



Tuesday, February 11, 2025, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

5:30 pm, Front Conference Room, 645 Pine Street OR Remotely via ZOOM:

Please click the link below to join the webinar:

Join from PC, Mac, iPad, or Android:

<https://zoom.us/j/96782146216>

Phone one-tap:

+13092053325,,96782146216# US

+13126266799,,96782146216# US (Chicago)

Join via audio:

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 931 3860 US

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Webinar ID: 967 8214 6216

International numbers available: <https://zoom.us/u/aIxADDec>

1. Agenda

1.1. Motion to amend/adopt agenda

2. Consent Agenda

Subject	2.1. January Commission Meeting Minutes
Meeting	February 11, 2025 - Parks & Recreation Commission - Tuesday, February 11, 2025, 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

4. Deliberative Agenda

Subject **4.1. Election of Commission Chair**

Meeting February 11, 2025 - Parks & Recreation Commission - Tuesday, February 11, 2025, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

Category 4. Deliberative Agenda

Department Parks, Recreation, & Waterfront

Type Procedural
Action

Subject **4.2. Conservation Legacy Fund Nature Based Solutions Grant Recommendations, Dan Cahill, City Land Steward, BPRW (attachment)**

Meeting February 11, 2025 - Parks & Recreation Commission - Tuesday, February 11, 2025, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

Category 4. Deliberative Agenda

Department Parks, Recreation, & Waterfront

Type Action

Subject **4.3. Conservation Legacy Fund, Cindi Wight, Director, BPRW (attachment)**

Meeting February 11, 2025 - Parks & Recreation Commission - Tuesday, February 11, 2025, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

Category 4. Deliberative Agenda

Department Parks, Recreation, & Waterfront

Type Information

Subject **4.4. Roosevelt Park Comprehensive Plan, Sophie Sauve, Parks Comprehensive Planner, BPRW (verbal)**

Meeting February 11, 2025 - Parks & Recreation Commission - Tuesday, February 11, 2025, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

Category 4. Deliberative Agenda

Department Parks, Recreation, & Waterfront

Type Information

Subject **4.5. General Obligation Bond and Burlington Parks, Recreation & Waterfront, Cindi Wight, Director, BPRW (verbal)**

Meeting February 11, 2025 - Parks & Recreation Commission - Tuesday, February 11, 2025, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

Category 4. Deliberative Agenda

Department Parks, Recreation, & Waterfront

Type Information

5. Standing Items

Subject 5.1. Parks Foundation Update (verbal)

Meeting February 11, 2025 - Parks & Recreation Commission - Tuesday, February 11, 2025, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

Category 5. Standing Items

Department Parks, Recreation, & Waterfront

Type Information
Report

Recommended Action

Subject 5.2. Off-Leash Dog Sub-Committee (verbal)

Meeting February 11, 2025 - Parks & Recreation Commission - Tuesday, February 11, 2025, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

Category 5. Standing Items

Department Parks, Recreation, & Waterfront

Type Information
Report

Recommended Action

6. Director's Report

Subject 6.1. Director's February Report

Meeting February 11, 2025 - Parks & Recreation Commission - Tuesday, February 11, 2025, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

Category 6. Director's Report

Department Parks, Recreation, & Waterfront

Type Report
Information

Recommended Action

7. Commissioner's Items & Volunteer Hours

8. Adjournment

Subject 8.1. Motion to adjourn

Meeting	February 11, 2025 - Parks & Recreation Commission - Tuesday, February 11, 2025, 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
January 14, 2025
Parks and Recreation Commission**

Commission Present: Bergmann, Boehm, Johnson, Keech, Lantieri and Morrigan

Not Present: Etter

Staff Present: Wight and Putzier

The meeting was convened at 5:32 p.m.

Approval of Agenda

Motion to approve the agenda by Keech, second by Lantieri, motion carried unanimously.

Approval of Consent Agenda

Motion to approve the consent agenda by Keech, second by Bergmann, motion carried unanimously.

Public Forum

Public forum opened at 5:33 pm.

Nobody came forward to speak and so the forum was closed.

Public forum was closed at 5:34 pm.

Commissioner's Items & Volunteer Hours

Morrigan began with passing the gavel to vice chair Lantieri, and explained that he would not be taking comments after speaking but departing the meeting upon resignation. He read his departure into the record along with a poem.

Lantieri thanked staff for winter warming shelters and also to the grounds crew. Also stated the Route 127 Path Design Advisory group has had one meeting so far and public meeting is coming up on January 30th from 4-7:30 at ONE Community Center. If anyone would like to attend he encouraged and also stated they could give any questions to him to pass on. Lantieri had an extra 8 hours.

Boehm, no extra hours.

