



# Winooski Valley Park District

**Ethan Allen Homestead**

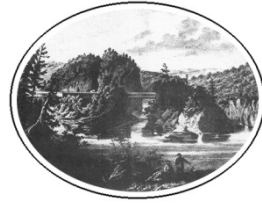
**Burlington, Vermont 05408**

Tel: (802) 863-5744

info@wvpd.org

www.WVPD.org

Fax: (802) 865-0647



## **Minutes for June 15, 2021 Board of Trustees for Winooski Valley Park District**

The meeting began at 4:32PM. Meeting was held via conference video call (Zoom) due to the current situation regarding the coronavirus, COVID-19. WVPD offices are closed to the public until further notice.

**Present via conference call:** Susan Gilfillan (Colchester), Jeffery Theis (Essex), Sonja Schuyler (Jericho), John Nittler (Williston)(left at 5:30pm), Erin Dupuis (Winooski), Nick Warner (WVPD Executive Director), Lauren Chicote (WVPD Operations Manager).

**Absent:** Aaron Keech (Burlington), David Crawford (South Burlington).

**Public Comment Period:** None present at time of public comment.

**Agenda Changes:** No changes to the agenda were made.

**Review and Approve Minutes from Previous Meetings:** The minutes for the May 18 meeting were reviewed and accepted with the correction of minor typos. John Nittler motioned to approve the minutes, seconded by Erin Dupuis. Minutes were accepted unanimously.

**Review and Approve Financial Reports:** The financial report for FY21 through the month of May 2021 was presented to the Board, showing a net operating income of \$9,940.54. With the fiscal year ending on June 30, Lauren Chicote gave a summary of projections for how the Park District will end the fiscal year. It is anticipated that the Park District will end the fiscal year with a slight deficit mainly due to COVID related spending for air filters, building upgrades for the expansion of the Burlington Forest Preschool, and supplies related to COVID and transitioning to working from home.

The Treasurers report for May 2021 for the Ethan Allen Homestead Museum was reviewed.

**Director/Operations Manager Updates/Discussion:** Executive Director, Nick Warner, and Operations Manager, Lauren Chicote, presented a PowerPoint with updates on WVPD operations regarding COVID, hiring of new seasonal maintenance crew member, recent grants received and other funding options, Burlington Wildways, park updates and acquisitions, federal funding requests, and relationship with Alnobaiwi and Ethan Allen Homestead Museum. Please see attached slides from the PowerPoint for more details.

**Discuss Board Organization/Recruitment, Annual Meeting:** WVPD Board of Trustees will hold their annual meeting at the July 20, 2021 meeting where officer elections will be held. The board also needs to recruit a representative for Williston with John Nittler stepping down from the board. Nick Warner will work with Williston Town Manager, Erik Wells, to recruit for the open seat.

**Executive Session:** Susan Gilfillan motioned for the board to enter executive session to discuss personnel matters, seconded by Erin Dupuis. The board unanimously entered executive session at 6:02PM. The board left executive session at 6:24pm with a motion from Susan Gilfillan, seconded by Erin Dupuis.

**Adjournment:** The meeting adjourned at 6:25PM.

**Next Meeting:** The date for the next meeting will be July 20, 2021 at 4:30 PM.

Meeting Minutes prepared by:

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Lauren Chicote, Operations Manager



# June 2021

STAFF UPDATES FOR THE  
WVPD BOARD OF TRUSTEES





# COVID

- As of this week, all WVPD staff are back in office at least part-time
- Lauren and Nick will work hybrid office/home schedules
- Lifting of State of Emergency reverts most rules back to pre-COVID
- Mask order lifted; local entities can enact own mandates only under emergency orders
- Public Meeting law reverts back as of midnight tonight
- Unsure how these changes impact potential funding sources related to COVID, situation is evolving quickly

# New Crew Member

- Welcome Brian Redmond (from Jericho) to the crew at the end of May
- Still looking to fill a 1-2 more crew positions for the season

# Recreation Trails Program (RTP) Grant

Tim Larned had a hand in bringing in over \$70k combined between WVPD, and his role in the Cambridge Conservation Commission:

- \$50,000 to the town of Cambridge to develop 1.0 mile of new trail and trailhead parking area. Trail will connect to Cambridge Pines State Forest.
- \$20,862 to the WVPD to reconstruct the stairway that provides access from Salmon Hold Park to the Riverwalk Trail

This was a great accomplishment in a very competitive environment – congratulations to Tim for his great work!



