

BRUNSWICK RECREATION COMMISSION

DATE: March 27, 2019
TIME: 7:00 pm

ROOM 206, TOWN HALL
85 UNION STREET

MINUTES

Present: Chair, Mike Lyne, Commissioners Melissa Archbell, and Brianne Smithson

Absent: Vice Chair, Eric Foushee and Commissioner William Wilkoff

Also Present: Director of Parks and Recreation, Thomas Farrell; Deputy Director, Troy Smith; Parks & Facilities Manager, Jay Astle; Tobacco Prevention Coordinator, Center for Community Health and Wellness, Mid Coast Hospital; Andrea Sanuik Gove; “Run Brunswick” Board Member Cindy Patterson.

Chair, Lyne welcomed everyone and then asked Commissioners and staff to introduce themselves.

1 MINUTES OF NOVEMBER 26, 2018 AND DECEMBER 19, 2018

Chair Lyne explained that there will be no action taken on the minutes from the November 26, 2018 and December 19, 2018 minutes tonight as there is not a sufficient number of Commissioners who were present at these two meetings in attendance necessary to take such action.

2 CITIZENS INPUT AND CORRESPONDENCE

Director Farrell reported that recently the department received written notification from the U.S. Army Corps of Engineers that the last remaining permit has been approved that will allow for the construction of the seven mile trail system on the Kate Furbish Preserve. He also noted that he recently informed the Town Council that all approvals have been received to allow the clearing of the trail alignments to begin.

Chair Lyne asked when the work will be scheduled to begin. Farrell explained that there are some restrictions as to when the cutting of trees can occur that are centered around the bat nesting season however, he is hopeful that much of the clearing will have taken place by fall of this year. Chair Lyne asked if the clearing will be done by parks and recreation department staff. Farrell responded the work will be done by both Parks and Recreation, as well as public works staff. Mr. Lyne stated that this is exciting for the whole community. Lyne also asked if funding is in place for the work to be done. Director Farrell stated that the necessary funding is in the proposed FY 2019/2020 budget. He further stated that the request has recently been discussed with the Town Council and most of the necessary funds are materials driven rather than personnel. Farrell noted that the largest share of the overall project cost is in the form of geotextile fabric and gravel that will be installed over the existing twelve foot wide perimeter roads for a distance of approximately three miles. He explained the reasons why the Navy discontinued maintaining the perimeter roads back in the early 2000’s and since that time the former gravel roads have begun reverting to forest.

Chair Lyne congratulated the staff on securing the permits and in turn Director Farrell recognized the efforts of Parks and Facilities Manager, Jay Astle regarding his work on the application preparation and submittal process in concert with the town's consulting firm Stantec Engineering.

3 **ADJUSTMENTS TO THE AGENDA**

None

4 **RECREATION PROGRAM REPORT – TROY SMITH, DEPUTY DIRECTOR**

Deputy Director, Troy Smith stated that winter programs cycle is nearly complete with the last of the invitational youth basketball tournaments having taken place last weekend. He explained that spring programming is about to begin and staff is working to complete all final arrangements for the summer program offerings. Smith noted that staff will be taking part in the community fair at the new St. Johns Community Building this Saturday where the public can learn more about the recreational program offerings offered by the parks and recreation department. He also referred the public to check out the departmental web site where all of the program offering are listed in detail.

Smith also explained that the annual Preschool Open House will be taking place this weekend at the Recreation Center on Saturday from 10:00am to 12:00pm. A free event, the program is open to children 3 to 5 years of age and their families and gives parents an opportunity to view the classrooms and gymnasium, meet the teaching staff, obtain information on the program while their children enjoy interactive play and take in the special activities arranged just for them. Musician, Matt Loosigian will be performing, Sparky and McGruff the Fire Dog, Brunswick Fire Department personnel will be on-hand with an ambulance and fire truck and the Merrymeeting Wheelers will be leading children on trikes through an indoor bike rodeo course. In addition, there will be face-painting and balloon animals available for the children. Parents will be able to register their children for the 2019-2020 preschool school year as well.

The Deputy Director announced that the department will be holding a job fair for individuals interested in employment this summer season. The job fair will be held on April 8th from 3:30pm to 6:00pm. He noted that the jobs that the department is looking to fill are on its website. Interested candidates can come to the parks and recreation center the day of the job fair and complete an application and be interviewed on site.

