



PARKS & RECREATION AND HARBOR COMMISSION

November 9, 2021, 5:30PM

645 Pine Street, Front Conference Room

ZOOM LINK

<https://us02web.zoom.us/j/87522522723>

301 715 8592

Webinar ID: 875 2252 2723

AGENDA

- I. Approval of Agenda
- II. Consent Agenda
 - A. Action Item: Approval of Minutes of October 12, 2021 Meeting (attachment)
*waive the reading, approve the minutes and place them on file
 - B. BCA Special Use Request – City Hall Park, Winter Market
- III. Information Item: (30 min.) Parks Funding Sources, Katherine Schad, CAO, Clerk Treasurers Office (verbal)
- IV. Public Forum: (Time Certain 6:00PM)
- V. Discussion Item: (20 min.) E-devices on Greenway and Greenway Speed limits (attachment)
- VI. Action Item: (15 min.) Park field fees, Cindi Wight, Director, BPRW (attachment)
- VII. STANDING ITEMS:
 - A. Report from Commission on Volunteer Hours (verbal)
- VIII. Director's Items
- IX. Commissioner's Items
- X. Adjournment

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



MEMO

Date: November 9th, 2021
To: BPRW Commission
From: Meghan O'Daniel, Community Garden Outreach Coordinator & Customer Service Associate
RE: BCA Winter & Holiday Artist Market Special Use Permit for November 26th – December 21st 2021

Request for a Special Use Permit at City Hall Park to hold BCA's Winter & Holiday Artist Market events from November 26th through December 21st, Thursdays and Fridays from 2pm – 6pm and Saturdays and Sundays from 11am – 5pm. They are also requesting a waiver to allow alcohol.

Burlington City Arts will be organizing and overseeing another season of Winter & Holiday Artist Markets in City Hall Park this year. This series of markets creates a space for the community to gather together and support local artists. There will be 15 sheds for the vendors to use set up along Park Lane, from College Street to the BCA Patio. There is a map attached. On the BCA Patio, there will be an eating/drinking area with food and alcohol for sale. BCA is working with the DLC to acquire the necessary permits for that and there will always be an event staff person on site when food and alcohol sales are taking place. For the December 11th and 12th market days, they are planning to increase the amount of vendors.

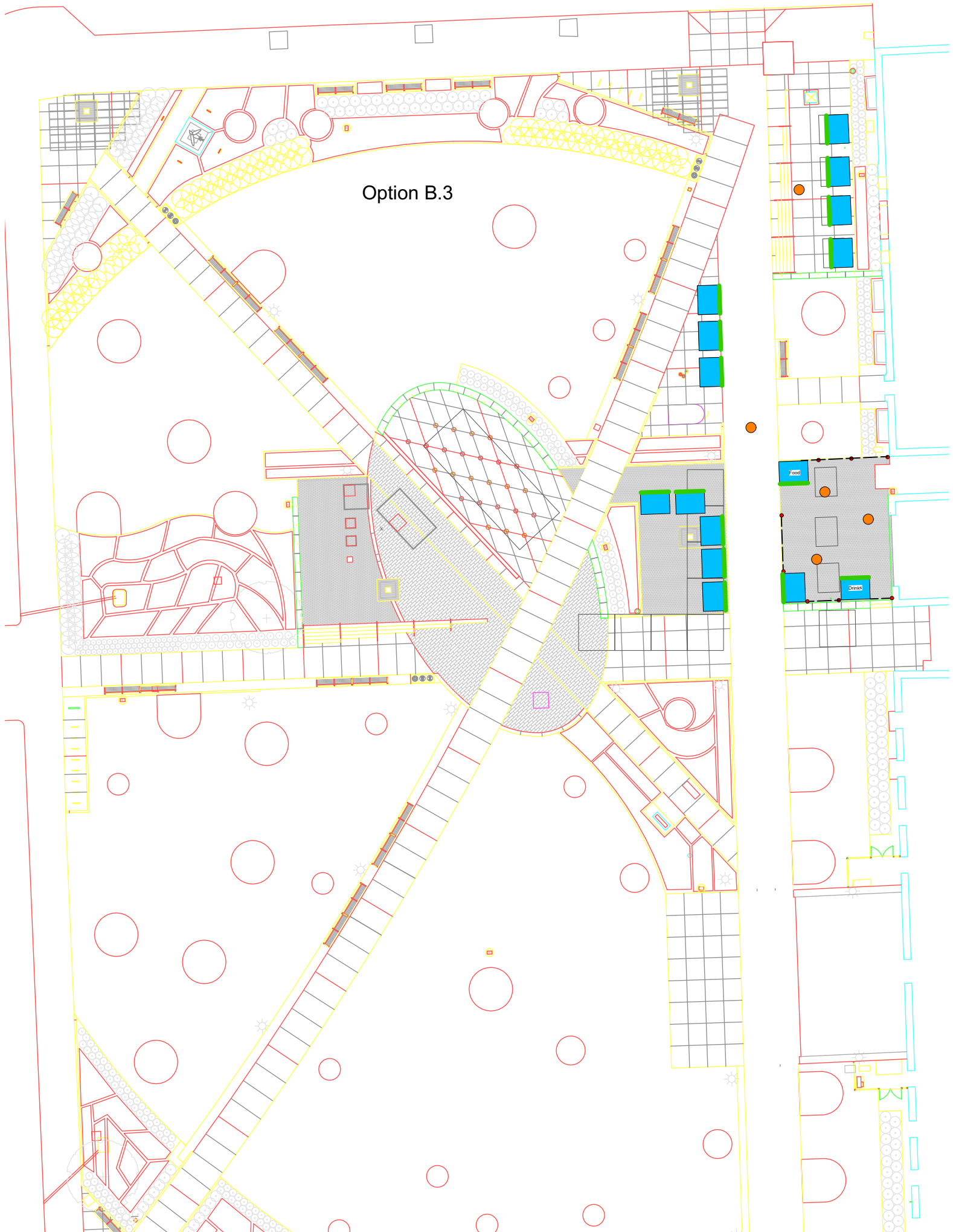
Staff contact for the event is Zach Williamson.

They are on days with no conflicting events.

Staff Recommendations:

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

Option B.3



MEMO

Date: November 4, 2021
To: Parks Commission
From: Cindi Wight, Director
Deryk Roach, Parks and Facilities Superintendent
Erin Moreau, Waterfront Superintendent and Harbor Master

Subject: Park Fees

Recommendations to Parks Commission:

Approve the 2022 fees for the use of outdoor park locations.

OVERVIEW

All Park field use fees require approval annually from the Parks Commission. The last time the Commission approved fees was in 2014. We are now working to reestablish the annual process. Attached is the matrix of fees. I included all the fees for our parks but only the ones highlighted in grey require Commission approval.

COST Recovery Goals related to Park Fees

Category – Open Space

Our cost recovery goals for open spaces range from 0-5%. It is the Cost Recovery category that requires the most subsidy from the taxpayers based on the reasoning that it supports all community members.

Category – Rentals

Our cost recovery goals for rentals range from 40-80%. The wide discrepancy in the range is to take into account rentals of spaces for youth sports that serve a wide variety of our community, community gardens that help feed families, to the rental of a shelter or ice time that is exclusive to only those invited to the event.

Open Space Fees

Our open space fees include permits for spaces that are not an exclusive use of the Park. Permits are required if the group size is 20 or more. In 2019, we received just under \$3,000 in permit fees representing a subsidy of 99.70%. Our recommendation is to increase the park permit fees for groups over 40 recognizing the larger the group the more impact on other users of the park and the park itself. In addition, we recommend an annual fee for commercial users of our parks to include fitness programs. We go into



that program, in more detail below. A final permit increase is for our bike path. We suggest an increase in the permit fee based on the substantial city investment in the Greenway.

Park Rentals

Our park rentals have a broad range of use. They include non-ticketed events to ticketed events, from youth sports to adult sports and ranges in between.

We are not recommending any fee increases to our park spaces other than a modest fee increase to our field rentals and establishing a fee for the rental of Water Works Park and Frame. The park spaces we rent out are primarily used for events and based on the challenges of the pandemic over the past couple of summers, we want to encourage, not discourage more rentals. There may be increases or additions to itemized fees (ex. underground utility services at Waterfront Park) but no increased base park fee rental price for 2022.

Park Partners

Our recommendation is to charge a fee of \$100 annually for commercial programs that use our outdoor parks. We are modeling the program, similar to one in Knoxville, TN, that encourages other organizations to provide more programs for the community in City parks. We would require a permit, which gives us the ability to limit the number of users in different spaces. For example, we'll closely monitor the # of requests for Waterfront Park, which is a popular option.

https://knoxvilletn.gov/government/city_departments_offices/parks_and_recreation/programs/programs_in_the_parks



TO: Parks Commission

FROM: Cindi Wight

DATE: November 4, 2021

RE: E-devices and Speed Limit

Overview

In 2018 and 2019, the Parks Commission discussed e-devices on the Greenway at four different meetings (9/4/18, 10/2/18, 3/12/19 and 4/2/19) and the Parks Commission chair received email feedback based on a 9/7/18 article in the Free Press regarding e-bikes on the Greenway. In general, there is support for e-devices traveling on the Greenway. However, concerns with e-devices on the Greenway are etiquette of users and speed. The determination was that it is the user and not the device that was cause for concern.

The direction from the Commission in 2019 was to set a maximum speed of 15 mph on the Greenway for all modes of transportation with a reduced speed of 10 mph in the waterfront core. Staff have identified the north end of the Barge Canal to Pause Place 3 as the “waterfront core.”

With 98% of the Greenway improvements wrapping up (only North Beach Overpass to complete), staff recommend Commission approval of the suggested speed limits. If approved, signage will be developed over the winter, including guidelines for path use to improve overall user etiquette.

SUMMARY OF OPPORTUNITIES

Monthly Parks Commission update – November, 2021

Stories

A resident just called only to tell us what a phenomenal job we do in our parks – he commended specific recent projects (Oakledge, City Hall Park) as well as our trees and flowers, he could not say enough good things about the work we all do to keep Burlington beautiful and livable...what a great call to get on a dreary Monday afternoon – keep up the GREAT work, everyone!

Hello Erin -

This is to give a resounding note of appreciation for Brendan Kaplan, who is doing an excellent job as the Burlington Marina Manager.

Brendan is an excellent communicator. He is clear in his communications, whether in person or by phone or email. He follows up on issues promptly and thoroughly. He is also an excellent leader as is evident by the good performance this year of the dockhands and their high morale.

