

Park and Recreation Commission	<b>Meeting Minutes</b>
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**Date: February 11, 2020, 6:00 PM**

**Place: Brookline Town Hall, Room 111**

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

**Commissioners Absent:** Jim Carroll

**Staff:** Erin Gallentine, Parks and Open Space Director, Jessica White, Parks and Open Space Assistant

TOPIC	KEY POINTS/DISCUSSION	
<b>Chairman's Welcome Approval of Minutes</b>	<ul style="list-style-type: none"> <li>J. Bain opened the meeting. N. O'Connor moved for approval of the January 14, 2020 minutes with some grammatical edits. Seconded by W. Sheridan. All in favor.</li> </ul>	
<b>Public Comment</b>	<ul style="list-style-type: none"> <li>Richard Nangle addressed the Commission. He stated that he was at the GreenSpace Alliance meeting this morning and it got him thinking about something he hasn't thought about recently. He thinks the Commission should be thinking about bringing back memberships at the golf course. He believes that Brookline is the only course in the area that does not offer memberships. He stated that you have your steady stream of 30,000 that are going to play no matter what, you have a driving range and he thinks there is no incentive. He thinks that even if you don't do improvements some people would like to see those people will still come. He would pitch that where is a line between running it as a business and offering as recreational facility. He thinks if you look at it that way you will come down on the side of memberships. He hopes the Commission makes the best decision.</li> </ul>	
<b>Discussion and Vote on Golf Course Green Fee Increase for FY20</b>	<ul style="list-style-type: none"> <li>L. Jackson presented the Commission with a spreadsheet of proposed 9% fee increase details for nonresidents.</li> <li>FY20 increases and vote</li> <li>We will be bringing green fees rate increase forward to operational Budget FY21</li> <li>The fees haven't raised fees in 3 years</li> <li>L. Jackson completed a market analysis. She listed the details of courses that was used in the market analysis.</li> <li>There is room to increase for non-residents and stay competitive</li> </ul> <p>The chair moved to approve the increase for green fees by 9 % for nonresidents only. Second by W. Sheridan. All in favor</p>	

	<ul style="list-style-type: none"> <li>• To meet FY21, L. Jackson decided to increase green fees from 9% for nonresidents only. This is in line with the last increase, 3 years prior.</li> <li>• Increase would roll out this spring Season 2020</li> <li>• The chair moved to approve the increase for green fees by 9 % for nonresidents only. Second by W. Sheridan. All in favor</li> <li>• L. Jackson wanted to thank N. O'Connor and W. Sheridan for all their help both with the project and detailed spreadsheet.</li> </ul>	
<p><b>Recreation Update</b></p>	<p>L. Jackson presented the Commission with a Recreation Update.</p> <p>General-Administration</p> <ol style="list-style-type: none"> <li>1. IT Department -Windows 10 Update Complete</li> <li>2. The spring summer brochure has been sent to the printer and will be in mailboxes soon.</li> <li>3. We recently completed a Departmentusiness employee packet update, with the support of HR. She wants to make sure staff gets all the proper training. It is making sure all the part time has all same Town policies as the full time staff, and everyone is trained across all policies.</li> <li>4. SmartRec-New registration software project has begun internally. It will take 8 -10 months to onboard the software. The first kick off on site meeting will be March 3rd-5<sup>th</sup>. They will make sure they are setting up the best program that will work for Brookline. The core team will consist of L. Jackson, J. Lewitus, E. Gallentine, A. Cassie, M. Bartlett, N. O'Connor and 4 other additional Recreation Leaders.</li> </ol> <p>Summer Camp Programs</p> <ol style="list-style-type: none"> <li>1. Summer Camp is has recently started taking registrations -375 already registered</li> <li>2. Priorities right now- improving bus route, hiring camp directors and bus drivers and securing an oncall nurse</li> <li>3. Recreation is in the hiring process for 100 camp</li> </ol>	