5 **OLD BUSINESS**

5a **DISCUSSION OF UPDATING THE CURRENT PARKS AND RECREATION AREAS TOBACCO FREE ZONES RESOLUTION IN BRUNSWICK IN FAVOR OF AN ORDINANCE. ANDREA SANIUK-GOVE, TOBACCO PREVENTION COORDINATOR, CENTER FOR COMMUNITY HEALTH AND WELLNESS, MID COAST HOSPITAL.**

Director Farrell stated that a previous meeting of the Commission, Melissa Fochesato from Mid Coast Hospital was in attendance and spoke about the desire of the Maine Street/Pleasant Street Downtown Master Plan Implementation Committee (MPIC) to have the Recreation Commission consider an ordinance to replace the current resolution

that prohibits tobacco use at town owned parks and recreation areas. He went on to state that Brunswick was one of the first Maine communities to adopt a resolution prohibiting the use of tobacco products at its public parks and recreation areas. Since then the department has twice updated the resolution to prohibit the use of e-cigarettes and also previously explored the creation of an ordinance to replace the current resolution. At that time the police department and its Patrol Commander, Marc Hagan conducted a survey of 7 or 8 municipalities who had adopted smoke free ordinances but only one, the City of Portland, had ever served a summons on a corresponding violation. Director Farrell stated that Mr. Hagan had also reported that if Brunswick was to subsequently adopt a smoke free ordinance that the police department would enforce it on a priority call basis. After considering the data compiled via the survey and hearing testimony from Commander Hagan a decision was made not to proceed with an ordinance.

Farrell shared that in more recent times, several Maine municipalities have adopted smoke free ordinances. He went on to state that Melissa Fochesato has shared three of the adopted ordinances from Portland, South Portland and Auburn as models to consider. The three ordinances were in Commissioners packets for review and consideration. Farrell explained that there is a desire on the part of MPIC to have one of its members work with a group tasked to recommend a proposed ordinance that would come first to the Recreation Commission for review and consideration and subsequently if it were to be endorsed it would potentially be sent on to the Town Council for consideration. The Director further explained that the Recreation Commission can adopt a resolution but only the Town Council can adopt an ordinance.

Andrea Sanuik Gove explained that she has been with Mid Coast Hospital for a while but just recently transitioned into the position of Tobacco Prevention Coordinator. Farrell explained that the sub-group that would draft ordinance language for the Commission's consideration would include Andrea, Farrell, Fochesato, Tom Garrepy – Brunswick Police Patrol Commander and Kathy Wilson – Town Councilor and MPIC member. The goal would be to have the Council consider the draft ordinance language prior to the start of the summer event season.

Director Farrell explained that Melissa Fochesato has been communicating with the State of Maine Attorney General's office about the legal implications of restricting smoking within public right of ways. He further stated that Town Councilor, Kathy Wilson shared at the MPIC meeting that she would like to see smoking banned up and down Maine Street completely. Since this question has been raised the sub-group researching the smoke free areas ordinance is trying to determine what may and may not be permissible.

Two of the three sample ordinances that Fochesato sent, restrict smoking to an area 20 feet beyond the border of all public park facilities. The issue with Music on the Mall events, when announcements are made that no smoking is permitted in the park many times result with some attendees moving from the grassed lawn area to the adjoining sidewalk along Maine Street to smoke. Farrell said that if the twenty foot buffer which is in place in these other municipalities has stood the test of the law, the sub-group is confident that it could be replicated. Going beyond that distance in terms of picking a point from the southern part of

Maine Street to the northern part of Maine Street and saying no smoking is permitted in any of the right of way between those two points remains to be determined. Farrell noted that Councilor Wilson will want to investigate this possibility when the sub-group continues its work.

Another issue that Farrell indicated came up tangentially involves one or more parents speaking with Fochesato about the draft ordinance possibly precluding smoking at bus stops. The Director explained that the Brunswick School Department has a list of bus stops that they publish each year. Two of the three sample ordinances have language in them that indicate that smoking is indeed prohibited at bus stops and refers to those stops listed annually on the respective school department's web sites. However, if it is a school bus stop on private property then the no smoking prohibition does not apply.

Director Farrell said that the final draft ordinance that will be coming forward from the sub-group will most likely include recommendations that will be beyond the purview of the Recreation Commission which is limited to the town's public parks and recreation areas and facilities. He noted that the Town Attorney will also be involved in the draft ordinance development.

