

**Burlington Recreation Commission
Meeting Minutes
March 3, 2021**

Commissioners in Attendance:

Chair David Norden, Commissioner Tom Murphy, Commissioner Kevin Sullivan, Commissioner Paul Raymond (3:34 PM)

Staff in Attendance:

Director of Parks & Recreation Brendan Egan, Program Coordinator Kelly Lehman, acting Superintendent of Recreation Maintenance Bill Baker

Absent:

Vice Chair Steve Nelson

Chair Norden called the meeting to order at 3:30 p.m.

Chair Norden announced the virtual meeting reminder pursuant to Governor Baker's March 12, 2020 order suspending certain provisions of the Open Meeting law imposing strict limitations of the number of people who may gather in one place. This meeting of the Recreation Commission is being held via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order. Voting will be done by a roll call vote.

Director Egan announced that residents who would like to attend or listen to the meeting may do so live via the BCAT Government cable access channel; or by dialing 408-418-9388 with the meeting number 129 861 4935.

Minutes**Approval of Minutes**

Chair Norden asked for a motion to approve the minutes of January 27th, 2021.

Commissioner Murphy made the motion seconded by Commissioner Sullivan.

ROLL CALL VOTE:

Commissioner Murphy – aye

Commissioner Sullivan – aye

Chair Norden – aye

VOTE: 3-0-0

Chair Norden asked for a motion to approve the minutes of February 10th, 2021.

Commissioner Murphy made the motion seconded by Commissioner Sullivan.

ROLL CALL VOTE:

Commissioner Murphy – aye

Commissioner Sullivan – aye

Chair Norden – aye

VOTE: 3-0-0

Public Participation

No Public Participation

Director of Parks & Recreation Report

Presented by Director of Parks & Recreation Brendan Egan

New Maintenance Facility

Progress continues to move along quickly on the new Parks & Recreation maintenance facility on Great Meadow Road. Last week, the Recreation Commissioners toured the facility. The sheet rock is up throughout, and the ceiling grids have been installed and are waiting for tiles. The floors are being set in the hallway off the offices, the mailroom, and the locker rooms. The training room still needs to be done. Some of the large garage doors still need to be installed. The doors were delayed during manufacturing due to the pandemic. These areas are being heated by large flexible heat ducts and propane heaters. Work benches, shelving, and other large stationary items will start being installed as they arrive over the next few weeks. The plan to move in is for the middle of May, about a month behind the original schedule.

Move Out / Move In

We recently met to devise a plan to move out of our current facility and into the new facility. Our current building will stand for another year and a half. Once substantial completion of the new facility is complete, on or about May 15th, we will have two weeks to move into the new facility. The contractor is planning to begin on the DPW building, two weeks after the move. Because our building will not be demolished immediately, we will have a little more time to fully move out.

We will be making some room in our yard for DPW to move some storage trailers and other items they keep in their yard. The Animal Control officer will set up a temporary dog pen in one of the bays of our current building during construction of the new DPW facility. We will also be making room in the new facility's parking lot for two work trailers for DPW staff. Construction will shift from 10 Great Meadow Road to 3 Great Meadow Road after DPW moves out. Once the new DPW building is built, the Animal Control officer will be moving to the current Water & Sewer building.

Discussion

Commissioner Sullivan mentioned that April 1st is usually about the time we start lining the fields; and inquired about the plan to have everything thrown away by then. Director Egan reassured Commissioner Sullivan that they spoke about being ready by April 1st during their discussions.

Commissioner Sullivan also asked about the amount of space the Animal Control officer requires. Director Egan explained that he will utilize the bay to the right of the door, the current locker room, and the bathroom. Lastly, Commissioner Sullivan inquired as to whether Director of Public Works, John Sanchez has been informed and Director Egan reassured him that John Sanchez was involved in the plans.

Chair Norden expressed his awe regarding the new facility and suggested that Commissioners Sullivan and Murphy attend the next tour. Director Egan will schedule another tour in the upcoming weeks and will be sure to invite Commissioners Sullivan and Murphy.

Director Egan added that DPW will set up two work trailers in the parking lot. The Parks & Recreation Department will be occupying their space in the new facility. Since DPW will be vacating their site during construction, the trailers will act as their temporary office space and they will park their Town vehicles on site. During the winter, the plow trucks and vehicles that need to stay heated will be parked in our vehicle storage bay. DPW will use bathroom facility on the Central Maintenance side and the Parks & Recreation Department's women's locker room.

Regan Playground Light

We have been working with the Facilities Department to schedule their electrician to work on the light at Regan Playground. On Wednesday, March 3rd, he will begin installing the bracket, light, and other equipment to the new pole. Once the installation is complete, we will notify Eversource so they can connect the permanent power.

