



# Winooski Valley Park District

Ethan Allen Homestead  
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## Minutes for September 18, 2019 Board of Trustees Meeting for Winooski Valley Park District

The meeting began at 4:40 PM.

**Present:** David Crawford (South Burlington), Sonja Schuyler (Jericho), John Nittler (Williston), Susan Gilfillan (Colchester), Erin Dupuis (Winooski), Nick Warner (Executive Director) Lauren Chicote (Programs Director).

**Absent:** Aaron Keech (Burlington), "To be Named" Essex Trustee.

**August Meeting Minutes at 4:40 PM:** Minutes of the September 3, 2019 meeting were reviewed and accepted by the board without change.

**Public Comment Period at 4:45 PM:** There was no Public present.

**Agenda Changes at 4:45 PM:** No changes were made in the agenda; however it was noted that an interested party in discussing a potential real estate donation was to arrive around 5PM and at that point the board would need to go into Executive Session. The outcome of this meeting resulted in the later addition of a session to review WVPD's criteria to evaluate potential land acquisitions in light of our Mission Statement in regard to this possible donation. This took place at 5:40PM (see below).

**Financial Reports for EAHM and WVPD at 4:50 PM:** The financial report from the WVPD was presented and discussed. Similar to the September 3, 2019 meeting report, the current report indicated a negative balance to date given the fact that member towns have yet to make their contributions for the current fiscal year. When questioned about cash flow, Lauren explained that we still had a healthy balance of cash to get us through until member contributions are received later in the year. The Ethan Allen Homestead Museum financial statements for August were not available at this time and will be sent to Trustees as they become available. The WVPD financial report was approved as presented.

**Executive Session at 5:00pm:** It was moved to enter executive session to discuss potential real estate acquisitions. At 5:40 PM, a motion was approved to exit executive session.

**Session to Review WVPD's Criteria to Evaluate Potential Land Acquisitions at 5:40 PM:** The Board of Trustees applied WVPD's criteria for potential land acquisition to a Colchester property offered to WVPD by Steven F. Stitzel and Patti R. Page in exchange for their access to an approximately 700 ft access easement held by WVPD. The property, approximately 10 acres in size and contiguous to lands held by WVPD at Colchester Pond and a Colchester Town forest,

was deemed as meeting our top (riparian land, significant natural area, and rare, endangered and threatened habitat) and high (public recreation/education site and greenway) priorities. It also scored well on other categories such as management and funding feasibility since it is contiguous to lands held by WVPD at Colchester Pond and is at the end of an access easement held by WVPD. The Board voted to acknowledge that this property does meet sufficient criteria and is in line with our Mission Statement to be considered for acquisition. The results of this process will be documented by WVPD staff and a memo put on file to memorialize the process and outcome.

Based on this assessment, it was moved that the Board approve the “Proposal for Grant of Access Easement,” dated September 17, 2019 involving the WVPD, as Grantor, and Steven F. Stitzel and Patti R. Page and their successors and assigns, as Grantees, and authorize the Executive Director to coordinate with Grantees and others to complete the actions required to facilitate the conveyances. This motion was seconded and unanimously approved by the Board.

**Executive Session at 5:50pm:** It was moved to enter executive session to discuss personnel matters. At 6:15 PM, a motion was approved to exit executive session.

**FY2021 Proposed Budget Review and Approval at 6:15 PM:** The proposed budget for FY2021 was presented and discussed in detail. The main points of discussion revolved around how to reduce the increase in Member Town contributions from 3.6% as proposed to 2.5%. Various solutions were discussed, and it was decided to include revenue from the income generated by contracted park maintenance in our operating revenue to reduce the amount that we request from Member Towns. The increases in Salaries-Year Round (6.6%) and Salaries-Temporary (5.4%) were also discussed. It was explained that this higher level than expected increase was in part due to increased staff and utilization of temporary employees in the summer camps. It was suggested that this be noted in the budget to avoid giving the impression of WVPD staff receiving such large increases.

The budget was approved with the above changes: explicitly, reducing the Member Town increases to 2.5% by adding contracted park maintenance to operational revenue and noting the reasons for the increase in salaries.

**Adjournment:** The meeting adjourned at 6:30 PM.

**Next Meeting:** The date for the next meeting will be October 15th at 4:30 PM.

Meeting Minutes prepared by:

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John Nittler: WVPD Trustee-Williston