Keech asked for clarity if Parks is managing the Urban Reserve and Wight said the day to day but beyond that it is City Planning. Keech explained that the sailing center would like to make the wetlands near that into a storage area and wondered how that is possible and what Parks role would be in that. Wight said not a park and don't have the jurisdiction on managing but suggested contacting Planning department and if approved at any level to operate then BPRW would ensure that the parks and paths are not impacted. BPRW is in charge of the bike path and managing the area but not in charge of the Urban Reserve. Keech engaged in more discussion about what the role could be and Lantieri suggested looking into further to see if there is a role and Wight suggested contacting Planning and/or Conservation for further discussion, but does not mean that the commission could not make a statement. Wight also stated that a buffer was included in the distance from the water and significant public input and other



process for any changes. It was also stated since the Urban Reserve was set aside for future generations that it would require significant community input.

Keech also asked about the last community meeting dinner in which there was a presentation about Roosevelt and Little Rosie parks, said he had personally spoken to Fire Commissioners and felt there was no issues as well as Chapin Spencer, DPW Director, Keech added there was supposed to be a study, and felt nothing has happened and was told by others that nothing could be done because of Fire and DPW and felt that either Parks had not been notified or some other reason and would like an answer. Wight stated that a presentation was going to happen at the February Commission meeting. Wight also said met with Fire and DPW and will be a follow up letter that has all of the information and will be coming out soon with feedback from both departments, and whomever had given any previous information was not authorized to give any information regarding the parks. Keech said in his conversations with Fire it was his understanding that DPW makes the final determination and Fire does not have final say in the matter and nobody could clarify.

Bergmann Said spent time at Calahan ice rink working and thought great to see a lot of children have the opportunity to come and participate but on Sunday the building was locked and it was not available for use. Wight said the operation is all volunteer based and would connect him with the correct person so that he would be able to utilize the facility.

Johnson had no extra hours but spent few weeks in Springfield, Oregon at Doris Ranch, very historical buildings, wet lands and an amazing place to visit.

Standing Items:

Park Foundation Update

Lantieri said there was a meeting not long ago and had an Advisory Group meeting today, spoke about communication for the branding of the playgrounds for all for every year. They are trying to hit a benchmark before publicly announcing to the public and very close currently. 5 parks in five years with the last one being at Leddy.

Off-Leash Dog Sub-Committee

Johnson said no major updates, he and Morrigan had been traveling and with Morrigan stepping down he would take over. Discussed the need for a new commissioner to step into the role to be on the task force and asked if anyone on the commission would be interested in sitting in on, would like to have worked out very soon. Johnson stated he would have a brief update with Morrigan and get up to date with all previous information to keep on track and moving forward with the task force.

Keech asked if it would be a conflict to have someone from the previous Dog Park Task Force committee on this particular task force and Lantieri and Wight gave a brief explanation of what the past process was and what was required of the Parks Commission. The charge of the Commission is with off leash dog areas in parks. Johnson said the conversation with the two public persons was to get feedback and then would bring back for one month to the commission for discussion to decide what would recommend and to get additional feedback and then decide how to move forward with recommendation to the City Council.

Commission Goals



Lantieri said a new year and changes and would like to have the meetings be meaningful as would all, said from his experience felt one of the few citizen levers that exist for having community involvement and things that must be done and items that can be done and would like to focus on the items that the commission can do beyond the things that are mandated to be done.

Boehm felt needs to learn more about the permitting and consent agenda process, and if there was anything more she could do to be more helpful on the front end or if it is something that she does not need to be concerned with.

Lantieri asked if anyone had questions about the role of the permitting process, and felt that it did say something a bit different than what was interpreting on a previous request. Wight felt a great goal to work on, and discussed the appendix D getting updated, which would help in the process for clarity.

Lantieri asked about the process for community parks versus neighborhood parks and was told it's all in the Appendix D section and when going through the updating processing it will be addressed.

Keech would like to work more on the public engagement process and said it was with City Attorney who had some pros and cons and was working with Morrigan and he needs to do some more reviews on it and hopefully can bring back at the February meeting.

Lantieri said the legislature is reviewing public meeting rules, they were changed slightly due to pandemic and some bodies are affected more than others, so expect some changes coming soon and will adapt to changes when and if it occurs.

Johnson said at one point had potentially done meetings at other locations, specifically parks and don't know how much of a barrier the open meeting rules would be with regards to that but will keep in mind.

Lantieri would also like to focus on Roberts Rules in the future more.

Hayley McClenahan, Attorney, introduced herself and said if the commission has any creative ideas but also want to make sure complying and providing the proper hybrid meetings that she would be happy to make sure complying with the law.

Boehm thought a goal could be a few critical times BPRW may need help as a volunteer and need to be in the community to help and support Parks and Recreation Commission and Lantieri stated possibly creating more structure in how to be more involved. Wight stated don't have a specific Volunteer coordinator but rather different areas have specific events or opportunities for volunteers and could reach out.

Johnson said wrote up the code of conduct and felt it might be something to revisit along with parliamentary procedure for better understanding and take a look at in the next few months as new commissioners come on board and have the opportunity to make changes if or as necessary. It was agreed to have more onboarding information to bring everyone up to speed.

