

RECEIVED

By Town Clerk's Office at 10:25 am, Sep 15, 2023

DEPT./BOARD: Recreation Commission
DATE: August 10, 2023
TIME: 6:00pm
PLACE: Burlington High School – School Committee Room

Present: David Norden, Chair
Lindsay Carlson, Elected Member
Bill Gaffney, Planning Board Representative
Brendan Egan, Parks and Recreation Director
Kelly Lehman, Parks and Recreation Assistant Director

Absent: Jeremy Brooks, School Committee Representative
Steve Nelson, Vice Chair

Call to Order
Pledge of Allegiance

Approval of Minutes – July 10, 2023

Lindsay moved to approve the minutes and Bill seconded. No amendments were proposed.

Vote: 3-0-0

Public Participation

There was no public participation.

Director of Parks & Recreation Report

Brendan presented the following report:

Fields & Facilities

The maintenance division has been continuing with their seasonal responsibilities including daily trash pickup, cleaning the bathrooms at the start of the day, ballfields, mowing and trimming, and maintaining the wading pool. They have also been working on clearing out brush behind the bleachers at Varsity Field. They are currently working on prepping the fields for fall high school sports and getting the grass fields ready for fall youth sports. Maintenance also spent a few days preparing the Common for Celebrate Burlington and did a great job. The Department received a number of compliments on the Common's appearance during Celebrate Burlington. They are also finalizing plans for fall field maintenance, including aerating, fertilization, and overseeding.

Bike Racks

The library is ordering a bike rack and the UCC Church approached the department about donating a bike rack to Simonds Park. The Department selected a location out of the way of traffic and maintenance but near the courts. The Church is paying for the bike rack and

the Department is paying for shipping and installation. The library bike rack will be installed around the same time.

Pickleball/Street Hockey Court Resurfacing

The request for a resurfacing quote has gone out. The Department has already received more than six emails showing interest in the project and the quote will hopefully be approved in September.

Outdoor Facilities Master Plan Update

The Department has been working with the Procurement Officer on the scope of the work for the Outdoor Facilities Master Plan to post a Request for Proposal on the state procurement website. The RFP will be published on August 14 and proposals will be due on August 28. Once the Department receives the proposals, they will work with the Procurement Officer to rank them on criteria and select the appropriate company. They hope to have a qualified candidate to present at the next meeting.

Dog Park

The installation of the K9 grass at the Dog Park has been completed. The contractor, Cella Construction, prepared the area for the K9 grass, cleaned up the stone dust pathways, and added a stone dust perimeter to the existing and new K9 grass areas. This was done to prevent the pea stone from being pushed away and creating a trip hazard. Department staff is currently cleaning up the brush and trees around the perimeter of the park before it reopens to the public.

Celebrate Burlington

Celebrate Burlington was held on Saturday, August 5 on the Town Common. This year, in honor of Bill Boudreau's love and dedication for the Burlington Parks & Recreation Department, staff put his silhouette with his trademark cowboy hat on the Celebrate Burlington shirts. They also had a recognition board for Bill and his accomplishments as well as some photos of Bill. His daughter Denise and son Scott attended the event and commented on how much their father loved Burlington and how honored they were to have his silhouette on the shirts. They also acknowledged how much the event had grown since Bill started it. Brendan thanked all of the staff including the maintenance staff for preparing the Common and working throughout the event and the program and seasonal staff for working the event. He also extended a special thanks to Kelly Lehman for all of the work she puts in to planning and organizing the event, noting that Celebrate Burlington would not be possible without her hard work and dedication to the event.

David commended the staff for all of their hard work for Celebrate Burlington this year. Lindsay also said the event was great and thanked all of the staff for their efforts. Kelly also noted that for the first time, the Department held a sensory-friendly event the evening before as well as a sensory-friendly fireworks program. She said it was a huge success and applauded Emma for her work in making that possible. They are planning to continue similar events in the future. The

Commission spent some time discussing highlights from the event including the train and the axe throwing programs.

