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TOWN OF BURLINGTON
Meeting Minutes

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Minutes need to be posted within 30 days or 2 meetings of the board – Draft minutes can be posted and revised at a later date

DEPT./BOARD: Recreation Commission
DATE: October 16, 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
Brendan Egan, Parks and Recreation Director
Jeremy Brooks, School Committee Representative

ABSENT: Kelly Lehman, Parks and Recreation Assistant Director

Minutes

1. The Recreation Commission meeting was called to order at 6 pm.
2. The Pledge of Allegiance was recited.
3. Approval of Minutes

A motion to approve the September 11, 2023 meeting minutes was made by Lindsay Carlson and seconded by Jeremy Brooks.

The motion was approved 5-0-0.

A motion to approve the September 27, 2023 meeting minutes was made by Vice Chair Steve Nelson and seconded by Bill Gaffney.

The motion was approved 5-0-0.

4. Public Participation – There was no public participation outside of the agenda items.

Chair Norden moved the topic of New Business to be the next item on the agenda. There are no objections.

5. New Business – Girl Scout Silver Award Presentation

Current freshmen at Burlington High School and Cadet Girl Scouts, Gwyneth McNamee and Meghna Dinesh were present. The girls partnered with the Parks & Recreation Department this past July to earn their Silver Award. The Silver Award is one of the highest awards in Girl Scouts, and to earn the award the Girl Scouts were required to create, manage, and execute a project that leads to a positive change within their community. They worked with Kelly Lehman, the Parks and Recreation Assistant Director to host Burlington's first Culture Festival.

Chair Norden thanked the girl scouts for what they have done for the community. The Girl Scouts spoke about how the process came about and how the event went that night. Gwyneth explained how they wanted to showcase the diversity of Burlington for their Silver Award with tables, activities, and displays of different countries and cultures. She explained how they attended another town's Girl Scout cultural event and got ideas from there. This event was a huge inspiration to the girls





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and they teamed up with Assistant Director Lehman who was a huge help and guide to them. The Girl Scouts presented their plan to the Select Board and they approved of it gladly. Gwyneth said they faced some challenges but they persisted with Assistant Director Lehman's help and the event was a huge success.

Meghna explained how they kept in contact with those who wanted to host a table, appeared on BCAT, and distributed fliers and business cards at the Fourth of July parade in order to advertise the event. She explained that even with some setbacks, they were able to make the event happen and it was a huge success. She discussed how Kelly was there to help them manage the event and the Select Board also was there and loved what they did. She said it was estimated that around 300 people participated. Meghna explained how she hopes the Parks & Recreation Department would be taking over this event going forward and make it an annual event. The Girl Scouts would like the next Burlington Culture Fest to be held at the 225th Anniversary of Burlington.

Chair Norden discussed what an outstanding job the girls did to make this event happen and to receive their Silver Award. The Chair discussed how with the 225th Anniversary of Burlington coming up, he is sure this event is something that can happen and is important especially with all of the different cultures within the Town of Burlington.

Commissioner Carlson congratulated the girls and she discussed how she was a Silver Award recipient as well and she knows how hard they have worked. She discussed how the Girl Scouts hit obstacles, but were able to overcome them and find resources to make the event successful and that they should be very proud of themselves.

Vice Chair Steve Nelson congratulated the girls and discussed how receiving the Silver Award takes a tremendous amount of work and is one of the highest awards. He discussed how it is hard to come up with ideas but the girls created something brand new, original, and will be lasting. He discussed it is such a phenomenal accomplishment.

Commissioner Gaffney congratulated the girls and discussed how it is a big deal to be able to make this happen and celebrate diversity in the town.

Commissioner Brooks congratulated and commended the girls for facing the obstacles and persisting to make this event be so successful.

There was a standing ovation by the Commission for the Girl Scouts. Director, Director Egan discussed how the Recreation Department is happy to help the girls make this event happen at Burlington's 225th Anniversary. Director Egan asked the girls what was their biggest obstacle? Gwyneth answered by saying the first time they went to present in front of the Select Board, they realized their initial date of the event was not going to work. They had 5 minutes before going in front of the Select Board to pick a new date and re-do their speech. The Recreation Commission presented the Girl Scouts with flowers as a token of appreciation and congratulations.

6. Director of Parks and Recreation Report

Director Egan gave a maintenance report. The maintenance staff continued mowing, trimming, field lining, trash and cleaning of the bathrooms. He discussed how there was an agreement worked out with the Union to keep the seasonal staff on to assist the full-time staff until Columbus Day weekend. He discussed how the maintenance staff changed lights on the common to the color purple for domestic violence awareness month. The staff assisted with the Indian Americans of Burlington for the Diwali Festival. The staff also worked on removing and reinstalling the acoustic block panels and hockey boards in preparation of the court resurfacing. In the next few weeks, the staff will be installing memorial benches on the common, bike racks at the library and Simonds Park, and will begin work on the disk golf course upgrade. Final fertilization and over seeding will take place in late October and early November.





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Outdoor Facility Masterplan

Director Egan discussed how there has been an agreement with Weston and Sampson and once the contract is signed, a kick off meeting will be scheduled. He discussed how there should be no issues as everything was agreed to.