Lantieri would like to suggest doing a commission retreat at some point also, as it is found to be very helpful to go through learning sessions and working time as well. Wight felt typically done in the Fall time of year.



Lantieri would like to explore formally adopting a universal design perspective.

Vendors in Parks was also added and agreed to by the Commission, as it is ongoing and constantly evolving.

Lantieri wanted to add what Parks relationship is with Conservation Board

Director's Items

Wight reminded that commissioners can get a pass for parking at Perkins, two new staff members in Recreation, One at Sr. center with adult programming, encouraged to see programs, were emergency shelter and will continue when needed, will get outside contractor to clean at the end in the future and will receive pricing. Wight did some of the volunteering for some of the slots and it was all very appreciative persons and very kind and happy to get a warm place to stay. Will forward information on upcoming bond, one that pertains to parks is the general obligation bond, important for facilities, Department staff can only talk about factual parts but commissioners can speak in there circles. Commissioner seat will be open and available and asked to spread the word to perspective interested people. City received grant from Lake Champlain Basin grant for zero North Avenue land, owned by Larkin family, they had originally had hopes over the years to develop but can't as it is a wetland. The grant has a zero match, will go to Conservation Board for an update in February and MOU with Wildways.

Adjournment

Motion to adjourn by Bergmann, second by Johson at 6:59 p.m., motion carried unanimously.



MEMO

Date: February 5, 2025
To: Burlington Parks Commission
From: Cindi Wight, BPRW Director
CC: Dan Cahill, City Land Steward and Scott Gustin, Senior Planner, Permitting & Inspections
RE: Conservation Legacy Fund Interpretation - projects

PURPOSE

Provide clarity regarding funding of projects based on a recent request that went to the Conservation Board.

BACKGROUND

The Winooski Valley Park District (WVPD) requested funds from the Conservation Legacy Fund at the Conservation Board in January 2025 for the Wetlands Walk North project. The city staff for the Conservation Board advised the Board that the request did not meet the requirements for the Legacy Fund, as written. The Conservation Board voted to approve the application and suggested the City Council could give a variance for the project. With the project heading to the Parks Commission next, I sought an opinion from our assigned city attorney.

ATTORNEY REVIEW

Hayley McClenahan, our assigned city attorney, reviewed the request. Hayley noted that her interpretation is that the request meets the intent of what the voters approved based on the ballot language but did not meet the current City Council approved resolution for disbursement of funds. The City Council could in the future, change the resolution to allow a project such as the Wetland Walk North to receive Legacy Funds without needing to go back to the voters based on her interpretation.

If the project had been tied to a recent acquisition of land (or conservation easement) the project would have been eligible based on the current interpretation, which allows improvements to a property to bring it up to a standard. This practice was used for the Rock Point conservation easement, acquisition of the Elks property, Kieslich Park improvements and Derway Cove acquisition. With the property having been acquired close to thirty years ago, one couldn't claim it was bringing the property up to an acceptable standard.

RECOMMENDATION

I met with the Executive Director of the WVPD to explain the attorney interpretation and the ED opted to remove the application for a future opportunity. The City team will consider bringing forth an



updated resolution to the Conservation Board, Parks Commission and City Council to allow projects such as the Wetland Walks North project after the completion of the Open Space Plan (OSP) updates. We anticipate the OSP to wrap up in the summer.

SUMMARY OF OPPORTUNITIES

Monthly Parks Commission update - February, 2025

Department accomplishments and notable staffing developments since the last report

- February work anniversaries – Meghan O’Daniel (7), John Zook (2), Jake Payne (2-City), Tom Wells (5), VJ Comai (7), Lil Bradbury (1), Alec Kaeding (10)
- Paul Morris attended week 2 of the Maintenance Management School, completing the program **and his team placed first in the maintenance plan challenge** – congrats, Paul!
- Major Social Media Accomplishments –
 - BTVParks Instagram Account surpasses 8000 followers
 - [Recent Instagram Reel of Sea Caves](#) surpasses 2000 likes and over 60,000 views [Wow!]

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

- [Winterlude](#) (Old East End Neighborhood Coalition) @ Schmanska Park, February 7, 5:30 – 7:30 pm and February 8, 11:00 – 3:00 pm
- [Wintervale](#) (Intervale Center) @ the Intervale, Sunday February 23, 11:00 – 2:00 pm
- [Open Space Plan](#): Opportunities for in-person engagement until the end of February and a [survey](#)!



Al Letzelter, using materials he had available, fabricated an attachment to a dumpster, allowing the Grounds Team to more safely and efficiently, pick up trash from encampments.



Congratulations to **Mike Donnacchie**, Arborist Technician, on the birth of his beautiful daughter Adelia on 12/9/24!

Waterfront Division Update

- **Campground & Beaches**
 - RFP Submissions received for Waterfront Bike Rental Services, Ice Cream Vendor, & North Beach Concessions. They will be graded and License agreements drawn up.
 - Reservations have started for the 2025 season, with months of May – August now open for reservations.
 - Waterfront Security RFP will be going out soon.
 - Seasonal job descriptions have been written and turned into HR. We will look to start accepting applications by mid February.

