



PARKS & RECREATION COMMISSION
Minutes
October 6, 2020

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

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

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

Approval of Agenda

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

Approval of Consent Agenda

Traverse read the consent agenda and motions into the record and the items were moved for approval by Farrell, second by Johnson, motion carried.

Old East End Neighborhood Coalition

Wight introduced Jason Stuffle, who volunteers with the coalition and explained how the group is very engaged. Stuffle showed some slides of the painted benches and how they are promoting. The area in which they are focused on is anything east of East Avenue. Explained Schmanska Park, donated in 1942, and showed pictures of the grounds as it is today. Put up little library, cleaned out the sumac trees, put up trash receptacles. Stated that Schmanska previously had one single fixed bench for all courts, playgrounds and open area and thus decided to create benches. Began with looking for funding, got volunteers to donate time, built 5 benches and will be building 5 more. Neighbors and community members painted the benches and took ownership. Had three works days to get all ready for use. Benches also convert from benches to tables, easily moved around. Thanked all the volunteers and donors of funds for their participation in the project.

Lantieri asked what the cost per bench was and was told \$1500 covered all materials, approximately \$150 per bench and also asked what the name of the unit was called that turned from bench to table and Stuffle said he was not sure but could find out. Asked what kind of relationship the group had with the Ward One NPA and was told very good mix of people and would likely present to that group soon.

Traverse asked if people wanted to get in touch with the group what would be the best way and Stuffle gave their email as well as a site to go to. oldeastendvtv@gmail.com or neighborhoodcoalition

Johnson liked that all was portable and flexible and asked what the average weight was and was told approximately 60 pounds, very manageable.

Wight stated the group did 5 in the spring to see what the department felt and will do 5 in the fall, just to make sure that it was spaced out good and all worked well.

Bike Path Update

Adams-Kollitz began by saying since last spoke from one to three construction and concurrently designing.



Construction in south end just started on northern part of Oakledge Park, will reopen by end of year, small section added in the last week to short segment of bridge going into Lakeside and Proctor, path on Harrison and then closed from Harrison to side of the HULA property, hope to pave by mid-November and open by end of year. Final paving went down yesterday and today in barge canal section, hope to open late October early November, currently between wastewater and barge canal bridge. On either end of projects one is realignment project spurred by Amtrak and from King to College, current detour but will be working on modifications, finishing final design to southern part of Oakledge near gateway and by Austin Drive.

Lantieri asked if other than the railway section, when will full connectivity be reached, and Adams-Kollitz said due to King to College that will be a bit but all others will be done by end of calendar year, southern part of Oakledge and realignment from King to College will need to get finished.

Barlow asked if the path was re-routed on Battery and was told yes currently and not ideal but end up with improvements as was with Pine Street detours.

Adams-Kollitz showed the commission some photos of paving near barge canal and some other project photos.

Traverse asked if Adams-Kollitz expected any potential delays and said currently not anywhere as vulnerable as were last year to bad weather.

Lantieri asked with the changes in the railway, if will still be there and Adams-Kollitz said will likely get an alignment that stays west of the tracks and working on final details of plaza extension at College Street intersection.

Public Forum (Time Certain 6:00PM)

Public forum opened at 6:07 p.m. by Traverse.

Seeing no one from the public, public forum was closed.

Public forum closed at 6:07p.m.

GIS Update

Madalinski explained how park uses GIS and what the initials stand for, Geographic Information Systems, turns into coordinates and maps. The City uses the system called ESRY and anyone can use the website to look up the maps and information, City contracts with them and then can use in various ways. Amenities inventory maps such as bathrooms, benches, bikerack inventory, etc. Have interns typically go to various spaces and take pictures and upload data. Main purpose is to create work plans for crews. Explained that staff are at different levels of technology use so it is a work in progress getting everything entered and using the system on a regular basis, but it is coming along. Used for work scopes and bidding out projects. Can use for trails master planning to show all trails closed, not owned, etc. also use for public construction projects to get out to the public.