	<p>counselors to run this year's summer camp experience.</p> <ol style="list-style-type: none"><li>4. L. Jackson expects to have a new summer camp Director by 4/1 latest. She will interview and get a quality candidate.</li><li>5. Recreation is Continuing to offer-<ul style="list-style-type: none"><li>➤ Last 2 week of august programming-Teen Center</li><li>➤ Extended day option</li></ul></li><li>6. New this year-<ul style="list-style-type: none"><li>➤ Decentralized interviews- making the process cleaner and easier</li><li>➤ Re-energize and re focus on quality over quantity</li></ul></li></ol> <p>Recreation Administration</p> <ol style="list-style-type: none"><li>1. L. Jackson is meeting with the Brookline Community Foundation end the end of this week, per their request, to discuss the Recreation Department's Application. The Foundation has questions and she is excited to have that conversation. . J. Bain would like to be at that Meeting. He would like to see the difference between the numbers that The Brookline Community Foundation has given Recreation verses what the country club has raised over the 10-12 years. He believes that Recreation should be receiving a large amount of money each year and not be in a grant application process.</li><li>2. Scoping new opportunity at Newbury-west campus for ASP Expansion. It would be in the current administration building. She thinks it ia great opportunity, a great way to serve the community and wanted to bring this to the Commission. She is scoping it out now and running financials to see if it is a viable/ good option or Recreation. N. O'Connor and L Jackson stated that it will allow Recreation Department to take on 40 more students and discussed what approval process/ regulations that would need to be followed. N. O'Connor thinks it a great opportunity. C. Batchelor asked if it would grab kids from all the schools, she wonders what schools you will draw from. L. Jackson stated that it will be from any schools and it will be for ages 5-10. It is overflow from schools. C. Batchelor wondered if it made sense</li></ol>	
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	<p>to take all the 4<sup>th</sup> graders over there, she thinks this needs to be looked at. L. Jackson stated that the need is across all grade levels. The transportation for after school was discussed. L. Jackson stated that this is a 2-5 year opportunity and we would need to think of a long term of ASP. She is excited about serving a generation for 5 years and think it will help those families. She discussed possibly securing Lynch back. If there is a possibly the School committee does not need this location is 5 years, this could be a potential location to expand ASP long term. She will update the Commission, as she gets closer to making a final decision on that. N. O'Connor stated that there is a need and the spillover keeps growing.</p> <ol style="list-style-type: none"> <li>3. L. Jackson discussed the Preliminary conversations with Town School Department Staff in terms of Recreation potentially taking over School enrichment/intramural based programs ( that are more recreation) happening at the school for FY22. N. O'Connor would like to know the reasoning behind this. L. Jackson will look into this and report back to the Commission.</li> <li>4. US Open 2022 discussion-still ongoing</li> <li>5. L. Jackson has a meeting with the Putterham Woods Friends group next week. They are looking to talk about their cleanup projects for the spring. The group is still active and engaged. The Parks Department is providing guidance</li> <li>6. Town owned Athletic Field and Court Use Policy-Progress Update. The last meeting was January 28<sup>th</sup>, she will be sending out an email for availability for the next meeting.</li> </ol> <p><b>Athletics Program</b></p> <ol style="list-style-type: none"> <li>1. Basketball is heading toward the end of the season</li> <li>2. Total of 850 kids engaged in basketball             <ul style="list-style-type: none"> <li>➤ K-2 90 kids registered</li> <li>➤ Joel Noe Rec League grades 3-8-455 kids</li> <li>➤ HS Rec League-60 kids</li> <li>➤ Travel Basketball -210 kids</li> <li>➤ Rec Plus-35 kids</li> </ul> </li> </ol>	
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	<p>Other Recreation Programs</p> <ol style="list-style-type: none"> <li>1. The Environmental Education program has launches a new program with Brookline Public Schools. It is a Pilot program for 4th graders and they are working with erosion. This is a three school program right now; Runkle, Lawrence and Baker. They are looking for this program to grow over time.</li> <li>2. Ice Rink-December revenues up from last year. December totals were shared with the Commission from last year and this year. She stated that the rink is doing great.</li> <li>3. 55 plus pickle ball update, general public. She stated that it's the highest growing sport in recreation across the country and it is very hot in Brookline.</li> <li>4. Senior Center Program Update             <ul style="list-style-type: none"> <li>➤ Pickle ball- highly successful</li> <li>➤ Rose Art Museum-highly successful</li> <li>• L Jackson stated that Recreation's relationship with the senior center is better than ever and is moving in such a positive direction.</li> </ul> </li> <li>5. New programs include- flag rugby, on the market Archery. John Lewitus has put a lot of time into this. Recreation is trying to bring on new programs and not stick with the status quo.             <ul style="list-style-type: none"> <li>• L. Jackson presented the Commission with a staffing update. L. Jackson and N. O'Connor discussed using a temp while looking to fill the golf course GM position.</li> <li>• L. Jackson provided the Commission with Recreation Organization Chart.</li> <li>• L. Jackson shared positive feedback that she received regarding the pool staff and basketball ref.</li> </ul> </li> </ol>	
<p><b>SmartRec by Amelia (new BREC Registration Software)</b></p>	<ul style="list-style-type: none"> <li>• William Owens introduced himself.</li> <li>• He wanted to provide the Commission with some background on who Amelia Software is and what they are trying to accomplish.</li> </ul> <p>Agenda</p> <ul style="list-style-type: none"> <li>➤ Software for today's community</li> <li>➤ The 5 pillars of smart rec</li> <li>➤ Software with a human touch</li> </ul> <ul style="list-style-type: none"> <li>• W. Owens stated that over the past few years' software has been changing across industries.</li> </ul>	

