the Stanton Foundation. Ideas presented at the meeting include adding more K9 grass, a shade structure, as well as improve the access road with stone dust rather than the ¼ inch gravel which it currently has. The next meeting is scheduled for Wednesday, April 3rd.
Spring Field Schedules:

The Maintenance staff has put out the goals and delivered the trash barrels to the fields and port-a-patties have been delivered. With the High School sports starting later in the afternoon, there is an impact on Youth Sports. Soccer, baseball, and lacrosse will be impacted. It is unknown at this time when the fields will be open for play, but they are typically open around school vacation.

Therapeutic Recreation Conference:

As a Certified Therapeutic Recreation Specialist, Laurel is required to maintain her Continuing Education Units (CEUs). She needs to obtain 50 credits over a 5 year period. The Midwest Symposium on Therapeutic Recreation conference is coming up at the end of April in Kansas City and will have sessions on Inclusion, Unified Sports, and Therapeutic Recreation trends. Director Egan is recommending that Laurel attend the conference. The cost of registration, airfare, hotel, and transportation is $1300 and could be funded by the Revolving Account.

Commissioner Sullivan made a motion to approve the request for Therapeutic Recreation Specialist, Laurel Rossiter to attend the Midwest Symposium on Therapeutic Recreation at the Northwest Missouri State University near Kansas City in April 2019 at a cost of $1300. Commissioner Norden seconded the motion.

VOTE: 4-0-0

Parks Superintendent Report

Interim Park Superintendent Bill Baker presented the report

Since last meeting, the crew has continued to clean up the parks, town common, and schools of fallen branches and debris from winter storms; and has continued to take down Christmas lights when the ground was dry enough to support the trucks. They repaired the shed at Regan Park; brought in turf blankets from Wildwood, Francis Wyman and Marvin fields; and delivered playground mulch to TRW, Francis Wyman, and Rahonis parks. They replaced some parts on the Jacobsen mower, replaced the lights and painted the trailer for the ballfield machine, and repaired the small John Deere tractor.

The crew moved an antique sled, which was donated by a resident on Sears Street, to the museum.

They raised the nets at each end of Varsity field; put the lacrosse nets in place at Varsity and Brush fields; and placed the players benches and trash barrels on both.

The crew laid out and lined the youth lacrosse field at Mary Cummings, and the youth soccer field at Marshall Simonds. Interim Park Superintendent Baker explained that they start with the driest fields first and that they are a bit ahead of schedule this year as compared to prior years.

At the Dog Park, they made some repairs to worn areas, filling in with stone dust.

At Francis Wyman and Simonds Park, the crew marked the locations of the fence posts for the temporary fence. They placed barrels in the parks and fields preparing for Spring and have been keeping up with the trash in all areas.
The turf blankets provided some improvement to the fields at Wildwood. They are meant to extend the growing season by warming up the ground earlier. Fallen snow on top of the blankets acts as an insulator, but with the lack of snow on them this year, Francis Wyman and Marvin fields didn’t have as much improvement as they had hoped. Both fields will need to be over seeded.

The crew is cleaning up the fallen tree limbs at TRW - currently chipping the branches.

Chair Brown inquired about the cleanup planned for the employees of Duffy Properties, who are developing the old Building 19 site. Director Egan responded that they are working internally to schedule a date, and that he and Interim Park Superintendent Baker will be working on a volunteer cleanup schedule. Baker explained again that acting Working Foreman Brian Cullinan is marking the fields first before the heavy equipment goes out to line them; and that the soccer field at Marshall Simonds is lined. Chair Brown asked whether other crew members were cross-training with acting Working Foreman Cullinan. Interim Park Superintendent Baker explained that Maintenance Craftsmen Kenny Saidah and Lewis McMahon trained with acting Working Foreman Cullinan last year and that about half of the staff is familiar with the process.

Commissioner Raymond initiated a conversation about the status of the exercise equipment at TRW. The hope is to begin installation next week, and have a grand opening in early May. The conversation continued with a thought that if similar equipment were available at Wildwood, it would be used possibly significantly more than at TRW, due to the foot traffic at Wildwood as compared to TRW. A plan was set to increase awareness with Social Media.

**Programming Report**
Program Coordinator Kelly Lehman presented

**BHS Summer Intern:**
Amy DeLeo, a Burlington High School senior, will begin as an intern with the Parks & Recreation Department on April 8th. Amy is interested in learning about children's programming and how to run a business in that regard. In the mornings, she will work in preschool program, helping with the program development, working with the participants, and helping with daily set up and clean up. In the afternoon, she will work in the office to learn the business side, and to help with customer service.