Lantieri asked about how used specifically and said for stats to BTV, mainly network analysis and also asked what the next place to see it used and Madalinski said to crowd source more things, would be nice to have lights to talk to the GIS and alert our technician, but feels that is a way off, only slightly have that with Big Belly that is contracted out. This does have an app that is called Survey123 and it takes a point and you can use a form to submit something to go directly to a facility or item, similar to C click fix.



Finalize Commission Retreat

Wight stated that she did the doodle poll and the date that worked for everyone was, Friday, November 6th from 1-3pm on line. Wight asked all to contact her if they had any thoughts or questions to add to the meeting.

Fees and Rates

Wight stated the overview is the role of the Commission, some fees need to be approved by Commission, some by City Council and some by Cemetery Commission. Some are charter changes, some ordinance, Leddy fees are in ordinance with set fees, unique need to send to ordinance committee, need to update and change to have set up not to say how much. Appendix D is the rules for the field uses, parking. The last time fees were changed was in 2014. She showed the excel sheet with commission/council approval necessary for what types of fees, went through the various fees and who needs to approve from Commission and Council and then showed the breakout by Parks, Waterfront, Gardens, Cemetery, Admin, and Rec Facilities. Really wanted to start the discussion at this point and then the next steps would be to come back with a memo and would have a full slate to be approved. Leddy would be separate as it would go before the ordinance committee.

Barlow asked if in this effort and in an effort to understand what the fee structure should be, would the department go out and see what other similar places charge and what the market prices were. Wight said most of that work had happened and other comparisons had been done with comparable.

Off-Leash Dog Area, Survey Questions and Continued Policy and Rules

Wight explained that this subject had gone to the public in 2011 and 13 and put a substantial amount of work into and did not feel should put a lot more into but rather a do a survey. Realizing what was put through, recognizing many people weren't here at that time. Wight then went through the layout of the survey, stating at the beginning of the survey have where do you live, then some demographics, ages, do you own, and went on through the various questions under the following categories; Demographics, Location preferences and then Open ended comments to end with.

Johnson asked about the scale of 1-5 where 1 is not needed and 5 is got to have it and questioned the wording of the not needed versus preferring not to have. Would prefer to have say leashed and Barlow suggested saying strongly support. Thinking of using a scale that would capture the correct sentiment with the correct wording and Wight said she would work on those changes.

Lantieri asked if the question of should it be a priority to have off leash areas was a yes or no and Wight said it would be a yes or no, or that was the intention. Lantieri asked also if the off-leash areas would be fenced in or if just open. Wight explained working with Holly from South Burlington to collaborate with a location as it is a problem for them also and another spot is the Elmwood Cemetery and Pomeroy as they are fenced areas and would we allow in the cemetery. Stated if can't come up with anything in Old North End. Asked if it would be beneficial to add something about a fenced area in the south end at this time. Lantieri suggested just saying in the South end.

Traverse said he likes the areas that are identified in the plan currently as the group did a lot of work and is ok with adding an open ended space, would be some benefit to having a map to the areas in the



survey. The working group proposed a change to the ordinance committee and would be up to the commission to establish and then left to commission. If don't do something to name areas then it may present some hurdles to the areas but like some flexibility to establish some of the boundaries down the line, would like to explore just listing Leddy, Oakledge and Roosevelt and not the specific boundaries within those parks.

Farrell felt if ok with the City Attorney he did not have a problem with the proposal.

Lantieri also was comfortable having flexibility while having something in the ordinances that is broader to specific parks. Wight suggested putting in the ones that are fenced to keep them as they currently are.

Traverse proposed working on with Wight and Attorney St. James and come back to the commission with a proposal.

All agreed to have Wight make the necessary edits to the survey and get it out.

Upcoming Scheduled Topics

Wight said one item in November, Parks team is going to do update, which will include Conservation, Grounds, Facilities and Trees divisions and will be an opportunity for commission to learn more and ask questions. December meeting will include the 5 year capital plan and FY20 projects and based on November both GIS and Bikepath came from last retreat, a few still out there such as the City Hall Park tour. Wight asked all to let her know when interested in a topic for the agenda.

