



PARKS & RECREATION AND HARBOR COMMISSION

Tuesday, December 1, 2020, 5:30PM

Remote Meeting via Zoom

To Join the Meeting on a Computer

Link: <https://us02web.zoom.us/j/86796153659>

To Join the Meeting on a Phone

Number: 1-301-715-8592

Meeting ID: 867 9615 3659

AGENDA

I. Approval of Agenda

II. Consent Agenda

A. Action Item: Approval of Minutes of November 10, 2020 Meeting (attachment)

*waive the reading, approve the minutes and place them on file

III. Action Item: (15 min.) Penny For Parks (PFP) Applications, Max Madalinski, Associate Parks Project Coordinator, BPRW

IV. Action Item: (10 min.) 2021 Meeting Schedule, Cindi Wight, Director, BPRW (attachment)

V. Public Forum: (Time Certain 6:00PM)

Please see page 2 of the Agenda packet for details on how to participate in the public forum for this meeting.

VI. Discussion Item: (40 min.) FY21-FY26 Capital Update, Sophie Sauve, Parks Comprehensive Planner, BPRW

VII. STANDING ITEMS:

A. Report from Commission on Volunteer Hours (verbal)

VIII. Director's Items (attachment)

IX. Commissioner's Items

X. Adjournment

Agenda available in alternative media forms for people with disabilities. For disability access information, call (802) 864-0123

SUMMARY OF OPPORTUNITIES

Monthly Parks Commission update – December, 2020

Disc Golf Stories

"I play the course with my wife and dog, we call it going for a disc walk. I normally drive half an hour or more to play, it's so special having working in my neighborhood. Perfect sport for our community! Low entry cost, accessible to people of all abilities, and there's already an established group of disc golfers to be good stewards of the course."

"I am so grateful to finally see a course in Burlington and couldn't believe how many people were out playing already. There were so many people using the space and it was folks of all ages. Disc golf is a perfect activity for young people and the park's proximity to two schools would provide an excellent place for students to be introduced to an amazing, inclusive, adaptive sport."

"This is a great activity for all ages. I appreciate the easier layout as it will encourage people to try it for the first time"



What are the top issues on your mind?

- Recreation facilities – public access with current restrictions
- LWCF restrictions related to the Amtrak and Bike Path realignment area

Department accomplishments and notable staffing developments since the last report?

- Our 9-hole "pop-up" disc golf launched quietly at Schifilliti Park on 11/19/20. We will promote via social media and have alerted the nearby schools that it is available for use.
- Due to the Governor's recreational sport restrictions, Josh Cumming, Leddy Maintenance Worker is supporting the Grounds Division and Scott Yaros, Building and Events Maintenance Worker, will continue with the Facilities team. We are working on offering the facilities for household use and 1:1 coaching.



- Our Recreation and Recreation Facilities team had a slight reorganization to put CORE (2nd floor of Old North End Community Center) under the responsibility of Melissa Cate as the newly classified Superintendent of Recreation Facilities and the Leddy program supervisor was reclassified as a Recreation Specialist and will report the Recreation Program Manager. The change will provide more consistency in the operation of our community centers and more flexibility of programming with our Recreation team.
- We continue to communicate with Public Works and the Mayor's office on the restructuring of Public Buildings which currently falls under Parks.

COVID-19

- The updated Governor's Executive order released in mid-November impacted us in the following ways:
 - Leddy Ice Arena was temporarily closed and some staff redeployed for other work. We will start providing household rentals and 1:1 coaching in early December.
 - Miller Community Center gym rentals were canceled but the Center is still open for the Sarah Holbrook Center, Frog and Toad and a minor number of compliant rentals. We will start providing household rentals and 1:1 coaching late November/early December.
 - CORE continues to serve our sub-leases but the Champlain Senior Center went on-line with personal meal deliveries.

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

Stay tuned for upcoming events!

Recreation Division Update

- The Annual Pomerleau Holiday Party held at the Burlington Hilton has been canceled due to the Pandemic. However, our Events Manager, Emma Allen, is working closely with the Pomerleau Family and youth and family serving organizations in Burlington to coordinate mailing \$30 grocery gift cards to Burlington families most in need of assistance.
- Staff are moving forward with planning our Second Annual Holiday Lights Competition. We expect some fantastic entries. Many residents will have extra time on their hands during this holiday season.
- Staff are coming up with creative ways to provide programming that adheres to Governor Scott's latest COVID restrictions. We are looking at different strategies to offer Basketball Clinics and our Bolton Ski and Ride Program.
- At the CORE Community Center we have extended our agreements with BHS City Lake Semester Program & BSD After School Program to provide space for student learning. We are happy to help BHS students and staff while BSD figures out challenging indoor space issues at BHS.

Recreation Facilities Division Update

- Administrative staff worked quickly to implement building closures and notify all facility users of cancelled gym and rink time within one afternoon. Administrative staff continue to work on updating schedules, resending invoices and processing refunds for program participants and facility user groups impacting by the shutdown. Administrative staff are now working remotely.
- Miller Center continues to operate in limited fashion, providing site for childcare programs through Burlington School Department, Sara Holbrook Teen Center and Frog & Toad Childcare Center.
- Working with Director and Recreation staff to determine appropriate Covid-safe offerings during winter shutdown, which is challenging without knowing how long shutdown will continue and whether high school winter sports will take place. Potential opportunities may be for family rentals and one on one sports clinics.

- Miller Center served as a Covid testing site on three dates in November. Jon Sumner received kudos from the Mayor for his support and flexibility during these testing sessions.
- New circulator fan installed at Leddy Arena to serve the public restrooms. New hvac unit installed at Miller Center to serve the Art Room.
- Two remaining Arena Maintenance staff are working on reviewing and prioritizing a list of potential capital projects at the arena.

