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**Burlington Parks & Recreation Commission
Meeting Minutes
June 9, 2021**

Commissioners in Attendance:

Chairman Kevin Sullivan, Vice Chair David Norden, Commissioner Tom Murphy, Commissioner Steve Nelson, Commissioner Bill Gaffney

Staff in Attendance:

Director of Parks & Recreation Brendan Egan, Superintendent of Park Maintenance Bill Baker

Absent:

Program Coordinator Kelly Lehman

Chairman Sullivan called the meeting to order at 3:30 p.m.

Chairman Sullivan 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.

Chairman Sullivan announced that residents who would like to attend or listen to the meeting may do so via the BCAT Government cable access channel; or by dialing 408-418-9388 with the meeting number 173 023 2245.

Minutes

Approval of Minutes

Chairman Sullivan asked for a motion to approve the minutes of April 28, 2021.

Commissioner Tom Murphy made the motion seconded by Commissioner Steve Nelson.

ROLL CALL VOTE:

Commissioner Murphy - aye

Commissioner Nelson - aye

Commissioner Norden - aye

Commissioner Gaffney - abstain

Commissioner Sullivan - aye

VOTE: 4-0-1

Chairman Sullivan asked for a motion to approve the minutes of May 12, 2021.

Commissioner David Norden made the motion seconded by Commissioner Steve Nelson.

ROLL CALL VOTE:

Commissioner Murphy - aye

Commissioner Nelson - aye
Commissioner Norden - aye
Commissioner Gaffney - aye
Commissioner Sullivan - aye
VOTE: 5-0-0

Public Participation

No Public Participation

Parks & Recreation Report

Presented by Director of Parks & Recreation Brendan Egan

New Maintenance Facility

Director Egan explained that they are waiting on occupancy permits and that the new move in date is scheduled for June 17th. Furniture is being delivered, equipment and systems are being tested, and painting is being completed. Director Egan is working with the Board of Health on the Hazardous Material registration, and the spill containment plan. The occupancy permit for the large vehicle storage bay will come later than the occupancy permits for the rest of the building. The crew will start to move in supplies now.

Simonds Park Accessible Walkway

The walkway is almost finished. Last week they cleared the area; designated the ramps; laid out and set the forms. On Tuesday, they poured the concrete to form the walkway from the parking lot past the playground down to the Visco Building and the wading pool area. Today, they put down asphalt and removed the forms. They will be grading, loaming, and seeding; and the project will be completed on Friday. As a bonus, they poured a cement pad and secured the bike rack. Finally, a stainless steel handrail will be installed outside the playground.

Town Meeting FY 22 Capital Requests

Overseeder

Director Egan put a hold on the overseeder and signed the quote; it will be delivered the first week in July, in time for August / September seeding.

Wildwood Playground Sunshade

Director Egan spoke with the vendor for the playground structure sunshade. There is a 6-8 week lead time. He will order it in July and it will be installed in September so that the playground will not be shut down during the summer. They will need to go out to bid for the installation.

Accessible Van

The Parks & Recreation Department is working on a grant for the van. If they are not successful, they will purchase the van with the funds that were approved at Town Meeting.

Summer Program Update

Presented by Director of Parks & Recreation Brendan Egan

The program staff has been busy preparing for the beginning of the summer programs. Directors' Camp occurred last week for new and returning Directors. It was a virtual training spanning 3 nights and included inclusivity training, reviewing digital binders and safety procedures, developing realistic expectations, staff management, program planning, and departmental information.

The modular trailers were delivered yesterday. The trailers are used for the Therapeutic Recreation subset of Club Simonds and the Extended School Year program. The town electrician will connect the electricity and the accessible ramp will be installed next week.

COVID Regulations

Director Egan and Program Coordinator Lehman met with the Board of Health after the last Commission meeting. New guidelines had been released. They specify that staff members and participants 12 years and older who have been vaccinated do not need to wear a mask. Participants between the ages of 5 and 12 will need to wear a mask indoors, but not outside. Staff members and participants who are not vaccinated will need to wear a mask. There is no more contact tracing and people cannot be asked whether or not they have been vaccinated. In the event that a participant tests positive for COVID 19, residents will be notified that someone in the program tested positive and instructed to be aware of symptoms.

Residents no longer have to register to use the wading pool or for summer concerts.

