TOWN OF BURLINGTON
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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: June 10, 2019
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 – May 13, 2019
Public Participation
Director of Parks & Recreation Report
Parks Superintendent Report
Programming Report
Chairman’s Report
Subcommittee Report
New Business
   Revolving Account Report / Expenditure Requests
   Fall Field Renovations
Old Business
Executive Session
Adjourn

NEXT MEETING: JUNE 24, 2019
Commissioners in Attendance:
Chair Kevin Sullivan, Vice Chair David Norden
Commissioner Paul Raymond, Commissioner Kevin Sheehan, Commissioner Tom Murphy

Staff in Attendance:
Director Brendan Egan, Interim Park Superintendent Bill Baker, 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 Recreation Commission Meeting Minutes for May 13, 2019 as printed. Vice Chair Norden made the motion; seconded by Commissioner Raymond.
VOTE 4-0-0

Public Participation
No public participation.

Director of Parks & Recreation Report
Director Brendan Egan presented

Fitness Court
The flooring for the fitness court has been delayed to June 11th. Due to the delay, we are rescheduling the Grand Opening to Friday, June 21st. Commissioner Egan communicated the rescheduling with Lahey.

On May 23rd, the Jacobsen large area mower lost power as it was heading up Glenn Ave back to the garage. As it started to roll backwards down the street, the driver was able to move it into a side yard. The driver was not hurt. Egan notified Police, made an accident report, contacted the insurance company, discussed our options with the Town Administrator and Town Accountant and is looking to schedule a meeting with our Ways and Means subcommittee. A new mower can range in price from $60k to $90k. An 11 foot rental unit is being delivered tomorrow and will cost $1000 a week. This mower will need to be put on a trailer and towed between sites. Using a smaller mower will allow us to see the benefits of not driving it over the road, if we choose to go that route in the future.

Chair Sullivan asked if the Jacobsen was deemed “totaled”. Commissioner Egan explained that they won’t know until it is up on the lift, but that the initial report was that the rear axle sheared off at the tire and the frame may be bent. It needs to be brought to their shop in Derry, NH.
Director Egan explained that we would need to get a reserve fund transfer, or wait until September Town Meeting, if we have to buy a new one.

The pricing on new units is as follows: 11’ mower is $63k; 14’ mower is $73K and a 16’ mower is $83K

A conversation ensued about looking at TORO vs Jacobsen; and that renting the smaller mower allows us to work out the logistics of using smaller mowers in the future (keeping in mind that they tie up a vehicle since they have to be towed).

Commissioner Egan mentioned that he should have an idea as to which direction to go in by next meeting on June 24th.

Sullivan inquired as to where the $1000/wk rental money would be coming from. Egan said he was working with the Town Accountant on the funding.

Sullivan asked for this to be an agenda item for next meeting June 24th.

**Simonds Park**

**Wading Pool**
The Maintenance staff made repairs to the filters, sent the water to be tested and we are waiting on an inspection date. We are on schedule to open the pool June 14th.

**Tennis / Skate Park**
The tennis and skate park have been open for use. Pickle Ball courts have been popular and the skate park equipment is being moved back into place Friday, June 14th.

**Lighting**
Director Egan met with a MUSCO lighting representative regarding the purchase of the lights and putting the installation out to bid. We are looking to open bids around July 10th with work beginning right after Labor Day. We should have lights on the courts this fall.

Chair Sullivan asked that they consider the landscaping when installing the lights – discussing the light spillover for residents neighboring the park.

**Francis Wyman Playground**
Director Egan has been working with the Francis Wyman PTO on some playground issues at the school. The issues include edging, damaged benches, overgrowth in bushes, fresh paint on stairs and some vandalism of the gazebo. We have addressed some of the items on the list and will be back on site this week to paint the stairs and thin out the overgrowth in the shrubs. The hill slide does not meet current playground safety codes and we have recommended it be removed. The playground needs to be shut down in order for the work to be completed. The shrubs are being cleaned up this week, but if they were all to be removed, a larger engineering project would need to take place in order to stabilize the hill.

