DEPT/BOARD: Recreation Commission Meeting

DATE: May 13, 2019

TIME: 6:30 p.m.

PLACE: Burlington High School – Room 121

AGENDA

6:30 p.m. Call Recreation Commission Meeting to Order

Approval of Minutes – April 8, 2019

Public Participation

Director of Parks & Recreation Report

Parks Superintendent Report

Programming Report

Chairman’s Report

Subcommittee Report

New Business

Old Business:
  Vote on lease extension of Community Theater Group of Burlington

Executive Session

Adjourn

NEXT MEETING: JUNE 10, 2019
Burlington Parks & Recreation Commission
Meeting Minutes 05/13/2019

Commissioners in Attendance:
Chair Kevin Sullivan, Vice Chair David Norden
Commissioner Paul Raymond, Commissioner Kevin Sheehan

Staff in Attendance:
Director Brendan Egan, Interim Park Superintendent Bill Baker

Absent: Program Coordinator Kelly Lehman, Tom Murphy

Chair Sullivan called the meeting to order at 6:31 pm in Committee Room 121 of Burlington High School at 123 Cambridge Street, Burlington, MA.

Minutes:

Approval of Minutes:
Vice Chair Norden called for a motion to approve the Recreation Commission Meeting Minutes for April 8, 2019 as printed. Commissioner Raymond seconded the motion.

VOTE 4-0-0

Public Participation
No public participation.

Director of Parks & Recreation Report
Director Brendan Egan presented

DPW / Parks & Recreation Maintenance Facility:
On May 7th the DPW / Parks & Recreation Maintenance Building Committee met with Planning, Building, Conservation, Board of Health, and the Selectmen to get an update from Weston & Sampson on both phases of the Maintenance Facility project. The purpose of the meeting was to get information to the boards prior to getting permits. The items discussed included drainage, equipment for HVAC, and the wash bays.

At tonight’s Town Meeting, we will be requesting money for the second phase to save a potential $1m in costs. The committee plans to get on the July agenda for the Planning Board, with hopes of starting construction in the Fall.

Vice Chair Norden commented on how well attended the meeting was and recognized the Board of Health and Planning Board for asking well informed questions about building location plans; and summarized the Conforming / Non-Conforming uses of the Wetlands. Director Egan expressed his confidence in Weston and Sampson working on sites bordering wetlands due to their prior experience with such cases.

Director Egan mentioned that DPW may use the Central Maintenance or Parks Maintenance bays to keep vehicles warm during winter plowing events; if Community Preservation Act comes into Burlington, the current Parks & Recreation Maintenance garage might be a good candidate. It may also be a candidate for a Park Grant (same one we used for Wildwood) – nature trail portion. The current wood shop garage will be kept for small equipment and off-season items such as fertilizer, etc.
**Fitness Court:**
All the site work has been completed, currently waiting for proper weather to pour pad. The pour is scheduled for May 15th. It will take 7 days to be 75% cured and 20 days to be 100% cured. We chose to do rubber tiles rather than the “poured in place” for easier repair.

**Lahey Health:**
We recently met with Michelle Snyder to discuss the progress of the park and the grand opening. The National Fitness Campaign provides training on the use of the equipment. We’d like to do a “Train the Trainer” for our fitness instructors; and also ask a few Police Officers and Fire Department staff to do some challenges vs Lahey to make it fun. The opening is scheduled for June 14th at 10:30 am. Director Egan asked Chair, Kevin Sullivan to say a few words at the event.

**Hall of Fame**
Lahey Health has been nominated for the Burlington Parks & Recreation Hall of Fame as a Partnering Organization. We’ve been fortunate to be a beneficiary of theirs for a several years. They provided sunscreen dispensers, provided support at Celebrate Burlington and several special events, and most recently helped with the new Fitness Court. Lahey has been supporting the Burlington Community Health grant and we would like to present the recognition at June 24 Parks & Recreation Commission meeting.

