



**PARKS & RECREATION COMMISSION
DRAFT Meeting Minutes
Regular Meeting on Thursday, April 16, 2026**

1. CALL TO ORDER

The duly noticed regular meeting of the Burlingame Parks & Recreation Commission was called to order by Chair Brunello at 7:01 p.m.

2. ROLL CALL

COMMISSIONERS PRESENT: Brunello, Francesconi, Giere (arrived at 7:03 p.m.),
Weller & Wettan

COMMISSIONERS ABSENT: Chang & Yu

STAFF PRESENT: Director Glomstad, Recreation Supervisor Gresh,
Recreation Supervisor Conefrey, Recreation Coordinator
Falou & Recording Secretary Helley

OTHERS PRESENT:

3. APPROVAL OF MINUTES

Chair Brunello noted that the March 19, 2026, draft minutes had been distributed and asked if commissioners had any amendments, changes, or edits.

Motion by Commissioner Weller to approve the March 19, 2026, minutes as written. Seconded by Commissioner Francesconi. Motion Passed: 3-1-2 (Wettan abstained, Yu & Chang absent)

4. CORRESPONDENCE

None

5. PUBLIC COMMENTS

None

6. PRESENTATIONS

a. Senior Advisory Committee

George Falou introduced himself and invited members of the Senior Advisory Committee to the podium to present on the Committee. Elizabeth Foley, Senior Advisory Committee member, introduced herself and her colleague Colleen Colgan. She stated that the Committee holds bi-monthly meetings to plan ways to expand and enhance the mission and goals of the Senior Advisory Committee. She stated that the Committee's mission is to help ensure a better life for Burlingame seniors aged 55 and older. The goals of the Committee are to assist older adults in connecting with the community and with available activities. The "Burlingame Belongs" / "Support and Meet Six Neighbors" Program, developed by the Committee, encourages residents to write down six neighbors' names and phone numbers on a simple handout. The purpose of the program is to help people start conversations with their neighbors; to ensure contact information is readily available if they need help, want to share information, or wish to extend invitations.

She shared an example from a committee member, Stephanie, who used this concept in her neighborhood by organizing events such as an upcoming block party.

Additional activities supported by the Committee are a Walking Club that meets monthly on Tuesdays from 10:00 a.m. to noon at the park. The club features a non-strenuous walk around the park followed by a sandwich lunch for a nominal fee, providing a setting for seniors to socialize and feel part of the community. Another activity is a Book Club, which meets once a month from 1:30 p.m. to 2:30 p.m. This is a drop-in program where members attend when they can; it is acceptable to miss meetings if they are out of town. Once they attend, participants are often introduced to other programs and activities.

The Committee is actively working to reach seniors without technology. They have observed that while many seniors own smartphones, many others do not have smartphones or computers. The Committee is working on outreach beyond digital channels, including posting printed notices in local businesses, churches, and facilities; ensuring information reaches those who do not come into the Community Center, where flyers and the Gazette are already available. The Committee emphasizes the goal of reducing isolation by increasing seniors' awareness of the full range of programs.

Colleen Colgan, Senior Advisory Committee member, spoke on personal experience, program expansion, and partnership. She shared her perspective as a recent newcomer to Burlingame, and her neighbors immediately told her about the new Community Center. She walked there, obtained a brochure and catalog, and from that point her involvement "exploded," despite arriving in the City not knowing anyone. She chose Burlingame for its reputation and states that she has not been disappointed. She elaborated on the range of activities and accessibility, describing the community center activities as low-risk entry points for someone attending alone, with options for those with accessibility limitations (e.g., sitting and building a bracelet or birdhouse). More adventurous outings are offered, such as whale-watching trips and kayaking. She emphasized that such offerings allow someone on their own to come, join in, and find something appropriate, regardless of mobility or interest level. She also spoke about the expanded and enhanced programs advertised in the Gazette, a publication released every other month. She noted the current Gazette is 14 pages

long and filled with activities for a wide range of interests and abilities. She clarified that the Committee does not simply brainstorm ideas; it also develops an action plan and follows through. The programs cover both younger seniors (age 55+) and those in their 80s, aiming to reach "everybody."

She explained that the Committee has reached beyond the Community Center to build community partnerships. She highlights the efforts of committee member Helene McPherson, who visited local businesses, formed partnerships, and secured donated meals (e.g., Chinese, Italian) for senior events.

Helene also obtained gift cards from businesses (Benihana and others) to use as prizes, including for events like bingo. These arrangements are mutually beneficial, supporting both local businesses and seniors.

The Committee focuses on volunteerism and addressing isolation. She stated that committee members are deeply committed and work to ensure everyone has the chance to connect and find a place to belong. She emphasized that their efforts are aimed at helping seniors overcome isolation and solitude, which can be significant hurdles.