Park Division Update

Park Administration

- Park Admin review of draft Operations and Maintenance (O & M) Manual for City's recreational bridges and City Hall Park Fountain (Pomerleau Fountain).
- Park Admin RFP review and scheduling for Computerized Maintenance Management System/Enterprise Asset Management software program
- Participated in SeeClickFix review process for internal super users
- Continued preparation for Big Belly/Victor Stanley receptacle change out

Facilities Program

- Continuation of winterization processes including removing, winterizing and cleaning of our boats and motors.
- Installed bench and plaque donation at Waterfront Park
- Graffiti Removal
- Support of City Hall Renovation with capital
- Assisted capital replacement of a Rooftop Unit at Miller.
- Assisted in the exhaust fan replacements at Leddy Arena.
- Completed Appletree Park Walkway Lighting
- Collected pricing and technical info for RFP for pole replacement lighting at 645 Pine St.
- Worked with Nichole on developing additional training for custodians and facility workers including process development and additional PPE protocols

Conservation Program

- Conservation Winter Activities Preparation – winter grooming, winter ice access, maps
- Participate in MLK Day Planning Initiative
- Bike Path Construction to Maintenance transition plan, developing pilot workplan for winter services
- Preparation for returning gardener registration

Grounds Maintenance Program

- Leaf Removal at Parks
- Playground Maintenance
- Winter vehicle/equipment preparation
- Paul/Deryk Attended the Turf Academy Nov 4.
- Reduced mowing areas mowed and serviced in Nov.

Trees and Greenways Program

- Initiated BED line trimming contract
- Submitted request to apply for Arbor Day grant for additional tree plantings in Ward 2/3

Looking north towards
Roundhouse Point

Planning Division Update

- Projects completed
 - Appletree Park walkway lighting improvements
- Projects nearing completion (before 2021):
 - Bike Path rehabilitation from Perkins Pier to just north of Flynn Avenue
 - Harbor Watch will likely be paved in spring 2021
 - Schmanska Park Renovations – waiting for occupancy permit, and permanent securement of the barn doors
 - Leddy Park Softball Field Scoring Installation: Scoreboard was delivered damaged in Oct. We just received the new one and will install likely end of Nov/Dec.
- Project progressing
 - 311 North Avenue trail coordination
 - Arms Forest Trail Improvements
 - Bike Path Realignment: Maple to College Street – including improvements to the College Street Intersection
 - Bike Path Design for the rest of Oakledge
 - Leddy Park Tennis Court Lighting
 - North Beach Pump Out and Turnaround
 - Oakledge for all – Construction Documents and application to grant in progress
- Projects starting soon
 - Leddy Park Stair Replacement
 - North Beach Maintenance Building Demolition – Asbestos Window removal
 - Perkins Pier Siting Study



Waterfront Division Update

- The Waterfront staff has moved into winter operations and will focus on the following projects over the winter:
 - Streamlining parking systems throughout our waterfront parking lots. This may include a partnership with DPW.
 - Revamping the Seasonal Boater Waitlist and bringing the option to renew annually online.
 - In partnership with the Planning Division, continue to improve North Beach Campground, according to the Master Plan. This includes the removal of the Maintenance Barn, and addition of a new Dump Station on the Exit row.
 - In coordination with the Planning Division, the Dump Station project is moving forward with design approvals this month.
 - Catalog all of our mooring systems utilizing GIS mapping techniques.
 - With the unexpected mild weather in November, we were able to keep the boat in a week longer and start cataloging our seasonal and transient mooring fields' GIS locations. This gives us a head start for the Spring work on this project.

- Improve the Perkins Pier Seasonal mooring field by removing the old equipment and updating it with the safer Hazelett mooring systems, to better allow us to adapt to our changing climate, which has produced far more powerful and destructive storm events.
 - We are currently collecting 3 bids for the diving portion of this project. We have received sole-source approval for the equipment purchase.
- Work on a local and statewide level to strategize how events may take shape in Summer 2021.
 - Each Waterfront Park producer was invited to participate in a BPRW strategy session led by Richard Bailey that outlined what the current State and local restrictions are, in an effort to aid producers to re-imagine what their event could be in 2021.
- Issue an RFP for North Beach Concessions and select a concessionaire to serve food items at North Beach from the Bathhouse.

Future Commission topics

- Master/Site Plans
 - Perkins
 - Calahan
 - Leddy



**PARKS & RECREATION COMMISSION
Minutes
November 10, 2020**

Commission Present: Barlow, Traverse, Johnson, Farrell, Todd and Lantieri

Staff Present: Wight, Roach, Comai, Beaudry, Cahill and Putzier

The meeting was convened at 5:35p.m. by Traverse

Approval of Agenda

Motion to approve the agenda by Todd, second by Barlow, motion carried.

Approval of Consent Agenda

Traverse read the consent agenda and motions into the record for approval, Todd asked to remove item IIB. Approval of Open Space Addendum and place on Deliberative agenda for further discussion.

Approval of consent agenda as amended by Farrell, second by Johnson, motion carried.

Todd stated she appreciated the detail in information along with background and explained when the addendum was originally presented she had asked where the Lake water issue factors into the Open Space addendum and was curious as to where that fit into the plan and how to protect the Lake specific.

Gustin said the Lake front was originally in the plan and the 250 wide buffer intended to preserve natural shoreline and enhance where opportunity to improve, 2014 plan identifies 4 priority areas for action and 3 of the 4 have had action and the 4th is the natural area and had not been addressed. In that had identified several areas.

