



**AMENDED AGENDA
PARKS & RECREATION AND HARBOR COMMISSION**

November 5, 2019

**130 GOSSE COURT, MILLER COMMUNITY RECREATION CENTER, COMMUNITY ROOM
5:30PM**

- I. Approval of Agenda
- II. Consent Agenda
 - A. Action Item: Approval of Minutes of October 1, 2019 Meeting (attachment)
*waive the reading, approve the minutes and place them on file
- III. Information Item: (15 min.) Planning Update, BPRW, Planning Team (verbal)
- IV. Public Forum: (Time Certain 6:00PM)
- V. Action Item: (15 min.) Banner Policy Update, Diana Wood, Marketing and Outreach Manager, BPRW (attachment)
- VI. Discussion Item: (15 min.) Penny for Parks Community Request Review Process, Cindi Wight, Director, BPRW (verbal)
- VII. Discussion Item: (10 min.) Geo Cache Policy, Cindi Wight, Director, BPRW (attachment)
- VIII. Discussion Item: (10 min.) Tour of Barge Canal Revetment Work, Cindi Wight, Director, BPRW (verbal)
- IX. STANDING ITEMS:
 - A. Report from Commission on Volunteer Hours (verbal)
- X. Director's Items
- XI. Commissioner's Items
- XII. Adjournment

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PARKS & RECREATION COMMISSION
Minutes
November 5, 2019

Commission Present: Pierce, Barlow, Todd, Traverse and Farrell

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

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

Approval of Agenda

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

Approval of Consent Agenda

Todd read aloud the consent agenda into the record, motion was made to approve the consent agenda with the included motions by Farrell, second by Traverse, motion carried.

Planning Team Update

Sauve introduced herself as the new Planner, then introduces the other members of the team; Madalinski, Adams-Kollitz and Wood. The team gave a power point presentation beginning with Madalinski explaining they would give an update of what the team has been doing for projects, but paired down to 15 projects. The first project was the Arms Forest, close to finish line for design phase, image from second public meeting, well attended, survey will be going until mid-November. Next project was Bike path phase 3a, Adams-Kollitz gave description, as of a week ago at the barge canal area, had a permitting delay and then the lake rose over two feet had to back and stop work. Would like to take Commissioners on a tour to the area. Next project was Calahan courts and lighting, will be taking down specifically basketball courts. Wood spoke about City Hall Park, on schedule, rain garden and catch basin, couple more weeks before winter shut down, will open sidewalks to foot traffic but not College Street side. Lakeview cemetery fence wrapping up, old fence falling apart, got aluminum one, doing expansion as well. Work on the new public maintenance building started this week, southern wall falling, been on capital list since 2007 got funding to move forward, tree crew started clearing and grading, working through November and finishing in the spring. Leddy Park Pause place keeps coming in higher than would like, replace intersection to Leddy and pause place at the bike path with fitness station as well in open grass area. Leddy tennis courts need to be replaced, relatively straight forward construction with all new and additional pickleball lines and new lighting if funds permitting. Stairs at North Shore pause place restored after burned and created fairly destruction proof, spoke to the structure and showed how it looked from above as well, has bike racks and will be other amenities soon. Oakledge for all playground still in progress but waiting on federal grant that would pay for phase two construction as well as bikepath funds still not sure, first phase is modest but great pieces. Perkins Pier siting study to look at facilities and playground to propose changes. Schmanska barn currently can't be used as does not meet fire code and now working on taking the steps to make accessible to get up and running to make a revenue source. Wight explained how the City is obligated to open to the public through monies received from Water fund. Also getting an ADA accessible pathway up to the building. Starr farm dog park fence has money set aside to do the fence just about to a close from public, site observations, public meeting, online survey and looking to finalize exact size of the fence to have approved, trying to satisfy both groups. Way finding for new signage to continue rolling out signage package and replacing.



Lastly Sauve gave details about a recent trip to Montreal and explained how the Planning Team and other City Officials went to Montreal to meet with people that are making a big difference in bike transportation, innovating things they have done is make a map of priority 1 for plowing that have a bike path, second portion was a bike tour, on street bike lanes, planters of facilities and structures, would gain as much to have Montreal folks come to Burlington to see what we have in terms of green infrastructure in our roads. Data sharing was very impressive, volume of traffic is tracked regularly and helps to prove needs, interesting to hear about the similar path they have to our path.

