

Park and Recreation Commission	<b>Meeting Minutes</b>
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**Date: May 12, 2020, 5:00 PM**

**Place: WEBEX Meeting**

**Commissioners Attending:** John Bain, Nancy O'Connor, Clara Batchelor, Wendy Sheridan, Antonia Bellalta, Dan Lyons and Jim Carroll

**Commissioners Absent:**

**Staff:** Erin Gallentine, Parks and Open Space Director, Leigh Jackson, Recreation Director, John Lewitus Jessica White, Parks and Open Space Assistant

TOPIC	KEY POINTS/DISCUSSION
Chairman's Welcome Approval of Minutes	<ul style="list-style-type: none"> <li>J. Bain opened the meeting. N. O'Connor moved for approval of the February 1, 2020 minutes. Seconded by D. Lyons. All in favor.</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>No Public Comment</li> </ul>
Recreation Update	<ul style="list-style-type: none"> <li>L. Jackson stated that Recreation is essentially on pause. Recreation is aggressively planning for all contingencies for the summer. The facilities are closed, but calls are being answered.</li> <li>She stated that the impact of the Covid19 Virus is unprecedented. It is difficult but she is optimistic about the future and future phases for opening the Recreation Department.</li> <li>The budget right now is at a deficit in all areas. The general fund looks ok, but the revolving is the one that is in trouble and in a great deficit. She has been working on a spending freeze. Refunds and Purchase Orders were discussed.</li> <li>Program refunds were detailed. An administration staff update was given.</li> <li>Virtual programming was discussed.</li> <li>She and 7 Recreation leaders went to work at the EOC Center. She is optimistic about the phases and plans in the works.</li> </ul> <p>Golf</p> <ul style="list-style-type: none"> <li>There was a planned opening of May 1<sup>st</sup>, but they were not allowed to open. There is a hiring freeze that has slowed down the planning. L. Jackson wanted to thank E. Gallentine and her staff for the support at the golf course. She stated that the golf course has been open as a park and open space for the community. The governor announced on Thursday that golf courses could open</li> </ul>

	<p>immediately. The golf course opened Monday, with sanitary, planning, staffing and training procedures in place. L. Jackson stated that the golf course is following the guidelines given to them. L. Jackson shared the guidelines with the Commission. She stated that they have a written plan. There was a two sided plan, one for the golf course and one for the maintenance operations. This was already the plan prior to the governor allowing them to open last Thursday, so it has not been updated. She shared some highlights. L. Jackson stated that the Golf Course made over \$17,000 in two days, they are booked at 80% today, tomorrow they are booked at 92% and 85% for the week. Half of the booking are 18 holes the other half is 9 holes and Saturday is 98% full. She stated that right now the golf shop is closed. Golfers will avoid cash transaction as much as possible and pay by credit card when possible. Golfers will book tee times online. L. Jackson stated that we did set all tee times to 15 minutes apart. There was an ADA request for golf carts and they were able to provide that today. Cars are being parked six feet apart. There are security measures to move people along. Only one group is allowed on each tee at one time. All ball washers have been removed. There have been inserts in cups so they don't have to retrieve the ball by hand.</p> <ul style="list-style-type: none"><li>• A work schedule/staff update at the golf course was shared with the commission.</li><li>• The maintenance staffing and maintenance guidelines for the golf course were shared with the Commission.</li><li>• Hygiene for the staffing was discussed.</li><li>• The vendor is offering food service, but pick up only.</li><li>• N. O'Connor and L. Jackson discussed the security measures/ lockdown of assets in all areas of the golf course. L. Jackson wants to protect all assets.</li><li>• D. Lyons and L. Jackson discussed the tee time rates. The system only allows one price and that is now the non-resident price, this may change.</li></ul>	
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	<ul style="list-style-type: none"> <li>• N. O’Connor stated that in terms of the guidelines within the pro shop/parking/starting tees, she wonders if all these sanitizing/hygiene procedures are being taken seriously. She worries about staff not taken these precautions seriously. L. Jackson assures N. O’Connor that it is the most important thing they will do and of the highest standards. She will be consistent across all operations and make sure staff has proper training. N. O’Connor asked L. Jackson if in terms of booking percentages/ tee times if we are up or down from last year. L. Jackson will research numbers to present at the next meeting.</li> <li>• D. Lyons asked if there will be an online method of ordering things from the club house. L. Jackson is unsure of this, but currently there is not.</li> <li>• The temporary General Manager(GM) Jack Neville has moved aside due to CV19, so she will be onboarding someone over the next few days to fill in on a temporary basis until she hires a full time GM, slated for next fiscal year. She stated that right now the main contact for golf is Mike Murphy. She stated that he is doing an exceptional job.</li> <li>• Recreation has plans to open in phases. She thinks phase one will be child care service related.</li> <li>• N. O’Connor and L. Jackson discussed the 62 GM candidates for the golf course and that interview process. L. Jackson discussed the Resource Manager and Summer Recreation leader positions.</li> <li>• J. Bain and L. Jackson discussed golf carts and tee times.</li> <li>• L. Jackson discussed the medical physical that is required as part of the hiring process.</li> </ul>	
<p><b>Summer Camp Options</b></p>	<ul style="list-style-type: none"> <li>• John Lewitus stated that they have been looking at two options to introduce summer camp to the Town of Brookline. The first options is an in person camp with reduced numbers and the second plan would be a</li> </ul>	