# Lake Champlain Basin Program Grant

- Lauren secured a grant titled: *Improving Communications through Updated Informational Kiosks at Winooski Valley Park District Parks*
- Grant award: \$39,700
- Will 'support the revitalization of [WVPD] park signs, informational materials, and maps to better enhance user experience and visitor understanding of the importance of the park system to the health of the Winooski River and Lake Champlain.'
- Information on natural history of parks from the people/cultural and ecology aspect will be included in the information. WVPD plans to partner with Alnobaiwi and other partners on this part of the project.

# Burlington Wildways

- Lauren continues to represent WVPD on the Wildways Coalition, a partnership of the major conservation land holders/managers in Burlington
- New funding, political support and public use of trails are all trending positively
- WVPD is Fiscal Agent to the project, deriving a percentage that enhances our income stream to cover administrative costs
- Wildways has introduced a Trail Stewards Program and Invasive Plant Management Pilot and continues to work on marketing/growing public access to trails and outdoor activities
- The rebuild of Wetlands Walk North now a fundraising priority for the Wildways coalition
- Recently, there was an expression of interest from a local corporation for seed funding



# Fish and Wildlife “Urban Fisheries” funding

- \$2 million has been programmed to Vermont Fish and Wildlife for statewide projects that help enable public access for fishing
- WVPD was approached for project ideas, in the process of evaluating
- CPNA, Derway Cove, Muddy Brook, EAHM canoe access and others all being considered

# Colchester Pond Natural Area North Entrance

- CPNA still seeing heavy use straining our parking and carrying capacity
- As summer progresses, we will be able to ascertain if this large increase continues post-COVID – but we are assuming an overall increase and need to continue upgrading facilities
- WVPD now working to secure Zoning Permit for East Road access and parking lot, will provide alternative access – especially for hikers – to take pressure off existing access and parking lot
- New trail link will connect with existing trails, and offer great views
- Old Boy Scout campsite (overgrown, but with existing chimney and foundation) has potential for creation of future camping site

# Jacob Parcel

- Acceptance of parcel partially contingent on securing public access
- ROW that runs from parcel to border of the Baptist Church has been formally recorded in town records
- Bittersweet Homeowners Association supported the ROW, and the creation of the new access and park
- Baptist Church now has a copy of the ROW to use as a model for creating an easement over their property for trail and shared parking spaces
- WVPD expects to meet with the Baptist Church in July

# Fiscal Year Closeout

- Anticipating operational deficit, however, impacts of COVID were lessened by grants, and additional lease income from new classroom.
- Discussing Allen House roof reimbursement with EAHM
- Income should start flowing more from EAHM
- New lease with Forest will also provide increased income
- Picnic Shelter rentals up significantly