Rahanis Playground Tennis Court Resurfacing

The Rahanis Playground tennis court resurfacing project has been put out to bid. There will be a site visit for the project this Friday, March 5 at 10:00 AM. The site visit will allow for potential bidders to view the courts and provide an accurate bid. If there is still snow on the courts, we will reschedule the site visit to Tuesday, March 9 at 10:00 AM. Bids are due Thursday, March 11 at 10 AM. Director Egan would like work to be completed before the high school season starts. If it cannot be completed, by then, they will schedule the work later but to be completed before the Summer Programs begin.

Discussion

Commissioner Sullivan asked if we could clear the snow off the courts, so the site walk is not delayed. Director Egan explained that if the site walk is not completed on Friday March 5, it would be moved to Tuesday, March 9 but would not delay the bid process.

Rahanis Parking Lots

Director Egan recently spoke with Engineering and shared the current plan with the Commission. They are getting ready to go to Conservation. (The plan Director Egan shared with the Commission is not final.) Director Egan shared his screen and the plan detailing the new layout, guardrails, and earthen berms with natural plantings which will drain and filter the water before entering the streams.

Discussion

Commissioner Sullivan asked if the number of parking spaces will decrease. Director Egan stated that he believes there will be more parking spaces.

Dog Park Meeting

We will be having a meeting on March 23rd to discuss some possible improvements to the park. The park was funded through a grant from the Stanton Foundation and allows us to apply for up to 3 improvement grants, after the park has been open for 18 months. We can apply for the grant money within the first 5 years of the dog park being open. The total amount we can apply for is \$26,829. We can apply once for the total amount, or up to 3 times for incremental

amounts, but any money remaining of the \$26,829 after 5 years will be returned to the Stanton Foundation.

The grant money can be used for any improvements to the dog park. Previously, when the Dog Park Committee met to discuss improvements, we discussed K9 Turf, a pavilion or shade structure, and some climbing or play structures for the dogs. Once the Dog Park Committee decides which improvements to pursue, Director Egan will share them with the Parks & Recreation Commission for discussion and approval.

FY22 Capital Requests

We were notified on Monday afternoon that the Town is beginning to start a discussion on capital requests for FY22. As was the case last year, this is likely to be a fluid process, with many adjustments along the way. Town Administration is asking, at this time, that capital requests be limited to those of the highest priority. This would mean requests that are necessary for health and safety or legal/regulatory reasons. Director Egan has prioritized the Wildwood Park sunshade and the overseeder. Director Egan will keep the Commission informed of the progress.

Superintendent of Recreation Maintenance Report

Presented by acting Superintendent of Recreation Maintenance, Bill Baker

Some of the maintenance crew toured the new facility today; and as others have mentioned, it is truly impressive. The crew has been performing preventative maintenance on the equipment for the Spring. Most of the equipment is set, and we are currently finishing working on the trailers. We have been repairing and painting the picnic tables. Over the last few weeks, we have been dealing with more snow removal and the icy paths at Simonds and the schools. We continue to clean up Overlook and are currently filling up the second dumpster. Three of the maintenance workers have been recertified as Certified Pool Operators. We are repairing the Visco building gutters and fascia board. Lastly, we continue to clean up branches and limbs; clear the trash at the schools and parks; and the broken sleds at Simonds Park.

Discussion

Commissioner Sullivan asked if the maintenance crew helped clear Varsity field and Simonds or if it was contracted out. Acting Superintendent Baker stated that it was contracted out. Chair Norden asked how long it took. Director Egan confirmed that it took two days.

Program Coordinator Report

Presented by Program Coordinator Kelly Lehman

Over the last couple weeks, we have been focusing on how to improve our programs and special events. The Spring brochure will be available on-line in the next couple of days. The postcards will be mailed on Friday, March 5th; and the Code Red phone call will occur on Tuesday, March 9th. We expect registration to start March 11, 2021.

We have been finetuning the guidelines, confirming what in-person programming we can accommodate, and ensuring that we are in compliance.

We have a new WIFI system in the building and are proactively ensuring that both instructors and participants will be able to function properly for the new hybrid summer programs.

Summer Programs

We have been in touch with former summer employees from 2020 and 2019 and have heard from just over 75%. We hope to connect with the remaining staff by end of day Friday. Unfortunately, several directors will not be returning, but many of the 1st year staff does plan to return. We have been discussing what type of programming we will be able to offer in the Summer. As we are waiting on possible new guidelines for day programs, our staff has been attending meetings through MRPA and our region; listening to statewide meetings; gathering research; and learning from other successes and learning points across the state. We anticipate being able to offer a minimum of what we did last year and hope to add back some programs that were cut last year due to the guidelines.

In addition to the meetings, and speaking with our colleagues across the state, many of the staff have been attending professional development focusing on customer service and marketing. We no longer have a part time marketing coordinator on staff. Those responsibilities have shifted to the programming staff.

