DEPT/BOARD:  Recreation Commission Meeting

DATE:     September 9, 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 24, 2019 and August 12, 2019

Public Participation

Director of Parks & Recreation Report

Parks Superintendent Report

Programming Report

Chairman’s Report

Subcommittee Report

New Business:
       Revolving Account Report / Expenditure Request

Old Business

Executive Session

Adjourn

NEXT MEETING: SEPTEMBER 23, 2019
TOWN MEETING
Commissioners in Attendance:
Chair Kevin Sullivan, Commissioner Kevin Sheehan, Vice Chair David Norden, Commissioner Paul Raymond, Commissioner Tom Murphy

Staff in Attendance:
Director Brendan Egan, Superintendent of Parks & Recreation Maintenance Richard Cote, Program Coordinator Kelly Lehman

Chair Sullivan called the meeting to order at 7:01 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 motion to approve the Minutes for June 24th.
Commissioner Norden made the motion seconded by Commissioner Murphy.
VOTE: 5-0-0

Chair Sullivan called to amend the minutes of August 12th, 2019.
Chair Sullivan made motions to correct the start time to be 7:00 pm; correctly state that Tom Murphy was absent, and that the vote be changed to reflect Murphy abstaining.
The motion was seconded by Commissioner Raymond.
VOTE: 4-0-1

Public Participation
None

Director of Parks & Recreation Report
Director Brendan Egan presented

Field Maintenance / Fertilization
On August 13, Brian Luccini, Rich Cote and Director Egan met with members of the Burlington School Committee to discuss improving the playability, safety, and health of the school’s athletic fields. They began the meeting at Wildwood Park and discussed what steps were taken to get the field to the condition it is currently in. Brian did a great job answering the School Committees questions regarding the use of synthetics vs organics and the makeup of the synthetic fertilizers. They moved on to Francis Wyman to discuss what steps would be taken there to improve the playability of that field. Everyone was able to see the difference between the two fields and discuss what they could do to address the weeds at Francis Wyman. The School Committee will discuss it further at their next meeting.

They have continued to move the program on to other athletic fields in the parks and have begun field treatments for the fall. Simonds, upper Rahonis, Veterans and Regan were all treated for weeds. Scheduling is underway for fertilization, aeration, top dressing and over seeding the fields in the next couple of weeks.
Commissioner Murphy stated that they met with Chris Monaco, and Martha Simon. The next School Committee meeting is tomorrow. Murphy had no new update from the School Committee as of this
meeting but will continue to look into possible organic solutions. He suggested that we may need to agree on some abatement to the policy for next spring.

Director Egan explained that the materials they are considering using are about 95% organic. The weed treatment is non-organic. Although the fertilizers are synthetic, they are created with an organic base. We need to eliminate the weeds first in order to get to our goal of healthy, safe, playable fields.

Commissioner Norden asked if any of the commissioners had a feel for how the School Committee would vote.
Commissioner Murphy explained that it takes a 4 out 5 votes to change a policy. He also suggested that if they cannot change the policy, then maybe they would consider a one-time exception to the policy, hoping that they would only need to do the weed treatment once. The goal is to minimize those types of treatments.
Commissioner Norden asked if it would be beneficial to get Brian Luccini in front of the board.
Commissioner Murphy will keep the Commission updated via Director Egan.
Director Egan expressed that the weed treatment would be applied when school was out of session.
The Commissioners praised the transformation at Wildwood – stating that it is more consistent, and safer.

Director Egan provided a summary of the remaining parks’ fertilization needs. Rahantis is scheduled for aeration, top seeding; and upper Rahantis will benefit from aeration, top seeding with sand, and then over-seeding. Veterans and Regan parks will get over-seeded.

**Simonds Park - Lighting Project Update**
The lighting equipment was delivered on September 5th and offloaded by the contractor, Siemens Mobility. The large pole bases, poles, and control arms were stored in the Upper Simonds Parking lot. We were able to clear some space in the Visco garage to store the fixtures, control cabinets and cross arms. The contractor will start to remove the existing poles and prepare the site for the new poles on Monday. They will start setting the poles at the bottom and work their way back up. Director Egan will check on the progress of the lighting project daily.

Director Egan has an estimate to grub the area outside the lower courts (clear out the roots) loam and to get the grass growing in the lower section by Church Lane. He will look into getting some wind screens for the tennis courts.