The Parks & Recreation Department will continue to follow the guidelines; keep in touch with the Board of Health; and will continue with the cleaning schedules. All equipment will be thoroughly cleaned daily.

Community Theater Group of Burlington

Director Egan was contacted by the Community Theater Group of Burlington, formerly Burlington Players. They would like to purchase new seats and rebuild the risers in the theater. The theater is approved for 80 seats and their plan consists of 67 permanent seats mounted to risers; and 11 interlocking, removable seats to make space for wheelchair accessibility. Director Egan suggested they come present their plan to the Commission, as the landlords and will meet with the Building Department to see if these changes trigger other changes. Director Egan will share their plan prior to their presentation at the next meeting. Chair Sullivan suggested they present in July so that they can get the work done in August before beginning the season.

Commissioner Nelson asked if the Community Theater Group has met with the Building Department yet. Director Egan explained that they have not met with the Building Department yet because they need to meet with the Park & Recreation Commission first, as the landlords of the property. The questions that Commissioner Nelson was thinking need to be answered are what Director Egan will be meeting with the Building Department to review.

Director Egan will invite the Community Theater Group of Burlington to the July meeting.

Parks & Recreation Staff update

Director Egan announced that Nancy Santilli will be retiring July 31st. She has been a valued member of the Parks & Recreation staff since 2000; always willing to help out, and the first point of contact to residents in the front office. Nancy has been responsible for managing the permit process; she has been the point of contact with the youth sports leagues and with businesses that are looking for permits.

Director Egan has posted the position in order to have some time to transition responsibilities. It is a permanent part time position up to 27.5 hours a week.

Commissioner Nelson asked if the Commission has regularly recognized or presented plaques to staff members who retire after giving many years of service.

Director Egan mentioned that there are a few people to recognize; Rich Cote, Paul Raymond, a resident, and Nancy Santilli. Director Egan is happy to be able to recognize people in person again and would like to invite each of them to attend a Commission meeting. Director Egan will invite Paul Raymond and Nancy Santilli to the August meeting.

Mary PC Cummings Estate Park Agreement

Town Counsel has been working with the City of Boston on a new agreement for the use of the multipurpose field on Blanchard Road. The previous 10 year agreement has expired. The new agreement is for 15 years, with a 5 year extension. The agreement also includes the Marvin Field parcel, which was reportedly taken by eminent domain in the late 1960's. The City of Boston does not recognize the taking and would argue the taking and could wind up taking back the land. The addition of Marvin Field to the agreement provides protection for the softball field for up to 20 years.

It is being signed this week and will go to the City of Boston, Town Counsel, and then the Selectmen. Director Egan asked the Town Administrator to invite the Town Counsel to a meeting, possibly in September. The Town Administrator would like to be invited as well to talk about the Marvin Field title.

Chairman Sullivan stated that Director Egan consulted with him about this topic earlier in the week. They decided it is nice to have the agreement, but that the Commission should meet with Town Counsel directly to have their questions answered and to understand the agreement.

Director Egan suggested they meet separately rather than during a Parks & Recreation Commission meeting since it would be an Executive Session.

Celebrate Burlington

Director Egan announced that Celebrate Burlington is scheduled for Saturday, August 7th. Information went out to past sponsors, vendors, and participants. Director Egan has been fielding questions in Program Coordinator Lehman's absence. It will be an all day event. There will be events on the Common, a car show, entertainment, and inflatables; fireworks have not been confirmed yet.

Information is available on our website; with clickable links on the digital forms.

Discussion

Commission Norden asked Director Egan about moving into the new facility.

Director Egan explained that DPW will move some of their equipment first; that there are multiple different steps; and explained how the occupancy permits work with regard to people vs. equipment.

Recreation Maintenance Report

Presented by Superintendent of Recreation Maintenance Bill Baker

Superintendent Baker explained that the crew has been preparing the space and making room in the current building for the new tenants. Dog's kennels have been built and cleared out the area behind the building for some DPW storage containers. The crew did a great job preparing for high school graduation on June 6th; cleaning up the courtyard at MSMS for Final Fling on June 11th; and preparing for field days at the elementary and middle school. We filled the sunscreen dispensers at all the parks and playgrounds; and changed the lights in the Common to rainbow colors for Pride month. A new pump was put in the Simonds Park wading pool and it has been painted and prepped for opening on June 21st. Lastly, the crew continues to trim, cut, line, and groom the ballfields; clean the playground bathrooms; and pick up the trash.