Andrea Sanuik Gove shared that Farrell covered all of what has been considered to date regarding the draft smoke free ordinance discussions. She noted that she has a number of model policies available that can be used to help draft language for the Brunswick Smoke Free Ordinance. She noted that Mid Coast Hospital is very happy to be working with the town to make this happen for Brunswick.

Farrell noted that when the Recreation Commission originally adopted the smoke free recreation areas resolution in the early 2000's the town received signs for each of its parks and recreation areas from the Healthy Maine Partnership program at no cost. He further stated that to receive the free signs today a community must provide evidence that it has established an ordinance. They are no longer provided free of charge to communities that have established smoke free resolutions as they want to encourage municipalities to have a means of enforcing the restrictions via an ordinance. Farrell noted that the benefit to Brunswick is that it has fifty facilities where the signs will be needed and the cost for that number of signs would not be inexpensive if the department needed to purchase them. Without the signs in place it makes it more difficult for the police department to enforce as violators could claim that they did not know about the smoking prohibition.

Ms. Sanuik Gove stated that the signs have been updated to reflect the universal no smoking symbol with half being a traditional cigarette and the other half an electronic device. Deputy Director Smith then displayed a copy of the universal no smoking sign to which Sanuik Gove was referring. Andrea then stated that the number of signs needed will be provided if Brunswick were to adopt a tobacco free ordinance.

Chair Lyne said he is glad to know that the police department is represented on the committee because when it was previously presented they indicated that the enforcement

of the ordinance was an issue. He clarified that it was previously represented by the police as an issue of them wanting to respond but at times having a lack of personnel to do so as other higher priority calls would take their primary time and attention.

Farrell noted that the Chief of Police has more recently stated that if they are called to deal with someone in violation of the ordinance they will respond if there is an officer available.

Chair Lyne thanked Sanuik Gove for her attendance and input shared at tonight's meeting. She responded by stating that she looks forward to working with the Recreation Commission on the development of the draft smoke free ordinance.

5b **UPDATE ON THE RECONSTRUCTION OF THE TRACK AND FILED FACILITIES AT BRUNSWICK HIGH SCHOOL**

Director Farrell referred to the bid announcement for the BHS track reconstruction project. He stated that the bids are due on April 5th 2019. Farrell explained that there was recent meeting held at the track with Chris Huntress of Huntress and Associates the firm contracted by the school department to prepare the bid specifications for the project. Other attendees included Town Councilor David Watson, Farrell, School Superintendent Paul Perzanoski and other school department personnel when final edits were made to the construction plans and specifications. The current schedule calls for construction to begin on June 1, 2019. He concluded by stating that the project is moving forward, is funded and will happen this coming summer. Chair Lyne asked if any high school spring sports that use the football field will be adversely affected due to the project.

Director Farrell stated that BHS Athletic Director, Jeff Ramich was at the meeting. He recollected that there was a conversation between Mr. Ramich and others regarding concerns about the availability of the football field should some of the teams using it extend their regular season and end up participating deep into the playoffs. Farrell stated that he knows the topic was discussed but was not sure of what was ultimately decided. He did say that Mr. Ramich seemed ok with whatever was finally determined regarding availability of the football field to support the teams that may need it should they play deep into the playoffs.

5c **PROCESS TO EVALUATE THE POSSIBLE RELOCATION OF THE BRUNSWICK FARMERS MARKET FROM ITS CURRENT LOCATION ON THE NORTHERLY END OF THE LOWER MALL TO AN ALTERNATE LOCATION**

Director Farrell reported that a committee has met three or four times to discuss this issue and those participating in the meetings include Parks and Facilities Manager, Jay Astle; Farrell; Assistant Town Manager, Ryan Leighton; Brunswick Downtown Association Executive Director, Deb King; Town Councilor, Jane Millett and President of the Brunswick Farmers Market, Abby Sadaukas.

The group has been tasked by the Town Manager to evaluate all downtown spaces to determine where the farmers market could potentially be relocated. The three criteria being evaluated include 1) is there sufficient space 2) public safety implications and 3) abutter concerns. Farrell explained that some of the alternatives would involve closing

down streets. He further indicated that the committee took a look at the feasibility of using every side street that intersects with Maine Street in the downtown as well as the Upper Mall and parking lots in the downtown. Parks and Facilities Manager, Astle, displayed an overhead photo depicting each of the locations with the corresponding square foot area labeled for each area. The director noted that each location was evaluated to determine if the market could fit in each location. He said that the committee has a draft report that it is working on to be presented to the Town Manager where each location is evaluated against the three criteria. Of all of the locations examined only two or three seem to be feasible.