Tom Murphy suggested that the FWES Playground be on the Capital List for the School Department for next year.
Field Maintenance / Fertilization
Director Egan continues to work with a representative at Tom Irwin on the program at Wildwood and Simonds Park and will be applying another fertilization and weed treatment in a couple of weeks. Director Egan would recommend continuing the program at upper Rahanis since it has an irrigation system in place already.

A discussion ensued about trying to improve the condition of all the fields; those with and without irrigation systems and using synthetic vs organic fertilizers. Egan suggested getting Commissioners and School Committee members together this summer to discuss working on School Department fields. We’ve seen improvements at both Simonds and Wildwood parks. We need to see what we can do to modify the program to work on non-irrigated fields like Veterans and Regan.

Parks Superintendent Report
Interim Park Superintendent Bill Baker presented
The staff installed the sunscreen dispensers the Friday before Memorial Day. We spent time on Veterans Park and the others for the holiday weekend as well. The Commission already talked about getting the wading pool at Simonds open. Volunteer groups helped us get ready for the Graduation Ceremony at the High School June 2\textsuperscript{nd}, and we spoke about the Jacobsen being out of service.

Programming Report
Director of Programming Kelly Lehman presented
Fishing Festival
We held the fishing festival on Saturday the 18\textsuperscript{th} at Mill Pond Reservoir. There were over 100 people attending and throughout the day, 2 fish were caught - - one of which was over a foot long. LL Bean and Mass Wildlife were both there to offer help. We would like to acknowledge them and Dick’s Sporting Goods for sponsoring the event.

Mountain Bike Rides at Landlocked Forest
On June 1\textsuperscript{st}, we worked with NEMBA to promote mountain bike rides through the Landlocked Forest. More than 50 people joined us for the guided rides and a cookout.

Summer
We are gearing up for summer, almost at full staffing capacity. We held a summer directors’ meeting at Grandview Farm on June 4\textsuperscript{th} and had a meeting for new directors today to address outstanding questions and concerns.
We expect the wading pool will be open this Friday, June 14 and have had the staff attending first aid and CPR training.
We started placing our volunteers. We have over 50 this year and have been placing them throughout our summer programs. We will be having a volunteer orientation on June 20\textsuperscript{th}.

Therapeutic Recreation
Burlington Pride Softball Program began on June 4\textsuperscript{th}, we had to push it back a week due to the rain.
Fall Programming
We anticipate fall program registration will begin in mid-August. The deadline for submitting programs is the end of June.

Our next big event is a regional track meet at the high school on June 15. Next weekend, June 22 is the Great American Campout at Simonds Park. We have over 100 campers registered.

Chairman’s Report
Chair Kevin Sullivan presented
Chair Sullivan attended the Community Preservation Act meeting this week. Chair Sullivan suggested that we get it on the ballot for next year stating that it would be great for Parks & Recreation. Lexington and Winchester are already involved and benefitting from the money the state matches. He would like the Commission to support it.

Chair Sullivan also attended the Trustees of the Reservation meeting for the Mary Cummings Property. They need to do a master plan in 6 weeks. Sullivan suggested that we need to address the Marvin Field issue. The Friends of Mary Cummings believe it is still part of the Cummings estate. The Trustees don’t have any plans to do anything with the property. Director Egan added that he is waiting for Town Counsel to respond as to whether, the taking by eminent domain, was ever recorded with the state.

Town Meeting went well, the lights were approved.

Chair Sullivan and Vice Chair Norden met with the Town Manager, Paul Sagarino, about a new Recreation Building. We need to come up with a dollar amount and detail what the building would include. This is an item for Director Egan.

Commissioner Raymond expressed the community’s wishes for a public swimming pool and stated that he would like to see a pool as part of the discussion for a new Recreation Building.

Chair Sullivan also attended the Friends of the Dog Park meeting. They had some maintenance issues that have since been resolved.

Subcommittee Report
Vice Chair Norden asked about updates to the new Parks & Recreation Maintenance Building. Director Egan sent an email recently and stated that there is going to be a meeting on June 19th at 9 am. Director Egan also expressed hope that the project would get underway before winter.

