

**RECEIVED**

By Town Clerk's Office at 12:53 pm, Oct 19, 2023

Dept/Board: Recreation Commission  
Date: September 11, 2023  
Time: 6 pm  
Place: Burlington High School – School Committee Room

**Present:** David Norden, Chair  
Steve Nelson, Vice Chair  
Lindsay Carlson, Elected Member  
Bill Gaffney, Planning Board Representative  
Jeremy Brooks, School Committee Representative  
Brendan Egan, Parks and Recreation Director  
Kelly Lehman, Parks and Recreation Assistant Director

**The meeting was called to order at 6 pm.  
Pledge of allegiance.**

**Approval of minutes August 10, 2023**

A motion to approve the minutes was made by Commissioner Carlson and seconded by Commissioner Brooks.  
The Motion was approved 4-0-1.

**Public participation**

There was no public participation outside the agenda items.

**Director of Parks and Recreation Report**

Director Brendan Egan presented the following report:

Introduction of new Recording Clerk Julie Faulkingham to the commission.

Fields and Facilities

The Maintenance division were busy getting ready for start of school. At Pine Glenn, trees were cleaned up and loam and seed were put down. There is no irrigation and the site relies on Mother Nature. At Fox Hill, a portable Gaga ball pit was installed which was purchased by the PTO. The wading pool was drained. The adult softball fields for playoffs were prepared. The Maintenance Division is keeping up with mowing, trimming, lining and laying out all of the fields. The majority of the fields have been lined and laid out. Many fields across the Town of Burlington are being utilized. The Maintenance Division would like to cut fields frequently but the weather has been making it difficult.

The staff applied grub control and fertilizer to the athletic fields. Aeration will happen in September followed by over seeding. Inflow was installed to help absorb rain, keep fields from being dusty, and help with preventing dry spells.

Francis Wyman Playground

We are assisting with the Francis Wyman playground project by removing the existing structure including the swing set, rubber mats, asphalt, and older benches are to be removed. The new playground was delivered on August 28<sup>th</sup> and will be installed in September.

Rahanis Park Beaver Dam

A beaver dam has caused water to come onto the lower Rahanis soccer field. Water has also encroached on properties on Susan Lane. Vice Chair Steve Nelson asked if the dam can be removed. Brendan discussed how permission is needed from Conservation to go in and take out the dam. Brendan said he had left a message with Conservation Agent John Keeley to discuss the matter. Brendan is working with the Board of Health and Conservation to help correct problem.

Parks and Recreation Department Hall of Fame

Every other year there will be a nomination and induction into the Parks and Recreation Department Hall of fame. This year there were four nominations. The nominations are representing 3 of 4 eligible categories including partnering organizations, commissioner, and an employee. The Parks and Recreation Department is please to announce Steve Nugent's Karate Institute and Herb Chambers Family Auto Dealership will be inducted as partnering organizations, Doug Gillingham will be inducted as an employee, and Mark Sherwood will be inducted as a commissioner. The inductees will be honored on October 2<sup>nd</sup>. Chair David Norden recognized that the 4 nominees are all excellent choices and have done great things for department.

#### Overlook Park

Two old maintenance buildings are coming down at Overlook Park. The department will or have already moved and retrieved items in the buildings and garages that belongs to the department. Demolition for this project will begin at the end of September or beginning of October. Chair Norden suggested a code red reverse 911 call to let residents know in the neighborhood that the buildings are coming down.

Brendan met with members of the Community Theatre Company of Burlington (Burlington Players), including the new President Kristin Hughes and Facility Director Jason Tappan. They discussed the use of the building, long term plans, and the agreement that was approved in June was also signed. There was a discussion about looking to redesign the bathrooms and how they may come in front of the Commission to make future plans. They are working with Brendan and must follow state procurement laws with the facility as it is owned by Town of Burlington.

#### Town Meeting

Town Meeting will be held on Sept 27<sup>th</sup> and the department will be presenting the second reading of the Will of Marshall Simonds.

#### Vice Chair Comments

Vice Chair Nelson discussed the Francis Wyman playground and how when playgrounds are needed in the TOB, there should be a warrant article in front of Town Meeting and not parents fundraising. The Commission discussed how Francis Wyman is under a warrant article that the School Committee secured two years ago and not under private funds. Steve discussed how it is time to replace this playground and he is excited to see how it comes out. He also discussed how Simonds Park needs a revamp. Vice Chair Nelson also discussed Overlook Park and how a master planner is taking a look and suggests decisions about the plan by the commission should be held off until recommendations are made by the master planner.