	<ol style="list-style-type: none"><li>1. From going straight to what products or services are needed<ul style="list-style-type: none"><li>➤ Robust feature list, cumbersome comparison sheets and lengthy RFP documents</li></ul></li><li>2. To stepping back starting with why.<ul style="list-style-type: none"><li>➤ Why they exist, their objectives, the blockers that are standing in the way of getting there: and how software can remove them.</li></ul></li></ol> <p>He stated that at SmartRec they work hand in hand with agency partners to ensure they DON'T</p> <ol style="list-style-type: none"><li>1. Waste valuable hours a day on manual administrative tasks.</li><li>2. Rely on poor data that puts them at the risk of losing crucial funding for their programs</li><li>3. Have disengaged residents that turn to other recreation options.</li><li>4. Stay at the mercy of outdated software that crashes during peak period</li><li>5. Frustrate or restrict customers &amp; employees with poor user experience.</li></ol> <p>The 5 pillar approach empower agencies to better serve their communities today, tomorrow and always. Engage, manage, track, plan and integrate.</p> <ul style="list-style-type: none"><li>• W. Owens stated that it all starts with the residents shopping journey</li></ul> <p>3 sure ways to covert residents' journey into registrations is to make it easy, accessible and seamless.</p> <p><b>Engage</b> Engage your community by leveraging the convenience of online. They provide help by offering unbeatable registration process, access important resident information with a click and connect meaningfully with your residents.</p> <p><b>Manage</b> Manage resources efficiently and focus on doing the work that matters.</p> <ol style="list-style-type: none"><li>1. Reclaim time spent on managing programs manually</li><li>2. Automate scheduling across facilities</li><li>3. Empower your staff to drive increased productivity</li></ol> <p><b>Track</b> Track progress and engagement with real-time tools and insights.</p>	
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	<ol style="list-style-type: none"><li>1. Gather critical insights into resident activity</li><li>2. Deep dive into your agency performances</li><li>3. Keep track of every dollar spent, earned and owned</li></ol> <p><b>Plan</b> Plan to ensure sustainability and social equity</p> <ol style="list-style-type: none"><li>1. Develop effective pricing strategies for services</li><li>2. Ensure every dollar spent maximizes social impact</li><li>3. Secure funding through strategic resource allocation</li></ol> <p><b>Integrate</b> Create a frictionless system</p> <ol style="list-style-type: none"><li>1. Unlock and centralize data through open API's</li><li>2. Enhance your online offering by partnering with industry leaders</li><li>3. Create more efficient workflows between systems</li></ol> <p>Where do we go from here? SmartRec will Meet and assess Brookline's needs, transition Brookline Recreation to a new solution with the Change Management Team, Smart Rec will Support Brookline through Implementation, provide Onsite training with SmartRec Specialists and Go live with a better resident experience.</p> <ul style="list-style-type: none"><li>• W. Owens led the Commission through a pieces/brief overview of the software and what happens backstage.</li><li>• W. Owens walked the Commission through the cost recovery side.</li><li>• N. O'Connor thinks it looks like it is going to be a good thing. N. O'Connor and L. Jackson discussed how Residents will call the Recreation Department with issues regarding the websites and Recreation will have support from SmartRec to live chat about any issues the residents would have.</li><li>• W. Sheridan had quite a few questions that can be answered now or later. 1. Can you add items for private groups to book that are only available to those private groups? It would be important or you will never have full financial data from SmartRec? if they are paying offline. G. Hayes stated that that all the information and payments would go through Recreation, they would be considered a household. N. O'Connor</li></ul>	
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	<p>discussed and G. Kelly discussed BYB and asked how that would work because it is a private organization and have their own website. L. Jackson discussed how maybe they could potentially map it on the future. W. Sheridan stated that she doesn't think you would want to own BYB calendar. 2. Do you have a staff expert at the Recreation Department for SmartRec? 3. Who builds the website, then who maintains and updates seasonally is it done in-house? 4. Will Golf and tennis were also be using this program? 5. Can you sync calendars to outlook and google? G. Kelly responded with a yes.</p> <ul style="list-style-type: none"> <li>• W. Sheridan thinks that back end cost recovery would be amazing to have, sounds like it will be a lot of work to get information in and it's only good if everything is in it. She stated that it's all or nothing when you start on that.</li> <li>• L. Jackson stated that she believes this software to be a game changer and she will update the Commission along the way.</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 and A. Bellalta were appointed to serve on the Murphy Playground Design Review Committee.</li> </ul>	
<p><b>Park and Open Space Update</b></p>	<p>E. Gallentine provided the Commission with an update on the following Parks and Open Space Division projects.</p> <p>1.) Harry Downes Playground  She circulated the neighborhood letter sent in January regarding project delays  She discussed the analysis that has taken place to date on the playground equipment installation and water play including the option of adding a 40" deck to the play structure and moving the slide, replacing poured in place safety surfacing and removing and replacing portions of the concrete water play pad.</p> <p>2.) Brookline Reservoir Park is now filled to its previous water level. The opening is tentatively scheduled for Sunday, May 3<sup>rd</sup>. There will be sections that will fenced off as construction is completed and the grass starts to grow in.  The Gatehouse preservation project is nearly ready to close-out. This 108K project, that is funded at 50% match by MHC, has been the most difficult and</p>	

