

## **ARLINGTON PARK & RECREATION COMMISSION MEETING MINTUES**

*August 13, 2024*

The Town of Arlington Park and Recreation Commission came to order in the meeting room located at 17 Irving Street, Arlington, MA 3<sup>rd</sup> floor meeting room on Tuesday, August 13, 2024, at 7:00pm.

**Commission Members:** Scott Walker, Jen Rothenberg, Leslie Mayer, Phil Lasker, Shirley Canniff and Sarah Carrie. Josh Fenollosa was not in attendance. Interim Recreation Director Natasha Waden and ConCom liaison Susan Chapnick were also present.

**Anticipated Speakers:** Julie Vokoc

**Members of the Public:** Liz Reisberg

**Preliminary Matter:** Scott Walker, Park & Recreation Commission Chair, took formal attendance and welcomed anticipated speakers and members of the public to the Recreation Commission meeting.

**Approval of Minutes** – Ms. Rothenberg motioned to approve the minutes from June 25, 2024, as amended, seconded by Ms. Canniff. Approved 4-0.

### **Special Event Request**

**Arlington Eats Turkey Trot** – Julie Vokoc spoke on behalf of Arlington Eats to present the Special Event Request for November 3, 2024. Event will be a 5K run with community gathering following. Coordinators would like to maintain a full 5K course for runners who wish to track a true race time. APD has asked that the event not take place on public roads.

- Ms. Rothenberg – Check for conflicts with AHS Cross-Country events. No official permit request has been submitted. BOH must be consulted if serving food. Contact DPW regarding trash and APD for police detail for estimated 500 attendees. Parking will be an issue due to the large crowd expected.
- Ms. Mayer – Rindge Park route is Arlington property, no need to consult Lexington. Event registration time is during off-leash dog hours at the Rez. Recommended holding registration in the parking lot or fenced playground area.
- Mr. Walker – Use existing paths rather than cutting through grass in case of inclement weather such as rain.
- Ms. Carrier – Stagger start/finish lines instead of going off the path.
- Julie Vokoc – Will propose staggering the start/finish line to avoid running on the grass. Will submit the request online taking into consideration the Commissions input and requests.
- Ms. Canniff – Promote the event, permitting details can be worked out later.

**Fall Festival for Brackett Elementary School** - Brackett PTO is requesting use of Robbins Farm Field to hold the event on Saturday, September 28, 2024

- Ms. Rothenberg – New event. Previous events have been contained to the Cricket Yard. Soccer schedule will impact use of Robbins Farm Field. Suggested holding the event earlier in the year and use the Cricket Yard before renovations begin or move event to the Rez. Special Event Request references food vendors – will need further discussion. Ms. Waden noted that while the Beer Garden is staffed by the Recreation, an event of this nature is run by volunteers.
- Ms. Mayer – Playground construction will also impact use at Robbins.
- Ms. Canniff – Suggested using Park Circle. The Commission discussed potential safety hazards of Park Circle and Eastern Ave.
- Ms. Carrier – Asked if the rules apply if the vendors are donating to the event.

### **Spooky Walk** - Annual event to be held on Saturday, October 6, 2024

- Ms. Rothenberg – 800 attendees last year but only 200 expected per the Special Event Request. Questioned the MRP construction timeline. Ms. Mayer – MRP project not out to bid, will not interfere with event.
- Ms. Canniff – Advised Ms. Waden to remind the event coordinators of previous stipulations that will need to be enforced to hold the event.
- Ms. Waden – Will follow up with APD Chief Flaherty.
- Ms. Reisberg, member of the public – Asked if the police detail could stay later due concerns about open fires. Ms. Rothenberg – police detail fee of \$100/hour is paid by event coordinator.