Special Commission Meeting – City Hall Park Tour

Wight originally put out for the 12th and then had a business meeting, can do special meeting need 24 hour notice, don't want a lot of community as it is really intended for the commission and a deeper description of all of the facets of the park including the costs and more specific details.

Wight asked if an early morning meeting could work for all, around 7:30-8:30am, all said yes and Wight said she would confirm a date and send out to all and warn the meeting.

Commission Annual Report Approval

Traverse asked if anyone had any comments or questions regarding the report and all approved and it would be sent around for signatures by Putzier. Farrell made a motion to approve, second by Johnson, motion carried.

Report from Commission on Volunteer Hours

Traverse asked the Commission if they had any additional hours for the month of September, Traverse 1 hour.

Director's Items

Wight said kudo to Recreation team, asked to be aware they have multiple positions vacant and not filling, waiting until mid-October to see how City financing is doing, department is just shy of 2 mil. this year. Down several positions and asked for all to be aware of that when you are out and about, not as many people signing up for programs at Arena, Special Events person will be helping at Leddy, will advocate when able. Wight asked if anyone had any questions for her.



Hurley stated she signed up for the Halloween Howl and was very excited it was happening. Also asked about Battery clean-up and if it is being done now and Wight said you would never know there was anyone even there it is totally clean by staff and some of the protesters came back to help.

Johnson asked if there is a link to sign up for Halloween Howl to volunteer and Wight said they would love to have him and she will send him the email.

Traverse asked when the opening would be and if a notice would be sent and Wight said an invite would go out for the opening ceremony of City Hall Park, which will be October 16 at noon and similarly on Saturday through the evening with events. Would be more like a come, walk through, and go type of event with music.

Commissioner's Items

None

Adjournment

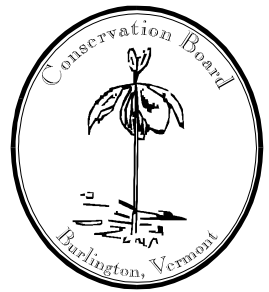
Motion to adjourn at 7:25 p.m. by Traverse.

DRAFT

Burlington Conservation Board

645 Pine Street
Burlington, VT 05401
<http://www.burlingtonvt.gov/dpi>
Telephone: (802) 865-7188

*Miles Waite, Chair
Zoe Richards
Matt Moore
Don Meals
Ryan Crehan
Hannah Brislin
Rebecca Roman
Jules Lees
Tori Hellwig*



TO: Parks, Recreation, & Waterfront Commission
FROM: Scott Gustin
DATE: November 4, 2020
RE: Open Space Addendum

The Conservation Board is pursuing creation of an addendum to the city's Open Space Protection Plan that focusses on our natural areas and opportunities for nature based solutions to the climate crisis.

Members of the Conservation Board met with the Parks, Recreation, & Waterfront Commission on August 4, 2020 seeking support to move ahead with the addendum. The Commission voted in support of the Open Space Addendum.

September 2, 2020, a request for proposals was posted seeking professional consulting services in the development of the Open Space Addendum. Following review of the proposals submitted, the Open Space Subcommittee selected the proposal by Resilience Planning & Design, LLC at their November 2, 2020 meeting. The Conservation Board voted in support of that selection at their November 2, 2020 meeting.

The Resilience Planning & Design, LLC proposal includes a total budget of \$24,714.

As for the 2014 update of the Open Space Protection Plan, funding for this Addendum is to come from the city's Conservation Legacy Fund. As such, a joint recommendation from the Conservation Board and the Parks, Recreation, & Waterfront Commission to the City Council is required.

The Conservation Board is seeking a recommendation from the Parks, Recreation, & Waterfront Commission for expenditure of up to \$25,000 from Conservation Legacy Fund monies to be paid to Resilience Planning & Design, LLC for their work on the Open Space Addendum.

