



Winooski Valley Park District

Ethan Allen Homestead
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Minutes for September 28th, 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), Erin Dupuis (Winooski), Aaron Keech (Burlington), David Crawford (South Burlington), Jeffery Theis (Essex) Nick Warner (WVPD Executive Director), Lauren Chicote (WVPD Operations Manager).

Absent: Susan Gilfillan (Colchester), Williston representative (position currently vacant).

Public Comment Period: Nick present at parks district office. 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 from the August 24th meeting were reviewed. Aaron Keech asked for more details about the \$12,000.00 shortage language and one grammatical error was noted and edited. David Crawford motioned to approve the minutes with that change, seconded by Aaron Keech. Minutes were accepted unanimously.

Review and Approve Financial Reports: Lauren Chicote presented the August 2021 financials, with August being the second month of the fiscal year. It was noted that most member towns have paid their allocated funds. Williston paid in full for FY2022. Winooski paid \$7,000.00; this was what was expected though below budgeted amount and \$1,000.00 more than last year. A new brush mower was purchased. Aaron Keech asked about what happens when old equipment is sold off. Nick Warner states most are sold on craigslist, some are kept for parts. Dave Crawford noted that he reviewed warrants, and all is in order.

Ethan Allen Homestead Museum Financial report: Month of August financials looking healthy with a continued steadiness of daily visitors, large groups, and Sunday lectures. A large amount of funds in the Museum account for an information film; the project has been revised with a lower budget due to lack of funding.

Board has reviewed and accepted the reports.

Discuss/approve changes in FY2023 Operating Budget: Lauren Chicote stated the presented FY23 draft budget was very similar to the revised FY22 budget with a few minor updates from the version that was reviewed last meeting. Changes include rent from preschool, museum, farm fields, and shelter rentals. Nick Warner discussed salary allocations and Lauren's many positions held and change in her salary this past year to reflect position of Operations Manager. Aaron Keech asked a question about building maintenance going down. Lauren Chicote spoke to prior years being heavy on maintenance, and the items needed due to COVID19, specifically air filters for \$14k. Sonja Schuyler inquired about utilities. Lauren and Nick spoke to last fiscal year where the Museum was forgiven for utility costs, so the actuals from last year are higher than the new budgeted amount. Museum and Burlington Forest Preschool will be reimbursing WVPD for

utilities in the Education Center going forward. Nick and Lauren will make final changes along with a summary in advance of the next meeting for approval.

Draft Easement for Derway Cove: Nick Warner stated that the remaining concern was the indemnification language under section VI. This concern was sent to Ed Fitzpatrick. He stated this language is boilerplate, and that the land trust isn't in the business for law suites, and ultimately this language doesn't open WVPD up to liability. Dave Crawford moved to approve the final agreement pending final VHCB review. Jeff Theis seconded the motion. Sonja Schuyler brought up concern for section 7.12. Nick Warner states that Ed Fitzpatrick felt that this language is not an issue. All in favor

Updates on EAHM renovation: Dan O'Neil is leaving EAHM after 10+ years. Lauren and Nick have started a conversation with EAHM on who will replace him. Historically there has been a board member representing the museum. Lauren Chicote has asked for a quarterly report or attendance of a EAHM board member at WVPD board meetings.

Executive Session: David Crawford 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. The board unanimously entered executive session at 5:18 PM. The board left executive session at 5:42 PM with a motion from David Crawford, seconded by Erin Dupuis.

Adjournment: Sonja Schuyler moved to adjourn; David Crawford seconded. The meeting adjourned at 5:44 PM.

Next Meeting: The date for the next meeting will be October 19th, 2021, at 4:30 PM.

Meeting Minutes prepared by:

Erin Dupuis, WVPD Board Secretary