- We have begun purchasing equipment and supplies for the campground and beach openings for the 2025 season.
- Getting quotes for new Beach Signage to help inform the community on our water quality information
- **Marina**
 - Sights and sounds of winter at the Burlington waterfront - <https://youtu.be/liXnU2dx6R8?feature=shared>
 - Seasonal boater contracts were sent out in early January for boater completion.
 - A few seasonal boaters decided not to renew, one due to security concerns, and those slips are being backfilled.
 - Work on the Perkins Pier floor is expected Spring 2025, with finalization of the contract occurring now.
 - WiFi and Security Camera project is moving forward in the Spring for Perkins Pier, bringing much needed free WiFi to the Marina and Park.
 - Marina and North Beach staff met with several security companies in advance of posting an RFP for summer security in an effort to attract more bidders. These conversations were productive and aim to convert to a more productive contract.
 - Marina Manager was the featured speaker at the BBA Waterfront subset, Waterfront Action Group (WAG) in January
 - The contract amendment with Splash is fully executed to secure an additional 3 years of service.
 - Seasonal Staff recruitment has started, as well as working with full Waterfront Team to revamp the Waterfront Seasonal Training Program
 - Harbor Signage Project: Goal is to update buoys that are used at the beaches and navigational ways to purchase new buoys that will stay in place better. We have reached out to neighboring marinas and Lake Champlain users to find the best product. This will improve Harbor Safety.
- **Parking**
 - New parking rates were accepted by the Parks Commission and BOF/CC. These are being put into place for our Spring season.
- **Events**
 - We have been working on updating several policies and documents for events. Specifically, city-wide coordination with changes to COI's and aligning all City Departments to the same protocol.
 - Working with the City Attorney to develop a new contract for Walk/Run Events for this season, bringing that area into better compliance.
 - A preliminary schedule has been drafted for the 2025 Event Season.
 - Our first Event of the 2025 season kicks off February 8th with the Penguin Plunge!

Recreation Division Update

Summer is around the corner! February is the pivotal time of camp registration and planning.

Recreation Programs

- Bolton Ski and Ride is open for the season, serving over 150 local area families over two sessions. We have a great group of staff and tons of returning students for 8 evening outings through March!
- Cross Country Ski youth programming is up and running, with a very successful program to Tomasi Meadow in Underhill VT taking place on MLK Day. This program served as a wonderful opening for the

VOREC Ski Trailer and partnered with Mansfield Nordic for some nordic skiing instruction and snow-fueled adventure.

- The Ski trailer will continue to see enhancements through to a number of unique activities later this Winter such as East End Interlude, Wintervale, and a short loan by a class with UVM's Rubenstein school later this Winter!
- AALV and YMCA partnered swim lessons begin tonight, 1/24 serving over twenty low-income families with beginner swimmers over five weeks, all provided through BPRW Scholarship!
- Gearing up for an awesome summer as Champ Camp goes through some new and exciting changes. This summer we will be adding an additional site in the south end at Champlain Elementary that will host an additional 420 campers over the course of the summer.
- Collaboration is underway for the development of our brand new Nature Camp that will feature collaboration with our Conservation Team at Kieslich Park.

CORE Adult Center

- New programming is being built and implemented in the next two months
- Conducted a survey with the seniors and received valuable feedback on the type of programs we are offering and what they would like to see in the future
- 6 new seniors came and checked out programming throughout the month of January

Adult Programs

- All adult classes were set up and successfully launched by supporting staff and then handed off to Natalie as her training allowed her to take over
- Four new classes, not currently offered, are in the works and hoping to be launched in the spring semester courses

Leddy Arena Programs

- Winter session 3 of ice-skating lessons has been successful and busy at the arena!
 - 140+ participants came to our ice skating lessons and clinics on a weekly basis this January
 - We serve ages 3 -75 every week
- Coordination and collaboration underway for our annual Basic Skills skating competition on March 8th: The Challenge Cup. This includes an official sanction from USA figure skating and finding over 10 volunteers to judge, monitor, coordinate, officiate, DJ, and account the results
- We are increasing the number of youths served in our summer camps and expanding daily coverage for Kinder Kamp
- An exciting development is procuring staff and contractors to activate the outdoor roller rink this coming spring and summer. We are looking to do Learn to Roller Skate programming, Disco nights, and facility reservations

Recreation Events

- Recreation staff will be supporting the Old North End Winterlude Celebration on Saturday, February 8th. We will have our VOREC winter trailer there with a staff person, providing X-C skis, snowshoes and sleds for the event.
- Recreation Events Manager, KJ Doyle, has started planning for Kids Weekend, which is set for May 16th and May 17th

Athletics

- The youth basketball league will be ending its season the weekend of February 15. We will be hosting our grade 1-2 and 3-4 jamborees at the Champlain Elementary School and the Boys & Girls Club, along with hosting the CVRA boys grade 5-6 tournament at the Hunt Middle School and the Miller Center, with 26 total teams. Games will be held on Friday, February 14 in the evening as well as all day Saturday, February 15.
- The Melanie Davidian Womxn's Basketball League completed their regular season. We have the quarterfinals taking place on February 2, semifinals on February 9 and finals on February 16.
- The second session of the Womxn's Indoor Soccer program is nearly full with 17 participants.
- Spring and Summer programming has been finalized and will be going live for Burlington residents on February 5 and on February 10 for non-residents.