Consultant services are expected to start December, 2020 and run through June, 2021 and, in a collaborative effort with the Conservation Board, will include research and analysis, public outreach, and creation of the Addendum for consideration and adoption by the City Council.

SUMMARY OF OPPORTUNITIES

Monthly Parks Commission update – November, 2020

Stories

Restoration often feels like a daunting job, but days when I can join in community to teach, share, collaborate, and help plant a few hundred native trees in the process, keep me inspired in this work. Not only was it fun and impactful to work with volunteers throughout the day - not a small feat to organize during Covid - but the event allowed conservation partners in the Intervale to connect and collaborate. In the few spare moments between volunteer shifts, we were able to discuss different techniques to manage for deer browse at restoration sites (deer are becoming an increasing threat to ecological integrity across the state), opportunities for collaborative stewardship at McKenzie Park and elsewhere, and ways to support native enhancement plantings to add structural and functional diversity to these projects down the road. Not bad for one day! This is the kind of synergistic, creative, and nimble management that nature is requiring of us right now, and I look forward to continuing to work with the City at McKenzie Park and beyond.

-Annalise Carington, Conservation Specialist, USFWS and Intervale Center

Restoration tree planting
at McKenzie Park



What are the top issues on your mind?

- Bike Path – Maple to College realignment
- Winter recreation planning and meeting the needs of the community

Department accomplishments and notable staffing developments since the last report?

- Welcome to Olivia Wolf, our new Bike Path Maintenance Specialist! Olivia worked several years for us seasonally, and showed her strengths and aptitude as she filled a temporary position as Conservation and Trails Manager while we were on hold filling the full-time position.
- Congratulations to Chris Beaudry who is now officially our Facilities Maintenance Manager after serving in an interim role for almost one year. Chris has worked for BPRW for 32 years! Chris showed his ability to step into a Manager's position and move the Facilities team forward.
- Congratulations to Paul Morris, Grounds Maintenance Manager for successfully passing the Certified Playground Safety Inspector (CPSI) exam. The City, under Paul's leadership, has invested over \$50,000 in FY20 and FY21 to bring all of our playgrounds up to standard.

Olivia Wolf



- Joanne Putzier, Melissa Cate and Cindi Wight attended the virtual NRPA conference in October. All three were able to receive 1.3 CEU's to maintain certifications.
- The Facilities team was able to keep the City Hall Park fountain open through the last weekend in October and then was trained on winterization. We look forward to a full season in 2021! Thanks to Jake Hornick and Bruce Campbell from the facilities program for being certified pool operators (CPO) and taking a lead role with the fountain.
- The Trees and Conservation teams wrapped up a stellar season planting trees throughout the City. We reached our annual goal of planting 1360 trees in total; 410 trees planted in our ROW and developed parks and 1266 restoration trees in our urban Wildways.
- Staff from four divisions came together to carve pumpkins for the Halloween Howl event. It was a nice chance to spend time together.

Fountain fun at
Halloween Bike Ride



Staff pumpkin
carving event



COVID-19

- The updated recreational sports guidance released late October and impacts us in the following ways:
 - 5v5 basketball is allowed but we have less access to schools. We will run our basketball program at Miller and the Boy's and Girl's Club and try to serve as many youth as possible.
 - All recreational games must be played in VT against VT teams or quarantine is required. The impact to this one is felt by the Lumberjacks, junior hockey program, based at Leddy Arena.
 - Our ski program can continue but we will be taking 20 kids to the mountains for each session rather than 80. There are three sessions rather than two and every child will have the opportunity for one session. We have tightened up age groups to 10-15 rather than 9-17. It will be a chilly ride to the mountains as several windows on the bus must be opened during the ride.

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

Stay tuned for upcoming events!

