



Tuesday, April 9, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

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1. Agenda

Subject	1.1. Motion to amend/adopt agenda
Meeting	April 9, 2024 - Parks & Recreation Commission - Tuesday, April 9, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM
Category	1. Agenda
Department	
Type	
Recommended Action	

2. Consent Agenda

Subject **2.1. February Commission Meeting Minutes**

Meeting April 9, 2024 - Parks & Recreation Commission - Tuesday, April 9, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

Category 2. Consent Agenda

Department Parks, Recreation, & Waterfront

Type Action (Consent)
Minutes

Recommended Action

Subject **2.2. March Commission Meeting Minutes**

Meeting April 9, 2024 - Parks & Recreation Commission - Tuesday, April 9, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

Category 2. Consent Agenda

Department Parks, Recreation, & Waterfront

Type Action (Consent)
Minutes

Recommended Action

Subject **2.3. Special Use Permit and Sound Waiver for Lyric Theater at Oakledge Upper Shelter**

Meeting April 9, 2024 - Parks & Recreation Commission - Tuesday, April 9, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

Category 2. Consent Agenda

Department Parks, Recreation, & Waterfront

Type Action (Consent)

Recommended Action

Subject **2.4. Special Use Permit and Sound Waiver at Oakledge Upper Shelter for Cenate**

Meeting April 9, 2024 - Parks & Recreation Commission - Tuesday, April 9, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

Category 2. Consent Agenda

Department Parks, Recreation, & Waterfront

Type Action (Consent)

Recommended Action

Subject **2.5. Special Use Permit and Sound Waiver at Battery Park for MadFreedom**

Meeting April 9, 2024 - Parks & Recreation Commission - Tuesday, April 9, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

Category 2. Consent Agenda

Department Parks, Recreation, & Waterfront

Type Action (Consent)

Recommended Action

Subject 2.6. Special Use Permit and Sound Waiver at North Beach Shelter by People Helping People Global

Meeting April 9, 2024 - Parks & Recreation Commission - Tuesday, April 9, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

Category 2. Consent Agenda

Department Parks, Recreation, & Waterfront

Type Action (Consent)

Recommended Action

3. Public Forum

Subject 3.1. Verbal Comments

Meeting April 9, 2024 - Parks & Recreation Commission - Tuesday, April 9, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

Category 3. Public Forum

Department Parks, Recreation, & Waterfront

Type Procedural

4. Deliberative Agenda

Subject 4.1. Penny for Parks FY25 Projects and Update to FY24

Meeting April 9, 2024 - Parks & Recreation Commission - Tuesday, April 9, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

Category 4. Deliberative Agenda

Department Parks, Recreation, & Waterfront

Type Action

Subject 4.2. Parks Commission and Community Input

Meeting April 9, 2024 - Parks & Recreation Commission - Tuesday, April 9, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

Category 4. Deliberative Agenda

Department Parks, Recreation, & Waterfront

Type Discussion

Subject 4.3. Off-Leash Dog - Next Steps (Commissioners Morrigan and Johnson)

Meeting April 9, 2024 - Parks & Recreation Commission - Tuesday, April 9, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

Category 4. Deliberative Agenda

Department Parks, Recreation, & Waterfront

Type Action
Discussion

Subject 4.4. Annual Commission Report (Commissioner Duke)

Meeting April 9, 2024 - Parks & Recreation Commission - Tuesday, April 9, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

Category 4. Deliberative Agenda

Department Parks, Recreation, & Waterfront

Type Discussion

Subject 4.5. Acquisition Opportunity (EXECUTIVE SESSION)

Meeting April 9, 2024 - Parks & Recreation Commission - Tuesday, April 9, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

Category 4. Deliberative Agenda

Department Parks, Recreation, & Waterfront

Type Discussion

Subject 4.6. BPRW Director Reappointment (EXECUTIVE SESSION)

Meeting April 9, 2024 - Parks & Recreation Commission - Tuesday, April 9, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

Category 4. Deliberative Agenda

Department Parks, Recreation, & Waterfront

Type

5. Standing Items

Subject 5.1. Parks Foundation Update (verbal)

Meeting April 9, 2024 - Parks & Recreation Commission - Tuesday, April 9, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

Category 5. Standing Items

Department Parks, Recreation, & Waterfront

Type

Recommended Action

6. Director's Report

Subject	6.1. Monthly Directors Report for April
Meeting	April 9, 2024 - Parks & Recreation Commission - Tuesday, April 9, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM
Category	6. Director's Report
Department	Parks, Recreation, & Waterfront
Type	Report
Recommended Action	

7. Commissioner's Items & Volunteer Hours

8. Adjournment

Subject	8.1. Motion to adjourn
Meeting	April 9, 2024 - Parks & Recreation Commission - Tuesday, April 9, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM
Category	8. Adjournment
Department	Parks, Recreation, & Waterfront
Type	Procedural
Recommended Action	



**PARKS & RECREATION COMMISSION
Minutes
February 13, 2024
Parks and Recreation Commission**

Commission Present: Bergmann, Duke, Johnson, Lantieri and Morrigan

Staff Present: Wight, Adams-Kollitz, Sauve and Putzier

The meeting was convened at 5:34 p.m. by Duke

Approval of Agenda

Duke asked for a motion to adopt the agenda, motion made by Morrigan, second by Johnson, motion carried unanimously.

Approval of Consent Agenda

Motion to approve the consent agenda by Morrigan, second by Johnson, motion carried unanimously.

Conservation Legacy Fund Grant Requests

Gustin said he hoped to be in person at the meeting, gave background on involving Parks Commission and a category to help with implementation of some of the goals of the nature based addendum, category of funding from Legacy fund to help organizations, City Council blessed last summer and today in front of with action for recommendation to disperse \$152,600, reviewed in January and recommended approval, had meetings prior to with both Board and Commission to recommend the slate provided and then will move to BOA an CICO and then implementation spring/summer.

Duke asked how many applications were received and said a total of 6 applications were received.

Motion to approve the request to grant funding to the mentioned by Morrigan, second by Lantieri, motion carried unanimously.

Public Forum (Time Certain 6:00PM)

Public forum opened at 6:00pm by Duke.

Nobody came forward from the public to speak.

Public forum closed at 6:01pm

Conservation Legacy Fund – Arms Forest

Wight showed a map of the parcel to all for easier explanation. Stating Cahill was disappointed could not attend to explain the request himself. Very excited about the acquisition and Wight showed the additional parcel of land, under joint agreement with BHS and Episcopal Diocese, access area from the Elks bought for Arms Park by City, small area by greenway want to add Trail access and a kiosk.

Duke said the park is very close to her home and was fun to see over past 10 years the improvements and how significant they are, very good job with trails and very improved and clear, along with



integration with Elks parcel feels will increase use and feels really special property and recommends all to go use.

Wight said Alliance Church has not given specific use for MOU to use parking but very amenable to people parking on the property to access the trail.

Morrigan appreciated the narrative to knowing what percentage of funds will be used and remain, found to be very beneficial and informational.