The entire area will be closed Monday through Friday, 7 am to 4 pm while they are working. They will secure the work zone at the end of each day so that they will be in playable condition every day after 4 pm and on weekends. The Department has communicated this information through social media, posted on the courts, and through email to the recreation programs that utilize the space. They are anticipating three weeks for the project to be completed.

The Musco Lighting representative will be onsite at some point the week of September 9, to check on progress. During that time they are also going to look at the basketball courts again and he will provide Director Egan with an updated quote for new lights, currently there are halogen spotlights.

**Francis Wyman Playground**
The staff removed the shrubs from the hillside leading to the playground along with the slide and connecting stairs. They went back and graded the hillside, added loam and seed and then topped it with an erosion blanket to protect the seed. Some additional work needs to be done on the area where the slide and wooden stairs were.
Chair Sullivan commented that the playground at Francis Wyman will need to be upgraded. Murphy mentioned that he would bring it up tomorrow night at the next School Committee meeting and suggested that the Francis Wyman playground be addressed in May via a warrant.

He has contacted a fence company about repairing the fence.

**Parks & Rec Maintenance / DPW Building – Update**
The Planning Board continued their hearing, from August 15, on the two sites (1-3 and 10 Great Meadow Rd.) to Thursday, September 5. The meeting went well and the Planning Boards concerns were met. The Planning Board closed the hearing on this matter and we are closer to putting the project out to bid.

The Conservation Commission continued their hearing from August 8, on the two sites (1-3 and 10 Great Meadow Rd.) to September 12, 2019 in the Main Hearing Room of Town Hall at 7pm. Director Egan asked the Commissioners to attend the meeting if they are able.

**National Recreation and Park Association Conference**
Director Egan and Kelly Lehman will be attending the National Recreation and Park Association Conference in Baltimore September 22 – 27. They will be presenting a session entitled: The Buzz Effect of Pop Up Programming and have been busy working on the presentation. They are looking forward to this opportunity to share some of our success with other departments across the country. Director Egan uploaded the presentation last Friday. The presentation on “Pop Up Programming” – pre-planned, spur of the moment activities using social media will be streamed live on NRPA and streamed via Facebook Live on the Parks & Recreation Facebook page.

**Simonds Trust Warrant Article**
Director Egan will be meeting with our Ways & Means subcommittee on Wednesday, September 11th, 2019, 10 AM to go over the Simonds Trust article to accept $70,862.05 from the Will of Marshall Simonds. They do not anticipate any problems. This is the second reading.

Chair Sullivan inquired as to the proposed projects.
Director Egan mentioned that there are the typical programming, scholarships, special events, and TR staffing along with some maintenance

**Parks Superintendent Report**
Superintendent of Parks & Recreation Maintenance Richard Cote presented

As years past, during the last few weeks of August, the crew worked to get the athletic fields ready for school.
All school grounds were prepped for opening day which included extensive tree pruning and trimming.
Field layouts were completed for high school and youth sports (football and soccer). Soccer goals were moved and set in the proper places.
The staff put out 70 yards of fiber mulch at Memorial, Fox Hill, and Pine Glen schools.
The fall daily activities include field lining and grooming for softball; grass cutting and trimming; and trash and recycling pickups.
The Visco Building was cleaned, and floors were washed and waxed for the start of the Discovery Preschool program today.
The temporary trailer was removed from Simonds Park August 23rd.
The new Musco Lighting system was delivered to Simonds Park and will be installed later this month. The wading pool is closed for the season. The water was drained and the pool will be winterized and covered in the coming weeks.

Parks Superintendent Cote has been having individual meetings with each staff member since returning to work.

Parks Superintendent Cote expressed his gratitude to the maintenance summer staff, stating that "We were lucky to have a great group this year who took pride in their work". Cote also thanked the full time maintenance staff for all of their efforts in his absence.

**Programming Report**

**Presented by Program Coordinator Kelly Lehman**

The majority of summer programming had ended prior to the August commission meeting. This year additional programs were added for the last few weeks of August and staffed by contracted companies. This need was taken directly from the Community Needs Assessments. About 200 kids were in programming during those weeks. Program Coordinator Lehman thanked Assistant Program Coordinator Jessie Hampson for her work on implementing these new programs.