Recreation and Recreation Facilities Update

- We anticipate filling one Recreation Specialist position by January. The individual will program Leddy Arena, provide outdoor programs and we hope bring creative virtual programming ideas.
- We welcome Scott Yaros back to Leddy in November as Scott works half the year with the Parks Facilities team.
- Emma Allen, Events Coordinator, is assisting at Leddy Arena filling in the gap of no programming staff at Leddy after the move of staff in May and October.
- Leddy Arena is heavily booked with a strong demand this season for ice time. Staff is scheduling a month at a time in order to remain consistent with changing guidelines. Arena user groups were not impacted by the Covid outbreak related to hockey and broomball at the Montpelier rink.

- Miller Center gym is booked solid with several new user groups, due to the unavailability of local school gymnasiums. BSD continues to offer childcare on Wednesdays, Sara Holbrook Teen Center has programming every week day and evening and pickleballers have returned to daytime play!
- The Miller Center served as a ballot drop off location in November and will host the November 3 election.
- The Center of Recreation & Education (CORE) at ONECC continues to support the Burlington School District by providing space for several BHJS programs while BHS is still offline.
- Our Recreation Programming team continues to find creative ways to safely offer programs during the COVID-19 Pandemic. Examples of this work are our Youth Basketball and Bolton Ski & Ride Programs being offered this winter but with dramatic changes to ensure the safety and well-being of participants and staff.
- Emma Allen led a Department-wide effort to produce a successful Halloween Howl event at North Beach on October 24th and Halloween Bike Ride on October 25th.



Halloween Bike Ride



Over 250 people participated in the Halloween Howl. Members of our Grounds Crew and Waterfront Crew using tractors, pulled three separate hay wagons with two families per wagon through a haunted North Beach campground. Wagon rides were scheduled every half hour between 2:00-6:00pm. By spreading out these tours we were able to offer a safe event to families during these difficult times. At no point during the day were more than 50 people onsite for these hayride tours. All participants were required to wear masks and families were assigned to waiting areas separated by signs spaced fifteen feet apart. ALL FAMILY HAYRIDES SLOTS WERE FILLED ONLINE IN LESS THAN A WEEK.

Waterfront Updates

- 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.
 - Catalog all of our mooring systems utilizing GIS mapping techniques.
 - 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.



North Beach Cottage new entrance and ADA ramp

- Wrap-up the North Beach Cottage project, which served to greatly improve the North Beach Office and hub for customers and Waterfront staff. This project stabilized a failing building, improved efficiency with new HVAC units, moved the entrance to the east side for safer access, created ADA access into the building where previously there was no accessible entrance and creates meeting space for the Waterfront Division.
- Work on a local and statewide level to strategize how events may take shape in Summer 2021.
- Issue an RFP for North Beach Concessions and select a concessionaire to serve food items at North Beach from the Bathhouse.

Park Division Updates

- Winter Services Plan and on-call staff schedule was distributed to union staff, with an update this year to City Hall Park (new park, new plan, new snow blower/etc.).
- Grounds, Facilities and the Tree team were instrumental in the completion and preparation of City Hall Park for the opening and continued care of the space.
- The Grounds program is closing out sports fields for the fall, picking up and mulching leaves, and will be mowing our seasonal mow areas in early November as well as planting some grass seed that will come up in spring (dormant seeding).
- Paul Morris, from the grounds team, will be starting to build MOU's with athletic programs that use our fields. This is a historical move forward to formalize the relationships with the groups and provide clarity on expectations.
- Facilities team is nearly completed the month-long process of pulling in docks, shutting down water systems, removing water-side signage, buoys, boats, floats etc. Very efficient year thanks to their hard work and experience.
- Custodial/Facilities crew continues to work around the clock to keep buildings open for staff and the public. Increased training is planned to keep everyone as safe as they can be in the COVID environment. They've been very responsive and brave throughout the pandemic.
- The tree team will transition to installing tree protection downtown and initiating tree trimming with BED as well as responding to calls from residents.
- Conservation closed out another successful year of the community garden program. This program was able to open during the height of the pandemic thanks to the planning and effort of Meghan O'Daniel, Dan Cahill and Ben Rogers.