Wight said will come back in March for formal approvals.

Leddy Park Comp Plan Report

Sauve said been a while since updated but final public hearing in June, report is not complete but the review is. Showed the advertiser that was used for the plan, gave history of what was previously in the space, previously a rendering plant (fertilizer Co.) which will be in the report. Said the smell and visibility was tucked behind many trees, also said on history page on Facebook stated had grown up near and never knew it existed there. Showed an aerial of 1968 when it was a plant and 2020 as it is currently, showed a lot of the topography from past to future. Also showed why some of the infrastructure was still in place from the past as it was incorporated and was previously grease and coal and gas tanks and might likely be contamination, was a spur that came into the site from the railroad. Existing conditions were explained entering by road and by bike path. Stated how many of the amenities are all very separated and people don't see all but rather specifically what they are going to the park for.

On the final conceptual plan talked about playground and shelter and if the use should move or remain in the same area and had decided that it would be best in the same area as currently. Proposing larger playground destination and adding pickleball courts and changing orientation of baseball field. Major proposal is the two way road in and out and also remove one side of the loop for the current one way exit. Also adding pedestrian way to courts and the arena and other areas, not safe along the road. Challenge to entrance of the road is the trees along the sides. Adding recreation area parking lot to help accommodate all of the sports as well as the drop off turnaround. Explained the drop off at the arena and a circular drop-off and showed the new pause place and accessible beach access that has been graded. Community would like a permanent pavilion as it has been very successful, have maintenance building near the road to help improve the view and put closer to the new one and confines needs for maintenance in one area and public in another area. Spoke to the Leddy Park Gully Study, part of a larger water shed to the north of Leddy and did more research to see how to slow the flow or what efforts can be made, coming from the neighborhood. Will find out more in the next year, received funding from a state grant. Two areas in the park to infiltrate water but in ecological part but might be able to add some green water infrastructure. Spoke about the bike park, drafted first phase, ¾ of a mile with various funding.

Next steps wrap up final report, working with Vermont skate society and joy riders VT on a popup space for roller skating in large arena parking lot, work with internal BPRW team on projects that can be initiated by our teams, reconnect with DEC on funding for erosion control of bluffs, develop a wayfinding program for the park to connect desperate parts including parking at the arena and Identify other funding opportunities for projects and include them in our capital plan.



Duke asked what kind of money and Sauve said not necessarily accurate, prices are costing more, and total is about \$12 mil. Which felt reasonable. Could be more, not definite yet at this point.

Volunteer of the Year and Process

Wight said recognize support department formally or informally, from doing programs to picking up garbage, would have 2-3 staff and commissioners on committee in equal partsnominations and applications and then process to nominate and vote on who would be chosen. Then would award at the May commission meeting.

Duke asked if any commissioner wanted to be on the committee and Lantieri and Johnson volunteered to be on the committee for the commission and Wight would reach out to two staff and the presentation would happen at the May meeting.

Lantieri asked about the solicitation process and Wight said the department knows formally but not informally and suggested reaching out through front porch forum.

Standing Items:

Report on PACC Dog Force

Duke said the force presented to the City Council last night and the result was to ask the city attorney to look into what pieces should go to what committees of the City Council. Council was very impressed that all members showed up for the meeting and Wight said very good example of a community coming together to work through and bring about a report.

Morrigan said they were at City Council and was really excited to see how City Council divvies out all the responsibilities to the various committees.

Park Foundation Update

Duke said working on the playgrounds for all and about \$100,000 committed and actively promoting currently and working on leadership changes so not reliant of just a couple members. Committed and continuing on the fundraising.

Lantieri asked if the Moran project was part of the Parks Foundation and was told no, they have the Friends of Frame but have not voted yet.

Director's Items

Wight said two points one to remind when it freezes up again the Sea Caves are amazing and all should check them out and in the report one of staff members for Leddy Arena received an award from Bell Cate, Scott Hannigan.

Adams-Kollitz showed everyone the mockup of the Waterfront park tactile sign that will be located by the bus shelter. Sauve said the sign will have a QR code on it as well in the future.

Commissioner's Items & Volunteer Hours

Morrigan has 6 additional hours meetings, research, excited for what coming up, looking forward to off leash dog things, feeling good about all the work the commission is doing.

Lantieri had 2 additional hours regarding Champlain Street Park, feels far along and looking great. Meeting with Max CVOEO and others to be determined to align the investments in the space.



Johnson had no additional hours this month, next month will be working at Calahan. Appreciating Joshua Tree national parks in California and said very different environment and encourage all to go, so many different audiences doing a variety of activities.

Duke had 7 additional hours this past month.

Wight suggested doing the next meeting at Redstone Cottage

Adjournment

Motion to adjourn at 6:52pm by Morrigan, second by Johnson, motion carried unanimously.

DR



**PARKS & RECREATION COMMISSION
Minutes
March 12, 2024
Parks and Recreation Commission**

Commission Present: Duke, Etter, Johnson, Lantieri and Morrigan

Staff Present: Wight, Roach, Rogers, Sauve, Doyle and Putzier

The meeting was convened at 5:45 p.m. by Duke

Approval of Agenda

Duke asked for a motion to adopt the agenda, motion made by Morrigan, second by Lantieri, motion carried unanimously.

Approval of Consent Agenda

Motion to approve the consent agenda by Morrigan, second by Lantieri, motion carried unanimously. Etter asked about sanctuary one and said it was quoted as super gross and fashion show, wanted more information. Said likely fine but saw a knockoff.

Recreation Event Report

Doyle and Rogers explained that since had some events on the schedule would do a report on events and listed an overview of all the events that were done by and produced by the department, July 3rd is the biggest with \$140,000 in expenditures, increased largely, city provided additional security and traffic support, raised a lot of funds, Kid Week done differently, one of the previous years had at different locations and very popular at Roosevelt Park and decided to continue to have for the weekend. Beach Bites is the biggest money maker over several weeks. The Wag the Waterfront and Mystical Marketplace are both new and the Mystical event was very successful, Halloween event has been all over the place and always do a family event. Bike ride teamed with others and done well the past couple of years. Senior dinner very popular good in kind donation deciding to move around the area so that all can enjoy. The holiday party has been happening for several years and very successful this past year and coming back, work closely with family serving organizations and very nice gathering each year. Rogers gave kudos to Nancy Stetson for helping with data and showed the types of revenues that were brought in and very much sponsor driven. Also gave a breakdown of expenses per event less the event managers salary and three of the events actually were revenue producing, this is also just direct costs. Explained attendance at each of the events with July 3rd and Kids Weekend being the most attended. With Beach Bites a very close third. Finally did a 3 year budget comparison and should be over in expenses and revenues due to additional sponsorships. Looking into what will look like for FY2025 and Doyle said the eclipse is also cutting into time and efforts but continues to seek out more sponsorships and local businesses to support events and would welcome any ideas and recommendations.

