



Winooski Valley Park District

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Minutes for March 18, 2020 Board of Trustees Emergency Meeting for Winooski Valley Park District

The meeting began at 5:03 PM. Meeting was held via conference call due to the current situation regarding the novel coronavirus, COVID-19. WVPD offices are closed until further notice.

Present via conference call: Sonja Schuyler (Jericho), John Nittler (Williston), Erin Dupuis (Winooski), Susan Gilfillan (Colchester), David Crawford (South Burlington), Aaron Keech (Burlington), Nick Warner (WVPD Executive Director), Lauren Chicote (Programs Director)

Absent: "To be Named" Essex Trustee.

Agenda Changes: The following changes to the Agenda were made: The addition of '**Motions from Executive Director, Nick Warner, in regards to the on-going transactions related to the Stitzel property transfer in Colchester**' was made. This item was moved to be first on the agenda to accommodate board members that may need to leave meeting early due to other work related obligations/calls.

Motions from Executive Director, Nick Warner, in regards to the on-going transactions related to the Stitzel property transfer in Colchester: The two motions below were discussed and unanimously approved by the board. See discussion notes below each suggested motion.

- 1. I request that the Board approve conveying to Steven Stitzel and Patti Page an access easement approximately eight hundred (800) feet in length over the Park District's Colchester Pond Property in exchange for conveyance to the District of approximately ten and one half (10.5) acres of land, said conveyances being shown on a plan entitled, "Plat of Boundary Adjustment, Steve Stitzel & Patti R. Page, 1980 East Road, Colchester, Vermont," prepared by Civil Engineering Associates, Inc. of South Burlington, Vermont, dated January 16, 2020, last revised 2-4-20 and recorded at Map Slide 513E of the Town of Colchester Land Records, and authorize the Executive Director, with the assistance of legal counsel, to approve the form of and execute all documents necessary to complete said conveyances.*

Questions in regards to liability and insurance coverage of the access road, along with questions of maintenance responsibility were discussed. Dave Crawford moved to authorize the Executive Director, with the assistance of legal counsel, to approve the form of and execute all documents necessary to complete said conveyances, subject to resolving questions of maintenance and liability of the road. Susan Gilfillan seconded the motion; motion was unanimously approved.

- 2. I request that the Board approve conveying to the Vermont Housing and Conservation Board a grant of development rights and conservations restrictions over a parcel of land approximately ten and one half (10.5) acres in size, as shown on a plan entitled, "Plat of*

Boundary Adjustment, Steve Stitzel & Patti R. Page, 1980 East Road, Colchester, Vermont,” prepared by Civil Engineering Associates, Inc. of South Burlington, Vermont, dated January 16, 2020, last revised 2-4-20 and recorded at Map Slide 513E of the Town of Colchester Land Records, and authorize the Executive Director, with the assistance of legal counsel, to approve the form of and execute all documents necessary to complete said conveyance.

Susan moved to accept the motion as written, authorizing the Executive Director, with the assistance of legal counsel, to approve the form of and execute all documents necessary to complete said conveyance. Dave seconded; motion was unanimously approved.

January Meeting Minutes: Review of the minutes from the January 2020 meeting were tabled to next meeting. Minutes from the February meeting were not available as the meeting was cancelled due to weather.

Public Comment Period: Public comment period was verbally announced and time was allowed for any present public to announce presence. No public was present at the time.

Financial Reports from Ethan Allen Homestead Museum/WVPD: The Ethan Allen Homestead Museum financial statements – the Profit and Loss Report for January – February 2020, and the Balance Sheet as of February 29, 2020 were reviewed and accepted.

The WVPD’s financial reports were not available at the time of the meeting due to our bookkeeper not being able to come into the office to generate reports due to the WVPD being closed due to the novel coronavirus, COVID-19. Reports will be made available by the next scheduled meeting.

Discussion of COVID-19 impacts and WVPD Policies: Nick Warner gave an update on how the WVPD is handling the novel coronavirus, COVID-19, situation. WVPD offices and buildings are closed until further notice. The Ethan Allen Homestead Museum and Burlington Forest Preschool are also closed, and all in person events, programs, and gathering for all three organizations have been cancelled; this includes Conservation Field Day. Any meetings will be held via conference call or virtually. Park Superintendent, Tim Larned, is the only employee allowed in the WVPD office, Ethan Allen Homestead Museum/Hill Brownell Education Center, and Allen House. Nick is keeping in close contact with Dan O’Neil, EAHM Executive Director, and Nicole Mandeville, owner/Director of Burlington Forest Preschool, along with each of our member towns. He is also closely monitoring the situation and following recommendations put out by the Center for Disease Control and Prevention (CDC), the Vermont Department of Health, and local officials.

All WVPD staff are working remotely to the best of their ability, and will be holding weekly virtual check in meetings/calls every Wednesday at 10:00am. WVPD parks remain open and operational, and we recognize that the Park District is in a unique position to maintain general operational functions, and that our parks provide a vital service and place of respite for our communities during this time.

All staff will be visiting and monitoring parks on a regular basis to report and address any issues. Tim Larned and Remy Crettol, Programs & Project Coordinator, will be able to continue

maintenance of the parks as needed.

Lauren Chicote and Rachel Proctor, AmeriCorps Educator, will be putting together resources to share online (via Facebook and on our website) for families and individuals to use while visiting our parks, including activities for children/families, and best practices for safely using parks while maintaining physical distancing.

Nick Warner requested authorization from the board to implement several policies to address the COVID-19 situation:

- Requested authorization to grant staff up to 2 weeks of paid leave that will not impact their earned sick or vacation time in the event that they or family member is diagnosed with the disease or needs to be quarantined due to potential exposure. A motion by Susan Gilfillan was made to grant staff 2 weeks paid leave, for all four staff members, for a total of up to 8 weeks paid leave, at the discretion of the Executive Director for COVID-19 related absences. Erin Dupuis seconded; motion was accepted unanimously.
- Requested flexibility to address and manage matters in regards to the solvency of the Burlington Forest Preschool. Any financial decisions will be brought to the Board for final approval. A motion was made to grant flexibility in regards to managing the situation with the Burlington Forest Preschool by Susan Gilfillan. Dave Crawford and John Nittler seconded; motion was accepted unanimously. Aaron Keech recused himself from the motion as he has a child that attends the preschool.
- Requested flexibility to provide emergency assistance to municipalities and emergency operations in regards to the COVID-19 response, including but not limited to, WVPD staff/personnel, access to tools and equipment, and vehicles. A motion was made by Dave Crawford to authorize flexibility in assisting municipalities and emergency operations in response to the COVID-19 situation at the discretion of the Executive Director and subject to verifying insurance coverage for WVPD and staff through the Park Districts insurance carrier. John Nittler seconded; motion was accepted unanimously.

Executive Session to discuss Real Estate: John Nittler moved to enter Executive Session to discuss matters of Real Estate; Dave seconded. The board entered Executive Session at 5:52pm. Erin Dupuis and Susan Gilfillan had to leave the meeting/call at 5:53pm due to other work calls/obligations. The Board exited Executive Session at 6:12pm. No motions were made.

Adjournment: The meeting adjourned at 6:14 PM.

Next Meeting: The date for the next meeting will be April 21, 2020 at 4:30 PM.

Meeting Minutes prepared by:

Lauren Chicote, Programs Director