Gustin stated there could be public process moving forward but need to have a plan first, then present to the public, in the beginning stages and was confirmed that discussion will continue.

Motion to approve funding for the addendum with Conservation Legacy Fund by Todd, second by Farrell, motion carried.

Bike Park Update

Weber introduced himself and Sean Melin from Burlington Bike Park Coalition. Melin said very happy to be partnering with BPRW to build a bike park, met on 10/24 with community members present, many came out to look at what was getting planned. Continue to meet once a week and energy keeps growing and moving forward, waiting to get final balance on account but raised just under \$10,000, which is about 10% of total budget, this amount essentially will get the design portion of the project complete. In addition to the money raised and the outreach, have applied for PFP funds and a grant through a foundation in Stowe called Ranch Camp. Identified approximately 10-12 grants nationally and statewide to request, ongoing. Working with Fellowship of the Wheel, and have a bank account with NCFCU. Thanked BPRW for coming to site visit on the weekend to help along with Molly from Vermont Adaptive, who came with adaptive bike they use with wounded warrior program, allowed to use at the site to realize and talk to and explain how to accommodate on the trails.



Barlow asked if there was a place people could go to find out more about fundraising and was given two different location, Facebook under BurlingtonBikePark and on the web at www.bikeparkbtv.org. Also asked once built what type of maintenance will be required and who will handle. Melin said developed a volunteer system and can coordinate with builder in terms of maintenance and then use volunteers and work with BPRW to manage the volunteers. Ensures a quality facility to have the people who use it will help maintain. Weber added they may also need to bring in professionals to help maintain at a higher level and also hoped to have BPRW take on as another facility like other Parks and Rec facilities currently managing.

Lantieri spoke to the idea of having different ways to engage youth and having multiple skill levels and asked if there had been engagement with other groups around programming building and basic outreach and what that would look like. Melin said working loosely with Old Spokes and had conversations with them regarding programming, in terms of the build and accommodating build, working with builder on progressions that you can work up to and that is done through the building process.

Public Forum (Time Certain 6:00PM)

Public forum opened at 6:04 p.m. by Traverse.

Sarah Carpenter asked to confirm the closing of the access road for the bikepath and was told not currently at that point but taking public comment when in design phase. Wanted to get updated on the portion that backs up to Leddy and said sounds nice and thanked.

Public forum closed at 6:08p.m.

Parks Division Update

Roach introduced himself, Beaudry, Cahill, Comai, Morris (not present) and Shedd also not present and with Cemetery and that Commission is part of Parks also, but would give an explanation of how it fits with all other parks. Roach shared a video link, explained preventing COVID currently, a big focus on pollinators, more focus on data and analytics with no good program to work with and climate change. Spoke to all of the increasing changes and then went into the various sections within the parks realm. Started with the Park Admin section, which is one person with help from O'Daniel, Putzier and many others and continual. Some current areas are; Oakledge Park Drainage Improvements, City Wide Waste Receptacle Replacement, COVID/Volunteer Management Protocols Winter/Spring, Downtown CHP Seasonal Maintenance work plan, Green Stormwater Infrastructure Plan, Asset Management Software Committee Member and Stormwater Damage Battery Park/One Main.

Todd asked what the asset software management is, if related to blue green algae and Roach said will integrate a number of systems already in place such as Cclickfix. It is a way to enter the system to become a request and then validated in sequential manner and will show what BPRW owns and what is private, have GIS backup to confirm if City property, will help with buildings, utilities, infrastructure, electrical lines and will be integrated and see what is where and place maintenance personnel in the correct location.

Facility Maintenance largest area and includes; Police, Library, Miller locations and employs electrician, HVAC, 16 person program and showed a list of all the programs to be completed in 20-21; Schmanska Barn Renovations, Mechanical Gate Installation, Appletree Walkway Lights, Leddy Softball Field



Scoreboard, Calahan Park Basketball Court Light Removal, Gangway Installation of Boathouse, Leddy Maintenance Facility/North Beach Barn Demo, City Hall Renovations, Capital Equipment Upgrades and Reconciliation of Equipment Inventories, Training and Support for Facility and Employee Safety and COVID protocols, Efficiency Upgrades for 645 Pine and Cemetery Chapel Lighting Enhancements.

Traverse thanked and said as a Commissioner, he supports all they do and would love to engage more. Asked if in touch with group in the South end that puts up a rink and if in touch with regarding lighting and Beaudry said believes the group has been in touch with Roach and will have some type of poles to help with setup for lighting. Roach added that Parks is committed to supporting outdoor lighting at Calahan and Leddy and not losing lighting due to lack of money, will look at extending the season. Supports reinstalling lighting to extend the season.

Cahill explained the Conservation & Trails Program which is a 2 person program with some help from others. Some items working on are the Grow Wild, regenerating landscaped areas, lawns, forests and open space with native plants. Community Wide Trail Stewards to leverage partnerships and volunteers to help monitor and manage various trail networks. Invasive Species Management Pilot with our partners developing a more robust invasive species management program. Pilot focus on 600 acres within Burlington's Intervale. Climate Adaptation Addendum working towards climate goals through implementation of alternative management techniques and civic engagement. Lastly Community Tree Canopy Enhancement Program recovering and reusing trees and vegetation from 311 North Ave to replant in open canopy areas.

Trees and Greenways, Comai stated had a lot going on this year and understaffed, spoke about some of the items working on; Urban Forest Master Plan, Ordinance Updates, propose plan for updating 2021. BED Contract and pruning schedule, execute 20-21. Planting Plan 2021 with execute 20-21. Removing Ash in poor or fail condition City Wide to execute 20-21 and add capacity to the UVM nursery to be executed 2021. Wards 2 and 3 had the lowest canopy and confident between spring and fall will be able to replace the spaces vacant. Now Ash borer in Chittenden county, about 9.5 percent ash been proactively planting new trees over last two years before need to remove, will stretch over years. Have had about a 20 year relationship with Branch our Burlington, have nursery with UVM started 15 years ago, purchase and have a planting day.