His near -constant presence at the Boathouse, especially during the disruption of the rail crossing construction, and his calm, intelligent demeanor have helped make this season at the marina very pleasantly functional for slip holders such as ourselves, and for tourists.

With appreciation -

J. Ladd



Fall colors near Roundhouse Point

Department accomplishments and notable staffing developments since the last report?

- Melissa Cate, Gary Rogers and Joanne Putzier attended the NRPA National Conference
- Gene Aube, Michael Donnachie and Derreck Eckhardt attended the New England ISA Conference
- Kim Bleakely attended a 3 day Leadership workshop with Panurgy
- Opened our first permanent disc golf course in Burlington at Schifilliti Park on Thursday October 21
- Celebration of Kieslich Park on Friday, October 29
- November Work Anniversaries – Jen Cotton (8 years), Dorjee Tsering (8 years), Paul Morris (5 years), Joanne Putzier (21 years with BPRW), Gary Rogers (24 years), Jeff Shedd (21 years), Pema Tsewang (4 years) and Janira Cartagena-Aponte (3 years)

COVID-19

We are instituting a masks required for all youth indoor programs for all in attendance starting Monday November 8th. Masks continue to be recommended for adults.

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

- **Senior Holiday Dinner** – December 16 @ Miller Community Center
- **The GIFT Ice Performance** – December 18 @ Leddy Ice Arena
- **City-wide events** - <https://loveburlington.org/events>

Recreation Division Update

- Recreation staff are busy implementing winter programs and planning for winter events.
- We have finalized our indoor Covid-19 policies for this winter season. Our policy for youth will mirror those of the Burlington School District. Youth programming in all facilities will require all participants, coaches, officials and spectators to be masked.
- BSD is not permitting any adult programs to take place in their facilities this Fall-Winter. This decision affects several of our popular adult sports programs.
- We are strongly recommending masking for adult indoor athletics programs and are allowing team captains in BPRW led adult sports programs to make recommendations on masking requirements for their respective leagues.

Leddy Arena Programs-

- **Freestyle Ice (on-going until May):** Meant for practice/instruction with a coach. Mornings Monday-Friday
- **Adult Skating Clinics (on-going until May):** Tuesday & Wednesday Mornings. Figures Clinic/Advanced Skating
- **Public Skate (on-going until May):** Drop-in only. Monday-Thursdays 9:00am-10:30am
- **Stick and Puck (on-going until May):** Drop-in only. M/T/TH 10:45am-12:15pm
- **Lessons (beginning Saturday 9/18 12-week sessions)**
 - Itty Bitty Lessons | Ages 3-5 | Saturday @ 10:45am-11:30am
 - Itty Bitty Lessons | Ages 3-5 | Sundays @ 1:15pm-2:00pm
 - Lessons Level 1-6 | Ages 5-14 | Saturdays @ 11:30am-12:30pm
 - Lessons Level 1-6 | Ages 5-14 | Sundays @ 2:00pm-3:00pm
 - Lessons Level 1-6 | Ages 5-14 | Mondays @ 3:45pm-4:45pm
 - Super Sk8 | Ages 7-16 | Sundays @ 3:15pm-4:15pm
 - Adult Group Skating | Ages 16+ | Saturdays @ 12:45pm-1:45pm

Miller/CORE Programs

- Fall Programs taking place at the Miller Community & Recreation Center or the ONE Community Center included:
 - American Sign Language
 - Ethiopian Cooking with Mulu Tewelde
 - Beginning and Intermediate Line Dancing
 - Medicare Made Clear
 - North End Yoga
 - Yoga for Adults
 - Fundamentals of Salsa
 - Virtual Fitness Class
 - Women's Self Defense
 - Out & About Trips to VINS, the Rokeby Museum, and an Ethan Allen Cruise.
 - Learn to Ride workshop at the Leddy Arena Parking area in partnership with Local Motion

We offered AARP & Fit Lot-Fitness classes at the AARP Fit Lot located at the Miller Community & Recreation Center. The Fit Lot classes are at no charge to participants due to a grant that the department received in order to have the Fit Lot installed and to offer classes at no additional charge to participants when attending a Fit Lot class. Our Fitness instructor is an instructor from the YMCA.

CORE Adult Center

- The Core Adult Center has been providing meals and programming on the second floor of the ONECC since July. All Core Adult center activities are online and available for community members to enroll. The Core Adult Center used raised garden beds for gardening this summer/fall season. The participants harvested produce and used the produce to make salads, salsa, and other tasty dishes.
- Offerings at the CORE Adult Center for this fall/winter include:
- Chair Yoga, Fundamentals of Salsa, Bone Builders, International Cooking and Cooking with Mulu, Acrylics, Reminiscing, Book Club, Armchair visits to Hawaii and the Grand Canyon, Bingo, Nature Crafts, Seed Saving, Preserving Fresh Garden Herbs, and social hour each day.
- Participants attended SEVEN trips this October to destinations throughout Vermont

Events

- The Recreation, Facilities, Grounds & Waterfront Teams all worked together to provide fun and safe in-person Halloween events in October
- The Halloween Bike Ride was a wet and wild one and was held on Sunday, October 31st at City Hall Park. We had a few dozen costumed riders brave the rain and come with decorated bikes
- Halloween Howl Hayrides were a big success on Saturday, October 23rd at North Beach Campground.
- We provided haunted forest hayrides to 35-40 guests in three wagons every half hour between 2:00 & 6:00pm. Over 300 people participated in the event.
- The Pomerleau Holiday Party is scheduled for Sunday, December 12th
- Senior Holiday Dinner will take place on Thursday, December 16th.
- Recreation Events Planner, Emma Allen, has resigned and accepted a position working in the events field for a private sector company based in Winooski. We will be posting for this open position later this month.

A very wet Halloween Bike Ride!



Halloween Howl @ North Beach



Athletics

- NFL Flag Football was a big success this autumn with six teams in three age divisions competing in games this September and October. We are only the third town/city in VT (Hartford and Stowe are the other two) to offer a NFL Flag Football league.
- Other successful fall programs included: Itty Bitty Soccer, Itty Bitty Disc Golf, Maven After-School Skate, Talent After-School Skate and Field Hockey Clinic.
- BPRW Youth Basketball begins on December 4th. We are utilizing the Burlington Boys & Girls Club, Champlain School, Hunt School, Flynn Elementary, CP Smith & IAA for games and practices.
- BPRW is set to host the largest grade 5-6 youth recreation league basketball tourney in Northern VT on February 11 & 12. We expect over 20 teams to participate at Hunt School & Miller Center.
- Our Melanie Davidian Women's Basketball League will be starting up on Sunday, November 21st.



Ribbon cutting for the new disc golf course @ Schifilliti Park



NFL Flag Football

Recreation Facilities Division Update

Leddy Arena

- Leddy staff and skaters bid a sad farewell to our Customer Service Associate, Devin Jones, who resigned effective October 19 to move to Indiana where her fiancé plays minor league hockey. Devin brought an incredible level of professionalism, perfectionism and customer service not only to Leddy but to the entire Department and she will be sorely missed. We plan to post her position at our earliest convenience in order to have it filled before the hockey season reaches its busiest next month. In the meantime, thank you to Tess Weafer, our Leddy-based Recreation Specialist who is helping to keep the arena running in Devin's absence.
- Leddy staff welcomes Dustin Dupont to the Leddy maintenance staff beginning November 10. Dustin is a shared employee with the Parks Facilities Division where he has worked since August. Dustin joins Bob Lapointe, Stan Bajuk and Josh Cushing who keep the arena running seven days a week for up to 18 hours a day in the height of our season.
- Lumberjacks junior hockey is well underway at Leddy with five games scheduled in November. BAHA youth hockey games began October 23 and high school hockey kicks off its season beginning November 29. Leddy Arena is home ice to Colchester and Burlington Boys hockey teams as well as the Burlington/Colchester Girls combined team.
- Itty Bitty Public skating begins Monday, November 1 and will take place through March on Mondays and Wednesdays from 10:30-11:30am. Itty Bitty Public Skating is a drop-in program for parents/caregivers and their children. While not a formal lesson, a skating instructor is on the ice to lead games and to familiarize children with skating - and falling down! Kids and adults are even permitted on the ice in boots if they are not yet ready for skates.

- Birthday parties on ice return to Leddy Arena this season, with six parties already scheduled in November. The studio rink is a great facility to host birthday parties, family skates, corporate team building events, school and camp groups, etc.

Miller Center

- Darlene Loyer, Customer Service Associate at the Miller Center, is on extended leave beginning October 18. Thanks to Mellisa Cain, our part time building supervisor, who will be helping to cover Darlene's absence at the front desk.
- Department of Health Covid-19 booster clinics are ongoing in the Miller gym on Wednesdays from 9am-2pm through at least the end of the year.
- Adult programs are taking off at the Miller Center with the arrival of cooler weather. Adult programming includes three levels of drop-in pickleball, line dancing, ASL, yoga, women's self defense, salsa dancing, drop-in table tennis, family pie making, free walking program, and women's basketball league, as well as private pickleball, dodgeball and men's basketball groups.
- In addition to our regular user groups, other groups and programs at Miller this month include BSD's Horizons program, Burlington Kids Afterschool program leaders, BSD Support Services team, Hunt Middle School Day of the Dead celebration, North Burlington Little League banquet, BPRW November vacation week camp and BPRW Soccer Sparks program.
- Superintendent of Recreation Facilities, Melissa Cate, is working with the City's Covid response team to secure additional air purifiers for spaces at Miller and Leddy this winter.



CORE

- BPRW and BSD have finalized MOUs for CORE and the Miller Center to serve as emergency evacuation sites for Sustainability Academy (CORE), Hunt Middle School, CP Smith School and Horizons Program (Miller Center).
- November user groups and programs include City Lake Semester, Very Merry Theatre, Family Room/Parent University language classes, AALV teen program, Tibetan music group, AALV/Health Department booster clinics, karate classes, Ward 2/3 NPA, Ethiopian Cooking with Mulu, and Burlington GOP.
- The Request for Proposals for sublease of Room 219 (former VT Hindu Temple) at the CORE was issued on September 17, and two proposals were submitted by local organizations. A BPRW committee has scored the proposals and will be making a recommendation to the Director to move forward with a sub-lease to the top scoring proposal.
- Champlain Housing Trust has continued its closure of the event space during the latest spike in Covid cases. We are getting requests to use the event space which we cannot accommodate and are still searching for staff to work there once the event space is reopened.

Park Division Update

Park Administration

- Close down procedures for marina, athletic fields, tennis courts, gardens and seasonal buildings in full gear.