Recreation basketball in action

Recreation Facilities Division Update

Leddy Arena

- Leddy Arena is open year-round, including most holidays. In January not only were we fully booked on Martin Luther King Jr Day, including both a figure skating test session and high school hockey game, we also ran public skating and hosted seven different hockey groups on New Year's Day. Kudos to our maintenance staff who work tirelessly seven days a week to keep the arena running smoothly.
- Total reserved hours at Leddy Arena in January was 575, or an average of 18.5 hours/day, seven days a week. This does not take into account times for ice resurfacing in between rentals. January events included 13 high school hockey games, 11 Lumberjacks junior hockey games, 12 birthday parties, 6 school groups and numerous adult and youth hockey practices and games.
- Ironically maintaining a frozen ice rink becomes more challenging when severe cold weather arrives. Last month the maintenance staff worked tirelessly to ensure that the cooling tower, sump pumps and compressors remained operational despite sub-zero temperatures which often impact their operation.

Miller Center

- The Miller Center once again served as an emergency overnight no-barrier shelter on January 27-30. Standing up the shelter, with little advance notice, entailed cancelling three and a half days of facility reservations and programming. Special thanks again to our Custodian extraordinaire, Jon Sumner, who maintained the building throughout shelter operations, including a full clean on Thursday to get ready for our reopening that evening.
- January events at Miller included a Girl Scout Cookie Roundup, an NFI staff training day, and 7 birthday parties as well as pickleball every day! Programs this month included CPR, ASL classes, Tai Chi, Yoga, Adult Ukelele, Itty Bitty Basketball, Soccer Sparks clinics, Adult Drop-In Basketball and more!

CORE at the ONE CENTER:

- The CORE has welcomed a new church group, Boanerges Tabernacle, who are now utilizing Room 218 every Sunday for their church services. Thank you to Sam Dingba from AALV for connecting Pastor James with the CORE! The church hopes to utilize space at the CORE indefinitely.
- Maintenance staff at both the CORE and the Miller Center have started the process of developing Standard Operating Procedures (SOPs) for custodial duties at the facilities. This will provide guidance for when other City custodial staff provide backup support to Miller and CORE and will also provide building staff information about when to expect tasks to be completed.
- Thank you to CORE staff for helping to accommodate the relocation of Miller Center programming when Miller has been activated as an emergency cold weather overnight shelter. This winter both Itty Bitty Basketball and December vacation camps were moved to CORE with very little advance notice.

Park Division Update

Conservation Program

Bike Path Improvement and Maintenance & Trails

- Working on Arthur Park/Sea Caves Skating and Park Management
 - Hundreds of weekly visitors with peak use on weekend days
- Bike Path: GIS Mapping of management areas, creating Bike Path intersection standards and designing safer landscaping concepts, planning projects for 2025 season
- Development of Trailhead Kiosk build out at several natural areas, in partnership with the Planning Team

BACG

- Preparations for New Gardener Registration, launching on February 20
- Planning for collective garden pilot at Starr Farm Community Garden

General Conservation

- City Land Steward supporting the process of inventorying COB's Climate Resilience in preparation for Mayors Community Taskforce
- Support for the planning process for the [Open Space Protection](#) Plan; City Land Steward member of the City team
- Development of Service Learning Partnership with UVM Ecological Restoration, 9th year of collaborating with this class
- Partnership with Vermont Master Naturalist for wildlife tracking and monitoring project
- Winter Conservation Newsletter Developed and Sent Out
- Continued Development of [Grow Wild](#)
- Planning for Special Events
 - City Land Steward member of planning team for Wintervale
 - NBS Coordinator and City Land Steward on the planning team for the City Nature Celebration
 - Working on collaboration with Church St. Marketplace between CNC and Church St.'s Earth Day Event



John, from the Conservation team, working the grill at the OSP public meeting at the Sea Caves

Conservation Education Pilot Project with Burlington School District

- Continued planning for expansion at Flynn/CP Smith/Hunt, set up & monitored wildlife cameras in Englesby Brook (CES campus) and captured bobcat, grey fox, and many racoons on camera
- Working on curriculum to connect Flynn Elementary students to Northshore Natural area.