Farrell stated that Astle has worked on a number of other site configurations that deal with alternative layouts that would keep the market on the Lower Mall or along Park Row. Astle then summarized the different layout configurations for the Commission. He explained that for various reasons each of those configurations either was not amenable to the vendors of the farmers market or was not great from the town's perspective from the perceived of impacts on the Mall itself. Astle then displayed another map depicting the vendor stalls being located on the westerly side of Park Row adjacent to but not upon the Lower Mall. The thinking behind this particular option according to Astle is keeping the impacts on a hardscape surface rather than on the Mall turf. This would reduce the compaction and deterioration of the turf-grass currently occurring. The advantage of this particular option according to Astle is that it will keep the market in the downtown area in the vicinity of the Mall, is workable from a public safety perspective and minimizes impacts to the Mall landscape.

Mr. Astle explained that there are fifteen vendors that comprise the market all of varying sizes. Some of the vendors have one 10'x10' pop up tent, others have as many as four 10'x10' pop up tents. The map that Astle displayed showed the vendor stalls extending from School Street all the way to Fitch Place along Park Row. He explained that Park Row has two-way traffic currently. This concept would include restricting Park Row to one-way traffic flowing from School Street south to Fitch Place. This plan would position the vendors with their backs to the roadway centerline. Astle stated that patrons would access the vendor stalls from the Mall side of Park Row. This would shield people from traffic using the one lane along Lower Park Row. The Parks and Facilities Manager stated that one of the hurdles that still needs to be overcome is there would need to be no parking for the public along Lower Park Row from 6:30am to 3:00pm on Tuesday's and Friday's during the market operations season. This represents a loss of thirty parking spaces on the two weekdays that the market is in operation.

Director Farrell stated that this particular alternative has not been decided upon. He noted that the committee was tasked to evaluate all the locations and to come up with a preferred alternative and provide a report. According to Farrell, the report has yet to be finalized. He explained that the report will go to the Town Manager and Farrell believes that the Town Manager's intent is to then take it to the Town Council. Farrell cautioned that people viewing the meeting at home and seeing the maps need to be aware that none of what has been shared this evening has been finalized. Farrell went on to state that all of the options that the committee explored will have implications for some constituencies

including the vendors, patrons and abutters. The Director reported that one of the things that the committee looked at which may be a viable alternative to the Park Row location involves locating the vendor stalls along the existing walkways that cross the Lower Mall. Astle displayed a map which depicted each of the vendor stalls adjacent to the brick walkways. Farrell noted that the walkways would require widening from their current 5' width to an 8' width. In this particular scenario Farrell stated that the town may be willing to fund the related infrastructure improvements. Surface treatments other than the brick pavers have been discussed however Farrell noted that there is a significant concern that the aesthetics of the landscape not be adversely altered when creating additional hardscape areas on the Lower Mall. Widening the walkways would allow the vendors to drive upon them to unload their product in the early morning, offload into the rectangular and square areas depicted on the map and then remove and park their vehicles off the Mall area. Farrell explained that one of the hurdles that this approach creates for the vendors is the need to restock their pop up tents periodically throughout the day. Other questions raised by the vendors regarding this particular option is how often can they be permitted to replenish stock during the day and where can they park their vehicles to minimize the effort to do so.

Director Farrell explained that every one of the relocation options presents hurdles for some constituent group. If the vendors are to remain on the Mall, town staff feels that the of widening the sidewalks that cross the Mall and allowing the 10'x10' tents to be set up adjacent to the walkways will have the least amount of impact on the turf-grass there.

Farrell stated that the option most preferred by the market vendors is relocating to the northern end of the ice rink area whose southern end extends toward the gazebo. Astle displayed a map depicting this option. The downside to this particular option is that it moves the market back to a site on the Lower Mall where they were previously located. This area had to be re-sodded previously as the location was heavily compacted and void of grass as is now the case with the market's current location at the northern end of the Lower Mall. Farrell noted that the last time the area was re-sodded it cost the town approximately \$12,000. This was after several successive years where the market was housed in the same location.