### **Director Updates**

- **Recreation Transition to Parmenter** – Overall the transition is going well. First time that Kid Care Preschool and Afterschool programs have their own space. Contractor is working thorough a list of minor punch list items. Recreation Director position is posted, deadline 9/26. Program Director position has also posted, deadline 9/27. Further discussion about Assistant Director of Recreation, and project manager roles.  
ACC -
- **Kids Care Afterschool** – EEC has approved use of five classrooms and one multi-purpose space. Classrooms will be set-up over the next couple of weeks. Discussing bus/parking for drop-off and pick-up. Bus contracts are pending. The team is currently working on staffing.
- **Kids Care Preschool** – Ordered phones and desks. Kids Korner summer program is running out of the new classroom. Staff is enjoying the new space.
- **Club Rec** – Successful year. Last day Friday, August 16.
- **Reservoir** – Beer Gardens have been an overall success. Will work on putting out bids for vendors for next year. Currently the event is staffed by Recreation employees but the Department is not making money from the event. Weston and Sampson has completed a temporary fix for the ejector pump. The part has been ordered for a permanent repair. Portable bathrooms have been put in place. Ms. Mayer asked if the part was under warranty. Mr. Lasker noted that most standard contractual warranties expire after a year. Ms. Chapnick asked if there was an operational maintenance plan. Ms. Waden also suggested the use of a POS system at the Rez to track inventory, attendance and profits. She would also like to implement an app system for payroll. Mr. Lasker suggested Quickbooks. Mr. Lasker also suggested that a portion of sales be donated to the Recreation for hosting the event. i.e. \$1 from each beer sale. He noted that people who already pay for Rez passes shouldn't have to pay extra entrance fees. Ms. Waden is also looking into sustainable/reusable products and recycling at the event.
- **Ice Rink** – Some overnight issued with losing ice. Ice was only 1" thick, cancelling camp use. IT is working on the mechanical device that is set to alert of ice issues. Ms. Waden and JJ had to work late into the night to keep an eye on the status. An attempt to use a monitor was unsuccessful due to Wi-Fi issues.
- **Programming** – Online sneak peek this week for the fall brochure. Will be mailed August 20 and registration will go live at 9am. New programs include Inclusion Soccer and Baseball. The 4<sup>th</sup> floor of the new Rec location will host cheerleading activities. Ms. Waden said that they were looking into a Girls on the Run program. Ms. Rothenberg and Ms. Waden will discuss further.
- **Park/Playground/Field Maintenance** – Rink workers are on a weekly rotation to clean the Thompson spray park. Mr. Lasker stated that the Florence spray area has been closed since Covid. Ms. Waden will look into it.

**Arlington Children's Center** – The lease agreement for ACC's use of space at the Parmenter School building is up July 2025. A bid for the space went out and there are two applicants. ACC has been in the same space for 41 years. The program's support base has started a campaign believing that ACC is being pushed out. The Town Manager has stated that a process must be followed when the lease is up. Ms. Waden – Town Manager

is reviewing the bids, presentations and criteria. The decision date has not been determined. Mr. Walker asked if the Town was obligated to go with the lower bid. Ms. Canniff stated that one of the bids is a non-profit and the other is for-profit.

### **Capital Project Updates**

Ms. Waden – Capital request deadline is August 30. Focus is on upgrade, upkeep and feasibility studies.

**Robbins** – Play structure installation has been challenging but is progressing. No wrap-up date at this time. Today’s on-site meeting was cancelled. Mr. Lasker will update Ms. Waden about the slide, elevation and stairs. Ms. Rothenberg and Mr. Lasker requested to schedule the on-site meetings at a more convenient time.

**Hills Hill MTB** – Weston and Sampson will get construction comments back by the end of the week. Final due August 30. Mr. Lasker, Mr. Walker and Mr. Fenollosa have review the construction docs. Services had to be adjusted to bring cost down. Weston and Sampson is advocating for a specific sub-contractor. Mr. Lasker noted that there are not a lot of contractors that specialize in installing bike tracks. Ms. Waden will reach out to Purchasing when the bids are ready.