Central Facilities Program

- Contois AHU refurbish project is halfway done.
- Upgraded boiler project in City Hall is well underway.
- Repaired unit heaters in equipment maintenance area at 645 Pine.
- Repaired fan coil control board in third floor City Hall.
- Team worked with City Safety Manager to begin Facility and Utility Safety Plans in (5) City buildings.
- Had brand new metal siding at 645 Pine repaired at Streets Bay.
- Onsite ADA signage review at 200 Church.
- Onsite bidder walk through at Fletcher Free Library for exterior renovation.
- Project coordinator completed IRC Certification (lead paint training for inspection, repair and cleaning).
- RFQ evaluation and architect interviews with City team for City Public Safety Building.
- Met with architect for Police Department receptionist area.
- Moving forward fence project for cruiser lot at Police Department.
- Review and final planning for NZE project at the Miller Center.
- Fire sprinkler testing done in multiple City buildings.
- Data and internet upgrades made at Leddy Tree Shop.
- Final walk through and audit in City Hall for future NZE project.
- UST removed from 200 Church.
- Custodial team assisted with State inspection of ballot boxes.
- Continual graffiti, trash and needle clean-up.



City Hall projects



Tree and Greenways Program

- Regular maintenance of all equipment.
- Responded to resident requests as needed
- Regular updates to tree inventory
- Continued utility line clearance contract work for BED city wide. \$85,000 of \$105,000 total contract completed and billed.
- Supported snow removal as needed
- Assisted facilities team in repair of lights over Starr Farm ice rink.

Park Facilities Program

- Finished the LED lighting upgrade at Fletcher Free Library.
- Because of the recent cold weather additional electric baseboard heat has been installed at North Beach Cottage.
- Ian our electrician drove our minibus and helped transport the houseless to the Miller Center warming shelter.
- The crew has been building small storage closets in the Info Booth bathrooms.
- All ice rink lighting is up and running. With the help of the Tree crew we repaired lighting on Starr Farm ice rink.
- Flags have been at half staff for the month of January in honor of Jimmy Carter.
- Began LED lighting upgrade at City Hall Clerk Treasures office.
- Regular day to day work orders are prioritized and scheduled for completion.

Cemetery Program

- In the month of January Cemetery Staff sold 10 new lots for burial
- In the month of January Cemetery Staff performed 6 full burials and 1 cremation burial
- Continued Lot card entry into Pontem. Completed through the letter D
- Researched multiple lots for inquiring families and grave researchers



Not often we see an electrician in a trees truck – great to share equipment!



Lighting work at City Hall

- Performed equipment maintenance
- Performed grounds maintenance at Lakeview, Elmwood and Greenmount Cemeteries
- Plowed and salted as needed

Grounds Maintenance Program

- Performed daily trash/cleaning of all parks
- Performed standard equipment maintenance
- Performed small engine equipment maintenance
- Supported Park Rangers
- Worked on equipment inventory
- Plowed and salted as needed
- Supported BCA
- Flooded Roosevelt Park rink, Calahan Rinks, and Starr Farm ice rink.
- Maintained all ice rinks
- Helped with encampment removals at the Urban Reserve.
- Responded to VueWorks request as needed.
- Cut brush back in Calahan Park



VT 127 Local Concerns meeting

Planning Division Update

- Projects Progressing:
 - **127 Path Feasibility Study:** Local Concerns Meeting held on January 30th at the O.N.E. CC. [Survey](#) is open until February 28th for additional feedback!
 - **Baird Park Comprehensive Plan:** Met with UVM's Landscape Ecology at Baird Park to review the project, space and the objectives of a comprehensive plan. Baird Park is the focus of their semester-long project. Planning team will be meeting with them monthly throughout the semester to answer questions, provide feedback and engage them in the project.
 - **Bike Park at Ledy Park:** Contracting underway with design/build contractor. Project anticipated to start in May.
 - **Calahan Park Sidepath:** NEPA review wrapping up. (ongoing)
 - **Community Boathouse Feasibility Study (co-managing with waterfront):** Final draft Community Boathouse assessment in review by BPRW staff.
 - **Lakeview Cemetery Section 8 – Phase 1:** Strategizing internally on next steps. (ongoing)



- **Leddy Park North Gully Stormwater Study:** Final report in hand; completed grant reporting – waiting on final sign off and next steps. (ongoing)
- **Marina Dredging (co-managing with Waterfront):** Consultant team coordinating additional sediment sampling with Department of Environmental Conservation (DEC) and hope to wrap the sampling up in February.
- **North Beach Parking Lot:** Working on RFP for design work on the North Beach entry/parking area which has seen a lot of erosion and water pooling in recent years.
- **Oakledge for All Universal Access:** Ongoing work on signage, additional plantings in the spring. Restroom renovations RFPQ posted.
- **Open Space Plan:** Public Engagement underway at various events in the city including the New North End Plan Kick-Off, Winter Farmers Market, Hot drinks and hot dogs at the Sea Caves. In February, will be attending Winterlude, Winterville, meeting with Burlington High School City and Lake Semester Students and UVM Landscape Ecology Students. Urban Forest Canopy Assessment reported out in early January. Additional analysis being completed with assistance with City GIS team support.
- **Pomeroy Park Playground Redesign:** Provided an update at the Ward 2 meeting in January. Met with Director of Youth Programming at the Y, parents, children and teachers at Burlington Children’s Space. Concepts for the space design underway.
- **Roosevelt Park Comprehensive Plan:** Second draft of the report in review by BPRW staff.
- **Schifilliti Path:** Celebration pushed to spring – will be working on a collaborative project with VABVI. (spring!) (ongoing)