Director Farrell stated that with the growth of the annual "Music on the Mall" series and other large scale events that now take place upon the ice rink area adding the market to this same area would not be sustainable. The farmers market vendors would like to be relocated back to the ice rink location as their preferred option with the understanding that they would contribute to the annual cost of re-sodding the area every year. Parks and Facilities Manager, Jay Astle noted that re-sodding the area in today's dollars would be \$18,000. The farmers market would like to share in the annual re-sodding cost with the town due to the impacts the ice rink has on the Mall and with the BDA because of the impacts their events have on the area each year. Although the town staff have discouraged this option Farrell noted that it is the market's preferred option. The concept of locating the market on Park Row was the option that all came to consensus around at the most recent meeting. All agreed that no one option is ideal but if the intent is to keep the Mall plush with healthy turf keeping the market off the Mall is the best solution.

Farrell also explained that if the market is to be allowed to be on a turf location upon the Mall in the future, the town would need to limit the amount of weeks the farmers can be on it each spring by a minimum of four weeks to give the new sod a chance to become established. He noted that the vendors have requested that in such a scenario they be permitted to be located elsewhere near the Mall on a hardscaped surface preferably along Park Row until such time that the sod has become established. Less than the full contingent of fifteen vendors participate in the early weeks of the market each spring and the farmers felt that they could accommodate working from the Park Row street location until the Mall becomes ready for re-entry.

Director Farrell shared that the committee has no final recommendation to deliver at this time, however he wanted the Commission to be briefed as to where things stand. When the final written report is delivered to the Town Manager copies will be sent to Commissioners at that time. Farrell noted that when the report and final recommendation goes to the Town Council he suspects that Councilors may request input from the Recreation Commission.

Commissioner Archbell asked why there was a gap in the lineup of vendor stalls in the Lower Park Row option. Mr. Astle responded by stating that there needs to be a sufficient turning radius for emergency vehicles to turn onto Green Street. He further noted that the gap currently exists today and is designated as a no parking area now. Commissioner Smithson asked if the vendors were located along the existing sidewalks that currently cross the Mall are their ADA compliant access points to the area. Astle responded that tip downs currently exist at these access points. He went on to state that only about one third of the length of Park Row currently has a sidewalk terminating at Green Street. Astle noted that anyone approaching any of the vendors from Green Street up to Fitch Place would be a grade at the street level.

Chair Lyne asked if there is currently parking permitted on Green Street. Astle responded no and explained that its current condition is very narrow. Mr. Lyne asked if anyone has ever thought about the rink area serving as a multi-use area that could accommodate all the uses by making the surface a stone-dust material versus grass. Director Farrell answered by stating that there is no one on the committee examining the issue that feels that installing stone-dust would be a good solution.

Farrell stated that so few municipalities have Brunswick's square foot area of green space in an urban downtown area that the turf area is valued by most everyone. He went on to state that one of the most frequent complaints received that pertains to the Lower Mall is the condition of the ground in the area where the market is located. People love the vitality of the market but when it is gone from the Mall they area they occupy is void of grass and looks uninviting.

Parks and Facilities Manager Astle noted that as many as 500 people have attended one of the Music on the Mall performances. Farrell said that families typically sit on the grass with blankets and stone-dust as an alternative would not be well received.

Farrell noted that once this topic goes to the Town Council he anticipates that there will be considerable discussion regarding the varying viewpoints and he emphasized that a perfect solution is a difficult one to satisfy all stakeholders. He also stated that everyone on the committee does agree that keeping the farmers market in this downtown location is important. Farrell also stated that the Upper Mall was also evaluated as a potential location and the lack of parking especially when the college is in session would be a major limiting factor.

Parks and Facilities Manager, Astle stated that once everyone determined that an area in the vicinity of the Lower Mall made the most sense, the next major item is the vendors need to have their vehicles parked adjacent to their pop up tents. Director Farrell stated that a lot has been learned during the committee meeting and members now have a heightened awareness of the need to protect the landscape. He also noted that closing half of Park Row on two days of the week during market season presents its own set of challenges.

Chair Lyne asked how much parking space the school department uses behind the existing Superintendent of Schools office with access from Green Street. Farrell explained that the parking lot is only available during a short period of time in comparison to the length need to support the full season of operations for the market.