- Working on various items for the VueWorks platform, testing and training elements for the parks teams.
- Working with capital committee to further the capital report and comprehensive building needs and project listings for the December 6th bond vote.
- Continuing progress on integration of park GIS/data for asset management
- Finalizing job description for addition to the Central Facilities Team and the seasonal fountains.
- Partnered with several department for the Sears Lane encampment processing.

Conservation Program

- In partnership with Planning and our contractors, Timber and Stone - Phase 1 of Arms Forest trail improvements complete. Video displaying the work with interviews with the trail builders came out with the [fall Conservation Newsletter](#).
- In partnership with Planning Team, development and implementation of a native pollinator seed mix for southern section of bike path work at Oakledge
- Convening of a committee to plan the 50th anniversary celebration for BACG (Burlington Area Community Gardens). The committee will meet monthly starting in November building toward a harvest festival in fall 2022. We welcome a Park Commissioner to join the committee if there is any interest.
- Conservation Team worked with Burlington City and Lake Semester students at Kieslich Park.
- Fall Plantings Completed - 150 trees, and several hundred native perennials being planted. Trees and shrub sites for fall 2021 - Champlain Elementary School, Oakledge Park, Schmanska Steps, New Bike Path rain garden near Texaco Beach, Ethan Allen Park, 311 North Ave



BHS City & Lake Semester students @ Kieslich Park

Cemetery Program

- We held a burial 10/6 at Greenmount to inter the remains of participants in the Anatomical Gift Program at UVM. All told the remains of about 50 people were interred that day.
- There were 7 additional burials in the month of October at Lakeview.
- We are in the process of installing 2 new mausoleums and sold 4 lots in the last month.
- Office staffer Holli Bushnell collaborated with Abby Kolosovski from FFL and Thea Lewis from Queen City Ghostwalk to hold an evening of spooky storytelling on 10/28. About a dozen people attended, shared stories, and drank hot apple cider. A good time was had by all.
- Lewis has also been giving 2 separate tours at Lakeview (Fright by Flashlight as well as her general Lakeview tour), most of which were completely sold out. Lewis provides the cemetery with a percentage of her sales as a use fee for the space.

Central Facilities Program

- Annual gas cert. completed by Bruce Campbell
- Fourth Year Electrical class started by Ryan Alger
- CPR and First Aid Certified for specialist and HVAC Tech
- Leadership Institute completed by Kim Bleakely
- Sangay updating custodial plan for duties by building.
- Computer upgrades and workstations initiated via IT.
- Planning for new projects including security camera's for BPD, evidence room BPD, water mitigation BCA basement, historical door upgrades at City Hall.
- Successful shut down of City Hall Fountain on Oct. 12.
- Salt shed rebuild nearly complete at 645 Pine.

Rebuilding the 645 Pine Salt Shed



Park Facilities Program

- Shut down and winterization of irrigation and seasonal facilities and amenities
- Thermostats and heating systems fired up and operating. Small adjustments needed
- Completed the testing and winterization of all fire suppression systems.
- Conducted job safety task analysis for working with docks and moorings as part of our fall close out with the safety manager Nichole Blow.
- Supported the Burlington City Marathon and the Halloween Howl at North Beach.



Moved Parking Services from Police Station to 645 Pine

Trees and Greenways Program

- Continued street tree pruning in New North End
- Contributed to Sears Lane Clean-Up
- Fertilized all trees planted in the last three years
- Completed fall tree planting throughout the City, ~190 trees bringing the annual total up to 430+.
- Crew completed CPR/First Aid training
- Planted 6 new trees in Schmanska Park
- Responded to various see click fix and other work requests.

Trees Division took a lead role in building disc golf course. Full staff volunteer day in picture.



Grounds Maintenance Program

- Assisted the Cemetery Program with the mowing and trimming of Greenmount and Elmwood Cemeteries
- Distributed and spread 200 yards of safety surfacing to City playgrounds



Playground Surfacing

- Conducted mowing at our landfills on behalf of Water Resources which is done 1x per year.
- 48 Volunteer hours assisted with trash pickup and other tasks
- Contributed to Sears Lane encampment clean up

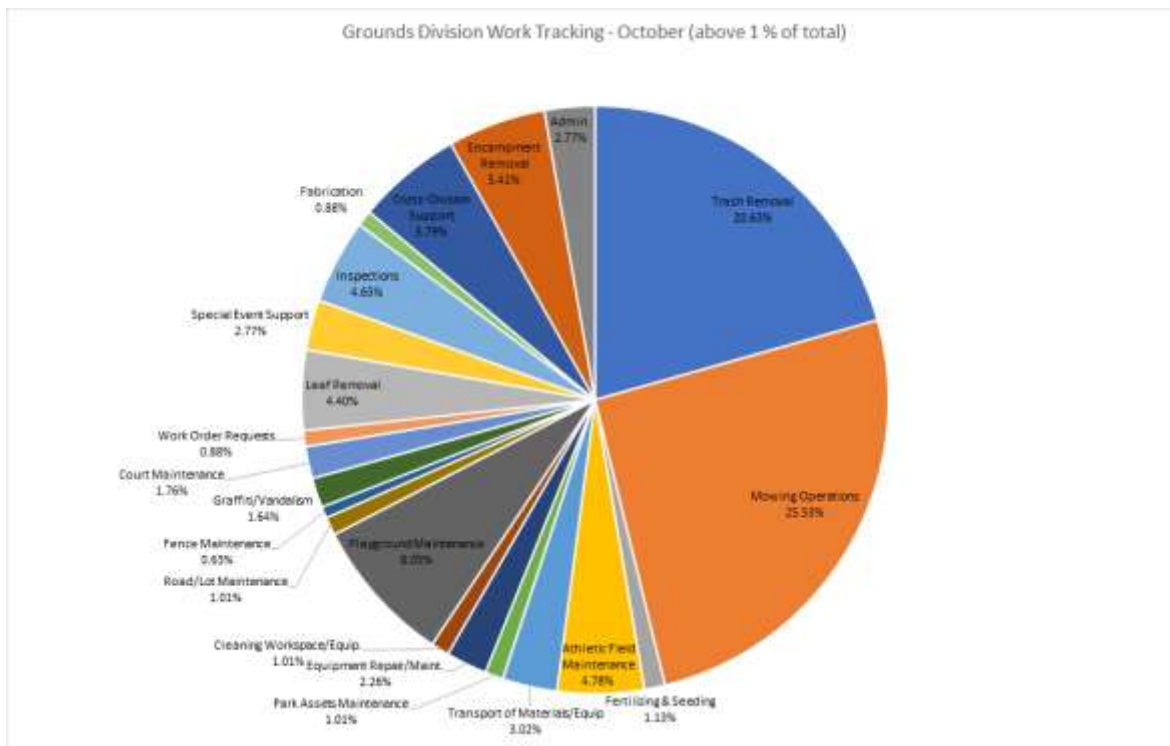
Grounds Crew Work stats:

table 1. Grounds Division Work Tracking	
Activity	Total Hours
Trash Removal	164
Mowing Operations	203
Fertilizing & Seeding	9
Athletic Field Maintenance	38
Transport of Materials/Equip	24
Park Assets Maintenance	8
Equipment Repair/Maint.	18
Cleaning Workspace/Equip.	8
Playground Maintenance	64
Road/Lot Maintenance	8
Fence Maintenance	5
Graffiti/Vandalism	13
Court Maintenance	14
Work Order Requests	7
Leaf Removal	35
Special Event Support	22
Inspections	37
Fabrication	7
Cross-Division Support	46
Encampment Removal	43
Admin.	22
Total hours =	448



Mowing at the landfill





Planning Division Update

- Projects Progressing
 - Bike Path Realignment:
 - College to King work- progressing along the Greenway portion of the project now
 - King to Maple Project ongoing – work along the Greenway wrapped up until next Spring – this section of the Greenway will be reopened until Spring when additional work at the intersections of King and Maple (rail-related) might necessitate another period of temporary closure/detour on Battery

New fitness station at Starr Farm Park just off the Greenway



- Lavalley Lane shift coordination continuing with VTrans – waiting on the State to complete the contracting process before this work begins this season
- Bike Path @Oakledge: Project progressing with work advancing at the Flynn Avenue Beach Access (check out the [linked video](#) showing the evolution of the stairs and ramp at Oakledge)
- Calahan Park Master Plan: met with students from BHS' Cities and Lakes program on feedback on the plan to date; working on next steps towards the final plan and final public meeting.
- North Beach Pull-Through Design: design aimed for wrap up in November.
- Oakledge for all: grant agreement should be in-hand in January 2022 for spring bidding.
- Perkins Pier Siting Study: Harbor Capacity Study draft is in-hand for review and we are aiming to wrap up this project in late fall- one final public meeting will be scheduled soon.
- Schifilliti Park Softball conversion: in motion!
- Battery Park: UVM Spatial completed a drone flight to collect information about the park ahead of a Comprehensive Planning process in FY23
- Projects starting soon
 - Roosevelt Park Comprehensive Plan – surveyor selected to complete the first necessary assessment step
 - Leddy Park Pause Place
- Projects supporting other divisions/ departments: (abbreviated)
 - 311 Stone House
 - Chief Greylock
 - Perkins Pier Moorings
 - Playground Equipment and Compliance
 - Survivors of St. Joseph Orphanage Project
 - Halloween Bike Ride!

Greenway and track realignment project



Working with UVM Spatial at Battery Park



Successful "skinning" of Roger Woods for youth softball

Waterfront Division Update

Marinas & Harbor

- The marina closed for the season on October 15th. Work has commenced to store our docking systems for the winter – a process that will take us to December.
- The City has signed off on a permit amendment request from LCT to add 8 fingers to their docking plan. The BPRW team reviewed this request, both on paper and walked the site, and determined it did not negatively impact harbor operations.



Paved accessible paths, parking spaces and maintenance road into Schmanska

- We are actively working with Vermont Adaptive to apply for ARPA funds for the Perkins Pier project. Projects are fully funded, with no local match, with the potential for rewards between \$500k and \$10m. Applications are due at the end of January.
- Now that we are in the off-season, the mooring upgrade project at Perkins Pier can commence. This project will upgrade the 23 seasonal moorings from a chain and anchor system to a more robust rubber-rhodes Hazelett system. This will be safer for our boaters, as well as easier for us to maintain. With our current chain system, it would wear out the shackles and boats would break free. This is a much needed and safer replacement system.
- The Marina Manager will assess our current marina rates as we move towards our off-season, in order to propose a new and revised rate structure for our marina for the 2022 boating season.
- The Marina Manager is working in conjunction with DPW this winter to streamline the waterfront parking systems. It is our goal to have active parking enforcement in all of our paid lots, unified through Parkmobile throughout all sites.
- The marinas will be exploring new software for the 2022 season, as we look to move away from our current system. We aim to align ourselves with the growing industry of online reservations at our marinas.