Duke asked what staff is included and was told KJ and seasonal staff are covered in the amounts, Duke also asked what capacity she serves in and Doyle said not too much but has the potential for more but not sure if the budget would allow for more, but also are generally free events and something to think about going forward. Duke also asked about July 3rd and felt that big of an event worth it and wondered and agreed that getting lots of sponsorships makes sense and the little events that make money and are



niche community events are such a win win and brings in more money than spent. Rogers also said surveyed all of Burlington and the number one thing wanted was this type of event.

Public Forum (Time Certain 6:0PM)

Public forum opened at 6:0pm by Duke.

No public came forward to speak.

Public forum closed at 6:00pm

Conservation Legacy Fund Request– Arms Forest

Cahill said he wanted to note that aside from being an exciting moment, have great data and had trail cameras out and on average improving handling 3 to 4 times more traffic than any other areas.

Duke asked what the private sources are for funding matches and was told the resources that went into the purchase from the Longes. Matching funds will be coming from the purchase.

Motion to approve the Legacy Funds for this request by Morrigan, second by Johnson, passed unanimously.

Conservation Legacy Fund Request- Open Space Plan

Gustin said have request for conservation fund money for open space plan and currently have plan that set standards but approaching 25 years old and doing rewrite of it and the urban forestry plan and had previously been separate and wanted to include with the open space, collaborative effort with others and UVM Spatial will do all data work but also need outside consultant for incorporation into municipal development plan.

Sauve gave an example of the imagery that UVM would be providing and how they can look at open space and forestry and tree plan of canopy and will identify problem areas as well as new areas. Would be able to identify private investors as well. Working with locally as well as the ability to apply for grants from them and most will be covered with the rest coming from a bond and remaining funds to add to open space plan for engagement part. All data will be analyzed also by UVM spatial along with a recommendation.

Gustin said in terms of process, Conservation Board supported and in front of tonight looking for support from Commission and then City Council and Board of Finance, have RFP that has been drafted with City Attorney and would be about a year process. Said the current plan has been hugely successful in what is done with preservation but need to look at open spaces and build upon what currently have.

Cahill felt helpful for commission to hear from focus based plan, document that serves a variety of purposes, exciting opportunity and will fuel efforts moving forward.

Etter liked the combining of plans and asked Sauve if did not do or did do what is the incremental value, what the benefit of this would be for getting a better plan. Sauve said would get the best information and had time to grow the canopy and help identify the data as a springboard of information, can see the imagery behind and having the data readily available and what potential exists on the open space that the city has. Cahill said that one thing that can be accomplished is heat mapping, versus counting in the field, doable but through this opportunity better information and efficiencies. Wight added that Comai



used to help identify where to plant new trees and increase in specific areas and what the focus should be.

Johnson stated can see big changes within parks in canopies and with heat information could show how some of the decisions around the park have changed the environment. Gustin said the data analysis will help with what has happened but also what will happen in the future and where want to go in the future.

Roach said that it would help bring together public and private property and how much percentage of green space and how to engage with residences and or private entities to widen the canopy.

Etter asked what percentage would be given away, Sauve said not sure of percentage but the quality of the data collection that has evolved and what is attainable is not comparable and felt could get so much more with newer collection options is very necessary.

Motion to approve funding from the Conservation Legacy fund for Open Space Plan and comprehensive analysis that goes along with it by Johnson, second by Morrigan, motion carried unanimously.

Standing Items:

Report on PACC Dog Force

Wight said it was on the consent agenda and it was approved. Duke said the Task Force tasked the commission to review and come back to City Council for September about implementing. Spoke about having a significant agenda meeting item to discuss and how want to have that look and asked others for process to have recommendations to go back to City Council.

Morrigan said would like to form sub committee and other stake holders and then have separate meetings and have subcommittee report to commission with recommendations and can discuss and fiddle with.

Johnson agrees on engaging public on multiple public forums and not sure about engaging with public first before meeting in a sub-committee and Morrigan was thinking 3 in the sub-committee and advertise looking for 2 to be on the subcommittee and Wight suggested asking a participant from Conservation Board to also attend the committee. Duke said one or two from the Off Leash Dog Task Force. Morrigan stated was on Boards previously and did not want to form sub committee that was just validating and forming with people that were just going along with each other. Does not want a sub committee that is just an echo chamber. Duke said can create the sub committee at the next meeting and asked if any commissioner wanted to help create some type of process/plan.

Duke proposed that Morrigan and Johnson work together to create a proposal for the next meeting.

Park Foundation Update

Duke said met on Friday and have money to work on Chapel for lighting, Wight said could have a meeting some time and Duke said also working on Playground for All, \$70,000 in bank and more in pledges. Also discussions about Champlain playground going in sometime in the spring.



Director's Items

Wight said eclipse is happening and BCA is lead for it and supporting them, KJ Roosevelt Park and Rogers doing shuttle management, Perkins bathroom will be reopen to the public this year, coming out nice, new BPRW baby, Zach Martin had a son Henry, Candice Holbrook organizing meals for the shelter and doing another one this month. Holli catching items as correcting files at the cemetery and putting under proper names. City in middle of user fees and efficiencies and understanding through about six departments and lastly Brian Pine put together a very informative correspondence regarding the process of what happens when a New Mayor is elected and if anyone would like a copy Wight would be happy to send a copy.

Morrigan asked about the Park Ranger Program and how many currently have and was told one and one position opened. Got approval to move forward with position creations and job descriptions but very close.

Etter asked about corrections on owner names at cemetery and Wight said about the cemetery records it would still be known as the owner but instead of saying wife of a particular person it would be the individuals name.

Commissioner's Items & Volunteer Hours

Duke said had listed items for April; Dog Task Force, PFP Items, Evaluate Cindi, Start Annual Report, May; Harbor Commission, New Mayor, What summer will look like, safety in the park for the season, other commissions/boards

Morrigan had 2 additional hours, with change in admin and councilors would like movement on proposal from Attorney's office, also looking at making a second proposal if not approved to have a backup for the syringes issue. Suggested maybe getting something out on c click fix.

Johnson kicking off gardens soon and knows several people flying across country for eclipse.

Morrigan asked if a commissioner misses a certain number of meetings if there is some type of assessment or is there a re-appointment issue and was a bit concerned if a constant absence is happening that the community is missing out and wanted to know if have any permission to act on some level for the betterment of the commission.

Adjournment

Motion to adjourn at 7:18pm by Lantieri, second by Johnson, motion carried unanimously.



MEMO

Date: March 28, 2024
To: BPRW Commission
From: Candice Holbrook, Customer Service Associate
RE: Kerry Farrell Special use Permit for July 14, 2024

Request for waiver at Oakledge Upper Shelter to allow amplified sound for the 50th Anniversary Picnic for Lyric Theater on Sunday, July 14, reservation hours are 9:00am – 9:00pm.

The amplified sound used will be from a microphone and music, and will take place from 4:00pm to 7:00pm. They will have 71 attendees.

The request is on a day with no conflicting events.

Staff Recommendations:

Allow waiver for amplified sound.