Barlow asked about 50 chestnut trees at Ethan Allen Park and if planted as part of restoration or replacement, said every tree planted are all to enhance canopy currently not at the percentage would like to be at, Cahill received the Chestnuts and decided it was a good place to put them. Barlow asked to leave some sledding space.

Todd thanked for taking care of Wards 2 and 3 and stated she was on Rose Street and was hopeful that the neighborhood would take good care of the new trees and appreciate how special they were to receive new trees.

Roach explained the Grounds Maintenance had a 4 person program and explained several areas working on and that Morris is a very big organizer and digitizing all functions of the division. Morris has been working on controlled plans and telling the story of what doing and getting all in order to be more proficient. Items include SDS & Safety, Establish Park Division Materials and Products List for Import. Develop User Group MOU, establish MOU's with base user groups in Burlington. Volunteer Coordination, increase online presence and scheduling of regular occurring volunteer park maintenance



opportunities 20-21. Develop Playground Use Policies and Standard Operational Procedures, improve Maintenance and compliance by establish maintenance and inspection protocols and GIS 20-21 and lastly Establish and expand athletic and event Ground Turf use policies and standard operational procedures for turf maintenance and care

Johnson and Todd thanked the division for all the hard work and particularly during COVID year and the detail work as well. Roach also added that many of the essential workers have not missed a day of work since March.

Lantieri thanked and stated his support of all the work.

Roach said there are not many requests that do not get answered or responded to and takes great pride in that.

Park Foundation Liaison

Wight stated that she asked every once in a while if anyone was interested and felt benefit to sitting in on the Foundation meetings and if interested she is happy to get commission connected. Been meeting at 4pm same day as commission and the next meeting would be December.

Traverse said would only be connection/conduit between the two to confirm and asked if anyone was interested. Farrell said that he would connect offline with Wight.

FY21 Meeting Schedule and Formats

Wight said that time to look at the schedule, just take a look at don't have to take action. Did not think would be meeting in person in January but could discuss other formats as well. Would be virtual for a while.

Todd liked the idea of switching times, also thinking of maybe being in a location to do from another location maybe to facilitate. Maybe have someone host from a location at the beginning. Can bring back at the December meeting.

Report from Commission on Volunteer Hours

Traverse asked the Commission if they had any additional hours for the month of October, Barlow had 3, Traverse and Johnson had 1 each and all had an additional 2 hours for the retreat except Farrell.

Director's Items

Wight had a few highlights; rinks will be up and running, doing disc golf popup at Leddy, popup events with fire pit in various neighborhoods, snowshoes at North Beach, Old North End Center will have some events and BCA is working on also. Open Streets, Recreation and Custodian positions are going to be filled and some staff are out. Basketball will be able to happen and the ski program will also be able to run with a significantly fewer number as well as the windows open. Add to calendars 12/2 will be bikepath opening in the south end, during the day, time to be determined. Landwater Conservation grant is open and hoping to get for Universal playground and the beach access and bathrooms. Future meeting topics are pretty full, speaking on Capital and Projects, Oakledge playground and will also look at the PFP individual requests and send those to all to look at. Spoke with St. James about the breakout rooms and asked how that fits with the open meeting law and was told can't really do for public feedback but could do a 5-5:30 work session before the actual meeting. Also spoke about concept of



public meetings for projects and felt better to be a secondary, instead could do as a work session and people can also attend that for input as well. December meeting is rather full currently.

Commissioner's Items

Todd said she had been talking with neighbors regarding Battery Park and cars parked awkwardly or in the park and was a lot going on and was concerned with COVID and asked it possible to put up a barricade and Wight said she would pass on and had several violations at the time of the protest but no parking is allowed and was a contingent of people hanging around the park and will address. Also said that Waterfront Park was so beautiful today and experienced walking up College Street, the space to get to Echo and the waterfront that is fenced is very narrow, not six feet and was not sure if BPRW, DPW or who was in charge but if it could be widened by whomever is in charge. Wight said it is VT Rail and VTrans project and needs to be narrow, at some level people need to choose another route as it is a very big work zone and needs to get done as quickly as possible. Todd asked for more signage to inform of the narrow walkway and detour. Wight said ultimately might have to move from bikepath and put on Lake Street, not sure of a perfect answer. Should be done by mid-November.

Traverse said he also went to dedication of City Hall Park and it was quite the process to get done, learned the Mayor decided to dedicate to COVID pandemic and thanked for that.

Adjournment

Motion to adjourn at 7:31p.m. by Traverse.

DRAFT



DRAFT PARKS & RECREATION COMMISSION MEETING SCHEDULE, 2021

Start time 5:30 p.m. unless noted/Virtual through May

January 5 Virtual

February 2 Virtual - 4:00 p.m.

March 9 Virtual

April 6 Virtual - 4:00 p.m.

May 4 Virtual

Harbor Commission

Erin Moreau

June 1 Boathouse – 4:00 p.m.

August 1 North Beach (Sunday – noon)

September 7 Pine Street – 4:00 p.m.

October 5 O.N.E. Center

November 9 Miller - 4:00 p.m.

Harbor Commission

Erin Moreau

December 7 Leddy Arena

Penny for Park Community Requests – 2020

Summary

Total budgeted: \$40,000

Total approved: \$28,665

Remaining: \$11,335

Recommendation for remaining funds: Hold until all projects below are completed in case they need additional funds. If any funds remain after completion, add the funds to the standard equipment replacement line which supports all parks.