Campground & Beaches

- The campground closed for the season on October 15th. It was great to re-open after a year closed, and enjoyed a busy season. We felt the impacts of being closed for a year, especially in handling campers who were sent here from various local agencies who mistakenly still thought we were a low-barrier shelter this year. We found significant holes in our social services in Burlington, and often were left unsupported on the weekends in difficult situations. (Example – non-paying customers who refuse to leave, intoxicated and violent, threatening young staff and families of campers). We need to explore deeper how we can be supported as we have now transitioned back to a family campground.
- We will be researching new campground software to replace our current, inefficient system, with the goal of having a new system in place prior to the start of next season. Both IT and CT will be involved in this decision.
- North Beach will be releasing the Beach Concession RFP in the next several weeks. The RFP is for food services down at the Beach House at North Beach.
- The North Beach Manager will be overseeing the Urban Park Ranger Program, and will dedicated significant time this off-season to the creation and start of this program.

Events

- Planning for the 2022 is already underway, as the applications have been sent out to all previous event holders, as well as any new event can now apply.
- We have already received most applications for 2022, and are expecting a much fuller roster for next year. We have also been in conversation with a one-time, antique boat show event that is interested in utilizing waterfront spaces for their national event.
- Once all event applications have been received, they will be reviewed in early Winter by the Events Committee, in order to satisfy Act 250, as well as our own processes to grant event approval.
- This off-season, our Event Coordinator will be reviewing the Waterfront Park event rates and will make suggestions on updating our fees.

Urban Park Rangers

- The job description for this position has been sent to HR for review. Ideally, we would like to post this position in November, in order to bring on the first staff member to help us build this new program.

- At its heart, we look to this position to be educational and engaged with our community about our dynamic park system. We expect this position to help us navigate some of the issues we see in our parks (fires, fireworks, dogs off leash), as well as inform and educate our community on the benefits of our waterfront and parks systems. We welcome your feedback on this position.
- We have secured office space at Leddy Arena for the two FT positions. Work is ongoing to acquire all necessary equipment for this position (electric vehicles, e-bikes, storage shed, etc).

Admin Division Update

- Working on the VOREC grant – we are one of 37 applicants encouraged to submit a full application. Only 25 programs will receive funding and the current request for all 37 is over 2x the amount of available funding.
- Applied for a Historic Preservation Grant for the Red Stone Cottage
- Worked with staff on the celebration of Kieslich Park on Friday, October 29
- Upcoming demos of Campground and Marina software in November
- Working with City team on updating our FY23-FY26 capital plan
- Supporting Waterfront Division with moving the Urban Park Ranger 1st position to BOF/CC
- Working with staff on updating the fees that need to go to the Parks Commission and/or Council for approval. They include Leddy Arena, parking, marina and park fees.
- Considering a pop-up disc golf course at Oakledge in the off-season
- Working with Heineberg Board on MOU for use of the van (paused while board leadership changes)
- Working with Parks Foundation on sharing vision for maintenance of Pause Places along the Greenway
- Top issues on my mind – VOREC grant, standing up the Urban Park Ranger program and finding the funding for the Red Stone Cottage renovation.

Kieslich Park celebration





PARKS & RECREATION AND HARBOR COMMISSION

November 9, 2021, 5:30PM

645 Pine Street, Front Conference Room

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<https://us02web.zoom.us/j/87522522723>

301 715 8592

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- III. Information Item: (30 min.) Parks Funding Sources, Katherine Schad, CAO, Clerk Treasurers Office (verbal)
- IV. Public Forum: (Time Certain 6:00PM)
- V. Discussion Item: (20 min.) E-devices on Greenway and Greenway Speed limits (attachment)
- VI. Action Item: (15 min.) Park field fees, Cindi Wight, Director, BPRW (attachment)
- VII. STANDING ITEMS:
 - A. Report from Commission on Volunteer Hours (verbal)
- VIII. Director's Items
- IX. Commissioner's Items
- X. Adjournment

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



PARKS & RECREATION COMMISSION
Minutes
October 12, 2021
Parks and Recreation Commission

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

Staff Present: Wight, Sauve, and Putzier

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

Approval of Agenda

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

Approval of Consent Agenda

Traverse asked to waive the reading of the consent agenda and motions into the record for approval.

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

Parks Funding Sources

Traverse indicated that Schad was unable to attend the meeting and this item would be removed and rescheduled for a future meeting.

Public Forum (Time Certain 6:00 PM)

Public Forum was opened at 6:03 pm

Seeing nobody from the public, Public Forum was closed at 6:04 pm

Park Comprehensive Plans Update

Sauve stated she would share her screen and go through two comprehensive projects; the Calahan Park Master Plan and Perkins Pier Re-Imaging. Sauve began with the Perkins Pier siting study, after the results are received, will redefine final plans, trying to complete the plans before the end of the calendar year. Looking to see how it can be incorporated into the park and the bike path. Overview of the site today is 47% parking, 23% green space, 23% hard surfaces and 1% building. Permeability is 65% impervious and 35% pervious. Two concepts; The Outlook, about making tangible for people to connect with the water, Perkins not easy to touch, easy way to enable people to play in the water more as a steeped ability to touch but not beach setting. Have dinghy docks on one side, coming from the south traverses and goes up Maple and where after realignment. Have building dedicated for Waterfront staff, more public building to the south, potential for a partner and presence in the park, play area would not move, picnic tables spread out and connection to the pier. Want to make sure building is more than 104 feet above water for flooding purposes.

Second option is to connect the Promenade to green area through art, fun structures, not specified at this time, shade structure, maybe pavilion, play structure near building, major switch is boat launch, would switch to the southern end, public dock and dinghy dock and connection to the water. Wastewater treatment plant has potential to expand and taking into consideration. More green space, promenade and parking area. Looking down Maple Street it would be more tree lined and greener.



Farrell was concerned with the calm water area and asked if any concern with creating a hub for water to stagnate and create algae blooms. Sauve not sure and Wight said she thought there are some blooms by existing docks. Also added not looking at as a beach but more of an access area. Wight also said Lavalley Lane access is explicitly not a public road but rail right of way and would have to negotiate it.

Johnson said wastewater plant has first right of land use and asked if that could ultimately change the bike path again and Sauve said if the plant was to move it would be moved up and follow Lavalley Lane.

Lantieri said the one aspect that he was concerned with was the smell, often hard to enjoy being there and not sure how that is factoring into the planning process. Sauve said working with DPW and Wastewater and they said that is the major issue at Perkins Pier and their system is very expensive and with any plan need to think of some combined way of getting funds to address that issue. Most of the plans are not adjacent to the wastewater plant. Not focusing any highlights near the plant and until funds to cover up would likely not. Lantieri feels should need to happen first and at the minimum be tied in to each other.

Sauve then spoke to the timeline for the Calahan Park Master plan, started in February, and had working group meetings with the City and others. Had public meetings in May and August, the August meeting was via Zoom and had a lower turn out. Went out to parks and spent time when athletic events were going on knowing more people out in the park, also had online survey, had over 100 responses. In terms of King Street, Pine, Edmunds, Rice, Champlain and Christ the King to respond to the following amenities; sledding, playground, concession, restroom, soccer, ice rink, swing, tennis courts. After first meeting, consultant asked people what they liked/did not like. Some of the plans stay the same, such as the multi-use building, the gardens and the little league field.

- A. Concept, main item switched was basketball court away from people, playground moved, ice rink growing, tennis stay but switch out one to pickleball, connections to the road, using some of woodland and wetlands to maintain tree canopy in parks.
- B. Playground expands along the sledding hill, multi rink, most things moving and big gestures. If felt a need to move all, could do in stages, hard to say all should happen.
- C. Playground expands, basketball court, no pavilion with rink, put pickleball court in, expanding gardens
- D. Most conservative, building is relocated, playground next to, sledding hill, picnic grove next to trees, two pickleball courts, hockey rink and multiuse court, pretty conservative. Most chose this concept. Lots of support to keep the snack shack near baseball fields, close to both fields.

A lot of concern putting a building near the road, due to safety concerns.

Farrell said not much more to say about Plan B, a lot of moving things and not sure how much is gained. Sauve said the disconnect of the ballfield was a bit tough on several and if you have multiple kids playing you can watch both.

Duke said it is very important to have the snack shack close to the ballfields. Concept D seemed to be the best alternative.

Hurley said that her daughter is on a team and people that planned the park before them may have known what they were doing.



Wight said the playground could get phased in as part of the planned playground area includes the existing building. The funds are not in place to build a new building.

Traverse asked what direction for shelter looking at Sauve said not community indoor space but as a pavilion space, outdoor that could be rented, going in that direction. Last question was if the team had any concern coming at certain time if the surveys would be skewed by specific users and was told no overall, not only one time when a group of baseball families came but otherwise due to GBSL many are coming from outside of Burlington, felt got feedback from people that used from play perspective but also from other users that would use differently also. Got the people that would not have had the conversation with them otherwise. Traverse asked for future purposes/sessions and as commissioners how they can help to get people to the planning aids, even if FPF or any other areas to help with other networks would love to help by volunteering at tables and events.

Use of Conservation Legacy Funds/311 North Avenue

Wight showed pictures of 311 which would be called Kieslich soon. Explained asked to the Conservation Board in August and then in October to consider more money and did get unanimous approval. The Conservation program moved into the building and has been a great home for the program. Cahill has engaged with neighbors on one side and is doing same with apartments on the other side as well. Been good use of property with neighbors already. Two paths used are heavily eroded and property needs the next level of work. Purchased 2016, had State funds, Legacy funds, local donor and Land Water Conservation funds. Building includes the front which is historic. LWCF land is forever to serve outdoor recreation and any improvements made to the building must include outdoor recreation, which includes access to public restrooms. 2019 made final payment. Believes it is about 12 acres in total. The paths will include a stone dust path from North Ave leading to the a paved path coming down from Cambrian Rise. The paved path will end at the Greenway. The lower parcel is what is referred to as Texaco Beach. Showed photos of the cottage. Jay White, Architect completed a conceptual plan for the Cottage and envisioned emphasizing the historic building. A portion of the addition would get removed with a glass walkway between the historic building and the addition. The front vestibule would have public restroom and information materials. The main floor would function similar to a library with, access to computer terminals, meeting space, reading nooks, and access to resource materials. An accessible office space would also be on the main floor. The second floor would be office space. Tours of the building on the 29th at the Kieslich celebration. The upstairs is not covered by the historic easement but the first floor is. The West Wing (1980's addition) could be used in evening or part time for meetings and programs without opening the entire building.