	<p>virtual camp option.</p> <ul style="list-style-type: none"><li>• J. Lewitus gave the Commission an overview of the in person camp. He prefaced his comments by stating that everything he says could drastically change. In the past month or so he has been on a lot of calls and essentially everyone is in the same boat waiting for guidelines. He stated that right now all they can do is proactively plan as best as possible. He just heard that Recreation has the work and support of the Brookline Schools to use their facilities. Camp names, locations, modified capacity, modified staff and modified group sizes were shared with the Commission. There approach will adhere to social distancing guidelines. The logistics of each day will change drastically. They would need new polices and procedures, specific waivers and there will be new drop off and pick up procedures. Masks, social distancing, field trip cancellations, swimming guidelines are all things J. Lewitus is looking into. He stated that one of the first things Recreation will do is send a survey to everyone in their database essentially asking them a number of questions that gage their interest on different scenarios of camp. He hopes to have it out next week. Summer partners were discussed. The biggest thing is active, proactive, coming up with different scenarios, talking to different departments and waiting for the guidelines.</li><li>• J. Bain stated that due to the fact the cutting capacity in half, a lot of kids won't have the opportunity to go to camp and he wonders if you considered splitting the week so you can share the time with different kids. He stated that it big factor and this is something they are looking into it. J. Lewitus and J. Bain discussed summer camp spots that are reserved for low-income families.</li><li>• N. O'Connor stated that to the School Department and Matt Gillis she wants to make sure we are extending them a huge thank you. She wonders if we have more than modified capacity registered and how will be unregister/how do we choose? N. O'Connor discussed in years past how there were</li></ul>	
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	<p>Recreation Leaders and camps in the parks. She hopes that the Recreation Staff will be able to operate at a high level of sanitization and distancing. J. Lewitus stated that included in the staff orientation will be essential training are sanitization guidelines. He stated that in terms of numbers we should be right around where we need to be and mentioned that we are in a good spot to adjust were needed.</p> <ul style="list-style-type: none"><li>• W. Sheridan asked “who in the town does the risk assessment to decide whether or not a camp can open”? “Her second question was do you feel like you have enough PPE in general to operate camps”? Her third thought/question is that the registration Recreation had was pre CV19 and lots has changed since then. She wonders if there should be a whole new registration and a new application or lottery based on need. She is thinking about first responders or families where adults are out of the home to work. She doesn’t have the answer, but is thinking out loud. J. Lewitus stated that we will be going from the top down, Federal to state, to Governor Baker and it will ultimately come down to the Brookline Board of Health J. Lewitus has been working with Dave Geanakakis to plan and forecast for any PPE equipment starting today thru the summer. J. Lewitus has forecasted what he would need to run in person camps with reduced capacity. J. Lewitus stated that we are in a good spot and we would not have to turn anyone away, but they will look into the opportunity to cancel and issue refunds when the guidelines come out.</li><li>• J. Lewitus and N. O’Connor discussed optional camp start dates.</li></ul> <p>Virtual camp</p> <ul style="list-style-type: none"><li>• Recreation is looking to come up with creative ways to run activities/virtual camp. They can interact with peers and hang out through zoom meetings. The purpose of virtual camp is to provide structured activities to run for their kids. This would be about 4 hours a day.</li><li>• W. Sheridan thinks even 2 hours would make</li></ul>	
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	<p>many parents happy. She thinks that kids in grades K-4 would love to log on and see other kids in person. J. Lewitus discussed how they want to keep it fresh.</p> <ul style="list-style-type: none"> <li>• J. Carroll understands the big push to get camp going, but he is looking at the big picture where we are trying to sprint to the starting line to get the camp going and sees it as a big investment. He is thinking longer term and taking some of the resources to start programs in the fall. He wonders how it is being tied together and dealing with the fall that may or may not have better or worse guidelines. L. Jackson stated that a lot is TBD, but what we do today will fall into FY20 and after FY21 will fall in other budget. She stated that we are strategically working together as Department Heads to plan for safety guidelines for all employees and the PPE is part of a larger strategic effort of the town. She stated that we have a reopening phased written plan and guidelines to walk Recreation through each step.</li> <li>• A. Bellalta thinks it a great push to pull everything together. She gets nervous about bringing people together and kids especially. She wonders if this virtual camp involves having the kids do something on their own and bringing it back to camp. This way it can become part of the whole era of what is going on. J. Lewitus is looking at all option and ways to be fresh and unique.</li> </ul>	
<p><b>Parks and Open Space Update</b></p>	<ul style="list-style-type: none"> <li>• E. Gallentine provided the commission with a Brookline Reservoir Update. The Eversource utility pole at the corner of Route 9 and Walnut has been relocated allowing construction work to progress at that entrance. All grant reimbursements have been submitted. The dam inspection is scheduled for next week. The granite stairs, access road bus shelter and hand railings are all in place. A gatehouse construction update was given. Pathway and pinch point pictures were shared. Dudley Way was discussed. The stone dust path needs to be rolled before it is opened up. Accessible path pictures were shared. She stated that there has been a</li> </ul>	

