

Burlington Parks & Recreation Commission
Meeting Minutes
April 28, 2021

Commissioners in Attendance:

Chair David Norden, Commissioner Tom Murphy, Commissioner Kevin Sullivan
Vice Chair Steve Nelson (joined at 3:37); Bill Gaffney (joined at 4:08)

Staff in Attendance:

Director of Parks & Recreation Brendan Egan, Program Coordinator Kelly Lehman,
Superintendent of Park Maintenance Bill Baker

Staff Absent:

Commissioner Paul Raymond

Chair Norden called the meeting to order at 3:32 p.m.

Chair Norden 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.

Director Egan announced that residents who would like to attend or listen to the meeting may do so live via the BCAT Government cable access channel; or by dialing 408-418-9388 with the meeting number 129 057 134.

Minutes**Approval of Minutes**

Chair Norden asked for a motion to approve the minutes of March 24th, 2021.
Commissioner Kevin Sullivan made the motion seconded by Commissioner Tom Murphy.

ROLL CALL VOTE:

Commissioner Sullivan –
aye Commissioner Murphy
– aye Commissioner Norden
– aye **VOTE: 3-0-0**

Public Participation

No Public Participation

Parks&RecreationReport

presented by Director of Parks & Recreation Brendan Egan

New Maintenance Facility

Director Egan gave an update on the new maintenance facility progress. The overhead doors are being installed and the exterior retaining wall blocks are being set. The guard rails, fencing, and exterior signage are being installed. Ceiling tiles, flooring, and electrical are underway.

The flagpole is on site and scheduled to be installed next week.

The work site trailers, which will be the temporary transitional offices for the Highway Division, will be set after the parking lot is paved this week.

There has been a delay in the occupancy date due to a bit of confusion about who owned some of the electrical systems that go along with the HVAC. Currently, the move in date is the second week in June. Director Egan believes there will be a more definite date soon and that the new move in date might possibly be sometime in May.

Regan Park Light

The Regan Park light work is completed and the main power has been connected. Director Egan is meeting the town electrician tomorrow to set up the programming.

Rahanis Park Parking Lot

Lazaro Paving was selected for the project. They are ready to start in two weeks and would like to do both parking lots at the same time. They will put together a construction schedule and share it with the Engineering Department and with Director Egan. The early May start makes it possible to complete in advance of the previously set June 25th deadline. Residents will be notified of any possible parking issues via social media.

Rahanis Park Tennis Court resurfacing

Director Egan spoke with the contractor. They are scheduled for June 14th - 18th, but they may come out before the 14th to complete the crack fill and repair process. Director Egan insisted the courts are in playable condition for the High School team later in the day. Although the whole project is weather dependent, it is possible to complete the project before the Summer Tennis Program.

Simonds Park Accessible Walkway

Part of our Simonds Trust request from last year is to create accessible walkways at Simonds Park. Phase 1 will be from the handicap parking spots to the wading pool. Phase 1 will be funded by money from the trust, as well as a donation from Disability Access Commission in the amount of \$15,000. The project is out to bid now and is due back on May 13th with a June 20th completion date. Phase 1 is part of a larger plan to make most of Simonds Park accessible including the tennis courts, skate park, and pickleball courts.

Phase 2 will connect the skate park / street hockey level down to the pickleball / tennis court level. Phase 3 is a larger project which will go from the front of the VISCO building to the skate park / street hockey level.

Ways & Means

Director Egan mentioned they met with the Ways & Means subcommittee on Monday, April 26th to discuss the warrant requests. The four requests are the Shade Structure over the playground equipment at Wildwood Park; the Seedavator; the Accessible Van; and accepting funds from Simonds Trust. The subcommittee voted unanimously to support all four. Director

Egan will be presenting in front of the full Ways & Means Committee tonight (April 28) at 7 o'clock.

Director Egan has been in discussions with accounting and the town administrator and feels confident that all four warrant requests will be accepted. This will be the first reading of the Simonds Trust. The second reading will be in the Fall Town Meeting in September.