Sculpture Park
Commissioner Sheehan attended the Sculpture Park meeting on the 18th during which they discussed a grant from Lifetime Fitness and placing a sculpture on Middlesex Turnpike.
New Business
Revolving Account Report
As of March 31st, the Revolving Account has a balance of $274,777, of which $244,738.94 is reserved for programs leaving $30,038.06 unreserved. We request the use of the unreserved funds for the following:

Digital Display Boards
In an effort to keep participants updated and connected, we’d like to purchase REACH Media Network software and add 3 digital displays to the Parks & Recreation side of the Human Services building. The digital monitors integrate seamlessly with Vermont Systems / RecTrac and can control from the desktop. We plan to locate them at the lobby, the stairwell to the gym, and in the hallway by room 2. The cost is $3800. They are scalable and movable. Commissioner Murphy made a motion to approve; Vice Chair Norden seconded the motion.

Commissioner Murphy asked if there is an annual expense. Director Egan responded that there is.
Chair Sullivan challenged if the available approximately $4000 could be used to help improve a field. Director Egan explained that we could put more finances in fields from the next revolving account report. Chair Sullivan talked about how, in the past, the revolving account money went to maintenance work. He would like to see the money go to fields, and then use any available balance for the screens. Director Egan stated how the programs generate revenue and it should be used for both programs and maintenance. Program Coordinator, Kelly Lehman spoke of the inquiries and feedback the front office receives daily and how the monitors would help keep the community up to date on programs and events.

Commissioner Murphy asked how the $3800 could be used for the fields right now that the $10,000 won’t do. Director Egan stated that work on Regan and Veterans probably would not begin until August. (They would like to follow up with top dress and overseed; and they won’t seed, especially on fields that are not irrigated, until the fall.
Commissioner Murphy inquired if the $3800 was put toward the fields but ends up sitting in an account until it’s time to use the money, then why not use the money now for the immediate purchase of software and displays. Commissioner Raymond agreed that the monitors would help improve community relations, being that the front office is where the public is paying for programs and interacting with the staff.

Director Egan reiterated that programming is what generates money for the fields and for maintenance. Commissioner Norden asked the committee if we use this money for the digital monitors now, would we have support and money to get both Regan and Veterans taken care of and allocated in the next revolving account.

Chair Sullivan expressed that we need sprinkler systems in the parks as well. Director Egan said that he would work with the representative from Tom Irwin on a program for non-irrigated fields for Veterans & Regan and suggested possibly doing a warrant article for irrigation systems for Regan and Veterans.
Commissioner Norden asked about the distance the monitors can be from their home base and still relay information; and inquired about displaying different content on different monitors simultaneously. 
Director Egan answered that he believes different content can be displayed, because there are different templates; and that he would check to see how remote they can be.  
Chair Sullivan asked for a vote to spend $3800 from the revolving account for the Digital Display Boards.  
All in favor VOTE: 5-0-0

Field Maintenance  
Director Egan requested the Commission vote to approve $10,000 from the Revolving Account for field maintenance and fertilization program at Wildwood, Simonds, and Rahanis.  
Commissioner Murphy moved for a motion; seconded by Commissioner Raymond.  
All in favor VOTE: 5-0-0

National Recreation and Parks Association Conference (NRPA)  
Director Egan requested the Commission vote to approve $4,000 from the Revolving Account to send Program Coordinator Kelly Lehman and himself to the 2019 NRPA Conference in Baltimore, September 23-27.  
Tom Murphy made the motion; seconded by Commissioner Sheehan.  
All in favor VOTE: 5-0-0

Chair Sullivan congratulated Director Egan and Program Coordinator Lehman for their national recognition regarding their presentation at the national conference; and Commissioner Raymond reminisced about Director Egan being the MRPA Community Professional of the Year in 2018.  
Director Egan thanked both Oracle and Carass Shulman for their volunteer efforts helping us get caught up with weeding on the Common and helping prep for BHS graduation. All of the volunteers work very hard helping prepare for events. Commissioner Murphy went on to thank the maintenance staff on a great job getting the grounds ready for the graduation ceremony.

Old Business - no need

Executive Session - no need

Adjournment  
Chair Sullivan asked for a motion to adjourn; Commissioner Murphy so moved; seconded by Commissioner Sheehan.  
Meeting adjourned at 9:02 pm  
Next meeting is scheduled for Monday, June 24th, 7pm at School Committee Room at Burlington High School.  
Respectfully submitted,  
Terese Castellano