1) Leddy Softball Scoreboard

Application Description:

I have been in touch with Deryk Roach and Jeanne Hulsen, Athletic Director at BHS, about this idea. As a parent of a BHS softball player who learned to play through many years with the Burlington Waves softball program, I was surprised to learn that there is no scoreboard at the Leddy softball field where the BHS team plays. As a parent watching the games, it is frustrating to not be able to keep track of the score, inning, etc. without having to ask the coaches or players for an update. Burlington Parks, Recreation and Waterfront has worked hard to build a strong youth softball program in the city. Now let's support the girls as they get to the high school level by making sure that their playing field has the appropriate equipment.

We are working with Vermont Display to get an estimate for the project and should have that very soon. I will also be approaching Seahorse Pride, the boosters group at BHS, about contributing to the project and I am looking into other possible funding sources such as the Fire Fighters Association. City Councilor Brian Pine and former City Councilor Dave Hartnett have both expressed their support of the project.

Project cost: \$5,365

Donation: \$4,200

Notes

The Booster group successfully raised the majority of money for the project and BPRW covered the shortfall and is providing in-kind support through installation.

Approved: \$1,165

2) Burlington Bike Park Design

Application description:

The Burlington Bike Park Coalition seeks to build and maintain a community bike park in Leddy Park. The Coalition is partnered with, and acting as a branch of Fellowship of the Wheel, a Chittenden County non-profit organization that advocates for, builds, and maintains mountain bike trails.

The proposed location is the 2.75 acre lot between the entrance and exit roads above the Paquette Ice

Arena parking lot. It will be built by a professional design/build firm to ensure maximum quality, minimum negative environmental effects, and sustainability for future generations of riders.

A community bike park is a place where children and adults can safely learn and play on bicycles, away from traffic. It can also be referred to as a “bicycle playground.” It consists of sculpted rolling terrain that is, in some ways, like a skate park, but is primarily made of soil, is quiet, and fits naturally into the surrounding landscape. There are myriad examples of successful projects of this sort all over the country, both in large urban environments and smaller towns. A close example of this type of facility is Maple Street Bike Park in Essex Junction, Vt. This type of project reflects a growing enthusiasm in the country for mountain bike facilities and is supported here in Burlington by a large number of its residents.

Our proposed site does not currently have any existing walking trails and is in an area that is essentially unused. We envision limited tree removal and plan to coordinate with the Burlington Arborist to ensure a forested site with bike features and trails intertwined with the existing landscape.

The Burlington community has shown widespread support for the project via an online survey in-person meetings, and community planning events. We have strived to consistently engage stakeholders, community members, local businesses, and Burlington City Government throughout the initial planning and fundraising process.

This project is designed to serve people of all ages, ethnicities and genders within the community, though young adults and children will benefit most. This will be a contained area, away from traffic and other park users. We see a great opportunity to have city-sponsored programming at the site, as well as volunteer maintenance opportunities for riders to promote a sense of ownership of the site and its benefits. We have connected with various organizations who advocate for underserved portions of our community to ensure an inclusive space. For example, we have a working relationship with Old Spokes Home in an effort to make a connection to underserved youth in the city through their “Everybody Bikes” program.

This project is in line with the Parks & Recreation Master Plan and its Strategic Initiatives for Leddy Park, which include making Leddy a focus of recreational activities in the City, formalizing the trail system, and strengthening the connection between the park and the bike path, as the facility will be located adjacent to the Leddy portion of the path.

Our total budget for the project is approximately \$250,000. The design portion of this budget is \$25,000 or 10% of the total cost. To date, our group has raised \$9527. These funds were raised through a combination of individual donations, and fundraising events, including a bike raffle. We are seeking an additional \$12,500 through Penny for Parks to complete the fundraising for the design cost. We plan on raising the balance of the project budget through individual donations and grants.

The design is a vital step in completing the overall project. It will allow us to apply for larger grants, solicit bids for construction, and show the public how the area can be transformed into a world class facility while maintaining the nature and character of the park.

Staff notes:

The project is on our capital list and the most recent public meeting continues to show support for the project.

Approved \$12,500

3) Baird Park Improvements

Application Description:

Baird Park is the closest park to many families in the South End's "Addition" and South Meadows neighborhoods. It is in much need of a facelift to serve children of all ages and abilities.

1. Add additional picnic tables and a grill.
2. Upgrade swing set for different age groups (currently swings only for babies)
3. Renovate and add playground structures for a larger range of age groups and abilities. Current structure is geared at older children and is unsafe for toddlers
4. Upgrade open field space for recreational/sports activities

Staff Notes:

The City was able to add picnic tables and soccer goals to the Park during the season without needing to wait until the fall PFP application review. A Park master plan for Baird is scheduled for FY25 which will guide the equipment choices for the next playground.

4) Schifilliti Park Bleachers

Application description:

Schifilliti Park needs new bleachers for all three fields. The current ones that are there have wooden seats and the wood is rotting away and is very dangerous to the spectators. Looking for two sets of bleachers for each field. (Total of six bleachers)

Approved: \$6,000

5) Bocce Courts Water

Application description:

The bocce club is looking for us to extend a waterline to the east side of the park for their use and for a public drinking fountain.