Discussion

Commissioner Sullivan asked how much money the town will save by owning the van as opposed to repeatedly renting one. Director Egan indicated that he would have that information for this evening's meeting. Director Egan reminded the Commission they were seeking a Mass DOT grant for the van as well. If approved for the grant, funds from the town would be returned.

Commissioner Nelson asked whether Phase 1 of the Simonds Park walkway project would use most of the funds from Simonds Trust. Director Egan explained that the walkway project would use the portion that has been designated for the accessible ramp; and that other money has been designated for the field maintenance fertilization program; and a portable classroom trailer used for the therapeutic recreation program, extended school year programming and special events.

Commissioner Norden asked that the Patriot Road residents be made aware of all the Rahanis Park projects. Director Egan explained that although Engineering will be notifying the residents, Parks & Recreation will get in touch with them as well.

Recreation Maintenance Report

presented by Superintendent of Recreation Maintenance Bill Baker

Superintendent Baker reported that the crew has been preparing all the fields for Spring sports. The soccer and lacrosse fields have been lined. The baseball and softball fields have been renovated for Spring and clay is being added as needed. Water has been turned on at the parks, fields, and bathrooms. The crew installed a bench for the McDonald family at Wildmere playground; and the two large mowers and the smaller mowers have been out cutting for a few weeks. The crew has added mulch and reset landscape blocks around park signs. The municipal buildings and Grandview Farm grounds have been cleaned up and mulched; and we continue to prepare for the move to the new facility. We've been aerating, overseeding, and fertilizing parks and schools; Mary Cummings, Mitre, and TRW parking lot have been regraded with stone dust. We continue to sanitize the playgrounds and port-a-potties weekly. Simonds and Rahanis bathrooms are cleaned daily and we continue to maintain trash pickup at the parks and schools.

Discussion

Commissioner Sullivan asked Superintendent Baker if he could thatch or rake the grass in the area of the Common that he sponsors. Superintendent Baker agreed.

Bill Gaffney joined the meeting. Chairman Norden introduced himself and welcomed Bill Gaffney to the Recreation Commission. Bill Gaffney will be the representative from the Planning Board. The Recreation Commissioners introduced themselves to Bill.

Commissioner Norden asked Superintendent Baker if they could clean up the second T box on the disc golf course at Simonds Park; and Superintendent Baker agreed. Director Egan shared that if the warrant article for the high school turf field is approved, there would be a possibility to cut some pieces from the old turf for the boxes.

ProgramCoordinatorReport

presented by Program Coordinator Kelly Lehman

Registration for Spring a Palooza will be open on Monday. The May event was added to bridge the gap between the Spring and Summer program offerings. Program Coordinator Lehman was happy to announce that more than half the offerings are filled at this point; and that the department is excited with the response they have received.

Assistant Program Coordinator Hampson has been finalizing the adult softball league. There are 12 official teams which will play at Rotary and Marvin fields. There is a coaches meeting tonight to review the COVID-19 restrictions. Program Coordinator Lehman reiterated that as much as the guidelines have been lifted in a number of areas across the Commonwealth, the restrictions for amateur sports have not changed for a couple of weeks. The plan is to reserve the first couple of weeks in May for practices; start the season on May 17; and schedule 2 games a night.

Summer

The Summer brochure is just about finalized at 42 pages full of virtual, hybrid, and in-person programming. Post cards will be delivered to the Post Office tomorrow announcing the start of registration on May 5th.

Therapeutic Recreation Specialist, Emma Jones has been working with Mary Hood from the School Dept. to place a teacher at Club Simonds for extended school year, for kids who may need additional support. Students will be able to meet with the teacher and then re-integrate with their group at Club Simonds. There will be a dedicated space to run the program.

Discussion

Commissioner Sullivan asked if the Covid 19 mandates for Spring and Summer camp and recreation programs will be relaxed since the Governor relaxed the mandates for the general public. Program Coordinator Lehman explained that although the mandates are being relaxed for the general public, the March 22 Recreational Camps and Programs Health and Safety Standards have not changed. Until new information is received the Summer programming will function in a manner very similar to last year.

