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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: November 6, 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  
Kelly Lehman, Parks and Recreation Assistant Director  
Jeremy Brooks, School Committee Representative

Minutes

1. The Recreation Commission meeting was called to order at 6:04 pm.
2. The Pledge of Allegiance was recited.
3. Approval of Minutes – October 16, 2023

Motion: A motion to approve the October 16, 2023 meeting minutes was made by Vice Chair Steve Nelson. The motion was seconded by Lindsay Carlson. The motion was approved with a vote of 5-0-0.

4. Public Participation – There was nothing to report.
5. Director of Parks and Recreation Report

Director Brendan Egan discussed how the maintenance staff is on top of the seasonal work. They have been testing the light strands that will be put up on the Common. The outdoor bathrooms at Simonds and Rahanis closed as of Halloween night, but there are still portable restrooms at parks. There is another week left of youth sports. Director Egan spoke about the Spooktacular event at Simonds and how the staff prepared for the event including putting up saw horses, putting out trash barrels, putting up rope lines, and preparing for the crowds of people. He discussed how the staff will finish up cutting grass and trimming and there is probably another week and a half left of cutting and trimming. They will then start the process of fall clean up around Thanksgiving. The irrigation systems on fields have been winterized and the staff will wait until after the Thanksgiving game to winterize Varsity Field.

Director Egan discussed Overlook Park and how there are old paint barrels and liquid fertilizer that need to be picked up by Safety Kleen. The pick-up is scheduled for the second or third week of November. Director Egan discussed how the Burlington Players got their permits and the outdoor building lights are up.

Director Egan discussed heading into budget season and the Recreation Department is reviewing the current budget and reviewing areas that need to be changed. He discussed how each division will have a meeting to discuss the current 10-year





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capital plan and their needs going forward. There will be a meeting with the Maintenance Division on November 9 and with the Program Division on November 28.

Director Egan hopes the FY25 capital request will be ready for the December meeting. The need for a new van is going to move up to top of the list. He spoke about attending a cost recovery class which will provide education to the department about recovering costs, how to price programs / services appropriately and how to increase revenue.

Vice Chair Nelson asked about the movement of the of flag pole from Varsity Field to the middle school. Director Egan discussed how the flag pole has been moved and the project is complete. Vice Chair Nelson asked about the FY25 budget and if there have been any preliminary discussions about the guidelines of the upcoming budget season. Director Egan discussed how he has not seen the guidelines, but hopes to see by December. He will send out a copy of the current department capital plan as per Vice Chair Nelson's request.

Chair David Norden asked Assistant Director Kelly Lehman about the cost recovery program and how she attended the program virtually. Assistant Director Lehman spoke about the course being a live, virtual program during COVID and what she learned from the cost recovery program. She spoke about how once the Program Division attends the class, it will allow the whole department to understand the process and be able to be on the same page and speak the same language in regards to cost recovery.

#### 6. Assistant Director of Parks and Recreation Report

Assistant Director Lehman discussed a shared streets and spaces grant to replace the walkways on the Common. She discussed the Outdoor Facility masterplan and how Director Egan and she met with a Landscape Architect from Weston and Sampson to tour Simonds Park and Overlook Park. She spoke about the cost recovery initiative and other professional development programs and gave specific thanks to the Burlington Police Department for providing trainings that were at no cost to the Recreation Department.

Assistant Director Lehman discussed how the Power of Play Conference started today as part of the National Inclusion Project. She discussed how tomorrow through Thursday, staff members will be attending the Rec Trac training in Vermont. She discussed how Therapeutic Recreation Specialist Emma Jones is a Handle with Care trainer and how it is a behavior modification system used throughout the department. The training helps the TR staff learn how to de-escalate situations and there is a small portion of restraint training that is needed.

Assistant Director Lehman discussed how program and administrative teams went out to Francis Wyman with wheelchairs and talked about accessibility at playgrounds. On October 5<sup>th</sup> Emma sat on an internship panel at UNH looking for TR candidates to solicit an internship for the summer. On November 8<sup>th</sup> Director Egan and Assistant Director Lehman will be doing the same thing. On October 18 Therapeutic Recreation Specialist Jones visited Regis College and was a guest lecturer.

Assistant Director Lehman discussed how the Program Division put the winter brochure out and registration is scheduled to begin November 16<sup>th</sup> at 6 pm. Programs include high School ski club trips, youth embroidery classes, and CPR/first aid training. She echoed Director Egan's thanks for all of the staffs work on the Spooktacular event. She discussed how there were 3,000 people in attendance and seeing the department staff come together was great. Upcoming events include the Turkey Trot on November 19<sup>th</sup> and the Tree Lighting on December 3<sup>rd</sup>.

Commissioner Gaffney asked about the Outdoor Facility Master Plan meeting and if it is an internal meeting or if the Recreation Commission is welcome. Director Egan answered and said it is an internal meeting. Vice Chair Nelson asked if the subcommittee of the Overlook Park plan could be kept in the loop about the meetings as well as the Commission as a whole.







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Vice Chair Nelson complimented the Spooktacular event. He asked if the Tree Lighting event will have fireworks. Assistant Director Lehman answered yes, right before 5 pm when Santa arrives. Commissioner Brooks discussed how there was authorization for the use of Thought Exchange. Chair Norden gave a “shout out” to Therapeutic Recreation Specialist, Emma Jones and the TR staff. He discussed how the therapeutic division is very important in recreation and Therapeutic Recreation Specialist Jones should be recognized.