MEMO

Date: March 28, 2024
To: BPRW Commission
From: Candice Holbrook, Customer Service Associate
RE: Alli Cenate Special use Permit for May 18, 2024

Request for waiver at Oakledge Upper Shelter to allow amplified sound for an infant birthday party on Saturday, May 18, reservation hours are 9:00am – 2:30pm.

The amplified sound used will be from a large amplified Bluetooth speaker, and will take place from 11:30am to 2:30pm. They will have 30 attendees.

The request is on a day with no conflicting events.

Staff Recommendations:

Allow waiver for amplified sound.



MEMO

Date: April 9th, 2024
To: BPRW Commission
From: Richard Bailey, Events Compliance Coordinator
RE: MadFreedom Special Use Permit for July 13th, 2024

Request for a Special Use Permit at Battery Park to hold an event and for a waiver to allow amplified sound.

MadFreedom, Inc. is hosting their annual Vermont Mad Pride Day on Saturday, July 13th at Battery Park. This will be a celebration organized by psychiatric survivors, consumers, service users, mad people, and folks the world has labeled “mentally ill”. Mad Pride is about challenging discrimination, advocating for rights, affirming Mad identities, remembering and participating in Mad history, and having fun. Our lives are valuable and need celebration. MadFreedom, Inc. is a Poultney, Vermont 501(c)(4), tax-exempt non-profit organization whose mission is to secure power and influence to end the discrimination and oppression of people based on their perceived mental state. MadFreedom envisions a world where all people, regardless of race, gender, class, ableness, and mental state have the freedom to live their lives on their own terms without coercion and with equality under the law.

This event is expected to have around 150 participants and 25 volunteers. This event will include a march from Church St. to the park, speakers, live music, spoken word poetry, skits, informational tabling and a catered meal. MadFreedom is collaborating with several other organizations to curate this event. Those organizations include Pathways Vermont, the Vermont Center for Independent Living (Montpelier), and Another Way Community Center (Montpelier). They are prepared to provide extra portalets and their staff and volunteers will be responsible for site clean-up. They have the necessary Certificate of Insurance.

The amplified sound will take place between 12pm and 3pm. They have already booked Battery Park.

Staff contact for the event is Wilda White.

It is on a day with no conflicting events.

Staff Recommendations:

Allow for Special Use Permit including a waiver for amplified sound.



MEMO

Date: April 9th, 2024
To: BPRW Commission
From: Richard Bailey, Events Compliance Coordinator
RE: Brain Freezer 5K Special Use Permit for September 14th, 2024

Request for a Special Use Permit at the North Beach Shelter to hold a fundraising event and for a waiver to allow amplified sound.

People Helping People Global (PHPG) will be hosting their annual Brain Freezer 5K race at the North Beach Shelter. Fundraising efforts, including a 50/50 raffle, for this event help support their mission to provide interest-free micro-loans to individuals who want to start or expand small businesses as well as provide artisans with fair wages and access to more viable international markets to people in the developing world.

This event will have around 250 participants and they are requesting use of the bike path with a turnaround point at Waterworks Park that will be where people stop to eat ice cream part way through the race. Their staff will be responsible for site clean-up. They have the necessary Certificate of Insurance.

The amplified sound will take place between 9:30am–12:30pm, including music from a playlist and announcements. They have already booked the shelter.

Staff contact for the event is Michelle Piche.

It is on a day with no conflicting events.

Staff Recommendations:

Allow for Special Use Permit including a waiver for amplified sound.

MEMO

Date: April 4th, 2024
To: Burlington Parks and Recreation Commission
From: Sophie Sauvé, Parks Comprehensive Planner
Subject : FY25 Penny for Parks Projects and Capital Plan priorities

Overview

The Department continues to prioritize projects based on the 2015 Parks Comprehensive Plan in addition to community requests received on a yearly basis and emergent needs.

As in previous years, we are undertaking comprehensive plans of parks ahead of major renovations, to confirm placement, as well as identifying needs related to level of service, accessibility, and connectivity while balancing the ecology of the site. These evolve based on robust community engagement processes. Roosevelt Park's Comprehensive Plan is an example of this planning effort and is ongoing since 2023; planned for wrap up in late summer 2024. A revision of the 2015 Parks Comprehensive Plan will begin during the next fiscal year and will entail a robust public engagement process.

The spreadsheet below indicates the projects that are either active now and will overlap into FY25, or projects that will begin in FY25. While the majority of the projects listed are funded through Penny for Parks, we have also successfully secured grant funding and bond funds to support our upcoming work.

FY25 Parks Capital Plan

Projects to be started in FY25

Projects continuing from previous FYs

Project Budgets that are held year-to-year

PENNY FOR PARKS (PFP) and PARK IMPACT FEE (PIF) PROJECTS	PIF/PFP	BUDGETED FY25
Arms Forest - Trails (From FY21) [plus see CLF for additional funds]	PFP	\$0
Baird Park - Comprehensive Plan	PFP	\$20,000
Baird Park - Playground Replacement	PFP	\$100,000
Baird Park - Playground Replacement	Donations	\$0
Baird Park - Landscape Improvements	PFP	\$20,000
Kieslich Park - Natural Trail (North Avenue Trail)	PFP	\$0
Kieslich Park - Stone House - construction (311 North Ave)	PFP/CLF/Donation/Grant	\$0
Leddy - Bike Park design (Community Request FY21)	PFP	\$0
Leddy - Bike Park design (Community Request FY21)	Donation	\$0
Leddy - Bike Park Construction	Grant	\$0
Leddy Park - Comp Plan	PFP	\$0
North Beach - Park Improvements	PFP	\$0
Oakledge Park - Restroom Renovation	PFP	\$0
Pomeroy Park - Tot Lot	PFP	\$0
Pomeroy Park - Playground	Donations	\$100,000
Pomeroy Park - Playground	PFP	\$0
Roosevelt Park - Park Comp Plan	PFP	\$0
Schifilliti Park - Accessibility to Fields	PFP	\$0
Schifilliti Park - Restrooms Reconstruction Design	PFP	\$30,000
System wide - Bike Rack expansion	PFP	\$0
System-wide - Community Gardens	PFP	\$0
System wide - Court Repairs	PFP	\$0
System wide - Park Comprehensive Planner (from GF)	PFP	\$43,341
System-wide - Parks Comprehensive Plan	PFP	\$75,000
System wide - Parks Planning Contractual Services	PFP	\$3,000
System wide - Park Facility Improvements (Lighting)	PFP	\$40,000

System wide - PFP Community Requests	PFP	\$40,000
System wide - PFP Emergent needs	PFP	\$35,000
System wide - Playground equipment and wood fiber	PFP	\$25,000
System wide - Signage and Wayfinding	PFP	\$0
System wide - Standard Equipment replacement	PFP	\$25,000
System wide - Walkway improvements (curb cut/access)	PFP	\$0
Public Art - 1%	PFP	\$2,250
Total Budgeted		\$558,591

