



Winooski Valley Park District

Ethan Allen Homestead

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Minutes for October 19th, 2021, Board of Trustees for Winooski Valley Park District

The meeting began at 4:31PM. Meeting was held virtually via Zoom with Nick Warner in person at WVPD offices at the Ethan Allen Homestead in Burlington, VT.

Present (via Zoom): Sonja Schuyler (Jericho), Susan Gilfillan (Colchester), Aaron Keech (Burlington), David Crawford (South Burlington), Jeffery Theis (Essex), Nick Warner (WVPD Executive Director), Lauren Chicote (WVPD Operations Manager).

Absent: Erin Dupuis (Winooski), Williston representative (position currently vacant).

Public Comment Period: Nick present at Parks District office. No public present at time of public comment.

Agenda Changes: No changes to the agenda were made.

Review and Approve Minutes from Previous Meetings: The minutes from the September 28th meeting were reviewed. A typo was noted under the *Draft Easement for Derway Cove* discussion – ‘law suites’ was corrected to ‘lawsuits.’ David Crawford motioned to approve the minutes with the typo correction, seconded by Aaron Keech. Susan Gilfillan abstained as she was not present at the September meeting. Minutes were accepted unanimously.

Review and Approve Financial Reports: Lauren Chicote presented the September 2021 financials. The Park District reported a net income of \$134,400. 60 It was noted that most member towns have paid their allocated funds for the current fiscal year, FY22. Burlington’s has yet to be received, but is expected by calendar year end; Jericho pays in three installments throughout the year. While it is still early in the fiscal year, the budget remains on track. Dave Crawford noted that he received and reviewed the warrants for the month of September, and all is in order.

Ethan Allen Homestead Museum Financial report: Month of September financials looking healthy with a continued steadiness of daily visitors, tour/school groups, and Sunday lectures. October will be the last month the museum is open for the season.

Susan Gilfillan moved to accept the financial reports, seconded by Dave Crawford. Financial reports were accepted unanimously.

Discuss/approve FY2023 Operating Budget: Lauren Chicote presented an updated draft for the FY23 budget that included salary estimates and employee benefits that are linked to salary amounts (i.e., FICA and retirement). Salaries are based off the three current year-round employees and 3-4 seasonal employees. The draft has an overall budget that is 6.9% higher than FY22 with the total member town allocation 7% higher. The board discussed concerns about each member town’s reaction to the 7% increase and requested for the member town allocation to be decreased to be below 6.8%. The board approved the budget contingent on changes to decrease the ask from member towns with a motion from Dave Crawford, seconded by Susan Gilfillan. The budget was unanimously accepted.

Draft Easement for Derway Cove: Nick Warner informed the board that the draft easement template that had been given to WVPD from VHCB was not the correct template. A new template has been shared with WVPD and is very similar to the first one. All the suggestions WVPD had suggested on the original draft are in the new draft, and WVPD's lawyer is currently reviewing. The board will wait for WVPD's lawyers review and will discuss approval at the November meeting.

Updates on grant from Senator Leahy/EAHM renovation: Nick Warner gave an update on the \$250,000 grant received from Senator Leahy's office for renovations on the Education Center building at the Ethan Allen Homestead. The money will be used for improvements to the buildings systems (i.e., HVAC and sprinkler systems), general code review, improvements to outside exhibit space and signage, and for next phases for expansion of programable space. The grant supports the first phase in updating the building to house the Vermont Indigenous Heritage Center (VIHC). Susan Gilfillan asked which entity was receiving and managing the grant. Nick Warner stated that WVPD was receiving and overseeing the grant with support from the Ethan Allen Homestead Museum (EAHM) and VIHC. A project manager will be hired, and a core advisory group with representatives from all three organizations will be convened to oversee and manage the grant work.

Executive Session: Susan Gilfillan motioned for the board to enter executive session to discuss real estate matters which premature disclosure would disadvantage the Park District, seconded by Aaron Keech/Jeffery Theis. The board unanimously entered executive session at 5:40 PM. The board left executive session at 5:57 PM with a motion from Susan Gilfillan, seconded by Dave Crawford/Jeffrey Theis.

Adjournment: Susan Gilfillan moved to adjourn; David Crawford seconded. The meeting adjourned at 5:58 PM.

Next Meeting: The date for the next meeting will be November 16, 2021, at 4:30 PM.

Meeting Minutes prepared by:

Lauren Chicote, WVPD Operations Manager