Open Space Plan public meeting included with the Plan BTV NNE meeting

Voices of St. Joseph Orphanage Memorial: Collaborating with the artist on the archway at the reflective space and coordinating the engraving of the boulders with prose from the VSJO writers’ group. (ongoing)

•

Projects supporting other divisions/ departments: (abbreviated)

- Deaccessioning of Chief Greylock @Battery Park – work with REIB and BCA
- Barge Canal Reuse Planning
- Great Streets/Main Streets
- Playground Equipment and Compliance
- Standard Equipment Replacements
- South End Planning
- Pease Lot Restroom Repairs
- Lighting at the Fishing Pier

Admin Division Update

Marketing & Communications

- Marketing is working primarily on the new website project: developing the parks pages for the new City of Burlington website in coordination with I&T and vendor. Page migration and design is underway. We hope to go live by late February – stay tuned for dates!
- Working with Warren Rich on a comprehensive parks map finder tool for the new website.
- Marketing working on an all-Parks photography project to capture new, high-quality images with internal assistance.
- Marketing launched promotion for summer camps with advertising, updated summer website, social media and flyers to schools.
- Developed content system to deliver regular updates for winter outdoor skating rinks.
- Working with the Mayor's office to help manage and complete work for Feb. Ballot question public outreach.
- Reached 8k [Instagram](#) followers: currently at 8090!

Park Ranger Program

- Ranger team attended the Park Ranger Institute in NC. They received good information from the program and determined it would be an option for any new ranger but not an annual training opportunity.
- Ranger team communicating with Conservation team on a removal plan for a long-standing encampment at Arms.
- Continued work in park spaces, Urban Reserve and Moran for tent clean-ups, communication with individuals on-site and connecting individuals to CSLs for support.
- Participated in Burlington City Lake Semester final program.

Director December Highlights

- Supported the emergency shelter at Miller through morning and evening van pick-ups. Guests were very appreciative of the transportation between downtown and Miller.
- Worked with administration on the final ECWS (Extreme Cold Weather Shelter) policy. BPRW has the responsibility to line up transportation and provide a facility including all aspects of that facility (on-call trade staff, cleaning, canceling programs, etc)
- Met with Finance Director and leadership team to discuss FY26 budget. Led to a "rabbit hole" project to look back on budget changes from FY13 – FY24.
- Attending Community Police Academy on Wednesday nights – program concludes in February.
- Met with neighbors next to 0 North Ave to hear concerns about the upcoming acquisition and continued work on the work plan and metrics for the grant.
- Organized our January full-staff meeting to capture goals for 2025 that aligned with the Mayor's goals and values.
- Supported OSP outreach at the Sea Caves



Fun afternoon helping at the Sea Caves for the OSP public meeting

Commission notes

- Contact Candice Holbrook if you would like a winter seasonal recreation parking pass for Perkins Pier cholbrook@burlingtonvt.gov. Name, address, phone, license plate, make/mode of car

Love Notes

Greetings Parks and Rec folks,

PLEASE make sure everyone responsible, from office staff to maintenance staff, know how incredible the ice rinks are and how they increase the quality of life in Burlington - THANK YOU! I've been trying to go almost every day, and so appreciate the grooming at the Sea Caves - what a gem in Burlington, I feel so lucky to live here! Skating has been an incredible way to keep me active, social, and in these turbulent times, to have the grounding of nature, physical activity, and the incredible beauty we are so lucky to have here. Kudos to our incredible Parks and Rec department, for this, and so many other, reasons!!! Gratefully,

Valerie Wood-Lewis

Hi Steve,

I wanted to take a moment to thank you for taking the time to help me on Friday afternoon last week. I received your email address from Deryk.

It was a very sad and challenging situation – my best friend’s sister died unexpectedly and tragically last week, and her wishes were for a traditional Muslim burial, meaning she needed to be buried before the end of the day following her death. There were so many difficult and constantly moving pieces and parts – it took a long time for her body to be sent back from Mass General in Boston, it took longer than anticipated to prepare her body for burial, and darkness was falling quickly in the cemetery. You were so kind and understanding, and we sincerely appreciated your team staying late at the cemetery so we could lay her to rest.

I believe the names of the Parks crew members who were at Lakeview Cemetery on Friday last week are Paul and Sherman. Could you please pass along our sincere thanks to Paul and Sherman, as well?

Thank you, Steve. I really appreciate all that you and your team did so that my best friend and her family could fulfill Aisha’s wishes. It meant the world to us.