Overlook Park

Director Egan discussed the maintenance garage and how the bid had been awarded for demolition. He discussed how old waste oil drums were stored with some good oil and bad oil. There was also latex paint used to paint sports courts that was found and probably has been there since the 80's. He discussed how he has been working with the company Safety Kleen for removal of these items. Demolition will begin in the next month or so. Everything has been cleaned out and the oil drums will be removed this week. The water has been shut off, the gas connection capped off, and a code red will be sent to notify neighbors. The Recreation Commission is planning on visiting the site on November 4, 2023. Jeremy Brooks brought up how the School Committee bought a license for the Thought Exchange tool which could be useful for feedback from the community.

Burlington Players

Director Egan discussed the Board had approached the Parks & Recreation Department about replacing the temporary exterior lighting fixtures around the perimeter of the building. The new lights would only be used when the building is being occupied. He discussed how the fixtures will be permanent, be matching of the other fixtures, and have a very low light level. Director Egan discussed how it is in the contract and the Burlington Players pay the labor rates, but wanted to bring this up to the Recreation Commission to see if there were any questions. There were no concerns or questions by the commission.

Pickleball and Street Hockey

Director Egan discussed how the resurfacing has been completed. The maintenance division finished installing the acoustic block panels. He discussed how the pickleball storage boxes have been moved up and how hopefully the pickleball court will be ready to go on Wednesday this week.

Other Business

Director Egan discussed how there is a flag pole that is no longer used at Varsity Field and he was approached by a Select Board member to have it moved to Marshall Simmonds. He contacted a local company and they came out at the end of August and gave a price to move it. The company will be moving the flag pole on October 19th. He discussed the plan to have to move a truck across the varsity track and to put plywood down to prevent tire tracks. He gave thanks to Kevin Keene and the highway department for digging the new hole at Marshall Simmonds for the flag pole. He also thanked Bob Cuhna, who has worked on the project as well to install lighting at night for the flag. He discussed how the project was made possible due to private donations and funds from the Recreation and School departments, he thanked everyone involved to make this project happen.

Director Egan discussed how he was contacted by the District Attorney's office about the graffiti suspect at Simmonds Park last year. The individual was identified and wants to pay restitution for the damage. He discussed how he would like to use the funds for a fixture for a motion light. He discussed how the Town Electrician and Parks & Recreation Maintenance staff would be able to install the fixture. Director Egan thanked the Police and District Attorney's office for identifying the suspect and presenting this restitution to resolve the issue.

Rahanis Park

Director Egan discussed the situation of flooding caused by the beaver dam. He discussed trying to wait until trapping season to catch the beavers but did have to have an emergency permit to remove the beavers. He discussed how 2 beavers were trapped and Northeast Mosquito Control took down the beaver dam. Brendan discussed how the last resort is trapping and he would like the beavers to co-exist within the community, but issues arise when they encroach on backyards and town property.





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Director Egan discussed how the Recreation Department, DPW, Board of Health, and Conservation are all working together to create a plan to be put in place moving forward regarding beaver dam removal.

Director Egan discussed The National Recreation Park Association and thanked the Commission for sending Emma Jones, Kelly Lehman and himself to Dallas for the event. He discussed there were between 8-10,000 people in attendance. Director Egan discussed the inclusive playgrounds Kelly and Emma toured and how there were speakers and presenters from all over the country. He discussed how making professional connections can help them get ahead of the game, for example if something out west is coming this way they can be informed, aware, and prepared. Chair Norden was glad they got a lot out of the event and they can implement what they learned to the Department. He discussed how it was a great opportunity to bring ideas forward, receiving knowledge, and meeting people and making connections.

7. Assistant Director of Parks and Recreation Report – The report was read by the commission. There were no questions.
8. Chairman's Report – There was nothing to report.
9. Subcommittee Report – There was nothing to report.
10. New Business Continued

Director Egan discussed the blue van and how it is not going to pass inspection due to a rusting frame. He discussed it is about 15 years old and how he did check in on getting an accessible van but it will not be built until it is ordered. He discussed how getting a new van might move up the capital list and there will need to be a plan put in place until there is a new van. The Recreation Commission discussed putting in a warrant article for January Town Meeting for the van.

11. Old Business

Bill Gaffney discussed metal detectors and how at Simonds he saw someone doing some serious digging. Director Egan Brendan discussed how the commission voted to have no prospect in metal detecting. He discussed how the Recreation Department have not updated all of the signs yet in regards to metal detecting, but are working on getting them up. Nothing can be done about the metal detecting unless something is posted.

12. Executive Session – There was nothing to report.
13. Agenda for Next Meeting – The next Recreation Commission meeting will be held on Monday November 6, 2023 at 6 pm Burlington High – School Committee Room.
14. Adjourn - A motion to adjourn the meeting was made by Commissioner Carlson and seconded by Commissioner Brooks. The motion was approved 5-0-0.

Meeting was adjourned at 6:52pm.

Respectfully submitted by Julie Faulkingham, Recording Clerk.