PARKS SPECIAL PROJECTS	Source of Funding	Budgeted FY25
127 Path Feasibility Study	CCRPC Grant	\$120,000
127 Path Feasibility Study	BP Maintenance	\$30,000
Boathouse Feasibility	Bond	\$0
Boathouse Improvements - Dredging	Bond	\$0
Calahan Park Pathway	Grant	\$228,800
Calahan Park Pathway	Bond	\$0
Dewey Park Refresh	Assigned Fund	\$0
Kieslich Park - VSJO	Assigned Fund	\$0
Kieslich Park - VSJO	Donations	\$110,000
Kieslich Park - VSJO	Grant	\$25,000
Leddy Park - North Gully	Grant	\$0
Leddy Pause Place	Bond	\$0
Lakeview Cemetery - Section 8 Construction	Bond	\$80,388
Marina- Safety Signage/Buoys	Bond	\$40,000
North Beach - Parking Lot Improvements	Bond	\$75,000
Pease Lot - Restroom Drainage	Bond	\$20,000
Perkins Pier - Fiber for security/Wifi	Bond	\$15,000
Schifilliti Park Pathway	State/DPW	\$0
System-Wide		
Accessible Surfacing	Bond	\$75,000
Parks Comprehensive Plan	Bond	\$75,000
Park Comprehensive Plans - Park Specific	Bond	\$0
Water Distribution	Bond	\$75,000
Urban Forest Plan	Bond	\$0
1% Public Art	Bond	\$6,000
Bond Budget/Totals		\$975,188

ARPA	Source of Funding	Budgeted FY25
Roosevelt Park - Pavilion/ Shade Structure	ARPA	\$0

Parks Commission - Dog Task Force Recommendations Subcommittee

Background: As described in the executive report of the Dog Task Force, “The Dog Task Force was created in 2021 by a City Council resolution to address the growing number of dogs in Burlington and a perceived increase of conflicts. The Task Force included a broad representation of stakeholders. It met from 2022-2023 to carry out the tasks outlined in the resolution.”

Purpose: This subcommittee will seek public engagement, review the Dog Task Force Report, and make recommendations to the Parks Commission. These recommendations must include (but are not limited to) the locations and times of off-leash areas.

Composition

Voting Members (to be elected by vote of Parks Commission):

Two Parks Commissioners
Two Community Members

Applicant outreach: Each commissioner who is able can reach reach out to an NPA

Advisors:
Parks Department Director Cindi Wight
Dog Task Force member

Parks Department Support Staff

Meeting Structure

Drafted Timeline

Subcommittee application drafted: April Commission meeting

Parks Commissioners attend April NPA meetings for outreach:

- Ward 1: April 10th; Wards 2 and 3: April 11th; Wards 4 and 7: April 24th; Ward 5: April 18th; Ward 6: April 4th (before Commission meeting); Ward 8: April 25th

Application due dates: May 1st

Application review/approval of subcommittee members: May Parks Commission meeting (with Commissioners reviewing the applications beforehand)

Mid-May/June 1st: Subcommittee will begin committee outreach and review

- What is feasible for the meeting cadence? There will be limited months in between the start of the subcommittee and the Parks Commission meeting where we will review recommendations. Would biweekly meetings be reasonable?

Parks Commission review drafted recommendations: August Parks Commission meeting
Send recommendations to City Council: September Parks Commission meeting

To: City Council
From: Parks, Recreation and Waterfront Commission
Re: Annual Report for 2023-24
Date:

Overview of Commission

See Appendix A for the list of Commissioners, meetings, and attendance records.

Mission and Vision of Parks Commission

To support and move forward the BPRW department mission and be the liaison between the City and the public

Issues/Projects Discussed and Outcomes

1. **Issue** – Trouble with conflict and decorum at meetings.
Outcome – Developed, passed and implemented a decorum agreement for all members of the Commission.
2. **Issue** – Dog Task Force Recommendations Off-leash Dog Areas
Outcome: The Dog Task Force recommendation to create unfenced off-leash dog areas was referred by the City Council to the Parks Commission. The Commission will be forming a subcommittee and then making a recommendation to the Council in September.
3. **Project** – Playgrounds For All Forever
Outcome -- Wrote and passed an MOU supporting the work of the Parks Foundation to raise money for accessible playgrounds
4. **Project** – Needles in Parks
Outcome -- Vice Chair Lee Morrigan conducted a period of public engagement beginning in June 2023 to seek solutions. With community input, they identified a syringe redemption program that would pay people to return their used syringes. Morrigan submitted a proposal from Addiction Response Resources (ARR), to Mayor Weinberger's office to establish a three-

day pilot program of the CSRP, fully funded by ARR (see attached). This proposal was forwarded to the City Attorney's office to be vetted, where it has remained since September 2023.

If this proposal is vetted by the City Attorney's office, it will be presented to the full Parks Commission for discussion and possible recommendation to the City Council.

To continue to work on the issue of syringes in parks and public spaces, the commission may continue to explore additional methods of addressing this problem.

5. Project – Conservation Legacy Fund

The Department brought several items related to the Conservation Legacy Fund to the Commission.

- A.** Change the allocation of Conservation Legacy Funds to increase the percentage of money going towards nature-based climate solutions by reducing the acquisition percentage. With the full funding of the CLF, while the percentage went down for acquisition there is still more funds available annually for acquisition than previously. The administration split continues at 30%, nature-based climate solutions stewardship at 30%, and 40% acquisition.
- B.** A new grant for conservation stewardship programs based on the above change.
- C.** Approval of funds for an improved entrance from Burlington Greenway to the newly acquired Elks/Longe Meadow within Arms Forest
- D.** Approval of funds to support an updated Open Space Plan

Outcome – The Commission approved the change in funding allocation and all the funding requests. Robert Etter and Aaron Keech served on a subcommittee for the new grant program and the Commission approved the subcommittees recommendations for funding.

6. Park Area Naming – Elks/Longe Meadow

In appreciation for the generous \$150,000 donation to the Elks from Irene & Rosaire Long, which resulted in the donation of 11 acres of land, the Parks Commission supported naming the meadow within the parcel, the Elks/Longe Meadow.

7. Policies – Memorials in Parks

- a. New policy**

Staff suggested a new policy to follow when someone requests a memorial or plaque placement in a park. The policy requires that the Parks Commission approve all requests.

Outcome - The Commission approved the new policy.

b. First request

Staff presented the first request to the Commission for an addition of a plaque at Waterfront Park inside one of the gardens, recognizing the contributions of Ernie Pomerleau to the department through decades of fireworks support, the support of scholarships and the Pomerleau Holiday Party.

Outcome – The Commission approved the placement of a new plaque at Waterfront Park

8. Annual Financial approvals

- a. Fee Updates for marina slips, parking fees, park permits & rentals
- b. Penny for Parks community requests
 - i. Roller skating area - \$25,000
 - ii. Swing and swinging benches at Schmanska Park - \$5,000
- c. Penny for Parks FY25 budget

Outcome: The Commission supported various fee increases for park permits & rentals, parking and marina slips per City ordinance and Penny for Park projects per ordinance and city resolution.