Assistant Director of Parks & Recreation Report

In addition to her discussion about Celebrate Burlington, Kelly presented the following report:

Mid-Summer for Summer Programming

Patrick Conley, who attended orientation, came in for the mid-summer meeting and did an inclusion training with the staff to help re-energize them and remind them why their work is important. The Department also gave a presentation to the Directors about what is working well and what can be improved. The check-in with the Directors aims to fight the mid-summer slump and Kelly noted that it went very well. The administrative team is also meeting with program staff regularly to make adjustments and incorporate training as necessary. Kelly commended the staff who put this together.

Hall of Fame

The Department has not been able to get ahold of two of the Hall of Fame nominees, so their names are not yet public. Steve Nugent was on site at Celebrate Burlington and the Department presented him with a plaque, identifying them as a Hall of Fame recipient. He will be inducted as a Partnering Organization. Beth Israel Lahey Health was also onsite and given a plaque as they were a 2019 inductee. In addition to Steve Nugent, the Department is also inducting Herb Chambers family of dealerships for their partnership over the last decade as a platinum sponsor for Celebrate Burlington. Kelly is hoping to do the induction at the October meeting so the inductees can be invited. The other two inductees will be notified as soon as possible.

Lindsay complimented the summer staff and said they were all amazing and enthusiastic. She said they are a great group of individuals and do such a great job recognizing and remembering the kids they work with. Bill seconded these comments and acknowledged the enthusiasm even mid-day in the summer heat. Kelly noted she would pass these words on to the staff.

Chairman's Report

There was no Chairman's Report, but David reiterated his thanks to Brendan and Kelly for their work.

Subcommittee's Report

There were no Subcommittee Reports.

New Business

Removing Account Report & Expenditures

As of June 30, the revolving account had a balance of \$468,036.09, of which \$53,429.41 is reserved for programs, leaving \$21,118.37 in unreserved funds.

National Recreation and Parks Association Conference

The first request is for the National Recreation and Parks Association Conference. This year, the Conference will be held in Dallas, TX in October. This is the premier professional development opportunity for the staff to get an inside look on the latest products and services. Staff can connect with their colleagues throughout the country and get a chance to talk with experts in the field and have access to hundreds of sessions over the four days. The NRPA Conference is an opportunity to hear from people across the country who experience similar challenges and work together to find actionable items and solutions to put to use. Brendan requested the Commission vote to approve \$7,500 from the revolving account to send Kelly Lehman, Emma Jones, and Brendan Egan to the 2023 NRPA Conference in Dallas, Texas. Lindsay moved to approve and Bill seconded.

Vote: 3-0-0

Celebrate Burlington Accommodation

In the weeks leading up to Celebrate Burlington, Kelly Lehman puts in a tremendous amount of time organizing staff and adjusting the event as required up until the event itself. Kelly regularly puts in over twelve-hour shifts and for a number of years has spent her own money to stay locally at a hotel as she does not live nearby. Brendan requested the Commission consider paying for Kelly's hotel stay in the amount of \$640.05 for the four days she stayed in town while working on Celebrate Burlington. Lindsay moved to approve and Bill seconded.

Vote: 3-0-0

Simonds Trust Town Meeting Vote

The second reading of the Will of Marshall Simonds in the only warrant article for September Town Meeting. Brendan requested the Commission accept from the Trustees under the Will of Marshall Simonds the event of \$74,907.15 to be used for programs, special events, and projects and Simonds Park. Bill moved and Lindsay seconded.

Vote: 3-0-0

Old Business

Brendan has been in contact with BYSA regarding the lights at Mary Cummings Park. It will likely be an item at the September meeting.

Executive Session

There was no executive session.

Agenda for Next Meeting

The next meeting was tentatively scheduled for September 11 at 6:00pm with a backup of September 13. The October meeting was tentatively scheduled for October 2.

Adjournment

Meeting adjourned, 7:00pm.