



# Winooski Valley Park District

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## Board of Trustees

### Minutes of the Meeting

August 16, 2016

The meeting began at 4:32 PM.

**Present:** Andrew Bolduc (Winooski), Aaron Keech (Burlington), Tom Malinowski (Essex), Dave Crawford (South Burlington), Sonja Schuyler (Jericho), Lauren Chicote (Programs Director), Nick Warner (Executive Director), Rita Dessau (Williston)

**Absent:** Susan Gilfillan (Colchester)

**Acceptance of Minutes:** Minutes of July 12, 2016 meeting were reviewed and accepted.

**Public Comment Period:** No guests were present at the public comment period.

**Year-End Financial Reports:** EAHM has a profit for 2016 of \$14,020.12. This is an increase from previous years, and represents successful meeting of financial goal of breaking even. It is attributable to effective management by Jillian Casey, and leadership by Willard Randall; the grant to renovate the Tavern, the increase in donations, and increased use by school groups and general public.

WVPD year-end report draft for 2016 was reviewed. Actual total operating revenue for 2016 was \$369, 046.49. Budgeted for 2017 is \$346, 400.00. Proposed for 2018 is \$370, 350.00 (the enterprise fund is not included in this). David recommended setting up the Programs budget separately from the main one, because the amounts are too variable, and need to be approached with flexibility. Lauren is setting up a separate budget for Programs in QuickBooks. This year, it included CPR and First Aid training for staff. Program income this year was \$12, 075; it has increased each year slowly, and is boosted by S.O.L.E. camp this year.

**South Burlington Short-term Contract Proposal:** Nick recommended that he discuss with Tom Hubbard, South Burlington Deputy City Manager, a short-term contract for this autumn. It would utilize the current WVPD crew leader, Ben Waters, for 6-8 weeks to improve natural areas in South Burlington parkland. It would be a short-term pilot for Oct-Nov, on a time and materials basis. The contract would be completely separate from the proposed contract of WVPD with the city of South Burlington. The money earned would be placed in a designated fund in the capital reserves, and not spent until the board would vote on its use. The money would not be termed a profit, but rather "enhanced revenue." It would benefit all member communities because it would limit increases in the amount of yearly contribution they would have to make. Many board members, including David, expressed their wish that progress should be very slow and cautious. Aaron asked that the board consider what the long-range view of this enterprise entail, in future meetings. Tom stated that focus must be maintained on the natural areas and trails in parks, instead of sports facilities. Dave asked that member communities be asked for feedback about this contract, as well as our auditors. Rita made a motion that the board approve Nick engaging in development of a short-term contract for natural area and trail work for South Burlington, sun setting Dec 31, 2016. The

motion was seconded and passed unanimously. The board will review and vote on the contract in their September meeting.

**Fiscal Year 2018 Projected Budget Draft:** Nick presented draft 2018 budget. There would be a 5 % increase in contribution from each member town, following many years of level-funding. Dave recommended that “dollar change” columns be added to the draft, to make it easier to assess. The board will study it, and vote on it in the September trustees meeting.

**Audit Update:** Lisa Magnuson and Jessica Tatro of AM Peisch auditing firm have completed 2 days, and have found no material faults. They will return the week of August 29 to give a complete report with list of recommendations. They will follow this up in 6-12 months.

**Updates from Executive Director, Program Director, and Trustee Board Members:**

Burlington Telecom has wired the caretaker’s house, and Pam James, tech support, will come to a meeting Aug 25 with them to finalize the installation. There will be full public wifi, and Burlington Telecom will match our current monthly cost. EAHM/WVPD Operations Agreement will be sunsetting. We will discuss making a new, clearer agreement in October. There are 3 possible new rental to offer the public: EAHM for office space for nonprofit; Colchester Pond barn for storage; EAHM Tavern for events.

Lauren reported that S.O.L.E. program is ending with its 8th week this season. Age 6-9 was established as the target age, with 12 participants per session. Staffing has been optimal with Americorps volunteer and a CIT included.

Nick reported that WVPD joined with town of Williston in replacing deteriorated puncheon at the Williston Mud Pond Park.

Nick has been invited to write a proposal to High Meadows for a \$5-7000 grant to fully inventory the Chittenden County public lands for nature trails.

Tom asked if Nick had an update about drone use, from VLCT. No response has been received this month. Andrew Bolduc stated that framing the drone use as a nuisance could be possible, but it would still not totally remove liability.

Sonja stated that long-range planning needed to be built into the trustee board’s process more explicitly. David recommended that long-range planning be an agenda item for next meeting. Sonja stated that Susan Gilfillan has had some unavoidable conflicts of her work schedule with the WVPD board meetings this summer. Susan has offered to resign the board, but the members unanimously recognized her fine contributions, and felt that Susan should continue in her position. Also, there is no trustee board policy that requires members to be present each meeting.

**Adjournment:** There was a motion to adjourn at 6:32 PM. It was seconded and passed unanimously.

**Next Meeting:** September 20, 2016, 4:30 PM

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Rita Dessau, Secretary