	<p>couple of challenges, one is there are 2 locations where there is persistent drainage problems. These areas were detailed for the Commission. E. Gallentine discussed the plans to address these issues. Pictures of the cherry trees were shared. The restroom is under construction and loaming and seeding needs to be done. She stated that we are very close to opening and her hope is to open the first week of June. Temporary signage will be added to make the pathway one way. W. Sheridan and E. Gallentine discussed the bottom of the access ramp where Warren and Route 9 meet. W. Sheridan is concerned that this area looks more like a road now, where before the renovation it looked like a path. E. Gallentine stated that we can watch that and add a gate or bollard if they find it to be a problem. J. Bain wanted to congratulate E. Gallentine on a job well done</p> <ul style="list-style-type: none"><li>• Harry Downes contractors just arrived back on site. The contractors were on site this morning working on the infield. They laid down sod and plan on reseeding the entire field. E. Gallentine provided an update on the playground, water play and punch list items. A Harry Downes Restroom update was given. C. Batchelor and E. Gallentine discussed the safety surfacing patching/replacement. C. Batchelor shared her concerns with colors not matching when it comes to patching and suggested adding carefully thought out squares or circles if need be. E. Gallentine stated they we will look and see if and when this is needed.</li><li>• An Emerson garden splash pad update was given. S. Landgren designed a porous paved edge treatment along the entire splash pad. Pictures of the work to date and finished project was shown. It was a challenge because it is a unique shape.</li><li>• A Larz Anderson Tempietto update was given. There will be add alternates for this project. The scope of the included work/add alternates was detailed.</li><li>• A Cypress update was given. E. Gallentine detailed the project schedule. The High</li></ul>	
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	<p>School override was discussed. She stated that she has been advised that if the override does not pass the park project will be revisited and potentially not be funded. N. O'Connor stated that the Park budget should stand alone and not be affected by the shortfall of the High School Project.</p> <ul style="list-style-type: none"><li>• The next Robinson playground DRC meeting #4 will take place, Wednesday May 27th from 6-7:30 pm.</li><li>• Murphy Playground DRC Meeting #2 will take place, June 3<sup>rd</sup> from 6:00pm-7:30 pm</li><li>• Urban Forest Climate Resiliency Mater Plan. Meeting will take place June 10<sup>th</sup> from 6-8 pm</li><li>• E. Gallentine provided an update to the Commission on the following projects<ol style="list-style-type: none"><li>1. Muddy River Restoration Phase II-Fall/spring</li><li>2. Walnut Hill Cemetery Roadway and Plantings</li><li>3. Town Hall repair and plantings- Antonia Bellalta has been helping out with this.