7. Chairman's Report – There was nothing to report.

8. Subcommittee Report

Commissioner Gaffney discussed how the Planning Board approved two pickleball courts at the end of 4<sup>th</sup> Ave. and discussed the hope that they reach out to the Parks & Recreation Department about the project. Commissioner Gaffney discussed the experience Director Egan has working on pickleball courts and how this project would benefit from his experience.

Commissioner Carlson discussed how the Sculpture Park Committee has met a few times over the past couple of months. The committee had a pumpkin painting event and there will be a holiday sing along on December 9<sup>th</sup>. Commissioner Carlson discussed fundraising opportunities that she is working with Assistant Director Lehman on.

Vice Chair Nelson thanked Assistant Director Lehman and Director Egan for the site walk of Overlook Park, which was a good opportunity to see what is going on with the recreation side with the project.

9. New Business

Director Egan discussed the revolving account report and how as of September 30 2023 it had a balance of \$225,621.46, of which \$196,311.53 is reserved for programs, leaving \$29,309.93 unreserved. Director Egan discussed how this was the number at the end of the summer season, so the balances are different today and the next report will be sometime after the first of the year. Vice Chair Nelson asked if it is similar to last year and Director Egan answered saying yes, and how it fluctuates depending on how many people are in programs.

Director Egan discussed how they would like to bring in a professional for a cultural assessment of the department. The Parks & Recreation Department received a quote of \$10,000 to provide a culture assessment of the department and is requesting the Commission vote to approve \$5,000 from the revolving account to be used to hire a consultant to conduct the assessment. The remaining \$5,000 will come from the department's part time account.

Motion: Vice Chair Nelson moved that the Commission vote to approve the expenditure of \$5,000 from the revolving account to be used to hire a consultant to conduct a cultural assessment for our department.

There was a discussion of the motion. Commissioner Gaffney discussed how he thinks the assessment should be town wide rather than of a specific department. He discussed seeing if any other department wanted to do the assessment as to a means of having a bigger bang for their buck. Commissioner Carlson spoke about how the Parks & Recreation Department is unique and how doing the assessment separately is needed. Vice Chair Nelson discussed with this amount of money, it makes sense for a single department to do the assessment. Director Egan said he will check with Human Resources (HR) and see if they have something planned. Commissioner Gaffney discussed how the Department has office workers and laborers making the workplace unique and thinks this request is HR related.

Commissioner Gaffney seconded the motion as Director Egan will check with HR on the matter. The motion was approved with a vote of 5-0-0.







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Brendan discussed the condition of the vertical blinds and window screens in the function rooms. He discussed the need to replace them with horizontal blinds and repair / replace window screens. Director requests the Commission vote to approve \$4,000 from the revolving account to purchase horizontal blinds and repair or replace the screens in the function room.

Motion: Commissioner Carlson moved that the Commission vote to approve the expenditure of \$4,000 from the revolving account to purchase horizontal blinds and repair the window screens in the function rooms; it is seconded by Vice Chair Nelson. The motion was approved with a vote of 5-0-0.

#### Options for New Van

Director Egan discussed getting a letter from Central Maintenance and the large van was not going to pass inspection and is being taken off the road. He discussed there is still time to be on the warrant for January Town Meeting. He is working with Assistant Town Administrator, John Danizio and looking at the options to rent a van until next fiscal year, do a reserve fund transfer, or put in a warrant article for January Town Meeting. An estimate from Central Maintenance came in at approximately \$60,000 for a new van. Vice Chair Nelson discussed how the department should ask for this money at the January Town Meeting. Chair Norden agreed the department should seek a warrant article for January Town Meeting.

#### 10. Old Business

Chair Norden asked about disc golf. Director Egan discussed how they are renting a mini excavator or borrowing equipment from the DPW and will be installing the first two tee pads this fall. He discussed how baskets are about a month out and how the first 2 holes will be on the front lawn, along Cambridge St.

Director Egan discussed how the Francis Wyman Elementary School playground is completed and includes some accessible features. He discussed how the pickleball courts are up and running at Simonds. Commissioner Gaffney checked the noise and can still hear it, but it sounds faint and he couldn't hear voices. He said this is promising and hopefully the neighbors are happy. Vice Chair Nelson asked about complaints with music and Director Egan said there is signage that there is no music to be played out loud. Chair Norden asked about metal detector signs and Director said the department needs to get a number of signs and will be getting some quotes. This will be a revolving account request at a future meeting.

The Commission discussed 501-c 3 and private fundraising.

Director Egan discussed that we were informed that someone got married at the Treehouse at Simonds Park. There was a discussion of an Eagle Scout project, and an Eagle Scout candidate is installing a Gaga ball pit at Memorial School and the Parks & Recreation Department will be assisting the Scout with the project.

#### 11. Executive Session – There was nothing to report.

#### 12. Agenda for next meeting – The next meetings will be held on November 29, 2023 at 6 pm and December 13, 2023 at 6 pm. Locations TBD.

#### 13. Adjourn

Motion: There was a motion to adjourn the meeting by Vice Chair Nelson. The motion was seconded by Commissioner Gaffney and approved with a vote of 5-0-0.

The meeting was adjourned at 7:21 pm.

*Respectfully submitted by Julie Faulkingham, Recording Clerk.*