As a new initiative, we have asked Lahey to partner with us to provide a UV meter, which indicates in real time how long it will take for a person to experience skin damage, if preventative actions are not taken. It would cost $250 a month on a lease basis for 2 to 4 months. We’re requesting 2 meters totaling $2,000 and would allow us to have 1 UV meter at Simonds by the pool and a mobile meter at Wildwood which we could bring to the Town Common for events.

**Modular Trailer at Club Simonds:**
Last year a Modular Trailer provided a space for Therapeutic Recreation program to be run out of Club Simonds. The trailer provided a space for participants with a disability to attend the same programs as their peers and siblings. It created a respite space for participants that became over-stimulated. With its success last year, we’re bringing it back this year.

Vice Chair Norden inquired about purchasing a trailer. Director Egan suggested that the department continue with the current program for a 2nd season before determining if the trailer will become a permanent structure year-round; and suggested that they might consider a different configuration if they decide to purchase a trailer.

**Burlington Pride Sports:**
With the growth of the Burlington Therapeutic Recreation division and after many discussions, we’ve decided to move to a staff based program and away from using volunteers. The additional staff added to the program over the last few years is trained in multiple disabilities. The move to a staff run program will begin with softball this spring. Letters will be going out this week to our volunteers.

Vice Chair Norden inquired about the qualifications for hiring. Director Egan explained applicants with positive work experience or volunteer experience; those currently in school studying special education or therapeutic recreation; or those with special needs or therapeutic recreation certifications would be considered.
Commissioner Raymond asked if there will be Summer Internships. Director Egan stated there will be a Therapeutic Recreation Intern.

Director Egan also mentioned that as a result of our program’s success, other towns are improving their Therapeutic Recreation departments.

Chair Sullivan asked whether we will have enough people registered to support the additional personnel and if we would be calling the volunteers who have been with us long-term so that the letters don’t come as a surprise. Director Egan responded that there are enough participants registered to support the additional hired staff and that they would be making phone calls to long-term volunteers.

RecTrac Server:
There were issues with the server during summer registration and we met with IT to find the cause. We learned that our free space was down to 5 gigs and we need to change servers, which requires us to be down for a day. We’re looking to schedule this switch during the 1st week in June. Vermont Systems (WebTrac) cleared out space as an immediate and temporary solution, leaving us at approximately 50 gigs. IT is planning to switch over the servers in June working with Vermont Systems, at no cost to the department.

Volunteer Programs:
Duffy Properties worked in Simonds Woods; and we’re working with two Oracle groups to prepare for graduation, and Memorial Day.

Seasonal Staff:
We have 3 seasonal staff on staff now, with a few more starting next week, and then the remainder later in May and early June. The weather has really been a hindrance, but we are working to get the grounds ready for field days and family picnics.

Parks Superintendent Report
Interim Park Superintendent Bill Baker presented
The ball fields are in good shape except that Veterans could use some clay. We turned the 1st field at TRW to the left to accommodate the new fitness equipment. Duffy Properties cleaned up Simonds woods. We used the hydroseeder at Grandview, the Police Station, and Town Hall. Both the large and small mowers are being used - the smaller mower for the wetter areas. The crew poured the 10 footings for the trash containers - 6 of the 10 containers are placed. We need to pull in the old containers and fill in the old footings with loom and seed. We made repairs to Simonds bathrooms; started the repair of a broken pipe in Simonds pool; and are keeping up with trash and recycling at all parks.
Commissioner Raymond asked if any students are doing community service as he noticed trash that needs to be cleaned up in the BHS parking lot. Bill will get the crew to take care of it.
Vice Chair Norden inquired about treatment for the dandelions on the Common. Director Egan stated that we did not treat for dandelions on the Common; mentioning that it had been too wet for volunteer groups, as well as, for the Parks & Recreation Maintenance Crew to mow it.
Interim Park Superintendent Bill Baker added that we did a lot of the ball fields but that they hadn’t been able to get to the Common yet.
A discussion about organics vs synthetics; and modifying the fertilization program took place.
Director Egan asked for a quote to have Francis Wyman baseball field renovated and it should be received within the next few weeks.
Chair Sullivan inquired about cutting the fields twice as often since youth sports and high school sports are being played there. Baker assured him that they are cutting the fields twice as often.
Chair Sullivan mentioned his concern of a possible tripping hazard caused by a 6 inch drop off of the K9 grass at the Dog Park. Director Egan asked for the Maintenance Crew to push the stones up towards the K9 grass edge. Sullivan reiterated the same concern for the playground structures citing more mulch is necessary. Baker will send the crew to the parks to remedy the situation.