Commissioner Smithson asked if there has been any discussion about peak hours in terms of parking needs and maybe shifting hours of the market or is the town tied to the current model of hours of operation. Farrell responded that the committee has not discussed shifting the hours of operation in any way. He explained that the vendors are typically set up by 8:00am with the bulk of the business taking place between the hours of 9:00am and 1:00pm. Most of the vendors are gone at 2:00pm. Astle shared that he did not recollect any discussions along the lines of reconsideration of the hours of operations model.

Chair Lyne noted that he agrees that it is important to have the market located in the downtown.

6 **NEW BUSINESS**

6a **OVERVIEW OF THE PROPOSED 2019-2020 PARKS AND RECREATION DEPARTMENT APPROPRIATED BUDGET REQUEST**

Director Farrell explained that the proposed departmental budget for FY 2019-2020 was presented to the Town Council the previous Thursday evening in a workshop session. Farrell then began the PowerPoint presentation that was made at the Council's recent budget workshop. The first slide depicts the organization chart for the department. Farrell then explained that roughly 60% of the overall departmental budget is in costs attributed to the Buildings and Grounds maintenance portion of the overall budget. He stated that the overall budget is broken down into three categories. Those being Recreation Administration, Buildings and Grounds and the Recreation Center. Farrell went on to state that the Recreation Administration division of the budget includes the

salaries for the following positions; Director of Parks and Recreation, Deputy Director of Parks and Recreation, Recreation Program Assistant, Financial Administrative Assistant and Recreation Administrative Program Registrar. The Recreation Administration personnel perform the following duties; policy development, board and commission support, staff hiring and training, facility scheduling, recreation programming and administration, volunteer recruitment and training, data input for accounts payable and accounts receivable, payroll preparation and program registration processing.

Farrell credited Deputy Director Troy Smith and his staff for continuing to grow the participation numbers in departmental programs. Highlights from the past year included; 142 recreation programs administered by the department, facilitating programming for 14 other affiliate groups within the community including Brunswick Schools, a total of 42,937 participants in programs, 130 seasonal program employees and coordination of 557 program volunteers, a total of \$496,981 raised in the department's special revenue fund with a total of 2,860 coaches trained since 2001 in the National Youth Sports Coaching Association Certification program.

The Director then displayed photos taken at various recreation programs taken during the past year that depict the variety of offerings administered by the department. He then displayed a bar chart showing the program participation numbers annually since Fiscal Year 2000/2001 to present. He pointed out that the lowest year in program participation numbers occurred in Fiscal Year 2011/2012. He explained that a downturn in participation numbers began in Fiscal Year 2006/2007, a year after the announcement that Brunswick Naval Air Station was to close and continued on a downward trend until the year 2013/2014 when the department moved operations from its previous 30 Federal Street location to its present location at Brunswick Landing. He summarized by stating that the graph clearly shows a decrease in participation numbers when the Navy began leaving the community in 2005 (with squadrons leaving at different intervals over time) and there began a corresponding increase in participation numbers once the department moved to the current recreation center at Brunswick Landing in 2013 to present that continues to trend upward annually as more people are discovering the increased recreation opportunities available at the current facility.

Director Farrell displayed a slide depicting the major cost centers within the Building and Grounds Budget. He explained that unlike the Recreation Administration Budget it is not heavy in personnel but rather the majority of the costs come in the areas of materials, supplies and equipment used in the care of the various facilities maintained by the department. Farrell then displayed a slide featuring the fifty park sites maintained by the department which comprise over 1,500 acres. He then displayed three more slides featuring photos taken at a variety of park locations.

As requested by the Town Manager Farrell included a slide that depicts the facilities that the parks and recreation department has taken on since year 2001. The list contained a total of twenty additional properties. Farrell then displayed photos depicting the types of maintenance work that is performed by the department annually.

In addition, the department provides maintenance support for over 40 community events that are administered by other non-profit entities annually. The support typically includes help with set up, breakdown and cleanup for the respective events as they take place in public spaces maintained by the department.

Farrell then explained that due to the growth in maintenance responsibilities taken on by the department since the year 2000, a prioritization of those areas receiving attention on a prioritized basis has been instituted. Priority one areas see the largest number of participants present on a daily basis. Included in this first priority category are the highest use active athletic facilities. These facilities require ongoing attention to ensure they are safe and playable. The second priority tier areas are those that have large numbers of citizens visiting them but do not pose a significant a safety risk as the athletic facilities if not maintained on a daily basis. Parks and Facilities Manager Astle noted that priority one areas are visited daily, priority two areas are visited twice per week and priority three areas are visited once per week by maintenance staff.