The Committee's ongoing efforts include plans to continue expanding in-service opportunities, activities, and events, and to provide a broader supportive community network. She stated that they see themselves as one part of a larger system that the Commission supports and that they express pride in their work. Colleen offered copies of the Gazette to the commissioners for their review.

Chair Brunello asked whether any commissioners have questions for Elizabeth, Colleen, or George.

Chair Brunello asked where the Gazette is usually found. Colleen responded that the Gazette is primarily sent by email, with printed copies available at the Community Center front counter. Coordinator Falou stated that approximately 400–500 emails were sent in one mass distribution and around 760–770 physical copies in the most recent mailing.

Falou noted he is currently working on improving the layout for the upcoming May–June Gazette by adjusting the presentation of text, pictures, and program details so that offerings (like card games and drop-in programs) are easier to find and read.

Chair Brunello asked about attendance trends for the walking club and other senior activities and whether numbers were increasing or stable. Falou stated the walking club saw a doubling in growth between March and April. He attributes some of the increase to the improving spring weather, which encouraged more seniors to get outside and enjoy Washington Park.

Commissioner Wettan referred to the Gazette, noting the listing of a Canasta drop-in game, and asked whether other card clubs, such as the longstanding Burlingame bridge club, are connected to these offerings. Falou confirmed that Bridge is available as a drop-in program, listed in the Gazette under "Drop-In Programs." He also noted that, in addition to Canasta, the City

offers Mahjong. He noted that they also use the Grand Oak facility to allow seniors to participate in other games.

Elizabeth Foley shared her perspective as a Mahjong player, stating that frequently, all Mahjong tables are occupied, leading staff to set up extra tables.

Commissioner Brunello asked who provides the technology help for seniors noted in the programs. George explained that students from Burlingame High School provide Friday Tech Help. Students volunteer from 3:15 p.m. to 4:15 p.m. every Friday. They assist seniors with using their devices (phones, tablets, computers), handling password issues, and learning how to check and manage email. There is also a Sunday Tech Workshop that is held every Sunday from 10:00 a.m. to 11:00 a.m. It is structured as a workshop series led by two high school students who have built a full curriculum covering technological topics seniors might find confusing and presenting them in simplified terms.

Falou noted an additional tech-related series, AnewVista, runs a monthly class, covering cookies and how they relate to website usage, and how to maintain strong passwords. An upcoming session titled "Why is my storage full?" focuses on device storage issues.

Commissioner Brunello asked whether AnewVista is a volunteer or paid organization. Recreation Supervisor Conefrey said it is grant funded. She stated that their services for Burlingame are funded through the same grant that supports the "Let the Sunshine In" program, provided by the Peninsula Health Care District. She clarified that they do not charge the City for the services delivered under this grant. They have other revenue sources outside this grant, but all offerings to Burlingame seniors through this arrangement are provided at no cost to the City.

Chair Brunello asks whether there is any public comment on the Senior Advisory Committee presentation.

Public Comment on Item 6a – OPENED

No members of the public come forward to speak.

Public Comment on Item 6a – CLOSED

Chair thanked Elizabeth, Colleen, George, and Colleen Connor for their presentation and transitions to Old Business.

7. OLD BUSINESS

a. Review of the Usage of Victoria Sport Court

Recreation Supervisor Kevin Gresh presented the Victoria Sport Court usage update. He described Victoria Sport Court as one of Burlingame's "hidden little gems", located at 30 Howard Avenue. He recalled the pre-renovation conditions, as the area previously featured one basketball hoop on older concrete. Users could play only half-court basketball, and the surface was less safe for running and jumping.

The site is now a multi-sport court with several distinct uses, including full-court basketball. The surface has two pickleball courts. Players must bring their own nets; there are no fixed or City-provided nets at this site. There is also a four-square court painted at the opposite end of the court. This allows children to play Four Square while adults use the pickleball courts.

There is also a walking and biking path surrounding the court area. Residents use it for walking, interval training, and biking, especially children. Occasionally used by seniors as a walking loop.

He stated the park sees daily use, but court usage increases significantly on weekends. He noted that weekend activities on the court primarily include Pickleball, Basketball (especially the full-court setup), and bike riding around the walking/biking path. Both Parks Division staff and field monitors (who visit parks daily) see minimal or no Four-Square use. They have noted skid marks on the bike path; it is unclear whether they are from children learning to ride or from riders moving too fast and skidding deliberately. He noted this is the main negative issue noted so far.

Staff has received one formal complaint from a resident who reported that pickleballs roll under the maintenance gate, which is on a slope. Parks staff inspected the gate and determined it was installed at its maximum height, given the slope. Unfortunately, no straightforward adjustment can fully prevent balls from rolling under.