Lantieri asked if second floor is mainly office space and was told yes. 5 Work spaces currently and would need to have renovations. No changes to the basement.

Wight said asking for approval to spend up to \$250,000 of Conservation Legacy funds for improvements at 311 North Avenue and needs all three approvals from each organization (Parks Commission, Conservation Board and City Council).

Motion to approve up to \$250,000,

Johnson asked for confirmation/clarification of the funding that would come into the Conservation Legacy fund and Wight said if funds are fully funded next year it would be substantially more in that



pool. About \$200,000, \$130,000 would go into the account. It would take two years to pay off that amount.

Motion to approve up to \$250,000 of Conservation Legacy funds for improvements at 311 North Avenue by Farrell, second by Duke, motion carried.

Standing Item: Report from Commission on Volunteer Hours

Johnson had 2 hours extra for a work day at Myrtle Street garden and corresponding with them, Traverse had an extra hour.

Director's Items

Wight mentioned will find out mid-October on VOREC grant. Got notification that 37 that are extended to submit full application, Halloween howl is full, hoping to get back to fees that have to be approved by City Council and commission, coming in November, will need to approve, poetry walk at 311 was amazing, Hurley said she went to kickoff celebration and was very good. Wight said scan QR code and hear poem, very cool. Marina and campground closed on the 15th. Update of Urban Park Ranger job description to HR and got input from CEDO and Police and Internal team and Fire, helping to put job description together and hope to post in November and on board in December and develop the rest of the program once hired, emphasizing the urban part. Pine Street, two open parcels, city position is developable parcels but city owned also and taking out to see if the land out there can start conversation as to what to do there. Disc golf will open on the 21st and have volunteer time 12-5 and ribbon cutting at 5pm at Schifilliti. Wight said she would let the commission know the date of the Conservation meeting and they can attend if they are interested, November meeting but early for tour.

Commissioner's Items

Lantieri said that he has been traveling a lot and been looking at other parks and comparing to Burlington and having some gratitude for the commission. Asked when the open ceremony for Kieslich is and was told 2pm on October 29th.

Hurley said well done on advertising the Halloween Howl and asked if maybe could expand two days next year and Wight agreed but said currently don't have events person and would love to have volunteers to help with a second day.

Communication from Cindi Wight/EXPECTED EXECUTIVE SESSION

Motion to go into executive session at 7:15 pm to discuss securing purchase or lease options by Farrell, second by Hurley, motion carried.

Motion to go out of executive session at 7:24 pm by Farrell, second by Duke, motion carried.

Adjournment

Motion to adjourn at 7:24 p.m. by Traverse.



TO: Parks Commission

FROM: Cindi Wight

DATE: November 4, 2021

RE: E-devices and Speed Limit

Overview

In 2018 and 2019, the Parks Commission discussed e-devices on the Greenway at four different meetings (9/4/18, 10/2/18, 3/12/19 and 4/2/19) and the Parks Commission chair received email feedback based on a 9/7/18 article in the Free Press regarding e-bikes on the Greenway. In general, there is support for e-devices traveling on the Greenway. However, concerns with e-devices on the Greenway are etiquette of users and speed. The determination was that it is the user and not the device that was cause for concern.

The direction from the Commission in 2019 was to set a maximum speed of 15 mph on the Greenway for all modes of transportation with a reduced speed of 10 mph in the waterfront core. Staff have identified the north end of the Barge Canal to Pause Place 3 as the “waterfront core.”

With 98% of the Greenway improvements wrapping up (only North Beach Overpass to complete), staff recommend Commission approval of the suggested speed limits. If approved, signage will be developed over the winter, including guidelines for path use to improve overall user etiquette.

MEMO

Date: November 4, 2021
To: Parks Commission
From: Cindi Wight, Director
Deryk Roach, Parks and Facilities Superintendent
Erin Moreau, Waterfront Superintendent and Harbor Master

Subject: Park Fees

Recommendations to Parks Commission:

Approve the 2022 fees for the use of outdoor park locations.

OVERVIEW

All Park field use fees require approval annually from the Parks Commission. The last time the Commission approved fees was in 2014. We are now working to reestablish the annual process. Attached is the matrix of fees. I included all the fees for our parks but only the ones highlighted in grey require Commission approval.

COST Recovery Goals related to Park Fees

Category – Open Space

Our cost recovery goals for open spaces range from 0-5%. It is the Cost Recovery category that requires the most subsidy from the taxpayers based on the reasoning that it supports all community members.

Category – Rentals

Our cost recovery goals for rentals range from 40-80%. The wide discrepancy in the range is to take into account rentals of spaces for youth sports that serve a wide variety of our community, community gardens that help feed families, to the rental of a shelter or ice time that is exclusive to only those invited to the event.

Open Space Fees

Our open space fees include permits for spaces that are not an exclusive use of the Park. Permits are required if the group size is 20 or more. In 2019, we received just under \$3,000 in permit fees representing a subsidy of 99.70%. Our recommendation is to increase the park permit fees for groups over 40 recognizing the larger the group the more impact on other users of the park and the park itself. In addition, we recommend an annual fee for commercial users of our parks to include fitness programs. We go into



that program, in more detail below. A final permit increase is for our bike path. We suggest an increase in the permit fee based on the substantial city investment in the Greenway.

Park Rentals

Our park rentals have a broad range of use. They include non-ticketed events to ticketed events, from youth sports to adult sports and ranges in between.

We are not recommending any fee increases to our park spaces other than a modest fee increase to our field rentals and establishing a fee for the rental of Water Works Park and Frame. The park spaces we rent out are primarily used for events and based on the challenges of the pandemic over the past couple of summers, we want to encourage, not discourage more rentals. There may be increases or additions to itemized fees (ex. underground utility services at Waterfront Park) but no increased base park fee rental price for 2022.

Park Partners

Our recommendation is to charge a fee of \$100 annually for commercial programs that use our outdoor parks. We are modeling the program, similar to one in Knoxville, TN, that encourages other organizations to provide more programs for the community in City parks. We would require a permit, which gives us the ability to limit the number of users in different spaces. For example, we'll closely monitor the # of requests for Waterfront Park, which is a popular option.

https://knoxvilletn.gov/government/city_departments_offices/parks_and_recreation/programs/programs_in_the_parks

SUMMARY OF OPPORTUNITIES

Monthly Parks Commission update – November, 2021

Stories

A resident just called only to tell us what a phenomenal job we do in our parks – he commended specific recent projects (Oakledge, City Hall Park) as well as our trees and flowers, he could not say enough good things about the work we all do to keep Burlington beautiful and livable...what a great call to get on a dreary Monday afternoon – keep up the GREAT work, everyone!

Hello Erin -

This is to give a resounding note of appreciation for Brendan Kaplan, who is doing an excellent job as the Burlington Marina Manager.

Brendan is an excellent communicator. He is clear in his communications, whether in person or by phone or email. He follows up on issues promptly and thoroughly. He is also an excellent leader as is evident by the good performance this year of the dockhands and their high morale.

His near -constant presence at the Boathouse, especially during the disruption of the rail crossing construction, and his calm, intelligent demeanor have helped make this season at the marina very pleasantly functional for slip holders such as ourselves, and for tourists.

With appreciation -

J. Ladd



Fall colors near Roundhouse Point

Department accomplishments and notable staffing developments since the last report?

- Melissa Cate, Gary Rogers and Joanne Putzier attended the NRPA National Conference
- Gene Aube, Michael Donnachie and Derreck Eckhardt attended the New England ISA Conference
- Kim Bleakely attended a 3 day Leadership workshop with Panurgy
- Opened our first permanent disc golf course in Burlington at Schifilliti Park on Thursday October 21
- Celebration of Kieslich Park on Friday, October 29
- November Work Anniversaries – Jen Cotton (8 years), Dorjee Tsering (8 years), Paul Morris (5 years), Joanne Putzier (21 years with BPRW), Gary Rogers (24 years), Jeff Shedd (21 years), Pema Tsewang (4 years) and Janira Cartagena-Aponte (3 years)

COVID-19

We are instituting a masks required for all youth indoor programs for all in attendance starting Monday November 8th. Masks continue to be recommended for adults.

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

- **Senior Holiday Dinner** – December 16 @ Miller Community Center
- **The GIFT Ice Performance** – December 18 @ Leddy Ice Arena
- **City-wide events** - <https://loveburlington.org/events>

Recreation Division Update

- Recreation staff are busy implementing winter programs and planning for winter events.
- We have finalized our indoor Covid-19 policies for this winter season. Our policy for youth will mirror those of the Burlington School District. Youth programming in all facilities will require all participants, coaches, officials and spectators to be masked.
- BSD is not permitting any adult programs to take place in their facilities this Fall-Winter. This decision affects several of our popular adult sports programs.
- We are strongly recommending masking for adult indoor athletics programs and are allowing team captains in BPRW led adult sports programs to make recommendations on masking requirements for their respective leagues.

Leddy Arena Programs-

- **Freestyle Ice (on-going until May):** Meant for practice/instruction with a coach. Mornings Monday-Friday
- **Adult Skating Clinics (on-going until May):** Tuesday & Wednesday Mornings. Figures Clinic/Advanced Skating
- **Public Skate (on-going until May):** Drop-in only. Monday-Thursdays 9:00am-10:30am
- **Stick and Puck (on-going until May):** Drop-in only. M/T/TH 10:45am-12:15pm
- **Lessons (beginning Saturday 9/18 12-week sessions)**
 - Itty Bitty Lessons | Ages 3-5 | Saturday @ 10:45am-11:30am
 - Itty Bitty Lessons | Ages 3-5 | Sundays @ 1:15pm-2:00pm
 - Lessons Level 1-6 | Ages 5-14 | Saturdays @ 11:30am-12:30pm
 - Lessons Level 1-6 | Ages 5-14 | Sundays @ 2:00pm-3:00pm
 - Lessons Level 1-6 | Ages 5-14 | Mondays @ 3:45pm-4:45pm
 - Super Sk8 | Ages 7-16 | Sundays @ 3:15pm-4:15pm
 - Adult Group Skating | Ages 16+ | Saturdays @ 12:45pm-1:45pm

Miller/CORE Programs

- Fall Programs taking place at the Miller Community & Recreation Center or the ONE Community Center included:
 - American Sign Language
 - Ethiopian Cooking with Mulu Tewelde
 - Beginning and Intermediate Line Dancing
 - Medicare Made Clear
 - North End Yoga
 - Yoga for Adults
 - Fundamentals of Salsa
 - Virtual Fitness Class
 - Women's Self Defense
 - Out & About Trips to VINS, the Rokeby Museum, and an Ethan Allen Cruise.
 - Learn to Ride workshop at the Leddy Arena Parking area in partnership with Local Motion

We offered AARP & Fit Lot-Fitness classes at the AARP Fit Lot located at the Miller Community & Recreation Center. The Fit Lot classes are at no charge to participants due to a grant that the department received in order to have the Fit Lot installed and to offer classes at no additional charge to participants when attending a Fit Lot class. Our Fitness instructor is an instructor from the YMCA.