9. Presentations

- a. **BPRW – Recreation Division (three separate meetings)**
 - i. **General division update**
 - ii. **Data on recreation programs**
 - iii. **Events and associated budgets**
- b. **Leddy Park Comp Plan**
- c. **Playgrounds in Parks project (summer 2023 intern project)**
- d. **Waterfront update**
- e. **Parks Foundation – Playgrounds For All campaign**
- f. **FY25 Budgets**

10. Monthly updates

a. Dog Task Force & Parks Foundation

Chair, Abbey Duke served on the Dog Task Force and is a liaison with the Parks Foundation. Abbey would update the Commission on both at each monthly meeting.

Challenges/Difficulties and Best Approach to Resolve

Challenge – How do we best serve the needs of the public and leverage Commissioners’ efforts?

Best Approach to Resolve – Hold a strategy retreat to discuss how we can be the most effective.

Challenge – How do we get more public feedback?

Best Approach to Resolve – Try out new techniques, including neighborhood canvassing ahead of public information meetings, such as the one for Roosevelt Park in May.

Ongoing Work FY24 to FY25

1. Increase public engagement and help Department staff with public outreach.
2. Help improve safety and comfort in parks so all members of the public feel safe and welcome (including graffiti, needles, camping ,off-leash dogs and more)
3. Help department staff identify ways to bring in more revenue while improving equity
4. Help increase accessibility and equity in parks and recreation programs.
5. Help manage funds in Penny for Parks and the Conservation Legacy Fund.
6. Review permit requests.
7. Report to City Council in September with implementation recommendations concerning the development of new off-leash dog areas as recommended by the Dog Task Force.

Volunteer Hours

The Commission contributed 134 hours in total from June 2023 – April 2024 in their work as Commission members through meeting attendance, listening to community members, supporting events and helping to beautify parks.

Abbey Duke, Chair

Nathan Lantieri

Harley Johnson

Aaron Keech

Lee Morrigan

*Ryan Bergmann

Robert Etter

*Ryan Bergmann joined the Commission at the November 14, 2023 meeting, filling the position vacated by Jason Wiseberg.

Appendix A

PARKS AND RECREATION COMMISSION MEETING ATTENDANCE RECORD JULY – JUNE 2022

Date

Commissioners Present

DRAFT



North Beach is ready thanks to Ritchie Snow from the Grounds Team! It takes a lot of winter debris removal to get to that look.

SUMMARY OF OPPORTUNITIES

Monthly Parks Commission update – April, 2024

Department accomplishments and notable staffing developments since the last report

- April work anniversaries – Kirsten Santor (2), Michael Donachie (3), Jonathan Sumner (9), Maddie Gross (1), Ian Magnus (9)
- Zach Martin had a baby boy! Welcome, Henry!

Major upcoming events: <http://enjoyburlington.com/events/>

- Eclipse – April 8th



Waterfront Division Update

- **Park Ranger Program**
 - The Ranger program is now directly reporting to Erin Moreau, on an interim basis until our next Administration weighs in on the best location for the program in the City.
 - The end of the Burlington Warming Shelter, coupled with the drawdown of the State Hotel program, has resulted in increased camping in our parks and public spaces.
 - Our 1 FT Ranger is prioritizing removals from areas near schools and major corridors. With a lack of shelter space, we are once again in the position of having more people camp in our parks than there are places for them to go, creating a surge of people unhoused in public spaces.
 - The City team (Rangers, CSL's, CSO's, Office of Homelessness) are coordinated in identifying where people are camping and connecting them to services as soon as possible.
 - We have posted the other FT Ranger position, with all applications due April 12.
 - Rangers continue to patrol the Parks, perform encampment item removal and storage and cataloging current conditions in each park.
- **Campground & Beaches**
 - We have dealt with 3 break-in situations at North Beach over this winter, most recently on 2/29 and 3/1. A person was arrested on 3/1 while getting caught in the act of breaking in. This person has broken into our main Waterfront offices, stolen items, stolen our City truck (recovered but damaged), soiled our offices with human excrement and destroyed many items.
 - Campground Reservations for the 2024 season are opening up based on a rolling schedule. We are shifting to season start-up projects:

- Hiring staff
- Upgrade the conditions of the main Campground bathroom, as it is currently below our standards.
- Install gutters on the Office building, this is scheduled for April.
- Purchasing supplies for the Spring and Start up.
- Re-paving the wood room and ordering first batches of wood.
- Finalizing RFP's and contracts for vendor services throughout the Waterfront for operations in Summer. (Food Truck at Oakledge, Skatepark Vendor)

Harbor Master boat is in for the season with Kurt Hawkins behind the wheel

Marina

- There is a strong focus on hiring staff for the summer season for the marinas. There are many applicants interested in returning this season and many new candidates as well.
- Dock installation began on April 1st this year due to the sailing center's need for space in the Coast Guard area as they complete the finishing touches on their new docks.
- Preparations are underway for the Eclipse and making sure facilities, equipment and parking areas are ready for an influx of visitors over the weekend and on April 8th.
- Final edits to the Spirit of Ethan Allen contract were completed and the contract has gone to the BOF for final execution.
- The Perkins Pier Restroom renovations are complete. There will be public access this year during daylight hours. Seasonal slip holders will have access to the restrooms 24/7 during the operating season.



Parking

- New parking signs will be ordered in the next few weeks. Final designs came out great!
- DPW demonstrated a new parking kiosk interface to Marina Manager, Rob Peterson. There is significant interest in upgrading the kiosk interface to make it easier for visitors to pay at the kiosk through a highly simplified and more intuitive touchscreen interface.

Events

- We have been actively engaged with the planners of the "Obscura" Eclipse event. We've been working with BCA, The Marketplace and The Recreation Events team on compliance for this city-wide event including sites around the City (outside of WFP)
- Deposits have been collected and we have been working with our admin team for file collection for WFP Events '24.
- Significant engagement has occurred with upcoming walk events with both the events themselves and the current City Admin team.
- We have continued to coordinate/manage the Banner program with our Marketing Staff. This includes managing the calendar and re-examining the program to better serve the City and Public Communications/Promotion opportunities.

- All contracts for the upcoming WFP Events season have been generated and signed. We have worked closely with “newer” events in the Park to ensure clarity for those engaging with our policies as well as State Policies.

Recreation Division Update

Recreation Programs & Camps

- Winter Break camps were a big success. Over 100 Burlington youth participated in Cool Camp at Leddy Arena, Licensed Child-Care Vacation Camp at Miller Center & Troy Wunderle Circus Camp at CP Smith School.
- Spring Break camps are filling fast. We still have spots available for a few sports camps and our licensed childcare day camp at the Robert Miller Center.
- Our new dance and piano programs for AALV youth participants are off to a great start, with over 20 participants.
- The Bolton Ski and Ride Program Session 2 is completed. Our last trip to the mountain was March 22. We had a great season with great staff. Many thanks to Recreation Specialists Zach Martin & Mady Gross for providing a great program for Burlington ski and snowboard families.