**Fall Registration** is underway; and we are on target for typical registration numbers.

**The Fitness Festival** is September 21 at TRW from 8am to 2pm. Program Coordinator Lehman mentioned that last year, many people came only for the classes, so this year they’ve lined up instructors to do classes on the newly installed Fitness Court.

**Trucktober**, the Food Truck event will be held Saturday, October 5th from 11am to 2pm. Classic Trax is the band scheduled for the day on the Common. There will be music, food, games, a corn hole tournament, and more.

Chair Sullivan asked if they needed a basketball coach for the Pride sports program. Program Coordinator Lehman indicated that they are looking for a head basketball coach to develop practices, and oversee the staff for the program. Practices are Tuesdays - 5:30 for Junior Pride and 6:30 for the traditional team and 7:30 for the unified team.

**Chairman’s Report** – nothing new to report

**Subcommittee Report**

Commissioner Raymond talked about the Planning Board looking at the possibility of sidewalks between the new DPW and Parks & Recreation Maintenance garages.

**Sculpture Park** – Commissioner Sheehan stated that the Sculpture Park Committee is meeting next week.

**New Business**

**Revolving Account Report / Expenditure Request**

Reserved Fund Report

Balance of Revolving Funds as of 6/30/19
$448,474.58

Total Current Reserved Funds
$ 370,736.30

Previous Unreserved Funds Committed
$ 26,580.00

Total Reserved for Programs
$ 397,316.30

Total Unreserved Funds
$ 51,158.28

Director Egan asked for a motion to be made to appropriate $20,000 toward the field maintenance program.
Commissioner Norden made the motion, seconded by Commissioner Murphy.

Commissioner Murphy inquired as to whether this is an additional $20,000, asking if the prior two $10,000 requests each were also out of the revolving account. He inquired about any future financial impact on the Schools for the fields, summarizing that it's been approximately $40,000/year out of Parks & Recreation funds.
Director Egan spoke to the breakdown stating that the current program is approximately $4 - $8000/acre but depends on what the program entails.

Commissioner Murphy explained that Ways and Means attends the School Committee meetings and therefore he would like to have the numbers for discussion purposes.
Director Egan will provide Commissioner Murphy with an estimate for Francis Wyman per his request.

Chair Sullivan and Director Egan had a conversation about the upfront costs; and saving money by – providing training for the staff to perform some of the fertilization work rather than outsourcing. .

Commissioner Norden inquired about the need to get a warrant article for equipment based on how well Wildwood turned out. Director Egan suggested that first they need to get in a few seasons of training the staff. Superintendent Cote spoke to how over-seeding and top dressing will benefit the fields; and Director Egan talked about Tom Irwin Inc. staff providing educational opportunities for the Parks & Recreation staff. He discussed how outsourcing the top dressing makes sense for the time being. Egan stated that the soccer goal mouths and baseball outfield spots will need to be over-seeded soon so that they are in good condition for the spring.

Commissioner Raymond asked for an update on the damaged mower. Egan replied that it is scheduled to be in Derry, NH on September 26th.

Commissioner Sheehan asked for an update on the individual who was injured on the slide. Despite Director Egan's multiple inquiries, he has been unable to obtain any more information on the individual.
Chair Sullivan asked for a vote on the Request for the Commission to approve $20,000 from the Revolving Account to be reserved for the current field maintenance and fertilization program and to expand it to additional fields.

**VOTE: 5-0-0**

Chair Sullivan asked Director Egan to speak about EEE. Director Egan said he spoke to the Board of Health and Burlington is at a LOW risk; meaning that EEE may occur in our area. There has been a mosquito that tested positive for EEE and another for West Nile. The Board of Health is in touch with the state daily. They recommend the community be aware of peak mosquito hours (dusk to dawn), wear long sleeves and pants, use repellent and take preventative measures.

East Middlesex Mosquito Control will be spraying tonight.

Director Egan will communicate the precautions with Youth Sports and will accommodate any requests for different time slots.

**Old Business** nothing to report

**Executive Session** nothing to report

Chair Sullivan asked to entertain a motion to adjourn.

Commissioner Murphy made the motion, seconded by Commissioner Sheehan.

**VOTE: 5-0-0**

Meeting adjourned at 8:11 pm

The next meeting is scheduled for September 23rd, 2019 at 6:30 pm at Burlington High School.

Town Meeting is scheduled for September 23rd, 2019 at 7:30 pm at Burlington High School.

Respectfully submitted,

Terese Castellano