CORE Adult Center

- The Core Adult Center has been providing meals and programming on the second floor of the ONECC since July. All Core Adult center activities are online and available for community members to enroll. The Core Adult Center used raised garden beds for gardening this summer/fall season. The participants harvested produce and used the produce to make salads, salsa, and other tasty dishes.
- Offerings at the CORE Adult Center for this fall/winter include:
- Chair Yoga, Fundamentals of Salsa, Bone Builders, International Cooking and Cooking with Mulu, Acrylics, Reminiscing, Book Club, Armchair visits to Hawaii and the Grand Canyon, Bingo, Nature Crafts, Seed Saving, Preserving Fresh Garden Herbs, and social hour each day.
- Participants attended SEVEN trips this October to destinations throughout Vermont

Events

- The Recreation, Facilities, Grounds & Waterfront Teams all worked together to provide fun and safe in-person Halloween events in October
- The Halloween Bike Ride was a wet and wild one and was held on Sunday, October 31st at City Hall Park. We had a few dozen costumed riders brave the rain and come with decorated bikes
- Halloween Howl Hayrides were a big success on Saturday, October 23rd at North Beach Campground.
- We provided haunted forest hayrides to 35-40 guests in three wagons every half hour between 2:00 & 6:00pm. Over 300 people participated in the event.
- The Pomerleau Holiday Party is scheduled for Sunday, December 12th
- Senior Holiday Dinner will take place on Thursday, December 16th.
- Recreation Events Planner, Emma Allen, has resigned and accepted a position working in the events field for a private sector company based in Winooski. We will be posting for this open position later this month.

A very wet Halloween Bike Ride!



Halloween Howl @ North Beach



Athletics

- NFL Flag Football was a big success this autumn with six teams in three age divisions competing in games this September and October. We are only the third town/city in VT (Hartford and Stowe are the other two) to offer a NFL Flag Football league.
- Other successful fall programs included: Itty Bitty Soccer, Itty Bitty Disc Golf, Maven After-School Skate, Talent After-School Skate and Field Hockey Clinic.
- BPRW Youth Basketball begins on December 4th. We are utilizing the Burlington Boys & Girls Club, Champlain School, Hunt School, Flynn Elementary, CP Smith & IAA for games and practices.
- BPRW is set to host the largest grade 5-6 youth recreation league basketball tourney in Northern VT on February 11 & 12. We expect over 20 teams to participate at Hunt School & Miller Center.
- Our Melanie Davidian Women's Basketball League will be starting up on Sunday, November 21st.



Ribbon cutting for the new disc golf course @ Schifilliti Park



NFL Flag Football

Recreation Facilities Division Update

Leddy Arena

- Leddy staff and skaters bid a sad farewell to our Customer Service Associate, Devin Jones, who resigned effective October 19 to move to Indiana where her fiancé plays minor league hockey. Devin brought an incredible level of professionalism, perfectionism and customer service not only to Leddy but to the entire Department and she will be sorely missed. We plan to post her position at our earliest convenience in order to have it filled before the hockey season reaches its busiest next month. In the meantime, thank you to Tess Weafer, our Leddy-based Recreation Specialist who is helping to keep the arena running in Devin's absence.
- Leddy staff welcomes Dustin Dupont to the Leddy maintenance staff beginning November 10. Dustin is a shared employee with the Parks Facilities Division where he has worked since August. Dustin joins Bob Lapointe, Stan Bajuk and Josh Cushing who keep the arena running seven days a week for up to 18 hours a day in the height of our season.
- Lumberjacks junior hockey is well underway at Leddy with five games scheduled in November. BAHA youth hockey games began October 23 and high school hockey kicks off its season beginning November 29. Leddy Arena is home ice to Colchester and Burlington Boys hockey teams as well as the Burlington/Colchester Girls combined team.
- Itty Bitty Public skating begins Monday, November 1 and will take place through March on Mondays and Wednesdays from 10:30-11:30am. Itty Bitty Public Skating is a drop-in program for parents/caregivers and their children. While not a formal lesson, a skating instructor is on the ice to lead games and to familiarize children with skating - and falling down! Kids and adults are even permitted on the ice in boots if they are not yet ready for skates.

- Birthday parties on ice return to Leddy Arena this season, with six parties already scheduled in November. The studio rink is a great facility to host birthday parties, family skates, corporate team building events, school and camp groups, etc.

Miller Center

- Darlene Loyer, Customer Service Associate at the Miller Center, is on extended leave beginning October 18. Thanks to Mellisa Cain, our part time building supervisor, who will be helping to cover Darlene's absence at the front desk.
- Department of Health Covid-19 booster clinics are ongoing in the Miller gym on Wednesdays from 9am-2pm through at least the end of the year.
- Adult programs are taking off at the Miller Center with the arrival of cooler weather. Adult programming includes three levels of drop-in pickleball, line dancing, ASL, yoga, women's self defense, salsa dancing, drop-in table tennis, family pie making, free walking program, and women's basketball league, as well as private pickleball, dodgeball and men's basketball groups.
- In addition to our regular user groups, other groups and programs at Miller this month include BSD's Horizons program, Burlington Kids Afterschool program leaders, BSD Support Services team, Hunt Middle School Day of the Dead celebration, North Burlington Little League banquet, BPRW November vacation week camp and BPRW Soccer Sparks program.
- Superintendent of Recreation Facilities, Melissa Cate, is working with the City's Covid response team to secure additional air purifiers for spaces at Miller and Leddy this winter.



CORE

- BPRW and BSD have finalized MOUs for CORE and the Miller Center to serve as emergency evacuation sites for Sustainability Academy (CORE), Hunt Middle School, CP Smith School and Horizons Program (Miller Center).
- November user groups and programs include City Lake Semester, Very Merry Theatre, Family Room/Parent University language classes, AALV teen program, Tibetan music group, AALV/Health Department booster clinics, karate classes, Ward 2/3 NPA, Ethiopian Cooking with Mulu, and Burlington GOP.
- The Request for Proposals for sublease of Room 219 (former VT Hindu Temple) at the CORE was issued on September 17, and two proposals were submitted by local organizations. A BPRW committee has scored the proposals and will be making a recommendation to the Director to move forward with a sub-lease to the top scoring proposal.
- Champlain Housing Trust has continued its closure of the event space during the latest spike in Covid cases. We are getting requests to use the event space which we cannot accommodate and are still searching for staff to work there once the event space is reopened.

Park Division Update

Park Administration

- Close down procedures for marina, athletic fields, tennis courts, gardens and seasonal buildings in full gear.

- Working on various items for the VueWorks platform, testing and training elements for the parks teams.
- Working with capital committee to further the capital report and comprehensive building needs and project listings for the December 6th bond vote.
- Continuing progress on integration of park GIS/data for asset management
- Finalizing job description for addition to the Central Facilities Team and the seasonal fountains.
- Partnered with several department for the Sears Lane encampment processing.

Conservation Program

- In partnership with Planning and our contractors, Timber and Stone - Phase 1 of Arms Forest trail improvements complete. Video displaying the work with interviews with the trail builders came out with the [fall Conservation Newsletter](#).
- In partnership with Planning Team, development and implementation of a native pollinator seed mix for southern section of bike path work at Oakledge
- Convening of a committee to plan the 50th anniversary celebration for BACG (Burlington Area Community Gardens). The committee will meet monthly starting in November building toward a harvest festival in fall 2022. We welcome a Park Commissioner to join the committee if there is any interest.
- Conservation Team worked with Burlington City and Lake Semester students at Kieslich Park.
- Fall Plantings Completed - 150 trees, and several hundred native perennials being planted. Trees and shrub sites for fall 2021 - Champlain Elementary School, Oakledge Park, Schmanska Steps, New Bike Path rain garden near Texaco Beach, Ethan Allen Park, 311 North Ave



BHS City & Lake Semester students @ Kieslich Park

Cemetery Program

- We held a burial 10/6 at Greenmount to inter the remains of participants in the Anatomical Gift Program at UVM. All told the remains of about 50 people were interred that day.
- There were 7 additional burials in the month of October at Lakeview.
- We are in the process of installing 2 new mausoleums and sold 4 lots in the last month.
- Office staffer Holli Bushnell collaborated with Abby Kolosovski from FFL and Thea Lewis from Queen City Ghostwalk to hold an evening of spooky storytelling on 10/28. About a dozen people attended, shared stories, and drank hot apple cider. A good time was had by all.
- Lewis has also been giving 2 separate tours at Lakeview (Fright by Flashlight as well as her general Lakeview tour), most of which were completely sold out. Lewis provides the cemetery with a percentage of her sales as a use fee for the space.

Central Facilities Program

- Annual gas cert. completed by Bruce Campbell
- Fourth Year Electrical class started by Ryan Alger
- CPR and First Aid Certified for specialist and HVAC Tech
- Leadership Institute completed by Kim Bleakely
- Sangay updating custodial plan for duties by building.
- Computer upgrades and workstations initiated via IT.
- Planning for new projects including security camera's for BPD, evidence room BPD, water mitigation BCA basement, historical door upgrades at City Hall.
- Successful shut down of City Hall Fountain on Oct. 12.
- Salt shed rebuild nearly complete at 645 Pine.

Rebuilding the 645 Pine Salt Shed



Park Facilities Program

- Shut down and winterization of irrigation and seasonal facilities and amenities
- Thermostats and heating systems fired up and operating. Small adjustments needed
- Completed the testing and winterization of all fire suppression systems.
- Conducted job safety task analysis for working with docks and moorings as part of our fall close out with the safety manager Nichole Blow.
- Supported the Burlington City Marathon and the Halloween Howl at North Beach.



Moved Parking Services from Police Station to 645 Pine

Trees and Greenways Program

- Continued street tree pruning in New North End
- Contributed to Sears Lane Clean-Up
- Fertilized all trees planted in the last three years
- Completed fall tree planting throughout the City, ~190 trees bringing the annual total up to 430+.
- Crew completed CPR/First Aid training
- Planted 6 new trees in Schmanska Park
- Responded to various see click fix and other work requests.