Chairman Norden asked if the number of participants had increased.

Program Coordinator Lehman and Director Egan explained how the mandates are released and the process they go through in order to provide compliant programming. A discussion ensued

about how to staff for the programs with changing guidelines, as well as, an indoor back-up plan for inclement weather that also follows guidelines.

Commissioner Nelson asked if registration is solely on-line; or if it is also done in-person.

Program Coordinator Lehman explained that residents can apply on-line, in person, or by mail. Chairman Norden asked if Therapeutic Softball is occurring this Summer.

Program Coordinator Lehman explained that Pride Sports was in the Spring Brochure; and that track is offered first and then softball. The season will be shortened this year, and no tournament has been scheduled.

NewBusiness

Presented by Director Egan

Lead Working Foreman Appointment

Superintendent of Recreation Maintenance Baker who was the Lead Working Foreman was promoted in March to Superintendent of Recreation Maintenance leaving the position vacant. There were two candidates for the position. After the interview process, it was determined that Acting Lead Working Foreman, Mark Gerbrands was the most qualified for the position. He grew up in Burlington and has worked for the town for over twenty years in Engineering, DPW, and Central Maintenance and has worked his way up in the Parks & Recreation Department from Craftsman, to Mechanic, to Foreman, and has been the Acting Lead Working Foreman for the better part of three years.

Director Egan recommends Mark Gerbrands be appointed as the Lead Working Foreman effective May 3rd, 2021. Chairman Norden asked for a motion to support Mark Gerbrands as Lead Working Foreman. Commissioner Sullivan made the motion; seconded by Commissioner Murphy.

ROLL CALL VOTE:

Commissioner Sullivan – aye
Commissioner Murphy – aye
Commissioner Nelson -
abstain Commissioner Norden
– aye **VOTE: 3-0-1**

Chairman Norden offered his congratulations to Mark.

Director Egan announced that the Town Meeting on May 10th will be hybrid. It will be held virtually with breakout rooms for Town Meeting members who want to be in-person to ask questions. They are reviewing the Warrant Articles which have been mailed out to members; and are requesting questions be submitted prior to the meeting.

Commissioner Sullivan asked if the Commission could offer a certificate of appreciation on behalf of the Recreation Community to resident Herb Johnson for his daily cleanup of the common. Director Egan agreed to produce a certificate of appreciation.

Commissioner Sullivan asked if Commissioner Raymond is retiring or if he is taking a year off? Bill Gaffney offered that he believes Paul is retiring. Chairman Norden would like to recognize Paul for all of his work for the town as well.

OldBusiness

Pickleball at Simonds Park signs asking players to respect neighbors regarding parking and start time of games have been placed near the stairs and on the fence. The noise cancelling wind screens have been ordered. Director Egan will check on the progress and update the Commission.

Director Egan has a meeting with the SEA (Students for Environmental Action) next week regarding planting trees to help create a natural sound barrier.

Next meeting

Director Egan would like to schedule the next meeting for the Wednesday after Town Meeting to review bids for the Simonds Park accessible walkway project. The bids are due on May 12 and there is a limited window for the work to be completed.

The next Parks & Recreation Commission meeting is scheduled for May 12th at 3:30 p.m.

Commissioner Norden complimented Superintendent Baker on a good job getting all the fields ready for activities this Spring.

Commissioner Sullivan requested an agenda item be added for the next meeting to discuss re-organizing the Commission.

Executive Session

No need for Executive Session

Chair Norden asked for a motion to adjourn.

Commissioner Sullivan made the motion; seconded by Commissioner Murphy.

ROLL CALL VOTE:

Commissioner Sullivan – aye

Commissioner Murphy – aye

Commissioner Nelson - abstain

Commissioner Norden – aye

VOTE: 3-0-1

Meeting adjourned at 4:28 p.m.

Respectfully submitted,

Terese Castellano