Commissioner Weller, who lives across from Victoria Park, stated that the changes have been very positive and that the park is being used as intended. He also noted that on Saturday and Sunday mornings, there is heavy pickleball usage. Unlike Washington Park, where players frequently rotate, Victoria appears to host the same group for extended periods. Weller noted that as popularity grows, there may be a need for sharing mechanisms or sign-up systems to ensure fair use, clarifying that no formal complaints have been filed yet, but that the Commission and staff should be aware of this dynamic. Gresh responded that the field monitor reports show heavy weekend pickleball use, typically by the same group of players. He emphasized that Washington Park remains the top priority for pickleball players due to the dedicated pickleball courts and multi-sport court at Washington, both of which are very popular.

Commissioner Wettan expressed surprise that the Four-Square court at Victoria appears unused. Wettan suggested possible reasons, such as children may not have a ball with them, many may not be aware that the Four-Square court exists, or that the game itself is likely still appealing, but awareness and promotion may be lacking. Gresh acknowledged he does not have a definitive explanation; however, Four-Square may no longer be commonly played in schools, so children might not know the rules.

Commissioner Wettan asked how long the multi-sport court has been open. Gresh answered that it has been open since September 2025. Wettan suggested that it may be a matter of time and awareness, and encouraged contacting elementary schools to let students know about the four-square court and how to use it.

Public Comment on Item 7a – OPENED

Chair Brunello announced the opening of public comment on the Victoria Sport Court usage item. Chair Brunello noted there are no speakers.

Public Comment on Item 7a – CLOSED

Chair thanks Gresh for his report and moves to New Business.

8. NEW BUSINESS

None

9. STAFF AND COMMISSIONER REPORTS

a. Parks & Recreation Department Reports

Glomstad expressed appreciation that Commissioners are actively engaging with their partner organizations (BYBA, AYSO, Parks Foundation), even when it requires balancing overlapping meetings.

She noted several upcoming Events. Burlingame Belongs Event on April 25, focusing on community connection in the Town Square from 11:00 a.m. – 2:00 p.m. Also on the schedule is a new event, Cake Game, on May 9 in Washington Park. The Parks Foundation Park-to-Park Bike Ride is on May 17. Summer Concert Series starts on June 26.

Glomstad mentioned the Town Square Ribbon Cutting on April 2 as a successful, enjoyable event. She described the sealing of a 50-year time capsule, noting that some commissioners were present.

Chair Brunello asks if staff have any additional items to report.

Gresh reported that the YAC Shoreline Cleanup on Saturday from 1:00 p.m. to 3:00 p.m. will be on the bayfront. Invites interested individuals to participate in trash pickup and cleanup of the Bay Area.

Commissioner Giere asked about the broader funding and grant environment and mentioned that in his own professional context, they are seeing cuts to nonprofits and volunteer organizations. He asked how often this Commission receives information about the Department's grants and funding, and whether similar pressures might affect Parks & Recreation. Glomstad responded that the Parks & Recreation Department does not rely heavily on grants. She clarified that Senior programming has a grant from the Peninsula Health Care District, which itself is funded largely by property taxes rather than private donations. Occasionally, the Department receives one-off grants, such as a Cal Fire grant used for fuel-reduction work (e.g., masticator equipment).

b. Commissioner Reports

Commissioner Giere – Connected with AYSO, and they are lining up fields and preparing for the fall season.

Commissioner Francesconi – Reported she will attend a Foundation meeting this Monday.

Chair Brunello – No Report

Commissioner Wettan – Reported he recently spoke at the YAC conference. Event participants included the Mayor of San Mateo, the San Mateo City Manager, and a Foster City councilmember. Together, they spoke to YAC members about public service and civic engagement. Wettan described the event as very positive, adding that current youth are notably smart and engaged.

Commissioner Weller – BYBA had a meeting concurrent with this Commission meeting, and he planned to attend BYBA's meeting immediately after this one to say hello and check in with the organization.

Weller raised the topic of AB 1414 (or related AED legislation) and explained that this bill, passed last year, requires all youth sports to have Automated External Defibrillators (AEDs) available at all practices and events by January 1, 2028. He noted that the City, in coordination with youth sports leagues, could install AED units in strategic locations, so multiple groups can access them.

Director Glomstad responded, confirming that staff are aware of the AED requirement. She noted the deadline is January 1, 2028, giving time to plan. She stated staff would monitor how other cities implement the requirement, paying particular attention to vandalism issues. Staff would use this information to inform Burlingame's approach before committing substantial funds.

FUTURE AGENDA ITEMS

No additional future agenda items were suggested.

10. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:37 p.m.

The next meeting of the Parks & Recreation Commission is scheduled to be held in person on Thursday, May 21, 2026, at 7:00 p.m.

Respectfully submitted,
Joleen Helley
Recording Secretary