**Summer Program Planning:**
Program Coordinator Lehman mentioned that planning for summer looks a bit different this year in that the staff is trying to find contracted programs to run between the end of the regularly scheduled programs and beginning of school. Coordinator Lehman explained that the Parks & Recreation staff is not currently equipped to staff those weeks because they are high school, college students, and teachers who are getting ready to go back to school. During these end of summer weeks, they should be able to offer 2 or 3 programs each week, at a higher price point to compensate for the contracted staff.

Coordinator Lehman mentioned a few other changes to Summer Programming this year.
The Outdoor Adventure program will not be offered; however, the Community Boating program will be. The preschool offering Mini Sports has been expanded throughout the summer adding one more hour; and adding a preschool art program for the afternoon hours 2:30-4:30.

Coordinator Lehman spoke about the “Light it up Blue” for Autism Awareness April 2 hosting a regional speaker about personal experiences. A representative from the police department will come speak, and local businesses will support the initiative throughout the month. April 5th is the Spring Sneaker Prom; April 13th is the Community Safety Event with the police department. The police department has a registration for individuals with disabilities, so that the officers and fire department are aware if lights and/or sounds may trigger a resident – the intention being that they approach the residency without lights and/or sirens. The goal of these events is to expose to as many community service pieces. Other upcoming events include the Egg Hunt on April 18th at Simonds Park, the Burlington Summer Slam on April 27th at Simonds, the Community Yard Sale on May 4th and Star Wars themed May the Fourth Be With You at the Town Common.

**Chairman’s Report**
Presented by Chair Kristine Brown
The next sculpture park meeting is scheduled for April 2nd.

**Subcommittee Report**
Commissioner Norden mentioned that there is a meeting next week for new Parks & Recreation Maintenance building. He also said he is still working on the town common sign project.

Commissioner Raymond spoke about the Human Services building, reviewing a plan from 2005 to create 35 parking spaces around the semi-circle as an alternative to a plan to add parking to the grass and create 54 spaces. He also shared an idea to celebrate Burlington’s Agricultural past - placing a plaque or sculpture in the green space.

Commissioner Sullivan went to Community Preservation Meeting. It was well attended. Commissioner Sullivan suggested that it would be a good thing for the Parks & Recreation Department to attend the meeting.

Director Egan agreed that we need more parking. In his meeting with the Town Administrator next Thursday to discuss Programming, he will continue to express the need and desire for more parking.

**New Business**
Director Egan mentioned that he spoke with Mike Phelan about the Rahonis Park Improvement funds. Director Egan said there was misinformation about deposits made by the tennis group and there has not been a deposit with the Parks & Recreation Department since 2014. It is probable that they will not continue the tournament. Director Egan suggested that if they’d prefer that the money be allocated towards scholarships, they should attend a Parks & Recreation Commission Meeting and inquire about allocating a portion of the tournament funds for scholarships.

Chair Brown suggested that get set up through the Burlington Scholarship foundation as a separate entity.
**VOTES:**

**FY20 Warrant Article / Simonds Trust**

Commissioner Sullivan made a motion to approve the Simonds Park – Tennis and Skate Park Lighting Warrant $220,000. Commissioner Norden seconded.

**VOTE: 4-0-0**

To accept money from the Trustees under the will of Marshall Simonds in a TBD Amount. Commissioner Sullivan made a motion to approve, seconded by Commissioner Raymond.

**VOTE 4-0-0**

**Old Business**

Marvin Field Discussion

The Commission continued the discussion regarding the ownership of Marvin field and how it is listed in the Assessors database. There was talk in 1962 and again in 1964 that Marvin field be taken by the Town of Burlington by eminent domain but may have never been recorded with the Registry of Deeds. Friends of Mary PC Cummings Estate Park would like the Commission to designate Marvin field as open space. The Commission needs to look at the State Registry of Deeds. Director Egan will work with Town Counsel on the property and have them look into the history.

Chair Brown suggested that it is sorted out with Town Council and that we take the necessary steps to register it as Burlington’s property.

**Executive Session**

No Executive Session

The Commissioners acknowledged and recognized Chair Kristine Brown’s 15 years of service while presenting her with a clock and words of appreciation.

**Adjournment**

Motion made by Commissioner Sullivan; seconded by Commissioner Norden.

Meeting adjourned at 9:20 am.

VOTE 4-0-0

Next meeting is scheduled for April 8th at Burlington High School and the meeting time will go back to 7pm on Monday nights.

Respectfully submitted,

Terese Castellano