Next week, the staff will be virtually attending the New England Camp Conference sessions on Diversity, Inclusion, and Marketing. We also sat in on a national meeting featuring Pickle Ball, discussing open play vs structured play; use of courts and how to manage them more efficiently.

Discussion

Commissioner Sullivan asked if we will be able to offer Movie Nights and Concerts on the Common this Summer. Program Coordinator Lehman assured Commissioner Sullivan that Movies Nights and Concerts on the Common will be offered again this year. Last Summer, the Parks & Recreation Department used circles to help families gather while being physically distant from other groups. Grouping size is going to increase drastically as we get to Phase 4 of the guidelines and should allow for public gatherings of 125-150 people outside.

Commissioner Sullivan asked if the parks will be open with instructors.

Program Coordinator Lehman spoke about the park programs that were open last summer indicating that they would all be open again this coming summer. These were the Preschool, tennis, gymnastics, Park Place, and Club Simonds. The Middle School Park Program was open but it was on-site and a shorter day. Program Coordinator Lehman explained that the Programming Department is trying to bring back a Middle School Park program this year with more field trips, as well as, the Outdoor Adventure Program. Program Coordinator Lehman stated that they would like to be able to offer as much as they can in order to provide a more typical summer, but offer it safely and be in compliance with Governor Baker's guidelines.

New Business

Presented by Director Egan

Superintendent of Recreation Maintenance – Appointment

There were two candidates who were interviewed for the Superintendent of Recreation Maintenance position. After the interviews were completed, it was determined that acting Superintendent of Recreation Maintenance, Bill Baker was the most qualified candidate.

Bill grew up in Burlington and has been with the department coming on 35 years, next month. He has worked his way up from Craftsman to Foreman to Lead Working Foreman to acting Superintendent of Recreation Maintenance. Bill has been acting Superintendent of Recreation Maintenance for the better part of three years when now retired Superintendent Rich Cote was out on leave. During this time, Bill has gained experience with managing the staff and formulating the seasonal and daily tasks lists. Director Egan recommends Bill Baker as the next Superintendent of Recreation Maintenance.

Chair Norden asked for a motion to appoint Bill Baker to the Superintendent of Recreation Maintenance. Commissioner Sullivan made the motion; seconded by Commissioner Raymond.

Discussion

Commissioner Murphy expressed his congratulations to Superintendent of Recreation Maintenance Bill Baker.

Director Egan shared that he and Superintendent of Recreation Maintenance Baker have spoken about attending an upcoming 8 week management class, and other expectations of the role. Director Egan wished Superintendent of Recreation Maintenance Bill Baker luck in his new role and offered his support. Commissioner Sullivan stated that he hopes Superintendent of Recreation Maintenance Baker will be able to implement the suggestions he discussed in his interview; and offered him his best wishes.

ROLL CALL VOTE:

Commissioner Murphy - aye

Commissioner Raymond – aye

Commissioner Sullivan – aye

Chair Norden – aye

VOTE: 4-0-0

Chair Norden announced and congratulated Superintendent of Recreation Maintenance Bill Baker and offered his support and best of luck from himself and the Commission.

Old Business

Annual Report

Director Egan announced that the Department's Annual Report is completed and submitted. He will send the Commissioners a copy. Director Egan spoke about the challenges the past year presented and how the staff adapted to constant changes.

Accessible Van Warrant Article

Director Egan also spoke about a possible grant for the accessible van. While discussing warrant articles a few weeks ago, Commissioner Sullivan inquired about a grant that the Council on Aging had applied for in the past. Director Egan was able to do some more research. The

grant rounds usually come out in April; and the deadline is usually in the middle of May. Director Egan stated that he would submit an application. The grant is for providing transportation for seniors and those with disabilities which would be applicable for the accessible van. If the department is approved for the grant, the accessible van warrant article could be removed from the request list saving the town funds.

Commissioner Sullivan expressed his appreciation to Director Egan for being persistent in conducting research and gathering information on this grant; and potentially saving the Town funds.

Commissioner Raymond expressed his gratitude to Director Egan for helping him get the Covid-19 vaccination through the Bedford VA. Director Egan accepted his thanks and clarified that Commissioners Norden and Sullivan suggested the VA as a possible solution.

Executive Session

No need for Executive Session

Chair Norden asked for a motion to adjourn.

Commissioner Murphy made the motion; seconded by Commissioner Raymond.

ROLL CALL VOTE:

Commissioner Murphy - aye

Commissioner Raymond - aye

Commissioner Sullivan - aye

Chair Norden - aye

VOTE: 4-0-0

The next Recreation Commission meeting will be scheduled before the end of March 2021.

Chair Norden adjourned the WebEx meeting at 4:45 pm.

Respectfully submitted,

Terese Castellano