CORE Adult Center

- The CORE Adult Center offered a variety of programs in March, these included: Chair Yoga, painting, sewing and healthy movement.
- CORE Adult Center March trips included visits to area restaurants and shopping trips to Big Lots department store, and Costco.
- Upcoming & ongoing adult and senior adult programs: AARP Smart Driving, Ethiopian and Eritrean Cooking Classes, Fly Tying Classes, ASL Sign Language Courses and Wilderness First Aid.

Recreation Events

- Our department events team continues to work closely with Burlington City Arts and the Church Street Marketplace to prepare for the BTV Total Eclipse Event on April 8th. Burlington is in the “Path of Totality” for this rare astronomical event, and we are expecting tens of thousands of visitors. We are planning entertainment and food trucks at Battery Park, Waterfront Park, City Hall Park and Roosevelt Park. Many of our other parks are designated viewing sites. The BTV Total Eclipse Event team is working with BPD, BFD, BPW, UVM and local transportation companies to create safety, traffic and parking plans for the day.
- Planning has begun for two of our biggest City of Burlington events, Kids Weekend and July 3rd Fireworks. Dates and locations for Kids Weekend are set for May 17th at Roosevelt Park and May 18th at Waterfront Park.

Athletics

- Our last two spring beginner adult pickleball clinics will occur on April 6 and 13.
- The 2nd Annual Round Robin Pickleball Tournament registration has begun. The tournament will take place the weekend of May 11-12.
- The Youth Lacrosse season will start as soon as Leddy fields are ready for use.
- The NFL Flag Football April Vacation Camp is taking place at CP Smith Field from 9-11:30am over the April vacation week (April 22-26.)

Leddy Arena Programs

- Skating lessons and open skating are popular activities at Leddy Arena. Most of our beginner and intermediate skating lessons are full or nearly full.
- The Leddy Arena Winter Vacation Camp was a big success, with 35 kids participating.
- Our Leddy Area April Vacation camp is full and staff are excited for the week.

Recreation Facilities Division Update

Leddy Arena

- Leddy staff continues to work on compliance issues within the facility including ordering signage for the mechanical room, cleaning, sealing up and painting areas within the mechanical room, meeting with consultants to develop plans for needed improvements to the ventilation system and evaporating condenser, installation of two eyewash and shower stations, drain protection and completing relief valve calculations. Much of this work will need to be completed by contractors and bid out, a process which will begin this spring.
- March was incredibly busy as the traditional hockey season wrapped up. March events included the Dragonheart “Save Your Shamrocks” Tournament, Girls 4 Hockey Jam Pond Hockey Tournament, hosting high school tournament playoff games CHS boys and BCHS girls (who went on to win the State championship!), hosting Lumberjacks playoff games, hosting multiple DREAM programs and UVM programs, Elev802 pop-up hockey clinics, BPRW Challenge Cup skating competition and the Theatre on Ice festival, as well as numerous school groups and birthday parties. April sees a bit of a slowdown at the rink as we remove the studio rink for the spring/summer season.

Candice Holbrook from the Miller Center and our main customer service line, sporting “merch” for Obscura BTV!



Miller Center

- Customer service staff have been fielding many inquiries from the public and visitors concerning the upcoming eclipse on April 8. Not only are callers asking about parking, restrooms, viewing sites and park access, they also want us to recommend restaurants, lodging, and other entertainment in the area!
- With the approach of spring and summer, customer service staff are also very busy reserving shelters, registering children for summer camps (and dealing with constant cancellations and changes to registrations as families’ schedules change)) as well as setting up payment plans and tracking childcare subsidies for camp families.
- March activities at Miller included Town Meeting Day elections, NPA Steering Committee and By-laws Committee meetings, Soccer Sparks, Burlington Rugby, a district-wide AA conference, Lone Wolf basketball, VRPA’s Certified Pool Operator course, a memorial service, six birthday parties, five Burlington School district meetings and numerous other gym and room rentals.

CORE

- Very Merry Theatre was particularly busy in March with 14 days of dress rehearsals and performances to wind up their winter season! Their spring session of programs began the last week of March with performances in early May.
- March activities at the ONE Center included Wednesday evening AALV cooking classes, a Business & Workforce Development training, AARP tax assistance clinics, NPA Community Dinner and monthly meeting, a CPR class, monthly planning meeting for VT Coalition for the Palestinian Liberation and two real estate seminars, in addition to our regularly scheduled pickleball and senior programming.
- March projects included work with City's fees consultant, work on Sara Holbrook Teen Center lease, VT State Pickleball Tournament committee work, review of contract for mechanical services at Leddy and FY25 budget development.

Park Division Update

Conservation Program

- Development of Landscaping Plan for Kieslich Park Redstone Cottage
- Continued build out of Kieslich Redstone Cottage staff areas
- Project Development for Universal trail access at Arms Forest with Bike Path, including trail head kiosk
- Conservation Team held part 1 of an internal strategic planning retreat around values and working norms
- Exploration of beginning design process for expansion of Calahan Garden
- Open Space Plan re-write process initiated
- Seasonal Hiring Underway
- Development of seasonal staff training and orientation week set for April 15
- Building fog-seal and line striping bid documents for bike path

Mr. Fix it (aka Ray Bickings) from our Central Facilities team



Central Facilities Program

- Installed new control wiring for City Hall cooling tower.
- Added spill contaminant unit for chemicals in City Hall.
- Completed plumbing pipe repair in Fire Station One.
- Preventative HVAC maintenance complete at Boathouse and Info Booth.
- Boiler service complete for City Hall.
- Range hood fan replaced at Pine Street.
- Security camera installations completed at Pine Street, City Hall, Fire Station One and Fletcher Free Library.
- Installation training done for Mamava mobile lactation pods.
- Creation training completed for digital signage solution for Pine Street.
- Coordinated and installed new grant funded AV equipment in Pickering Room for Fletcher Free Library.
- Replaced roof drains and mounting caps for Police Department.
- Renovation of the dormitory at Fire Station Two received its certificate of occupancy and the Fire team is all moved in.

- Exterior renovation at Lakeview is progressing.
- Yearly safety trainings are nearly completed.
- Continual HVAC troubleshooting and repair.
- Continual graffiti, trash and needle clean-up.

Tree and Greenways Program

- Responded to resident requests as needed.
- Completed scheduled street tree pruning
- Ongoing updates to tree inventory.
- Completed utility line clearance work for BED contract. \$106,000 completed and billed.
- Regular maintenance of all equipment.
- Fertilized all street and park trees planted in the past 3 years.
- Re-mulched street and park trees planted over the past few years as needed.
- Completed spring tree planting plan
- Cleared brush along drainage swale east of North Beach parking lot in preparation for excavation work to address drainage issues.



The renovation of the Lakeview Cemetery office is starting to really take shape. Take a look the next time you drive by on North Ave.