Commissioner Archbell asked about the police station which appears in the priority two column. Astle responded by stating that the snow plowing of the police station is performed by an independent contractor and that this winter parks and recreation department maintenance staff shoveled walkways as the custodian for the police station was out on medical leave. Astle also explained that the parks and recreation department performs all the mowing of the site during spring, summer and fall months. Director Farrell noted that the parks and recreation department is also tasked with maintaining Town Hall.

Commissioner Weaver exited the meeting at 8:00pm

Farrell then displayed a slide that reflected a listing of the items and where the most significant increases in the proposed budget are located. The increases included the following items; \$49,210 development of the 7 mile trail system upon the Kate Furbish property, \$20,080 for the restoration of two seasonal park ranger positions, \$20,000 for entrance improvements to the William Fitzgerald Recreation and Conservation Area, \$18,800 for institution of a new Maine Street recycling program consisting of new receptacles and collection contract, \$15,740 for new backhoe and brush cutter attachments for the Bob Cat Skid Steer unit, \$11,650 for field rehabilitation and guardrail replacement at Edwards Field and \$10,000 for the rehabilitation of the Coffin's Ice Pond pedestrian bridge.

Other proposed increases in the budget include improvements at the recreation center to involve \$18,400 for a portable roof top fall protection system, \$10,000 for parking lot surface repair and parking stall restriping work and \$5,000 for additional security cameras.

Farrell then went through a series of slides depicting each of the items named previously and he and Astle went into more detail regarding each item and the justification for each. In addition, Farrell and Astle answered questions of the Commissioners regarding the various items.

Director Farrell then displayed a slide that depicted a bar graph that showed comparative departmental budgets from Fiscal Year 2010/2011 to present and summarized the presentation by stating that the Fiscal Year 2019/2020 proposed budget represents an approximate increase of \$200,000 over that of the previous Fiscal Year. He also showed one additional slide that depicted the budget broken down by category in terms of the proposed increases.

Farrell stated that once all of the departments have presented their respective budgets to the Town Council for consideration, the Town Manager will likely be instructed to work with the various department heads to reduce the overall budget to reflect different scenarios of reductions at different percentages in terms of a potential tax increase.

Director Farrell noted that the budget as presented this evening does not include the department's special revenue fund as it is tax neutral and does not involve the expenditure of any tax appropriated dollars.

During his budget presentation to the Town Council, Farrell noted that he was questioned as to the existing balance in the recreation development impact fee account. Farrell explained that there is approximately \$130,000 in the account. In addition Farrell stated that approximately \$330,000 of the department's special revenue fund remains unencumbered. The recreation development impact fee account could be used to offset costs associated with the construction of the trail system on the Furbish Preserve. Additionally, Farrell noted that the special revenue fund revenues can only be spent on recreation program related expenses as deemed by ordinance.

Director Farrell stated that should the proposed budget be reduced significantly he would recommend using the recreation development impact fee revenues to complete the Furbish Trail System project.

Chair Lyne inquired as top the budget review process going forward. Director Farrell explained that historically the Recreation Commission was the entity responsible for presenting the budget to the Town Manager for inclusion into the overall municipal budget. He stated that the process changed a number of years prior where the department staff is now empowered to take input from the Recreation Commission and then create the budget and to deliver it to the Town Manager. Farrell went on to state that all of the items discussed this past year by the Commission that contemplated or represented new or additional spending he placed in the proposed budget. In addition, he noted that the request from the Rivers and Coastal Waters Commission made of the Recreation Commission to reintroduce park rangers was also included in the Fiscal Year 2019/2020 request.

Also pertaining to process, Farrell explained that if there was a particular item that is subsequently cut by the Town Manager from the budget as proposed, the Recreation Commission could choose to testify at the public hearing on the municipal budget regarding its views on proposed reduction.

7 **OTHER BUSINESS**

None

8 The next meeting of the Recreation Commission is scheduled for April 17, 2019 at 7:00pm in Town Council Chambers at the Brunswick Town Hall.

9 **ADJOURNMENT**

COMMISSIONER ARCHBELL MOVED TO ADJOURN THE MEETING; SECONDED BY CHAIR LYNE; VOTE 2-0 UNANIMOUS OF THOSE PRESENT.

The meeting was adjourned at 8:14 pm.