time consuming preservation project due to mismanagement on the part of the contractor. While the schedule and completion of the punch list have been unacceptable, the quality of the work is good.

The comfort station project will be awarded and executed in March. This will be a different contract and a different contractor.

3.) Robinson Playground Design Review Committee Process is well underway – The next (4<sup>th</sup>) meeting is March 25, 2020.

4.) Cypress Playground Construction Bid Documents are underway with a scheduled pick-up date of February 28, 2020. S. Landgren is doing a great job with keeping track of everything. E. Gallentine received communication from Mrs. Small who is worried/upset about the color of the playground and basketball court. E. Gallentine reminded the Commission that the Design Review Committee voted on their conceptual plan recommendation and the full Park and Recreation Commission voted on that plan and delegated the finessing of the details and color selection to a working group. The group has met a couple of times, but has not finalized colors. Mrs. Smalls would like the colors to be very naturalistic. E. Gallentine reviewed the latest colors that were being discussed for the playground. Jessica was trying to get some photos or renderings, but the overall color was silver, denim blue, with recycled plastic and 2 high light colors possibly peacock and another color. E. Gallentine stated that the working group needs to meet again and suggests that Ms. Small and anyone else who might be interested be invited to attend. Ultimately, the colors do not need to be finalized until the contractor orders the play equipment. The playground colors are not submitted in the construction bid documents. N. O'Connor agrees it makes sense to have a meeting, but feels that the DRCs work was clearly complete, the playground selection was clear. E. Gallentine passed around a 1992 memo from the Office of Town Counsel regarding Cypress Field and balls damaging private property. Scott Landgren found this memo when cleaning out some of A. Blair's files.

5.) The Larz Anderson Tempietto project is going before the Conservation Commission in March and should be put out to bid in April. In addition, the survey work from DGT is complete. KMDG will be picking up the roadway work again.

- 6.) N. O'Connor and C. Batchelor are participating in the Driscoll School Playground Design Review Committee Process with the School Committee. The next meeting is scheduled for March 2, 2020.
- 7.) Walnut Hills Cemetery will have some roadway and drainage work this construction season.
- 8.) E. Gallentine and staff are working on a package for the Old Burying Ground doors and hardware for this year.
- 9.) Muddy River Restoration Project Phase II – should commence Summer/Fall 2020. E. Gallentine will coordinate a site visit when construction starts and will keep the Commissioners up to date on progress.
- 10.) Carlton Street Footbridge – MADOT project came in over budget. Likely to go out to rebid.
- 11.) Looking at various Town and School grounds projects throughout Town. She discussed several that were currently priorities.
- 12.) Park Ranger Update in March or April – Kiera Huntress added to the team. E. Gallentine added an update on other staff changes in the Division.
- 13.) Murphy Playground Design Review Committee is scheduled to kick-off on March 11, 2020. E. Gallentine asked that the Chair appoint 4 Commissioners to the DRC. The Chair appointed Dan Lyons, Nancy O'Connor, Antonia Bellalta and himself.
- 14.) E. Gallentine discussed the draft document she received from GreenPlay. She stated that the contents were disappointing, in particular in light of where the consultant thinks the document is. She discussed the invoice issues the Town is having with GreenPlay. She wants this to be a meaningful document and tool. She and staff are making comments on this document and performing a section by section analysis of the document. It will be important to discuss with GreenPlay where they have and have not met the contract. The Purchasing Department has been put on notice. W. Sheridan stated that she doesn't know how you continue to work with them knowing that they have failed over and over to deliver what is expected. She feels like Erin, her staff and Recreation has spent so much on time on this and providing a bulk of the information. W. Sheridan wonders if you could bring in another consultant to take over where they left off. E. Gallentine wanted the Commission to be aware. The Commission suggested asking for a change in the team.

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<b>Other Business</b>	<ul style="list-style-type: none"><li>• No new business</li></ul>	
<b>Adjourn</b>	<ul style="list-style-type: none"><li>• N. O'Connor moved to adjourn. Seconded by J. Bain. All in favor.</li></ul>	

**Next Meeting: March 10, 2019 Location: Town Hall, Room 111**

**A true record**

**Attest**     **Jessica White**    

**Date: 2/11/2020**