Staff notes:

Need to research in greater depth the costs of extending the water line

Approved: \$9,000

Burlington Parks, Recreation & Waterfront

FY21 Progress 5 Year Capital Plan

Parks Planning Team:

Sophie Sauvé

Parks Comprehensive Planner

Diana Wood

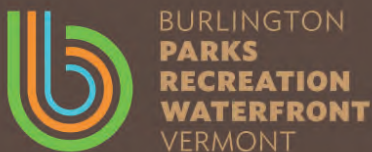
Marketing & Outreach Manager

Jon Adams-Kollitz

Parks Project Coordinator

Max Madalinski

Parks Project Coordinator



December 2nd, 2020

311 North Ave.



Ongoing Project(s)

Roof Repairs
Stone House Repairs

FY 21

Upcoming Project(s)

Natural Trail

FY 22

Photo Credit: Morgan True/VT Digger



A_Dog Skatepark

Ongoing Project(s)

Repairs to Coping

FY 21

Appletree Park

Completed Project

Walkway Lighting

FY 21





Arms Forest

Ongoing Project

RFP for Trails

FY 21

Upcoming Project(s)

Trail Construction

FY 22



Baird Park

Completed Project

Provided soccer nets and additional picnic tables per PFP request

FY 21

Upcoming Project(s)

Baird Park Master Plan

FY 25



Battery Park

Ongoing Project(s)

Chief Greylock
Cain Overloop Improvements

FY 21

Upcoming Project(s)

Battery Park Master Plan

FY 24

Phase 1 MP Implementation

FY 25

Playground Upgrades

FY 26



Bike Path

Ongoing Project(s)

3a, 3b North construction
Realignment
(Maple to College) design
Oakledge design

FY 21

Upcoming Project(s)

Realignment construction
Oakledge construction

FY 22

North Beach Overpass

FY 23



Boathouse

Upcoming Projects

Scoping Study to Evaluate the
Boathouse

FY 22

Project based on scoping study

FY 23



Calahan Park

Ongoing Project(s)

Lighting Removal
Calahan Park Master Plan

FY 21

Upcoming Project(s)

Playground Replacement

FY 22

Basketball Courts & Backboards
Restroom Upgrades

FY 23

Tennis Court Reconstruction

FY 26



Cemeteries

Ongoing Projects

Lakeview Cemetery:
Section 8 Design
Cemetery Building Renovation

FY 21

Upcoming Project(s)

Lakeview Cemetery:
Engineering of Phase 1
of Section 8

FY 22



Champlain Park

Ongoing Project(s)

Playground Redesign
& Replacement

FY 21



City Hall Park

Completed Project

Park Open!

FY 21



Ethan Allen Park

Upcoming Project(s)

Trail Scoping and Design

FY 22

Playground Design
& Community Input

FY 23

Playground Replacement

FY 24

Ethan Allen Park Master Plan

FY 26

Harbor Marina



Upcoming Project(s)

Ramp Setup

FY 22

Harbor Dredging
Harbor Safety Signage

FY 23

Dredging

FY 25

Photo: Heather Forcier | Lake Champlain Ferries



Lakeside Park

Upcoming Project(s)

Playground Design &
Community Input

FY 23

Playground Replacement

FY 24



Leddy Park

Ongoing Project(s)

Tennis Court Rehabilitation
Stairs to Beach/ ADA Access
Pause Place & Exercise Equipment
Leddy Park Master Plan

FY 21

Upcoming Project(s)

Bike Park Design
Restroom Upgrades
Waterfront Shelter Design
Playground Design

FY 22

Playground Replacement

FY 23

Parking Lot Improvements
-main lower lot
-back lot near beach

FY 25

Parking Lot Improvements
-upper lot
Tree Shop Replacement

FY 26



Miller Center

Completed Project

AARP Fitlot

FY 21

Upcoming Project(s)

Parking, Traffic Calming
& Lighting Improvements

FY 26



North Beach

Upcoming Project(s)

Deck Improvements/Patio/ADA	FY 23
Fencing Improvements	
Parking Improvements	
Boardwalk/Dune protection	
Roadway, Stormwater & Lighting	FY 24
Improvements	
Playground Design	
Playground Replacement	FY 25
Improvements	FY 26

NB Campground

Ongoing Project(s)

Bathroom Floor Renovation
Office Building Renovation
Pump Out/ Road Improvements
Barn Demo
Pull Through Design

FY 21

Upcoming Project(s)

Master Plan Improvements
Years 1-3

FY 23

Master Plan Improvements
Years 4-6

FY 25





Oakledge Park

Ongoing Project(s)

Playground Construction Documents

FY 21

Upcoming Project(s)

Oakledge for All Playground
Lower Restroom Renovation

FY 22

Exit Road Railing, Rain Garden &
Gravel Lot Redesign
Entry Road Circulation

FY 24

Tennis Court Renovation

FY 25



Perkins Pier Siting Study

October 28, 2020

Burlington Parks, Recreation & Waterfront

Agency Landscape + Planning
with:

VHB
Moffatt & Nichol

Agency
Landscape + Planning



Perkins Pier

Ongoing Project(s)

Perkins Pier Siting Study
Moorings Replacement

FY 21

Upcoming Project(s)

Playground Design

FY 22

Playground Replacement
Parking Lot Paving
Lyman Building Replacement

FY 23



Roosevelt Park

Upcoming Project(s)

Infield Reconstruction

FY 24

Playground Redesign

FY 25



Schiffiliti Park

Upcoming Project(s)

Roger Woods Softball Transition

FY 22

Restroom Upgrades

FY 24



Schmanska Park

Ongoing Project(s)

Barn Renovation
Walkway Improvements

FY 21



Smalley Park

Upcoming Project(s)

Playground Redesign

FY 22

Playground Replacement

FY 23



Starr Farm Park

Ongoing Project(s)

Dog Park Fence Replacement
Fitness Equipment

FY 21

Upcoming Project(s)

Starr Farm Park Master Plan &
Implementation

FY 25



System-Wide

Bike Rack Expansion

Community Garden Improvements

Lighting Improvements

Master Plan Update

PFP Community Requests

PFP Emergent Needs

Playground Compliance

Restroom Design

Shelter Upgrades

Signage and Wayfinding

Walkway Improvements

Standard Equipment Replacement

Urban Forest Master Plan



PARKS & RECREATION COMMISSION
Minutes
December 1, 2020

Commission Present: Barlow, Traverse, Johnson, Farrell, Todd, Hurley and Harte

Staff Present: Wight, Sauve, Madalinski and Putzier

The meeting was convened at 5:30p.m. by Traverse

Approval of Agenda

Motion to approve the agenda by Barlow, second by Farrell, motion carried.