Trees Division took a lead role in building disc golf course. Full staff volunteer day in picture.



Grounds Maintenance Program

- Assisted the Cemetery Program with the mowing and trimming of Greenmount and Elmwood Cemeteries
- Distributed and spread 200 yards of safety surfacing to City playgrounds



Playground Surfacing

- Conducted mowing at our landfills on behalf of Water Resources which is done 1x per year.
- 48 Volunteer hours assisted with trash pickup and other tasks
- Contributed to Sears Lane encampment clean up

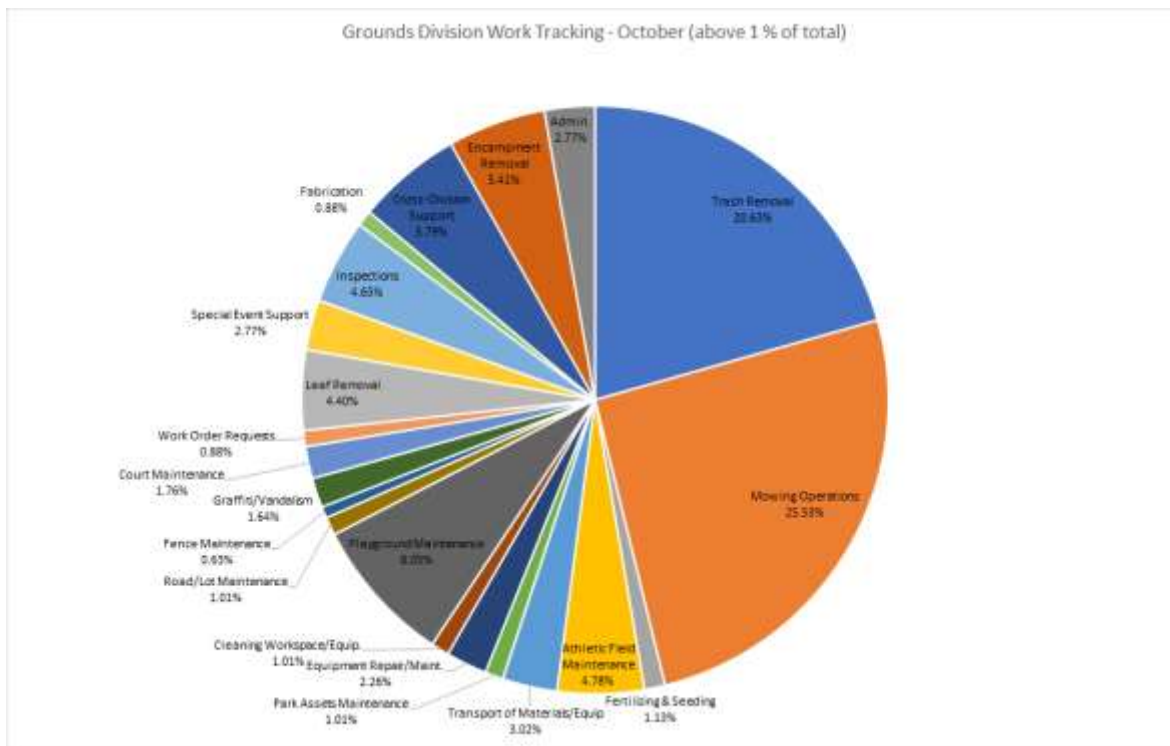
Grounds Crew Work stats:

table 1. Grounds Division Work Tracking	
Activity	Total Hours
Trash Removal	164
Mowing Operations	203
Fertilizing & Seeding	9
Athletic Field Maintenance	38
Transport of Materials/Equip	24
Park Assets Maintenance	8
Equipment Repair/Maint.	18
Cleaning Workspace/Equip.	8
Playground Maintenance	64
Road/Lot Maintenance	8
Fence Maintenance	5
Graffiti/Vandalism	13
Court Maintenance	14
Work Order Requests	7
Leaf Removal	35
Special Event Support	22
Inspections	37
Fabrication	7
Cross-Division Support	46
Encampment Removal	43
Admin.	22
Total hours =	448



Mowing at the landfill





Planning Division Update

- Projects Progressing
 - Bike Path Realignment:
 - College to King work- progressing along the Greenway portion of the project now
 - King to Maple Project ongoing – work along the Greenway wrapped up until next Spring – this section of the Greenway will be reopened until Spring when additional work at the intersections of King and Maple (rail-related) might necessitate another period of temporary closure/detour on Battery

New fitness station at Starr Farm Park just off the Greenway



- Lavalley Lane shift coordination continuing with VTrans – waiting on the State to complete the contracting process before this work begins this season
- Bike Path @Oakledge: Project progressing with work advancing at the Flynn Avenue Beach Access (check out the [linked video](#) showing the evolution of the stairs and ramp at Oakledge)
- Calahan Park Master Plan: met with students from BHS' Cities and Lakes program on feedback on the plan to date; working on next steps towards the final plan and final public meeting.
- North Beach Pull-Through Design: design aimed for wrap up in November.
- Oakledge for all: grant agreement should be in-hand in January 2022 for spring bidding.
- Perkins Pier Siting Study: Harbor Capacity Study draft is in-hand for review and we are aiming to wrap up this project in late fall- one final public meeting will be scheduled soon.
- Schifilliti Park Softball conversion: in motion!
- Battery Park: UVM Spatial completed a drone flight to collect information about the park ahead of a Comprehensive Planning process in FY23
- Projects starting soon
 - Roosevelt Park Comprehensive Plan – surveyor selected to complete the first necessary assessment step
 - Leddy Park Pause Place
- Projects supporting other divisions/ departments: (abbreviated)
 - 311 Stone House
 - Chief Greylock
 - Perkins Pier Moorings
 - Playground Equipment and Compliance
 - Survivors of St. Joseph Orphanage Project
 - Halloween Bike Ride!

Greenway and track realignment project



Working with UVM Spatial at Battery Park



Successful "skinning" of Roger Woods for youth softball

Waterfront Division Update

Marinas & Harbor

- The marina closed for the season on October 15th. Work has commenced to store our docking systems for the winter – a process that will take us to December.
- The City has signed off on a permit amendment request from LCT to add 8 fingers to their docking plan. The BPRW team reviewed this request, both on paper and walked the site, and determined it did not negatively impact harbor operations.



Paved accessible paths, parking spaces and maintenance road into Schmanska

- We are actively working with Vermont Adaptive to apply for ARPA funds for the Perkins Pier project. Projects are fully funded, with no local match, with the potential for rewards between \$500k and \$10m. Applications are due at the end of January.
- Now that we are in the off-season, the mooring upgrade project at Perkins Pier can commence. This project will upgrade the 23 seasonal moorings from a chain and anchor system to a more robust rubber-rhodes Hazelett system. This will be safer for our boaters, as well as easier for us to maintain. With our current chain system, it would wear out the shackles and boats would break free. This is a much needed and safer replacement system.
- The Marina Manager will assess our current marina rates as we move towards our off-season, in order to propose a new and revised rate structure for our marina for the 2022 boating season.
- The Marina Manager is working in conjunction with DPW this winter to streamline the waterfront parking systems. It is our goal to have active parking enforcement in all of our paid lots, unified through Parkmobile throughout all sites.
- The marinas will be exploring new software for the 2022 season, as we look to move away from our current system. We aim to align ourselves with the growing industry of online reservations at our marinas.

Campground & Beaches

- The campground closed for the season on October 15th. It was great to re-open after a year closed, and enjoyed a busy season. We felt the impacts of being closed for a year, especially in handling campers who were sent here from various local agencies who mistakenly still thought we were a low-barrier shelter this year. We found significant holes in our social services in Burlington, and often were left unsupported on the weekends in difficult situations. (Example – non-paying customers who refuse to leave, intoxicated and violent, threatening young staff and families of campers). We need to explore deeper how we can be supported as we have now transitioned back to a family campground.
- We will be researching new campground software to replace our current, inefficient system, with the goal of having a new system in place prior to the start of next season. Both IT and CT will be involved in this decision.
- North Beach will be releasing the Beach Concession RFP in the next several weeks. The RFP is for food services down at the Beach House at North Beach.
- The North Beach Manager will be overseeing the Urban Park Ranger Program, and will dedicated significant time this off-season to the creation and start of this program.

Events

- Planning for the 2022 is already underway, as the applications have been sent out to all previous event holders, as well as any new event can now apply.
- We have already received most applications for 2022, and are expecting a much fuller roster for next year. We have also been in conversation with a one-time, antique boat show event that is interested in utilizing waterfront spaces for their national event.
- Once all event applications have been received, they will be reviewed in early Winter by the Events Committee, in order to satisfy Act 250, as well as our own processes to grant event approval.
- This off-season, our Event Coordinator will be reviewing the Waterfront Park event rates and will make suggestions on updating our fees.

Urban Park Rangers

- The job description for this position has been sent to HR for review. Ideally, we would like to post this position in November, in order to bring on the first staff member to help us build this new program.

- At its heart, we look to this position to be educational and engaged with our community about our dynamic park system. We expect this position to help us navigate some of the issues we see in our parks (fires, fireworks, dogs off leash), as well as inform and educate our community on the benefits of our waterfront and parks systems. We welcome your feedback on this position.
- We have secured office space at Leddy Arena for the two FT positions. Work is ongoing to acquire all necessary equipment for this position (electric vehicles, e-bikes, storage shed, etc).

Admin Division Update

- Working on the VOREC grant – we are one of 37 applicants encouraged to submit a full application. Only 25 programs will receive funding and the current request for all 37 is over 2x the amount of available funding.
- Applied for a Historic Preservation Grant for the Red Stone Cottage
- Worked with staff on the celebration of Kieslich Park on Friday, October 29
- Upcoming demos of Campground and Marina software in November
- Working with City team on updating our FY23-FY26 capital plan
- Supporting Waterfront Division with moving the Urban Park Ranger 1st position to BOF/CC
- Working with staff on updating the fees that need to go to the Parks Commission and/or Council for approval. They include Leddy Arena, parking, marina and park fees.
- Considering a pop-up disc golf course at Oakledge in the off-season
- Working with Heineberg Board on MOU for use of the van (paused while board leadership changes)
- Working with Parks Foundation on sharing vision for maintenance of Pause Places along the Greenway
- Top issues on my mind – VOREC grant, standing up the Urban Park Ranger program and finding the funding for the Red Stone Cottage renovation.

