



Winooski Valley Park District

Ethan Allen Homestead

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Board of Trustees

Minutes of the Meeting

July 12, 2016

The meeting began at 4:35 PM.

Present: Andrew Bolduc (new Winooski trustee), 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 June 21, 2016 were reviewed and accepted.

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

Year-end Financial Report: Ethan Allen Homestead Museum net income for 2015-16 was \$9,406.03. This is a significant increase, and reflects improved condition of the building, increased communication with users, etc. School group visits, increased donations, and a grant to update the Tavern presentation have assisted to give the museum a more robust community presence.

WVPD budget review revealed that although \$23,767 more was spent than the projected budget, the year's income of \$46,176 was also higher than anticipated. The net income was \$22,408.59, which was higher than the original goal to have \$15,000, to contribute to the capital fund.

South Burlington Contract Proposal; Regional Service Contract: Kevin Dorn, South Burlington City Manager, and Tom Hubbard, South Burlington Deputy City Manager met with the board to discuss their proposal to have WVPD contract with South Burlington on fee-for-service basis to do general maintenance of natural areas that are currently not being sufficiently served in parks. This project resulted from H249 legislation, providing a framework under the Chittenden County Regional Planning Commission. The hope is that tax money can be conserved through increased partnering of towns and districts to share services. For example, South Burlington and Shelburne will partner in order to manage stormwater more efficiently.

A South Burlington committee is meeting to prioritize a list of 80 management initiatives; Stantec Consulting Services is preparing budget projections. Red Rocks and Wheeler Park are particularly in need of this service. There is currently only 5 staff maintaining all South Burlington parks, and they are fully employed in upkeep of the recreation areas. There is no staff assigned to handle projects such as replacing washed-out bridges and puncheon; providing proper water bars; clearing invasive shrubs and trees; maintaining walking trails; shoring up rock walls. The town has secured a \$1.25 million grant for this purpose. The funds are immediately available, and are anticipated to be used within 2-3 years. The town's legal services have reviewed and approved the plan to seek partnership with WVPD. The expectation is that WVPD would provide complete management, including subcontracting necessary work. Tom Hubbard stated that currently, their parks division does not have the expertise to evaluate

problems and efficiently plan their mitigation, and are acting on belief that WVPD has proved itself in this area. A commitment from WVPD would be needed this autumn, and work would need to begin in May 2017. Kevin Dorn and Tom Hubbard stated that incremental ramping-up of WVPD's commitment would be accepted. Nick Warner stated that a cautious, gradual entry into this project would be necessary. Dave Crawford recommended that the board discuss South Burlington's proposal in the August meeting, and make decisions relating to it then.

Director's Updates: Please see Nick Warner's report of July 7, 2016, which included meeting with LCLT about Rivers End Marina; completing of wiring of EAHM from Burlington Telecom, work with Champlain College using Kelsey Trust seed grant. Nick has contacted VLCT about drone use legal opinion, but has not received any new information. VLCT is waiting for further FAA guidelines, although Aaron reaffirms the importance of defining acceptable land use versus airspace use for drones. If WVPD property can qualify as a "sensitive area," then perhaps drone use can be limited because of potential nuisance to wildlife or park users.

Park superintendent's crew has been clearing many paths and doing a wide variety of projects, also with help of Americorps and the STEP teen crew.

Lauren is in third week of SOLE camp, which has full registration for the rest of the summer. A cap of 12 campers per week has been set, to most effectively use personnel and classroom space to teach children age 6-10 satisfying and appropriate relationship with nature. She hopes to partner with businesses next year to provide a kayaking experience or to bring campers to other WVPD sites for a day trip

Proposal for Financial Auditing by AM Peisch, Inc: Nick Warner has been researching financial audit for WVPD, which is recommended but not mandatory, every 5 years for organizations of WVPD's size. See report of July 5, 2016, from Nick Warner to trustees. WVPD's financial controls currently in place were listed. Most recent audit was 6 years ago. Nick has concluded, from his research, that an audit from AM Peisch would provide the best information, and be cost effective at \$10,500. The money would come from the capital budget, and in addition to complete audit this year, would also provide annual "agreed upon procedures" review. Tom Malinowski made a motion to accept the audit recommendation with AM Peisch; motion was seconded and passed unanimously by board members.

Executive Session: Personnel Matters: Dave Crawford moved to go into executive session of only board members, in order to discuss personnel matters. The motion was seconded and passed by all trustees. Nick Warner and Lauren Chicote excused themselves at 6:25 PM. At 6:55 PM, Andrew Bolduc moved to end executive session. This motion was seconded and passed. David Crawford reported that the annual performance evaluation for Nick Warner had been completed, and would be presented to Nick by Sonja at earliest convenience to them. Please see the Performance Evaluation for Nick Warner, completed by Sonja Schuyler, Chairperson on July 8, 2016; reviewed and adopted by trustee board July 12, 2016. Trustees were unified in assessing Nick's performance as outstanding, again this year. Salary effective July 1, 2016 will be \$57,750 yearly, with \$3,000 bonus this year.

Adjournment: Tom Malinowski moved to adjourn the meeting at 6:56 PM. It was seconded and passed.

Next Meeting: August 16, 2016 at 4:30

Respectfully submitted by:

Rita Dessau, Secretary