Approval of Consent Agenda

Traverse read the consent agenda and motions into the record for approval.

Approval of consent agenda by Todd, second by Farrell, motion carried.

Penny for Parks Applications

Madalinski introduced himself and stated the total budgeted was \$40,000 approved \$28,665, difference of \$11,335. He then went through each application and stated what the request was for and the amount of funding that was being requested.

1. Leddy Softball Scoreboard, had donation, only needed \$1,165 from PFP and the donations covered most of cost.
2. Burlington Bike Park Design; requested \$12,500 to fund design phase, will move forward with funding of that portion, they raised \$9527 privately.
3. Baird Park improvements; basic renovations and playground and open field space for recreational sports activities, accommodated some simpler request like picnic tables, small soccer goals and master plan for park is scheduled for FY25 which will guide the equipment choices for the next playground. Traverse explained that the request had come from his wife and was very impressed with the quick turnaround of what had already happened.
4. Schifilliti Park Bleachers; \$6,000, pretty much done and would like to move forward, Schifilliti would like to have cement slab put down to prevent grass growth, aluminum bleachers would be helpful and better. Madalinski agreed and said would be in touch moving forward with the project. Madalinski said the goal would be to get numbers and dimensions together. Schifilliti asked what would happen with the current bleachers and Madalinski said would likely get rid of. Barlow said working on standardizing and asked if this would fall in with other areas in parks and Madalinski said do not currently have a standard going for bleachers, but felt it would be a good project to start initiating a standard.
5. Bocce Courts Water Service; \$9000, need to research in greater depth cost of extending the water line. Jeff Spengler stated 4 courts at Leddy and the material is like tennis court and needs to be watered, previously became almost unplayable because so dry. Brought 70 yards of hose to make work the past year, safety hazard and very impractical. Almost 200 members in the club and looking to extend another league, water is the biggest challenge to keep up to good standards. Spengler offered to sponsor a weekend tournament to support and bring team spirit and if interested would like to offer to Mayor and City Council to



participate. Wight asked if no league play if open to the public and was told yes. Traverse said next year is 50th anniversary of Oakledge and would like to coordinate festivities for the park and Spengler said sounded like a great idea and invited Bryan and Deda Pearce to participate as well and they agreed to work with Traverse.

Barlow asked about the remaining PFP money and asked about doing outreach to schools and other citizen driven projects. Asked if done anything in regard to that? Madalinski said had pollinator last year, had planned on doing more last spring but got cut due to COVID and the outreach got difficult and looking at more digital ways to do. Shared screen on online survey to link up to a map on website that people can go to park interested in and then make form pop up for PFP request and will populate back to map. Can also have posted within website. Wight said March/April looking to do NPA tour, talk about all the projects coming up and also about the Penny for Parks process.

Todd felt good idea that came out of retreat and how helpful for Commissioners to share and disseminate and Wight said if Madalinski gets rolled out the commission could share the link and direct to that and they could also help by putting any personal information out to encourage people to apply as it is easier than the past and to take advantage. Todd also asked how the individuals that were present how they knew how to apply and was told previous Bocce individuals were familiar with the program. She also was glad to see the people behind the applications.

Motion to approve the recommendations of staff regarding projects and funding by Farrell, second by Johnson, motion carried.

2021 Meeting Schedule

Wight explained that the group had spoken about adjusting the time and made the effort to have student on every year and if at 9am does not allow student to attend. Heard from parents it is hard to have right at dinner hour and is hopeful the proposal works better, started in person in June, can change if needed. August 1st North Beach and could do the appreciation, Todd liked the idea of a weekend meeting time for families that might not be able to do a weekday evening. Farrell liked the idea also. Harte said he would be able to make 4pm meetings.

Motion to approve the meeting schedule as proposed by Barlow, second by Todd, motion carried.

Public Forum (Time Certain 6:00PM)

Public forum opened at 6:04 p.m. by Traverse.
Nobody came forward at the public forum.

Public forum closed at 6:05 p.m.

FY21-FY26 Capital Update

Sauve introduced herself, and began slides of the 5 year Capital Plan, very hopeful that the snow holds off to complete the construction season, and how it was a good season with very little rain.

- 311 North Avenue few ongoing are roof and stone house repairs as well as the natural trail with Cambrian Rise Trail, have walked the realignment and will be ADA compliant, will balance human and nature very well, anticipate trail in 2022.

- A_Dog Skatepark Repairs to Coping are ongoing this fiscal year.

- Appletree Park completed project was walkway lighting and using for a standard on others.



- Arms Forest ongoing project RFP out for Trails and upcoming projects for FY22 is the Trail construction.
- Baird Park completed Project for soccer nets and additional picnic tables per PFP request and upcoming projects will address more on playground.
- Battery Park, ongoing is Chief Greylock Cain Overlook Improvements and upcoming projects are Master Plan FY24, Phase 1MP Implementation FY25, Playground Upgrades Plaza Redesign and Construction FY26.

