

**RECEIVED**

By Town Clerk's Office at 11:54 am, Sep 15, 2023

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

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

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**Call to Order**  
**Pledge of Allegiance**

**Recognition of Bill Boudreau**

David recognized Bill Boudreau, retired Assistant Director of Recreation who recently passed away. David acknowledged Mr. Boudreau's contributions to the department and extended condolences to his family. The Commission had moment of silence in his honor.

**Approval of Minutes – June 22, 2023**

Steve moved to approve and Bill seconded. No amendments were proposed.

Vote: 5-0-0

**Public Participation**

Paula Anton, who attended a meeting in May to discuss concerns about the Council on Aging fitness class, acknowledged the efforts that Brendan, Kelly, and Marge have made to rectify the situation. Brendan thanked her for taking the time to sit down and work things out.

**Director of Parks & Recreation Report**

Brendan presented the following report:

Seasonal Maintenance Orientation

The Department recently held their Seasonal Maintenance Orientation. They worked with Parks Superintendent, Bill Baker, on items that should be included in seasonal maintenance. They hire up to ten seasonal maintenance laborers every year to work on cutting, trimming, trash, the ballfields, and any number of jobs and is important to provide them with training relating to equipment, policies, and procedures. Items discussed at orientation included safety, vehicle use, town procedures, appropriate clothing, and customer service.

Fields & Facilities

The maintenance staff has been continuing to work on fields for adult softball and some youth baseball and softball games. It has taken a bit longer than hoped due to the rain. They are working on the infields, batters boxes, and pitching areas and will begin summer treatment soon.

#### Sunscreen Dispensers

The Department is working with the Board of Health to replace the sunscreen dispensers in the parks. The dispensers were installed in 2018 through a partnership with Lahey Health. A number of units have been damaged or begun to fade. There is a new upgraded design and the Board of Health has agreed to purchase twenty new units for the parks. They come with signs and some have freestanding posts which will be used at some of the big events including Truck Day and Celebrate Burlington. The order has been placed and they will hopefully be installed in the coming weeks.

#### Vehicle Update

There were two vehicles approved at May Town Meeting, a pickup truck and an accessible van. Both have not been ordered yet, but the order bank should be opened in the next few weeks so the vehicles should arrive sometime in the fall.

#### Outdoor Facilities Master Plan

The Department has begun the process of putting out an RFP which should go out in the next few weeks. Brendan has been working with the Town's purchasing agent to finalize some details.

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

Kelly presented the following report:

#### Hall of Fame

The Hall of Fame was designed as part of the 50th Anniversary events in 2017 and operates on a 2-3-year cycle, with an induction happening in 2023. A call for nominations was put out beginning in January for the four categories, Employee, Volunteer, Commissioner, and Partnering Organization. The Department will bring forward four total inductees, one Employee, one Commissioner, and two Partnering Organizations, within the next few meetings.

#### Therapeutic Recreation

Therapeutic Recreation held a TR Open House on June 26 at Simonds Park. The Open House is designed for participants and their families to meet staff before the programs start. At the Open House, Emma, the Therapeutic Recreation Specialist, and Shosh, the TR intern, put together social stories so participants were able to receive a story outlining the specific program they are registered for. This event has helped participants transition to a new program for the past several years.

### Programming

The program team planned and executed a successful summer staff orientation at Grandview Farm at the end of June. All of the summer employees were able to attend several educational sessions, meet directors and staff, network with other employees, and implement new initiatives. Kelly thanked Emma, Jessie, Jeff, and Beth for working hard to provide a well-rounded orientation experience for staff to get them ready for the summer.

### Special Events

There are several special events planned in the next few weeks. Celebrate Burlington will be held on Saturday, August 5 from 11am to 4pm, followed by a Classic Car Show from 5:00-7:00pm, a concert from 7:00-9:00pm and fireworks at Burlington High School. The Department is still looking for sponsors and non-profit partners and anyone interested should contact Kelly.

Brendan extended an additional thank you to Kelly and the program division staff for their work on the revamped orientation format. He expressed appreciation for Emma, Jessie, Jeff, and Beth's work getting the staff prepared for the summer.

David questioned how the summer programs have been going with the rainy weather. Kelly noted that on rainy days, information is put out on social media and the cancellation line to inform families of changed plans. Many operations can be moved inside through partnership with the schools. There are backup plans for many trip locations and all of the park programs and Club Simonds have rainy day locations to go to. Parks is the one program that is cancelled only if it rains on Fridays because the schools are closed.

### **Chairman's Report**

There was no Chairman's Report.

### **Subcommittee Reports**

Brendan recapped a meeting between himself, two members of the Select Board, Dave, Steve, Town Counsel, and the Town Administrator regarding the Windview Heights development possible accessing through Overlook Park. This area is park land now and would likely stay park land in the future, so this probably will not be a viable option.

### **New Business**

#### Parks & Recreation Month Proclamation

Brendan provided the following overview about Parks and Recreation Month:

July is Parks and Recreation Month and is an opportunity for us to officially acknowledge the importance of parks and recreation and the benefits it provides to our residents. This is a nationally recognized month and this year's theme is "Where Community Grows" — celebrates the vital role park and recreation professionals play in bringing people together, providing essential

services and fostering the growth of our communities. Since 1985, people in the United States have celebrated Park and Recreation Month in July to promote building strong, vibrant and resilient communities through the power of parks and recreation and to recognize the more than 160,000 full-time park and recreation professionals — along with hundreds of thousands of part-time and seasonal workers and volunteers — that maintain our country's local, state and community parks.

During the month of July, the Department is planning to celebrate their staff, who make a positive impact on the lives of our community members every single day. Brendan asked that the Recreation Commission show their support of our staff and all that they do by proclaiming July Parks & Recreation Month. Dave noted that this has become an annual event. Steve moved that the Recreation Commission adopt and proclaim the month of July as Parks and Recreation Month and Bill seconded. Dave issued the attached proclamation.

Vote: 5-0-0

The Commission signed the proclamation, which will be held at the Recreation Department for the month of July. In appreciation of the Commission's efforts and their support of the Department, Brendan and Kelly gave each commissioner a small gift and acknowledged their contributions to the community.

#### Public Participation – Second Reading

The first reading of the public participation policy occurred at the June 22 meeting. The document was distributed to the Commission with all comments and corrects. Lindsay moved to approve and Jeremy seconded.

Vote: 5-0-0

Brendan requested a clean copy and said he will include it in the policy manual once he has it.

#### **Old Business**

##### Mary Cummings Lights

Brendan spoke with a representative of the Trustees and they do not have any concerns about the usage of solar lights. Brendan obtained a quote from a local rental company for solar lights and shared it with Burlington Youth Soccer. They will be reviewing it at their next meeting and will get back to Brendan about whether they are going to proceed.

##### Community Theatre Group of Burlington

The Community Theatre Group had a change in their presidency and will be having elections in early August. Brendan is going to wait to present the agreement until their new leadership is finalized.

### Executive Session

There was no executive session.

### Disc Golf

Bill inquired about dog waste stations around the disc golf course. Brendan noted that they would explore options for addressing the issue of people leaving dog waste.

### Wildwood Shade

Steve inquired about the Wildwood shade project. The Department met with a vendor who had gotten the initial estimate for the project. He provided a new estimate that seemed to be within budget but it needs to be revisited. Brendan will try and get an update for the next meeting.

### Next Meeting

The next meeting will be held on August 9, 2023 at 6:00 in the School Committee Room. The backup date will be August 10.

**Meeting adjourned, 6:57pm.**