#### **Assistant Director of Parks and Recreation Report**

Assistant Director of Parks and Recreation Kelly Lehman discussed how the end of summer programming that was contracted and offered by the Town of Burlington went well and meetings have been completed to develop plans for next summer. Fall programming geared up and the enrollment was steady so the department did not have to cancel too many programs due to low enrollment. Asst. Dir. Lehman discussed how she and Recreation Therapist Emma Jones will be presenting on September 28<sup>th</sup> at the Vermont Recreation and Park Association Conference. They will be presenting on the Department's part-time staff retention and incentive plan. She shared a training provided by the Town Clerk, titled Board Responsibilities, on September 28<sup>th</sup> from 4 pm – 7 pm. A member from the Office of the Inspector General will be here to offer training for all boards and commissions.

**Chairman's Report** - nothing to report.

**Subcommittee Report** – Planning Board Representative Bill Gaffney has been reappointed to be the Planning Board representative on the Recreation Commission.

#### **New Business**

##### Contract for Pickleball Court Resurfacing

Director Egan discussed the pickleball court resurfacing project. He discussed how there were 3 quotes and Sports Tek Inc. of Beverly provided the lowest quote at \$27, 200. He requested the commission vote to award the contract for the Simonds Park pickleball / street hockey resurfacing to SportsTek of Beverly in the amount of \$27,200.

Chair Norden moved the motion to award the contract for the Simonds Park pickleball street hockey quote resurfacing to Sports Tek of Beverly in the amount of \$27,200. The Motion is seconded by Commissioner Gaffney. The motion is approved 5-0-0.

Director Egan discussed planning to schedule this project in September. There will be closures to street hockey first. The pickleball and street hockey courts are going to be reversed. He discussed how there will be some loss in pickleball time as well. Chair Norden asked Director Egan to let residents know about the acoustic sound barriers and that they will be moved. Chair Norden suggested the acoustiblok sound barriers to be moved first but said to do whatever is the easiest way to make the project happen without too much disruption to the residents, pickleball, and street hockey players.

#### Contract for Outdoor Facility Master Plan

Director Egan discussed how there was one proposal for the outdoor facility master plan and it exceeded the amount available for the project. Because we only received one proposal we have the option to try to negotiate a lower price for the project. The proposal came from Weston and Brendan has contacted them to discuss their proposal further. Director Egan asked to hold the discussion until they could meet with Weston & Sampson. If they can come to an agreement then he will let the commission know and we can schedule another meeting before Town Meeting.

#### Portable Solar Lights at Mary Cummings Park

Director Egan discussed the use of portable solar lights at Mary Cummings Park. He discussed how it gets darker earlier in the day in September and the solar lights would allow practices to be held a little later. The lights would be used September 18 to November 3<sup>rd</sup> and would be temporary. The solar lights would not be casting huge amounts of light throughout Burlington and this would be a trial to see how it goes this year. If they are successful then there would be further discussion about using them going forward. Burlington Youth Soccer would be responsible for the cost.

Vice Chair Nelson made a motion to approve the use of temporary solar lighting at the Mary Cummings Park between the date of September 18 and November 3<sup>rd</sup> for the year of 2023 on a trial basis with the Director to set the parameters for the timing of the use of the lights. The motion is seconded by Commissioner Carlson. Chair Norden opens a discussion about setting a time to have the lights shut off. Brendan recommended 9 pm to be the latest, but he said 8:30 would be better. Chair Norden agreed 8:30 pm is a better time. The motion is amended by Vice Chair Nelson to include the time frame for use of the lights between 4:30 and 8:30 pm. The amended motion is seconded by Commissioner Carlson. Brendan also further discussed how the use of the solar lights would only be Monday to Friday. Vice Chair Nelson withdraws the motion and moves the following:

Vice Chair Steve Nelson moves the Recreation Commission to approve the use of temporary solar lighting at the Mary Cummings Park between the date of September 18 and November 3<sup>rd</sup> and between the days of the week of Monday through Friday and with the time from of 4:30 pm to 8:30 pm for the year 2023 only on a trial basis. Chair Norden motions. Commissioner Carlson seconds the motion.

The motion is approved 5-0-0.

**Old Business** – Nothing to report.

**Executive Session** – There was no executive session.

#### **Agenda for next meeting**

Next meeting is October 2, 2023 at 6 pm at Burlington High School – School Committee Room.

#### **Adjourn**

There is a motion to adjourn. The motion is seconded.

The motion is approved 5-0-0.

Meeting Adjourned 6:52 pm.

*Respectfully submitted by Julie Faulkingham, Recording Clerk.*