Todd asked what was involved in for master plan process and Sauve said the idea is to look at the park as a whole and what amenities are there and what ecologically does not fit and uses are and how to address in a way that everything works together. Todd also asked what the public input process is currently and Sauve said depends on public input piece at the beginning when hire a consultant they find out how use, what uses are, after a consultant does reconnaissance they come back to BPRW and discuss and go to public and put together all the input and offer BPRW a way forward.

- Bike Path Ongoing 3a, 3b North Construction Realignment design, Oakledge design FY21, upcoming realignment construction and Oakledge construction FY22 and North Beach overpass FY23.
- Boathouse, upcoming projects FY22 Scoping Study to evaluate the boathouse and FY23 project based on scoping study, few things not funded are dock replacement, dock security, fencing, new dock off front B deck.

Wight said about 5 years ago identified issues with the barge and the recommendation was about \$8000 to tow to Shelburne bay to fix all the steal in the barge and looking at feasibility of bringing on land. Moreau envisioned having slips where the boathouse sits currently.

- Calahan Park Ongoing Tennis Court crack sealing, Lighting removal and Calahan park master plan for FY21, upcoming are Basketball court design and playground replacement for FY22 and Basketball courts and backboards and Restroom upgrades for FY23, Tennis court reconstruction for FY26.
- Cemeteries ongoing are Lakeview Cemetery Section 8 design and cemetery building renovation for FY21, upcoming is Lakeview cemetery engineering of Phase 1 of section 8 for FY22.
- Champlain Park ongoing is playground redesign & replacement for FY21.
- City Hall Park project is completed!!!
- Ethan Allen Park upcoming projects are Trail scoping and design, playground design and –
- Harbor Marina upcoming ramp setup FY22 and Harbor dredging analog safety signage FY23 and dredging FY25.
- Lakeside Park upcoming Playground design & Community input FY23.

-Leddy Park Ongoing Tennis court rehab, stairs to beach/ADA access, pause place and exercise equipment and Leddy park master plan FY21, upcoming bike park design, restroom upgrades, waterfront shelter design, playground design FY22, Playground replacement, waterfront shelter construction FY23, Parking lot improvement –main lower lot –back lot near beach FY25, Parking lot improvements –upper lot, Tree shop replacement FY26.

-Miller Center complete AARP Fitlot and upcoming parking, traffic calming and Lighting improvements FY26.

-North Beach upcoming projects; Deck improvements/patio/ADA, fencing improvements, parking improvements, boardwalk/dune protection Roadway, Stormwater & Lighting improvement FY23.



-NB Campground ongoing are Bathroom floor renovation, office building renovation, pump out/road improvements, barn demo and pull through design FY21, upcoming are Master Plan Improvements Years 1-3, FY23, Master Plan improvements Years 4-6 Campground restroom/laundry/facility replacement FY25

-Oakledge Park ongoing are playground construction documents FY21, upcoming are Oakledge for All playground, lower restroom renovation FY22, future are exit road railing, rain garden & gravel lot redesign & construction.

-Perkins Pier ongoing are Perkins Pier siting study, moorings replacement FY21, upcoming are playground design, FY22, playground replacement, parking lot paving and Lyman building replacement FY23.

-Roosevelt Park upcoming are infield reconstruction in FY24.

-Schiffiliti Park upcoming Roger Woods softball transition FY22, restroom upgrades FY24.

-Schmanska Park ongoing barn renovation, walkway improvements FY21.

-Smalley Park upcoming playground redesign FY22, playground replacement FY23.

-Starr Farm Park ongoing dog park fence replacement and fitness equipment FY21, upcoming Starr Farm Park master plan & Renovation FY25 (fields, parking and irrigation)

-System-Wide projects include; Bike Rack expansion, community garden improvements, lighting improvements, master plan update, PFP community requests, PFP emergent Needs, Playground compliance, restroom design, shelter upgrades, signage and wayfinding, walkway improvements, standard equipment replacement and urban forest master plan.

Barlow asked about dredging of inner harbor and Wight said it is only by the docks general area, not the entire harbor. Barlow asked how often dredging has to be done and Wight was not sure but very expensive about \$80,000 plus and not eligible for PFP funds. Can use Impact fees for moorings but questions around funding for dredging.

Report from Commission on Volunteer Hours

Traverse asked the Commission if they had any additional hours for the month of November, Traverse had 1 hour, Farrell had 1 hour with Foundation and Hurley had an additional 30 minutes.

Director's Items

Wight had a few highlights; recreation facilities, Miller reopening and renting spaces for households and one on one coaching, Leddy similar to renting rinks. Events schedule is looking full for next summer season at waterfront, annual holiday lights competition will be happening and encouraged all to enter.

Todd asked about the conservation winter activities and wondered if Wight could give more information. Wight said Cahill working with others and going to try and plow down by Arthur Park and trying to make more accessible, more cross country trails through North Beach, different places open



during the winter to get to. The country club is getting strict this year and need to remove from maps and informational flyers it will be closed to non-paying members in the winter. Todd requested to have a public forum regarding opening up space to machines and others and Wight suggested connecting with Cahill to see what the bigger plan is for the area. Wight will send link to winter activities out to the commission.

Commissioner's Items

Farrell said he will be attending the Events Advisory Committee on December 2nd and would report back to the group and a discussion on contingency plan.

Todd thanked Wight and Roach for keeping an eye on the traffic at Battery Park and what is going on for activity.

Barlow thanked Wight for getting gate installed on Leddy access road, adding it had helped address some of the issues that were happening.

Adjournment

Motion to adjourn at 7:10 p.m. by Traverse.

DRAFT