Best, Jen



WELLNESS CHAMPION SPOTLIGHT



**John Zook,
Central Facilities
Maintenance Specialist,
Parks, Recreation, and
Waterfront Department**

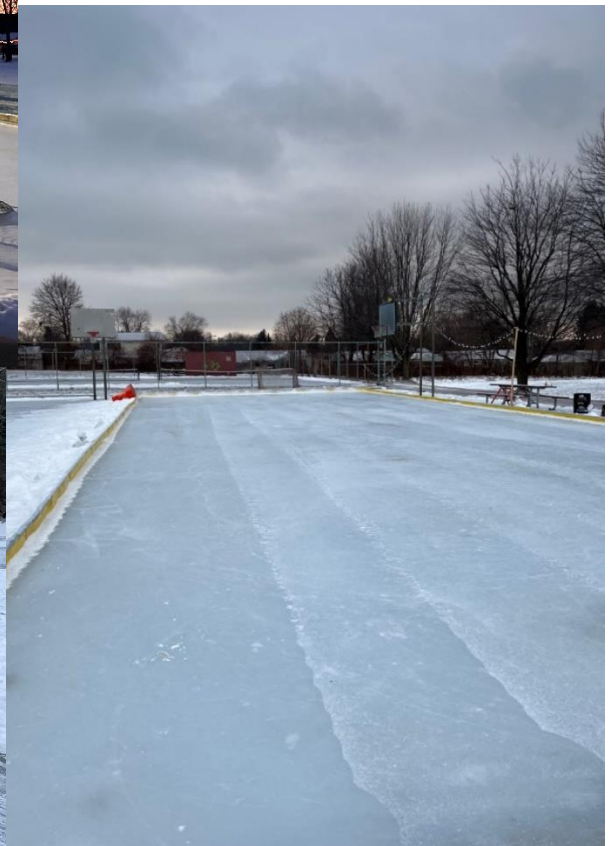
Meet John Zook, a workplace wellness champion! John is inspired to live a healthy lifestyle by his family. When thinking about the future, he aims to enjoy and take full advantage of all the time he can with them, and maintaining a healthy lifestyle is one way to increase that longevity! He values that by prioritizing both mental and physical well-being, both at work and at home, there is a huge difference in his energy and mental state.

John knows that starting (and maintaining) healthy lifestyle initiatives is not always easy. He's tried many times to commit to certain habits and activities that promote a healthy lifestyle. What has helped him the most to make those habits stick is adopting the perspective that he should strive to do things that he genuinely enjoys, like riding his bike, hiking, going for walks, and being in natural settings. Choosing activities he loves promotes his physical and mental health and makes it easier to continue doing them, unlike a strict schedule of activities that feel more like an obligation than a privilege. Reflecting on this balance has helped him maintain consistent goals and a positive attitude.

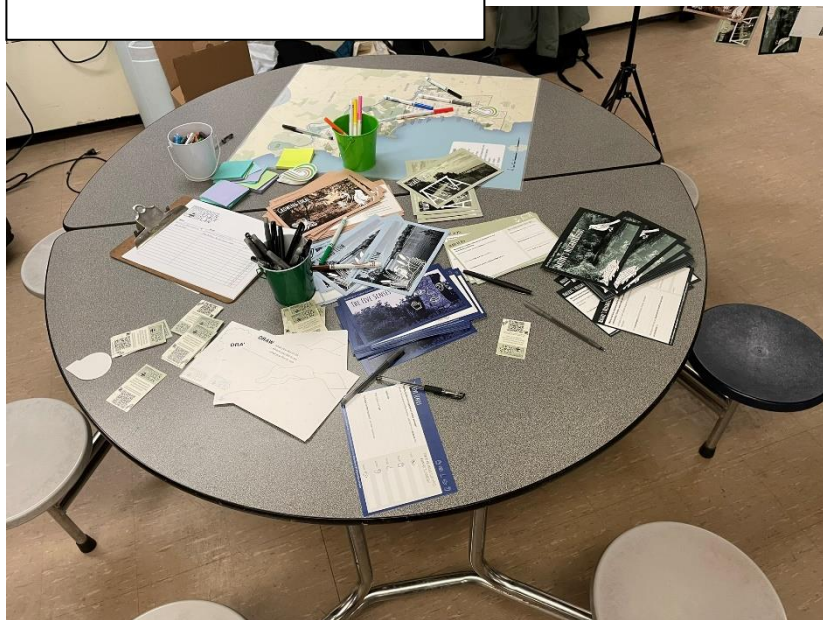
At work, he's a leader who values the well-being of his coworkers, noting how well his coworkers and him work together as a true team. He will consistently try to check in with coworkers about how they are doing physically and mentally and do his best to make myself available to them if they ever want to talk. In the future, he aspires to make more of an effort to plan activities outside of work that keep everyone active and further all of our health goals.



What a year for ice! Clockwise starting below:
Starr Farm, Calahan, Sea Caves, Lakeside,
Roosevelt (starting the flood)



Lots of great outreach in January!





State inspecting the voting equipment



Ian prepping for lighting projects



Pema helping out at One North Ave
(BPD)

Portland Loo – A glimpse of the view one
morning when staff arrived.