</li><li>4. Old Burying Ground Historic Doors and hardware</li><li>5. Library Children ADA Entrance and Reading Garden</li><li>6. Ridley School Site Improvement</li><li>7. Traffic Calming Plans</li><li>8. Willow Pond Feasibility Study</li><li>9. Olmsted Park Edge Treatment</li></ol></li></ul> <p><b>Larz Anderson Ice Rink</b> On Wednesday April 29<sup>th</sup></p> <ol style="list-style-type: none"><li>1. System alarm-liquid level in chiller</li><li>2. Major Breach</li><li>3. Brine filled the vessel</li><li>4. American Refrigeration responded</li><li>5. Brine was removed from the chiller/isolated</li><li>6. The Chiller cannot be repaired, but can be replaced</li><li>7. Estimate Costs for replacement were discussed.</li></ol> <ul style="list-style-type: none"><li>• E. Gallentine wants the Commission to think about what the next steps are for the rink. E. Gallentine stated that the idea to install a new chiller/condenser this year is very low given the financial situation in the Town. N. O'Connor thinks this is awful, but we need to consider if it can/should be done, and is it time</li></ul>	
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	<p>to discuss a covered rink. She doesn't see this resolved before next year. She wonders if we should engage citizens interested in something like this and in conjunction with the Town and partnerships. She stated that this is a nightmare for a hockey player/parent and for someone who enjoys skating. W. Sheridan wanted to say that the implications are greater than hockey players. This is a landmark outdoor space that is critically important to the community in her opinion. It has implications to residents, the Recreation Department and their programming, revenue generated for Recreation, youth sports, youth hockey and just the general person who wants to be outdoors in the winter. She thinks that we have got to try and see what we can get done. She thinks we need to see what we can do to repair this in a way that that is financially sound and what makes sense. She thinks we need to see what is realistic and how do we get there. She hopes we realize how special this space is to the Town of Brookline and beyond. N. O'Connor agrees and thinks it's time for us to get together some constituents and figure out what we can do now and into the future.</p> <ul style="list-style-type: none"> <li>• W. Sheridan would like to know the costs of not having the rink next year. It's a bigger picture than just cost to repair.</li> </ul>	
<p><b>Appoint Commissioners to the Murphy Playground Design Review Committee</b></p>	<ul style="list-style-type: none"> <li>• J. Bain, D. Lyons, N. O'Connor, A. Bellalta, Mariah Nobrega, Laura O'Brien and Alan Christ were appointed to serve on the Murphy Playground Design Review Committee.</li> </ul>	
<p><b>Other Business</b></p>	<ul style="list-style-type: none"> <li>• No new business</li> </ul>	
<p><b>Adjourn</b></p>	<ul style="list-style-type: none"> <li>• N. O'Connor moved to adjourn. Seconded by J. Bain. All in favor.</li> </ul>	

**Next Meeting: June 9, 2020 Location: WEBEX**

**A true record**

Attest     Jessica White    

**Date: 5/12/2020**