DEPT/BOARD: Recreation Commission Meeting

DATE: June 24, 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 – June 10, 2019

Public Participation

Director of Parks & Recreation Report

Parks Superintendent Report

Programming Report

Chairman’s Report

Subcommittee Report

New Business:

   Reserve Fund Transfer Request – new mower

Old Business:

Executive Session

Adjourn

NEXT MEETING: JULY 8, 2019
Commissioners in Attendance: Chair Kevin Sullivan, Vice Chair David Norden, Kevin Sheehan, Thomas Murphy and Paul Raymond (7:02 pm)

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

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

The Commission observed a moment of silence for Mrs. Nancy Murphy.

**Minutes**
Commissioner Murphy moved to approve the Recreation Commission meeting minutes of June 10, 2019 as printed. The motion was seconded by Commissioner Norden.

**VOTE:** 4-0-0 (Commissioner Raymond was not yet present)

**Public Participation**
None.

**Director of Parks and Recreation Report**
Parks and Recreation Director Egan presented the following report:

**Fitness Court**
Director Egan reviewed the timeline for the rescheduled Grand Opening of the Fitness Court scheduled for June 28th. Events include: PULSE class, ribbon cutting and more!

**Field Maintenance/Fertilization**
Director Egan provided an overview of the meeting on June 24th with a representative from Tom Irwin and the School Sub-committee. The representative from Tom Irwin indicated that each site has “basic New England soil” and recommends treating for weeds now and providing an aggressive overseeding plan for each location in the fall. Commissioner Murphy stated that the initial concern from the Sub-committee was safety and health of participants utilizing the fields.

Commissioner Sullivan asked if the Department is continuing to fertilize the fields. Director Egan stated that fields were fertilized this spring. Interim Park Superintendent Baker followed up, letting the Commission know that Center, Mitre, Francis Wyman and Mary PC Cummings were fertilized this spring. Commissioner Sullivan asked if the fields were fertilized using the current schedule. Interim Park Superintendent Baker confirmed the schedule and noted that the
staff was not pleased with the results of the fertilization. Director Egan went on to explain that the current organic approach does not allow for the weeds to be overtaken. The Commission had a discussion about building the FY21 budget to include a significant increase to support the new field maintenance plan.

Commissioner Norden asked if the Department was tied to the current water restrictions. Director Egan noted that the Department is allowed to irrigate fields to ensure the safety of play for those utilizing the fields. Commissioner Sullivan asked if the Department should look at irrigating all of the facilities starting with warrant articles in 2021. Director Egan suggested several facilities be grouped together for the warrant article.

Commissioner Sheehan asked about increasing the lighting at the Simonds Park near the basketball courts. Director Egan will work with Musco lighting to develop a plan.

**Simonds Park**

*Lighting Project*
- The bid specs for the lighting project will be available on Wednesday, June 26th and are due back no later than July 10th.

*Skate Park Equipment*
- All of the equipment for the skate park has been moved back into the park. The two new ramps will be installed on Thursday, June 27th by the American Ramp Company.

**Park Superintendent Report**
Interim Park Superintendent Bill Baker presented the following report:

**Simonds Park**
- Worked with the crane company to move the skate park equipment back on June 14th.
- Repaired damaged playground equipment.

**TRW Playground**
- Prepared the Fitness Court area for the original Grand Opening date of June 21st.

**Regan Playground**
- Repaired the gate to the playground area.

Due to the use of a smaller mower, the staff has had a difficult time keeping up with the mowing.

Commissioner Sullivan inquired about the progress being made at Francis Wyman Elementary School. Interim Park Superintendent Baker provided the following update:
- The bushes have not yet been removed as they are waiting on the exterminator to dispose of the bees imbedded in the bushes.
• The slide has not yet been removed. Commissioner Murphy will check on the status of the slide at the next School Committee Meeting.

**Programming Report**
Program Coordinator Lehman presented the following report:

**Great American Campout**
The programming staff held another successful Great American Campout event on June 22 - 23. There was approximately 40 families taking part in activities, games, a movie and camping.

**Track Meet**
On June 15th, the Department hosted 9 communities for a regional track meet. There were over 200 athletes on hand for the event. Thank you to the Assistant Program Coordinator Jessie Hampson for putting the meet together!

**Summer Orientation**
Our annual volunteer orientation was held on Thursday, June 20. Volunteers were able to meet with the program directors and learned the expectations for the summer.

Our summer staff orientation is scheduled to be held on June 25 & 26. We will review our expectations for staff and learn about a number of summer items including sun safety and child abuse.

**Fall Registration**
The programming staff is currently finalizing all of the fall programs. They expect to hold fall registration in mid-August.

**Chairman’s Report**
None.

**Subcommittee Reports**
Commissioner Raymond mentioned that Peter Coppola continues to do a great job at the Community Gardens. He has been able to secure a large group of volunteers for June 25th to visit the Garden and help with clean up and harvesting vegetables.

Commissioner Norden reported that he attended the joint meeting regarding the parking plan for 61 Center St. He believes that they will not be converting any of field space in the back for parking spaces. He also attended a meeting regarding the DPW/Maintenance building at which he learned all of the permits for the project have been submitted and anticipate construction starting in the fall. He shared the upcoming meeting schedule with the Commission:

- Presentation at the Conservation Commission: July 11
- Presentation at the Planning Board: July 18
**New Business**

Reserved Fund Transfer Request - New Mower

Director Egan met with the Ways & Means sub-committee to discuss a reserve fund transfer to replace the damaged Jacobsen mower. The Department has received quotes for new Jacobson HR series mowers in 11’, 14’ and 16’ width cuts. Director Egan made the recommendation to purchase a Jacobsen HR800 series, 16’ mower in the amount of $83,873.87. This amount includes a $5,000 discount from FAC 88 contract. The amount does not include any insurance money, the credit of half the rental amount or a cab.

Commissioner Norden asked if there is any advantage to including the cab in the purchase. Interim Park Superintendent Baker indicated it would protect the staff from the weather and provide air conditioning.

Commissioner Murphy asked what the Ways & Means Sub-committee thought about the expenditure. Director Egan said they were waiting for the full report to come back from the insurance company, but that it makes sense to replace the mower. Commissioner Murphy followed up by asking what is the average life of this type of mower? Director Egan indicated most mowers of this type last 12 - 14 years. Commissioner Raymond asked if the failure was age related. Director Egan has asked the insurance company to look into that. Interim Park Superintendent Baker indicated that it was age related.

**Commissioner Murphy moved to request a reserve fund transfer in the amount of $98,339.39 for the 16’ Jacobsen mower with a cab. The motion was seconded by Commissioner Norden.**

Commissioner Sullivan asked if adding a cab was the best option. Interim Park Superintendent Baker indicated that it was.

**VOTE: 5-0-0**

**Old Business**

Marvin Field

Director Egan provided an update on Marvin Field and stated that the Town Counsel will look into a previous filing with the Registry of Deeds.

Eagle Scout Project

Director Egan notified the Commission that the Eagle Scout project, provided by Kristopher Poirer, of a Gaga Ball Pit at Rahanis Playground has been completed. Commissioner Raymond suggested posting a brief description of how to play alongside the pit so those who may not know how to play could learn.
Meeting Cancellation
Traditionally only one meeting in July is held. The Commission agreed to cancel the meetings scheduled for July 8 & 22 and hold the July meeting on July 15th.

**Executive Session**

Not Required.

**Adjournment**

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

**VOTE:** 5-0-0

Meeting adjourned at 8:16 PM.

**Next meeting is scheduled for July 15, 2019**

Respectfully submitted,
Kelly Lehman
Program Coordinator