Project updates

- Completed 2020 projects:
 - Lakeview Cemetery Section 8 design
 - Leddy courts reconstruction
 - Starr Farm dog park fence replacement
 - Calahan Tennis Courts resurfacing
 - North Beach office renovations
 - North Beach campground small bathroom floor renovation
 - City Hall Park renovation
 - FitLot installation at Miller Center
 - Greenway Soft-Shoulder Renovations from Waterfront Park to Winooski River Bridge
- Projects due to complete in 2020:
 - Bike Path rehabilitation from Perkins Pier to just north of Flynn Avenue
 - Paving of Harbor Watch area likely in the spring
 - Schmanska Park renovations

- Sprinkler/Fire Alarm system
 - New exit doors
 - Updated water systems
- Appletree Park walkway lighting improvements
- Leddy Park Softball Field Scoreboard Installation
- Projects started in 2020 to wrap-up in 2021:
 - Bike Path realignment – Perkins Pier to College Street
 - Arms Forest trail improvements
 - Perkins Pier siting study
 - Champlain St Park playground design and renovation
 - 311 North Ave roof replacement
 - 127 Path Crack Filling and Sealing (25% Completed to date)
 - Greenway Line Striping
 - Leddy Park Stairs
 - North Beach Pump Out and Turnaround
 - North Beach Building Demolition
 - Boathouse/Dock Gangway Installation



Improved culvert at Oakledge

More Stories

"What I loved most about this event is that it pulled together people from different generations to tackle climate change through a proven nature-based climate solution, tree planting. It was exciting to see such enthusiasm from many busy people who truly understood the value of the work they were doing. Kudos to Dan Cahill and his team for expertly pulling together this event which will provide benefits for generations to come. "

I was really jazzed by the event Dan. Great people, super well organized including the materials you sent out in advance. People truly seemed to enjoy themselves. For example the UVM students I worked with had loads of questions about the value of tree planting, the trees selected etc. It made me want to come up with a one pager that would complement your materials showing the CO2 that will be sequestered over 40 years and annually from your efforts in that area. It's probably already been done but if not and it's of interest, I'd be happy to help on this front. I just did something similar for our land in Shrewsbury with the help of UVM grad students and Ali Kosiba. It may help put things further into perspective. Just a thought.

Finally, here's a link to my new [website](#) in which I aim to make carbon storage and sequestration more relevant to landowners in Vermont using the excellent work of Bill Keeton, Tony D'Amato and others. Needs lots of additional work but one step at a time.

Stay safe tomorrow. And again, thanks for your successful efforts last week.

Cheers, Tim



Restoration tree planting at McKenzie Park

I brought a group of homeschooled high schoolers to Mackenzie Park to plant trees, and it was such a hopeful, wonderful project! The volunteer orientation was extremely well-coordinated and efficient, our understanding of the benefits of the tree planting enhanced our study of strategies to mitigate climate change, and it was a joy to be together, working physically and chatting, safely and with purpose. I've so enjoyed getting to know different facets of the important work happening at our own Intervale! It was so satisfying to arrive to an empty field, and leave with the sight of over 100 healthy little cottonwoods, black willow, and silver maple trees that we planted with our own hands!

- Valerie Wood-Lewis

Future Commission topics

- Capital Plan update (December)
 - FY21
 - FY22-26
- Master Plans
- Oakledge playground update (December)



AMENDED AGENDA
PARKS & RECREATION AND HARBOR COMMISSION
Tuesday, November 10, 2020, 5:30PM
Remote Meeting via Zoom

To Join the Meeting on a Computer

Link: <https://us02web.zoom.us/j/82871327981>

To Join the Meeting on a Phone

Number: 1-301-715-8592

Meeting ID: 828 7132 7981

AGENDA

I. Approval of Agenda

II. Consent Agenda

A. Action Item: Approval of Minutes of October 6, 2020 Meeting (attachment)

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

B. Action Item: Approval of Open Space Addendum, Scott Gustin, Principal Planner & Asst. Administrative Officer, Dept. of Permitting & Inspections (attachment)