Park Facilities Program

- Parks Facilities helped deliver voting booths for the Mayoral election.
- Perkins Pier bathroom remodel is done.
- We are ordering supplies for spring start- up of our park fountains and buildings.
- We had to repair the Frames electric panel that controls lighting that was vandalized.
- We replaced an 80-gallon hot water storage tank at North Beach showers.
- The Harbor Master boat and our facilities work boat have been launched to begin dock installation.
- B dock at the Boat House has most of its fingers installed.
- Beansie's Bus and The Spirit of Ethan Allen's water has been turned on so they can operate for the Solar eclipse.

Ian Magnus, our electrician, working on the lights at FRAME. Be sure to check out the pictures Ian took of City Hall after he replaced the lights in the City Hall clock with new LED lights. They are at the end of the report. Even better, check it out yourself at night!



Cemetery Program

- In the month of March Cemetery staff sold 3 new lots for burial at Lakeview Cemetery
- In the month of March Cemetery staff performed 1 cremation burial
- Continued Lot Card entry in Pontem. Completed Bas-Ber, correcting previous lot owner entries and making certain the correct owner is listed. Continued the process of providing women's names wherever possible.

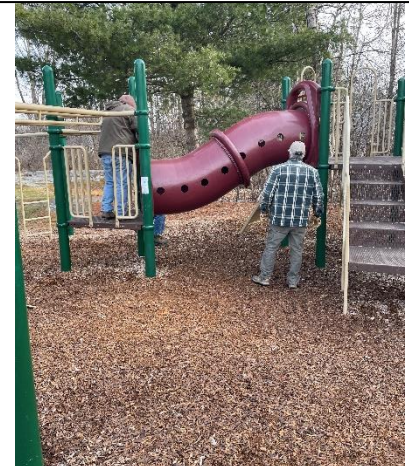
- Researched multiple lots for inquiring families and grave researchers
- Performed equipment maintenance
- Performed grounds maintenance at Lakeview, Elmwood and Greenmount Cemeteries
- Exterior repair work on office building continues.
- Installed 47 section signs around Lakeview cemetery to aid visitors in navigation

Grounds Maintenance Program

- Performed daily trash/cleaning of all parks
- Performed playground inspections
- Performed playground maintenance
- Performed equipment maintenance
- Supported Park Rangers
- Started hiring season employees for summer of 2024
- Responded to VUEWORKS as needed
- Worked on Spring athletic fields, and prepped tennis courts.
- Plowed and salted all city parks as needed.
- Repaired standard equipment
- Started spring cleanups.
- Participated in “Touch a Truck” event on CSM
- Removed the playground structure at Champlain Park.
- Supported BCA
- Started Beach cleaning at all city owned beaches.
- Installed new crawl tube at Baird Park.
- Ordered spring seed and fertilizer, as well as 100 yds of playground chips.



Our Grounds team has been hard at work getting up nets and replacing slides (along with a lot of other work!). Installing the slide was a tricky one and Al Letzelter and Tom Wells figured it out.



Planning Division Update

- Projects Progressing:
 - **Accessibility to Parks:** 12 Parks have been assessed to date including desktop and field reviews with proposed improvements included.
 - **Bike Park at Leddy Park:** Unfortunately, we did not receive any bids for the bike park. We have requested an extension for the VOREC grant and will repost the RFP once we have received feedback from all potential proposers about challenges with the RFP’s timeline.
 - **Boathouse Feasibility Study (co-managing with waterfront):** RFP is out; pre-bid meeting held late March with potential bidders. Bids due at the end of April.
 - **Calahan Park Sidepath:** Project kicking off very soon!
 - **Champlain Street Park Renovations:** Construction started the last week of March and is in full swing! The conduit for lighting has been installed and the contractor is working in earnest with the aim of wrapping up by the end of June.
 - **Dewey Park Refresh:** BPRW are supporting final steps towards installing the Embrace & Belonging Monument coming summer 2024 to Dewey Park. The foundation will be poured in April. New park interpretive sign drafted.
 - **Lakeview Cemetery Section 8 – Phase 1:** Will be revising the RFP and reposting soon with additional clarity on the scope.

- **Leddy Park Comprehensive Plan:** BPRW Staff continue to work with consultants to wrap up final report of the plan. (ongoing)
- **Leddy Park North Gully Stormwater Study:** Next steps: soil testing at various locations throughout the subwatershed to determine potential stormwater projects. (ongoing)
- **Marina Dredging (co-managing with Waterfront):** Additional information about soil analytics have come to light. Staff is working with DEC on a path forward for this project.
- **Oakledge for All Universal Access:** Contractor selected for slide modifications; to be completed in May.
- **Roosevelt Park Comprehensive Plan:** BPRW staff met with staff at Integrated Arts Academy as well as the Vermont Racial Alliance and AALV to hear about their use of the park. Hosted internal design charette with consultants to identify high-level concept plans for the park.
- **Schifilliti Path:** Kickoff meeting to be scheduled soon with contractors, resident engineer and BPRW staff.
- **Voices of St. Joseph Orphanage Memorial:** On track for installation in 2025; working on permitting and coordinating with the Greenway connection from Kieslich with Cambrian Rise.

Champlain Park rebuild has started!
(more pics at the end)



Projects Starting Soon:

- **127 Path Feasibility Study:** Project funded and to be led by CCRPC to review access and state of the path. Scope of work being reviewed.
- **Pomeroy Park Playground Redesign:** Will kick this project off with community outreach.

Projects supporting other divisions/ departments: (abbreviated)

- Barge Canal Reuse Planning
- Battery Street Corridor Study
- Great Streets/Main Streets
- Playground Equipment and Compliance
- South End Planning

Admin Division Update

Marketing & Communications

- Jules Shen has been working with the City Obscura team to coordinate marketing and comms for the eclipse on April 8.
- Tabled at 2nd annual City Job and Internship fair.
- Launched Summer program 2nd push for specialty camps.
- Launched Spring programs push.
- Launched department-wide recruitment on paid social media and with print posters.
- Working on signage for cemetery, parking, wayfinding, construction and project updates.
- Helping provide graphic design assistance to Park Foundation's Playground Fundraising Campaign.

- Marketing is helping to transition the banner program to Waterfront events team.

Director March Highlights

- Enjoyed my first year as an instructor for the NRPA Director's School. It was a privilege to lead along with other directors from departments including Seattle and Boulder. The students were new directors or aspiring directors and are all there to learn and grow. It was an inspirational week.
- Focused on the FY25 budget and getting the first draft to the CAO
- Finalized research on the “#10” in parks enumerated with support from several departments. The outcome will be a removal from the list of parks enumerated as it is not a city park. It has been incorrect in the ordinances for about 80 years.
- Continued involvement with several national committees with most time spent on weekends as a way of giving back to the profession.
- Meetings with user fee study and operational efficiency consultants (project from the C/T office)
- Finished safety trainings and helping to ensure our department understands the responsibility of completing them annually



Commission notes

- No additional notes

The Grounds team pulled out the old playground and ensured Champlain St Park was ready for the construction team





The renovation of the Perkins Pier
bathrooms came out great!





Between the new paint job and the new lights, City Hall is standing tall these days!