**Programming Report**
Director Egan presented for Kelly Lehman

**Community Building Event:**
Jessie and a middle school student, Lalchlan Hall, developed a community building event that is similar to Clue; where participants had to help save Easter from being ruined by hackers. It was a good family and community event. Families had to visit parks to find hidden clues. The 1st family to solve the mystery won 4 movie tickets. We started promoting the event during the Easter Egg Hunt on April 18th and the winners claimed their prize before noon on the 19th. We’d like to thank Lalchlan for his hard work on this event.

**Summer Interns:**
Emma Jones is working with Laurel for the summer as our Therapeutic Recreation Intern. She will be developing a way to streamline the inclusive and specialized program work with outside contractors. Connor Desharnais will begin next week as the Marketing intern coordinating press releases and social media platforms for the summer. We are excited to have both Emma and Connor join us.

**Summer Program Registration:**
The server crashed during Summer Registration, but our staff did a great job working with the community during and after the outage to resolve any issues. The office staff went above and beyond, working one-on-one with registrants in person; and calling those who’s registration had not be completed prior to the crash to ensure their registration was complete for the program of their choice. During the first two hours, we had $140K in registrations; and more than $200K over that weekend.

**Community Yard Sale:**
The first Town Wide Yard Sale was held on May 4th with over 70 yard sale hosts. We are excited to make this an annual event.

**Chairman’s Report**
Chair Kevin Sullivan presented

**Dog Park:**
The Friends of the Dog Park met last week. They are still doing fundraising activities. The next fundraiser is at Bamboo restaurant in Bedford and they will donate 20% of the bill (including alcohol) to the Dog Park.

**Sculpture Park:**
We need a representative to attend the Sculpture Park meetings. Commissioner Kevin Sheehan volunteered to represent the Commission.
**Subcommittee Report**
Vice Chair Norden expressed the need to get in front of the Planning Board for an electronic sign on the Common. He is working with Selectman Mike Runyon to change the current bylaw. Commissioner Raymond suggested working with the Traffic Safety officer.

**New Business**
The Community Theater Group of Burlington, formerly The Burlington Players, submitted their request to renew their lease agreement for the Overlook Park site for an additional 2 years. Director Egan recommended to move forward with 2 year lease agreement for the Community Theater Group of Burlington; extending for 1 year period with notice 6 months in advance of the 2 years. Commissioner Raymond expressed his wish to see more publicity of the play group; and stated his impression that there are several members from Winchester. Director Egan explained that the group absorbed many members from Winchester when that group folded.

Vice Chair Norden made the motion to extend the Community Theater Group of Burlington’s lease agreement for 2 years. Commissioner Sheehan seconded the motion.

**Vote: 4-0-0**

**Old Business**
Revolving account report will be given at the next Commission meeting scheduled for June 10th.

Chair Sullivan would like to discuss the next field that will be worked on at the next meeting.

**Executive Session** - none needed

**Adjournment**
Motion made by Vice Chair Norden to adjourn; seconded by Commissioner Sheehan.

**VOTE: 4-0-0**

Meeting adjourned at 8:08 pm

Next meeting is scheduled for Monday, June 10th, 7pm at School Committee Room at Burlington High School.

Respectfully submitted,
Terese Castellano