Commissioner Nelson asked about the possibility of installing the sunshade at Wildwood Park sooner than September. Director Egan reviewed the schedule to explain that it can't be done any sooner than the original plan.

Commissioner Norden inquired about switching the wading pool to a salt water system. Both Commissioner Gaffney and Director Egan suggested we stay with chlorine for public pools; adding that it would entail a new filtration system.

Chairman Sullivan asked about the time frame for installing the sound barrier at Simonds Park by the pickle ball court. Superintendent Baker indicated that it should be done by early next week.

New Business

Presented by Director of Parks & Recreation Brendan Egan

Appointment of Working Foreman

Director Egan explained that positions have been filled from the top with Superintendent Baker's appointment down through the division. The position of Working Foreman is currently open and explained that acting Working Foreman Brian Cullinan is a qualified candidate. He has been with the department for over ten years working his way up from craftsman to mechanic to acting working foreman for the last 3 years. During his time as Acting Working Foreman, he has gained experience with different aspects of the Maintenance Division.

Director Egan recommends acting Working Foreman, Brian Cullinan to the Working Foreman position effective June 14th 2021.

Commissioner David Norden made the motion to approve the appointment; seconded by Commissioner Steve Nelson.

ROLL CALL VOTE:

Commissioner Norden - aye

Commissioner Nelson - aye
Commissioner Gaffney - aye
Commissioner Murphy - no response
Commissioner Sullivan - aye

VOTE: 4-0-0

Director Egan explained that the Craftsman position is now open, and anticipates posting the position in early July.

Commissioner Gaffney announced that the Planning Board is requesting a representative from the Parks & Recreation Commission to the Sculpture Park Committee. Paul Raymond was our last representative. Commissioner Norden volunteered and is now appointed representative of the Recreation Commission to the Sculpture Park.

Commissioner Gaffney informed the Commission that some of the signs on the Disc Golf course at Simonds Park are missing. He suggested placing a full course map of the course on the 1st hole, posting QR codes at each hole, replacing the signs; and possibly creating a more durable walkway near the 6th and 7th holes could be an Eagle Scout project option.

Chairman Sullivan asked Commissioner Gaffney to keep the Commission posted on the needs of the disc golf course.

Commissioner Gaffney also spoke about the pickleball courts. He asked if the tennis courts that are not being used a lot for tennis, could be repurposed for pickleball.

Director Egan explained that the tennis court at Simonds is the only lighted tennis court in town. He explained that since pickleball is such a fast growing sport across the US, there are some plans in discussion for some seasonal temporary courts. A conversation ensued about the court at Regan where there is a curb that is a bit of a tripping hazard during play. Director Egan is already in conversation with DPW about removing the curb and extending the pavement before the summer programs begin.

Commissioner Gaffney also suggested the possibility to mark up two courts on either side of the center ice line on the roller hockey rink to utilize that space more during hours when roller hockey is not typically used and there is a wait on the pickleball court. He didn't think there was a need for nets because many players already own their own nets.

Old Business

Director Egan reviewed the warrant article status again for Chairman Sullivan whose connection was lost during the meeting.

Chairman Sullivan asked if the old turf from the varsity field would work for the dog park. Director Egan reviewed that better use of the turf is for the t-boxes on the Disc Golf course.

Chairman Sullivan asked about starting to meet in person rather than virtual; and suggested meeting at the pre-COVID schedule of Mondays at 7pm.

Chairman Sullivan stated that historically the Parks & Recreation Commission has met once in July and once in August.

Director Egan suggested the Commission meets virtually on a Monday at 6pm in July and then at the same time, in person, in August.

July's meeting has not been scheduled as of yet.

Chairman Sullivan will send out an email to collect vacation time from the Commissioners for scheduling purposes.

Executive Session

No need for Executive Session

Chairman Sullivan called for a motion to adjourn.

Commissioner Gaffney made the motion seconded by Commissioner Norden.

ROLL CALL VOTE:

Commissioner Norden - aye

Commissioner Nelson - aye

Commissioner Gaffney - aye

Commissioner Murphy - no response

Commissioner Sullivan - aye

VOTE: 4-0-0

Chairman Sullivan adjourned the meeting at 4:47pm.

Respectfully submitted,

Terese Castellano