GENERAL OPERATING				
INCOME	Budgeted Revenue	Jul 1 '20 - June 30 '21	Over (+) /Under (-) Budget	Notes
4000 OPERATING - INCOME				Positive numbers indicate more revenue than expected. Negative numbers indicate revenue yet to be generated.
4100 Programs	39,750.00	0.00	-39,750.00	
4200 General Income	1,000.00	5,110.42	4,110.42	
4300 Member Community Support	343,715.00	332,837.00	-10,878.00	
4400 Interest	200.00	45.23	-154.77	
4500 Caretaker House Rentals	15,800.00	15,800.00	0.00	
4600 Facility Rentals	23,500.00	23,803.42	303.42	
4700 Grant Income	4,500.00	7,421.74	2,921.74	
5200 Prior Year Contract Parks Maint	4,000.00	4,000.00	0.00	
Total 4000 OPERATING - INCOME	432,265.00	388,817.81	-43,447.19	
Total Income	432,265.00	388,817.81	-43,447.19	
EXPENSE	Budgeted Expenses	Jul 1 '20 - June 30 '21	Expense Budget Remaining	Notes
7000 OPERATING - EXPENSES				Negative numbers indicate overspending
7100 Salaries	294,275.00	225,562.56	68,712.44	
7200 Employee Benefits	70,575.00	67,408.26	3,166.74	
7300 Park Expenses	56,865.00	93,146.04	-36,281.04	Actual Overspending -\$24,366.04
7400 Office Expenses	6,750.00	9,570.26	-2,820.26	
7500 Publicity	1,450.00	45.00	1,405.00	
7600 Program Expenses	2,000.00	0.00	2,000.00	
Total 7000 OPERATING - EXPENSES	431,915.00	395,732.12	36,182.88	
Total Expense	432,265.00	395,732.12	36,182.88	
Net Operating Income	\$ -	\$ (6,914.31)		
Net Operating Income + Contracted Parks Mnt + BTVWW 8%		\$ 1,816.32		
CAPITAL/PROGRAM EXPENSES				
	Budgeted Expenses	Jul 1 '20 - June 30 '21	Expense Budget Remaining	Notes
8000 CAPITAL/ PROGRAM-EXPENSES				Negative numbers indicate overspending
0001 AUDIT FUND TRANSFER EXP	165.00	0.00	165.00	
0002 OPER RESERVE FUND-EXP	50.00	0.00	50.00	
0003 LEGAL SVCS-EXP	100.00	0.00	100.00	
0004 CAP IMP. PROGRAM TRANF	35.00	0.00	35.00	
8600 Building Maintenance	0.00	7,467.36	-7,467.36	Allen House Roof
8100 Vehicle	0.00	21,442.95	-21,442.95	New truck; truck lift gate (reimbursed \$1K from PACIF grant); trailer
Total 8000 CAPITAL/ PROGRAM-EXPENSES	350.00	28,910.31	-28,560.31	
OTHER INCOME/EXPENSES				
OTHER INCOME	Budgeted Revenue	Jul 1 '20 - June 30 '21	Over (+) /Under (-) Budget	Notes
5000 - NON-OPERATING - INCOME				Positive numbers indicate more revenue than expected. Negative numbers indicate revenue yet to be generated.
5100 - Grant Income	0.00	47,226.00	47,226.00	
5200 - Contracted Park Maint	0.00	3,788.82	3,788.82	
5350 Fiscal Agent - BWW 8% Income	0.00	5,440.00	5,440.00	
Total 5000 - NON-OPERATING - INCOME	0.00	56,454.82	56,454.82	
Total Other Income	0.00	56,454.82	56,454.82	
OTHER EXPENSES	Budgeted Expenses	Jul 1 '20 - June 30 '21	Expense Budget Remaining	Notes
10000 - NON-OPERATING EXPENSES				Negative numbers indicate overspending
10100 - Grant Expense	0.00	33,234.30	-33,234.30	
10200 - Contracted Park Maintenance Exp	0.00	498.19	-498.19	
Total 10000 - NON-OPERATING EXPENSES	0.00	33,732.49	-33,732.49	
Total Other Expense	0.00	33,732.49	-33,732.49	
Net Other Income	0.00	22,722.33	22,722.33	
NET TOTAL INCOME		\$ (13,102.29)		NET Operating Income + Capital + NET Other Income

# Federal Funding Request

- Submitted earmark requests to Senator Leahy
- Approximately \$2.2 Million for EAHM facility/grounds renovation
- Approximately \$1.2 million for system wide improvements
- Made the first “cut”, should get information within three weeks
- Would start October 1<sup>st</sup>, unsure which agency would process grant

# Alnôbaiwi/EAHM relationship

- WVPD has asked leaders from both organizations to formalize their relationship further
- For the purposes of the redevelopment of the facility, the goal is to have agreements in place that binds the two organizations together
- Once this is achieved, WVPD can determine the best route for formalizing agreements around the renovation and management of the facility
- Goal for WVPD is to complete the renovation project and emerge as a landlord with far less responsibilities for day-to-day operations