Kieslich Park celebration





**PARKS & RECREATION COMMISSION
Minutes
November 9, 2021
Parks and Recreation Commission**

Commission Present: Traverse, Hurley, Duke, Lantieri and Farrell

Staff Present: Wight and Putzier

The meeting was convened at 5:33 p.m. by Traverse

Approval of Agenda

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

Approval of Consent Agenda

Traverse asked to waive the reading of the consent agenda and motions into the record for approval.

Approval of consent agenda by Duke, second by Lantieri, motion carried.

Parks Funding Sources

Traverse introduced Katherine Schad, CAO, from Clerk Treasurer office, budget presentation began via PowerPoint slideshow. Schad stated she would be explaining the Parks revenue big picture and what makes up the tax rate, impact fees and would end the presentation with answering questions.

Schad explained the different types of designated monies and where they come from specifically and how they are arrived at. Some are from the General City Tax, such as the Bike Path, the Tree & Greenbelt, which is portion of the Street Tax, Parks Property and Expenses, and then dedicated taxes, which include Penny for Parks, Open Space Land Conservation and lastly Impact Fees.

Began explaining the grand list and the different rates that make up the total overall for the City. Highlighted the five that were specific to Parks and Rec department.

- Bike Path Maintenance, passed 11/2012, used for maintenance and improvement of bike path, revenue neutral rate, portion of the general city tax rate-increased tax rate by a half cent

- Tree & Greenbelt, passed 2012, a half cent dedicated portion of the streets capital tax to pay for care and maintenance

Rates capped by voters

- parks property and expenses, in charter sec. 67 of charter, rates capped by voters, City Council shall annually appropriate a reasonable amount of money, not less than two cents on each dollar, provide necessary funds for the care and improvement of park property and for the City Recreational program, and meeting any expenses of the Park and Recreation Department, looking at FY22 general fund budget

- Penny for Parks, additional tax beyond the parks property and expenses tax, rates capped by voters, City Council shall annually assess upon the property grand list.



-Open Space Land Conservation, aka LCLF, an additional tax established 11/2004 per City Council resolution, rates capped by voters, for purchase and protection of important natural areas and open space.

-Impact Fees-a bonus not budgeted on the tax rate sheet, adopted 1992, charged against new development to help offset costs of new infrastructure required by City growth, used for capital improvements. To accommodate the demands created by new growth.

Farrell asked about one of the taxes being no less than 2 cents per dollar and Schad explained have discovered that designation of parks property and expenses is essentially everything to provide , understands is less than 2 cents of what charging residents but the inflow of 1.5 mil. is much higher than the \$900,000 generated by the 1.7, actually investment is much closer to the 1.5 mil., which would exceed the 2 cent threshold.

Wight asked to be reminded of the revenue neutral rate for trees and what it means and was told these rates under revenue neutral change when a reappraisal happens, rates that are set automatically over which no discretion, some have floors but some also have ceilings. Wight said bike path was set to be a certain amount but because neutral was less.

Duke asked the funding restrictions for each of the categories, stated that some are designated and some are general and was told yes. Asked what percentage of the total budget was and Wight said about \$8 Mil. Schad said she took central facilities out of the slide presentation. Duke asked how much of the \$8 mil user revenue is and was told about \$4 an \$2 of that is from the Waterfront division, Campground and Marina. Park side is very small in what they bring in and Recreation brings in some. Wight added really pushing for future revenues to be invested in the spaces that are creating the majority of revenues to maintain them for longevity of the facilities.

Traverse asked about the bond and if it failed what would the department do in that case and the impact to the department, Wight unsure what would happen at this time but for interim still using PFP funding monies and working on projects, still have several smaller projects but not the bigger projects that need work and completion. Master plan was citizen driven and set aside \$40,000, when at the point to get full cent. Waterfront Shelter was citizen driven and got on the list and is in five-year plan.

Wight said impact fees \$150,000 for budgeting purposes and got \$20,000, but in the past it has varied from year to year, higher to lower.

Public Forum (Time Certain 6:00 PM)

Public Forum was opened at 6:09 pm

Philip Pezeshki, Killarney Drive, apologized for not responding to Wight in the past, was here to follow-up on the tentative proposed sale of the Elks Club property that might come to the City. Traverse deferred to Wight and She stated that they had spoken about it in executive session and that the Elks had a vote at their lodge and voted to have positive outlook for the City to own that part of the property, and likely will still happen for the west side of the property from the bike path. Pezeshki asked if the City had any plans for the use of the property and Wight said had a master plan but had not shown anything as it was not City property but indication would be to have some public access to property and accessibility, a meadow trail possibly but basically keeping as it is. Pezeshki said that is in line with what he and some other neighbors would like to have happen with the land. He explained he had mowed this



fall to keep in check, currently interest is in keeping it a meadow or planting butterfly attraction. Wight said the only improvements would be a kiosk and open meadow. Pezeshki said another reason for mowing was to keep the bittersweet and maples from growing out of control.

Pezeshki also asked if Wight could speak about any plans for the beach and Wight said that if the City did not own they would seek an MOU for educational access, that is just off the cuff, no major interest in gaining additional work and maintenance.

Seeing nobody from the public, Public Forum was closed at 6:19 pm

E-devices on Greenway and Greenway Speed Limits

Wight stated in 2018 and 2019 had meetings and spoke about the use of ebikes and the use on the greenway, which is a moot point now. It was determined at that meeting that the concern was more about speed than what they were on, and spoke of a speed of 15, shared use bikes currently located there are set at 10 mph max speed. Felt it was time to wrap this item up and get signage done and etiquette being an important piece of the process.

Traverse asked what the commission's role would be in terms of establishing a speed limit and if it would need to go before the City Council or would it be from the Commission. Wight said it would start with Commission and then go to City Council by resolution. If suggested speed it would be more guidance than a rule. Wight said used to be such strong commissions and thought it may have come from commissions initially, not sure. Wight was looking for commission feedback to discuss and what people think about a speed limit on the bikepath and secondly e-devices, and in the past it was not the device but rather the speed of the device. Personally uses the path and was not looking for a ban on scooters or others as she had never seen any high speeds.

Farrell felt thinking back he recalled leaning toward guidance and asked for clarification and Hurley said yes, also remembered the desire for more suggestive signage, as enforcement is virtually impossible.

Wight said had brought in a 20 mph one at one point but never finished and said in the end never did. Hurley said very interested in hearing what Local Motion had to say as they were very knowledgeable on the topic.

Jonathon Weber, Local Motion stated he recalled the past discussion that there are times and places that it is appropriate and safe to go more than 15 mph and would be unfortunate to impose based on a few disregarding rules and etiquette, also feels would be impossible to enforce, most bikes don't have speedometers, feels some real issues with having a speed limit. Etiquette is the way to go and happy to help in any way with signage and education and other organizations would be happy to help as well.

Hurley asked if something came up to revisit or was it because need to do signage, what was the reason addressing currently. Wight said mainly had done nothing and need to get something up on the path, etiquette, keep to the right, something. Weber stated he had provided a link to some signage used in other places.

Duke stated most of the time 20 is completely appropriate, when safety issue it is mainly etiquette and not speed. E-bikes that are currently on the path are maxed for 20 and can't go over that.



Lantieri agreed that signs are necessary and need to be very obvious for all and focused on the downtown area of the path, that are not common riders and don't ride as much and are not as acclimated to how the traffic and bikes all intermingle.

Traverse as a frequent user of the path agrees with others comments and would like to see signage and not hearing any need for a speed limit along the path, certain areas where etiquette signs could be more effective than others but as reopen can reengage more.

Park Field Fees

Wight showed a number of fees that need to be approved at different levels of approval. Showed the area and what type of approvals were needed. Starting with some of the easier fee updates that require commission approvals, doing fields tonight, will then move to the Arena fees and then to the Harbor fees that require Council approval and others.

Park field fees; City Hall, Battery Park, Water, recommend field use fees mainly for events would like to not increase the rate, just want back in the parks. Looking at new rates, Waterworks Park is new, FRAME and looking for general park permit fees, based on number of people and impact would increase the fee, Outdoor park permit fee, based on number of people \$100 annual fee, if over 20 refer to general park permits standards, not changing general waterfront park rental rate fees.

Hurley asked if all fees were approved if that would create a lot more revenue or is it a wash, would it be that impactful and Wight said will see more revenue under park permits, outdoor classes not sure but some revenue. It is not the amount of work, already doing so not a lot more work, just need to get a handle on what is out there.

Traverse asked about the fees for use of the bikepath and was told that is for walk/run events and when renting shelter using the bikepath also for the event. Hurley would like to see more on a case by case basis for smaller events that don't make or raise much to not exceed 10% of funds or something along those lines and Lantieri agreed with doing some type of equity consideration as well.

Duke said overall the prices were great and some flexibility to apply for a different rate, but also access where could charge more and would be totally appropriate. Wight said considered doing different rates for prime times and higher demand dates, also stated when you are over 100 people for the bikepath, if doing a small walk with 20 or smaller group would not be the type of group this would focus on but more the groups that are raising thousands of dollars with lots of people.

Traverse was concerned with the 20-plus people you need to have a permit, did not know that was needed and felt that was a low number, was concerned that the fee is penalizing the honest.

Farrell would like to have more data about the number of individuals that get a permit for 20-39 people.

Farrell made a motion to approve field use fees, second by Hurley, motion carried.

Lantieri would like to consider a waiver for some that the financial piece may be a barrier to and would like to see some considerations.

Standing Item: Report from Commission on Volunteer Hours



Hurley had 1 additional hour responding to emails and park opening, Traverse had 2 additional hours, park opening and meeting with Wight.

Director's Items

Wight mentioned BOF/CICO approved \$250,000 improvements to Kieslich Park, the good housekeeping seal of approval acknowledged \$5,000 to leverage, also thanked folks for covering shifts for Champlain Park, Sr. Holiday Dinner might be looking for volunteers, Urban Park Rangers going to BOF for approval soon, youth programs clarified masking for all indoor programming, masks required, Pomerleau Holiday event is typically all non-profits from town 300+ at the Hilton and feel it might not be the time yet to have all together and might do a flow through, trying to find different things to add and be able to do and asked for solicitation of ideas from all.

Wight asked Duke if she could look at Leddy and give some ideas about concession area, interesting space and what could it be used for and asked to just take a look at the space. Duke agreed to and was very interested.

Lantieri was curious as to what the pay would be for the Events Planner, Wight said it is currently union position, grade 15, trying to get to a 17 and needs to go to BOF, \$50-60,000 currently, if non-union and a grade 17 it would be \$56,000-\$67,000 annually.

Commissioner's Items

Traverse said connected with Madalinski on the Champlain Park and how to be of further service to the department going forward.

Adjournment

Motion to adjourn at 7:22 p.m. by Traverse.