**Parallel and Menotomy Designs** – Bid extended to August 29. Ms. Waden has reached out to DPW about the water pressure. The Commission discussed the add/alts and how to prioritize since both projects are under the same bid. ConCom has made the following request:

1. Include trees and shrubs near the wetlands
2. Implement a maintenance plan for the woodchips
3. Rain garden specifications

Ms. Mayer – Trees can be acquired, PRC will reach out to FOMRP for funding and to the tree committee. Ms. Rothenberg – Why the new requests? Ms. Chapnick – Public input resulted in the need for changes to the conditions. Ms. Mayer – Copley Wolff is looking for guidance from the Commission before the next meeting with ConCom. Ms. Waden – Asked if a “good faith effort” would be satisfactory so the conditions don’t affect the ability to go out to bid. Ms. Chapnick suggested proposing a phased planting approach. She noted that ConCom chair expects the issue to close next week.

**Ed Burns Parking** – Waiting on signage, painting and a repair to a low spot. Mr. Alessi (TAC) will provide an update on the bikeway conceptual design at a future Commission meeting.

**Crosby** – Community outreach will take place in the fall to ensure attendance. Ms. Canniff – Need a conversation about PIP at Dallin and Crosby. Ms. Mayer – CPA funds cannot be used for resurfacing. Ms. Rothenberg – Crosby courts are unusable and a safety risk. Asked about use of park maintenance funds. Ms. Waden – park maintenance funds are minimal and only intended for small projects. Mr. Lasker will research costs. The Commission discussed FY25 design funding from CPA (\$150K) and playground audit repairs (\$75K). Ms. Waden will reach out to Mr. Connelly about the plan for FY26.

### **Correspondence Received**

Ms. Waden shared correspondence with the Commission.

- S. Chapnick – PIP
- S. Chapnick – PIP Temperature Data from CT
- M. Zuckerman – Shade at McClennen
- Z. Forest – McClennen Skate Park Concerns – Mr. Walker will reach out to Mr. Fenollosa. Ms. Canniff suggested removing all safety hazards.
- C. Wilson – Request for Coyote Signage at MRP
- R. Merrill – MRP Path
- J. Caris – Drone Class at Spy Pond

### **Comments and Items for Future Meetings**

Mr. Lasker – First Tuesday Commission meeting for administrative discussion. Second Tuesday meeting to discuss Capital projects. Ms. Rothenberg suggested scheduling a Zoom meeting for August 27, to discuss Capital projects only, before the August 30 deadline. The meeting will follow open meeting guidelines.

Mini-Pitch project on hold.

Ms. Canniff – Spy Pond land parcel project needs further discussion. Public notice indicates incorrectly that it is a Parks and Rec project. Ms. Carrier – attended the public meeting and noted that the general consensus was that the public felt uninformed. Ms. Mayer and Ms. Canniff will share the Commission's position at Open Space and CPA.

### **New Business**

Ms. Carrier – Requested more details on the Recreation Director and Assistant Director job descriptions. She stressed the need to address programming and project management. She would like to be involved in the review process.

### **Public Comment**

Ms. Chapnick – Summarized the correspondence she submitted via email to the Commission regarding PIP. Ms. Chapnick attended a summit regarding the impact of heat on PIP surfaces. Ms. Chapnick collected her own data while on outings with her grandchildren, noting that they recognized the ground as being too hot. She is requesting signage warning park goers of heat dangers. The Commission suggested sharing with Arlington Public Schools, Town Manager, Board of Health and the Disability Commission. Mr. Walker stated that there are surfacing guidelines that must be met in order to satisfy ADA requirements

Mr. Lasker motioned to adjourn at 10:01pm, seconded by Ms. Mayer. Approved 5-0.

The Arlington Park & Recreation Commission Meeting Minutes were respectfully submitted by Deanna Stacchi.