*waive the reading, approve the funding for the addendum with Conservation Legacy Fund and place it on file

III. Discussion Item: (15 min.) Bike Park Update, Cindi Wight, Director, BPRW, Jonathon Weber and Sean, Burlington Bike Park Coalition (verbal)

IV. 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.

V. Information Item: (20 min.) Parks Division Update, Deryk Roach, Parks Superintendent, BPRW (verbal)

VI. Action Item: (10 min.) Parks Foundation Liaison, Cindi Wight, Director, BPRW (verbal)

VII. Action Item: (10 min.) FY21 Meeting Schedule and Formats, Cindi Wight, Director, BPRW (attachment)

VIII. STANDING ITEMS:

A. Report from Commission on Volunteer Hours (verbal)

IX. Director's Items (attachment)

X. Commissioner's Items

XI. Adjournment

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



Guidance for Participating in a Virtual Parks Commission Meeting

As social distancing measures to preserve public health and safety continue to be required to prevent the spread of COVID-19, or are recommended as a standard practice, the Parks, Recreation & Waterfront staff will be supporting the Parks Commission to conduct their meetings on-line via Zoom. Here is information about how to join a virtual meeting, and what to expect while participating.

General Guidance for Public Participation

Please remember that in this digital meeting environment, meetings are open to the public and anyone may be watching or listening even if you cannot see them. Meetings will be recorded, and both the recording and chat content of the meeting will be maintained as a public record.

Please ensure your display photo and screen name are professional, such as using your first and last name. Please test your audio and video prior to the start of a meeting, and familiarize yourself with how to join a meeting by your chosen method. And finally, please be patient with us. Technology doesn't always work as planned, and we are all learning how to hold a successful virtual meeting!

How to Join a Virtual Meeting

Zoom allows participation via either computer or telephone. Each agenda for a meeting that will be conducted virtually will include details about how to join via either of these options, including a web address, phone number, Meeting ID, and password.

If you participate via computer, you have the option of seeing Commissioner videos and any presentation materials that may be shared. If you use either a standard phone or cell phone to call in, you will only hear the audio portion of the meeting. If you join via a smartphone, you may have the option to download the Zoom app, which will enable you to see and hear the meeting.

How to Participate in a Virtual Meeting

During meetings, only Parks Commission members and limited staff members will be viewed on video. Members of the public attending a meeting will be muted, except when invited to speak during public forum or a public hearing. Whether members of the public can speak at other times during the meeting is the discretion of the Chair.

If you want to speak during public forum, please take the following steps to assist us in making this process run as smoothly as possible:

- Email staff at jputzier@burlingtonvt.gov by 5pm on the day before a meeting to indicate your interest in speaking. You do not need to provide your comments. Staff will enable your microphone as your name is called from a list of interested speakers.
- During a meeting, you can text (802) 922-3381 and a staff will enable your microphone and invite you to speak when your name is called or you can use the "Raise Hand" feature.
- If you are interested in submitting your comments in writing instead of speaking during the meeting, you may do so by 5pm the day before a meeting, they will be forwarded to the Commissioners ahead of the meeting.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact the Parks, Recreation & Waterfront department or 711 if you are hearing or speech impaired.



PARKS & RECREATION COMMISSION MEETING SCHEDULE, 2021

Start time 5:30 p.m. unless noted/Virtual until further notice (Proposed if not virtual)

January 5	Pine Street	
February 2	Pine Street	
March 9	Miller Center	
April 6	Pine Street	
May 4	Cemetery	
	Harbor Commission	Erin Moreau
June 1	Boathouse	
August 3	Pine Street	
September 7	Pine Street	
October 5	O.N.E. Center	
November 9	Pine Street	
	Harbor Commission	Erin Moreau
December 7	Leddy Arena	



**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