Wight said a takeaway for her was with the Burlington bike path, to continue to prioritize plowing bike paths and connecting with DPW as to where people are accessing to make higher priority, secondly work already started was encouraging more perennials instead of annuals which we have already started.

Todd asked Adams-Kollitz if he saw any similarities from going 10 years ago, felt it was very geared toward lets go learn, was happy to be around the BPRW staff that love to do what they do.

Todd also asked about the closure of the College Street sidewalk for the City Hall Park work and asked if stuff could be moved so the sidewalk could be used and was told no because it would have to be moved in and out difficultly, not permanent and working out of the park and the last part they leave is the north part of the park. Also asked if there was a holiday plan for sprucing up for holidays and was told possibly but not sure what exactly.

Traverse asked about realignment project of Amtrak and Wight responded that it was out of the prevue of BPRW at this point but agreed that the Urban reserve was not the best location.

Public Forum (Time Certain 6:00PM)

Public forum opened at 6:10 p.m. by Commission Chair Pierce.

Seeing nobody from the public the forum was closed.

Public forum closed at 6:10 p.m.

Banner Policy Update

Wood explained that she sent 79 emails and a survey to all banner users and also gave a recap of the program for commissioners that were new or absent at the last commission meeting.

Wood explained the feedback she received was that it is really expensive for some of the very small non-profits, considered doing a tiered pricing, wanted to get a better understanding of marketing budget and got 13 responses, range in budget is vast, put in three categories, dropped lowest to \$350, mid-level would be \$500 and top tier would be \$650. The top tier to her calculations would be 8 people, middle tier would have 9 and the lower level would have 18 with a few internal users and two that would not be charged at all. The impact to the revenue would be significant, new plan will drop to \$17,000, impact of \$1500 in this scenario.

Todd suggested upping the top tier to \$700. Pierce asked how much staff time goes into the process and Wood said only herself and looking to streamline even more by doing twice a year. Todd asked how long



\$500 was the standard and Wood said it has been a while not totally sure, feels should raise the \$500 to at least \$550, bottom level to \$350 and top tier to \$700.

Much discussion occurred over the fees and tiers with back and forth questions on who would be affected and making sure to make affordable for the small non-money making events/community outreach events.

Farrell suggested striking the wording of non-profit from tier 3 of the proposal.

Barlow asked who reviewed the requests and was told Wood, if any for profit and based on criteria would not be considered, if felt needed a second opinion would come to the commission for approval. Wood said most are the usual big events that happen.

Wood got total number of cars that each area sees on a daily basis, and also compared to Facebook, Seven Days and others for impression, the price is very comparable.

Traverse felt that not every banner is attached to an event and wanted to find a place for service type non-profit activities not tied to an event.

Motion to approve as stated in the recommendation with fees of \$350 for lowest tier, \$550 middle tier and \$700 for top tier by Farrell, second Todd, motion carried.

Penny for Parks Community Request Review Process

Wight passed around a copy of the application to the commission and the scoring that is used. Staff had asked how open the process was and if the people/public that made request were involved, not just a select group, made Wight question having more inclusion would bring people that have applied over the years and getting commission feedback and if fair, would still have staff do the ranking but would invite candidates and give an opportunity to attend and even offer help with applications.

Todd, Farrell, Pierce liked the sound of the openness of that and Pierce said it would be good to have more grass roots. Wight explained about \$40,000 available for projects because many projects have been prioritized and we do not use all for direct needs and keep that amount aside and would be outside the base amount and ongoing. Trying to do a better job of getting the word out. Also can have staff submit an application for PFP to get projects on a list if desired.

Traverse asked if more than one person wants the same thing if they could file multiple applications for a project if that would help and was told it does happen but weather it makes it really happen faster or not is not necessarily the case. Would recommend having similar parties communicate and get together to propose. Some things are just maintenance.

Geo Cache Policy

Wight said she made some copies for those that may not have had it with them. Someone had emailed upset at some point the City had put out that you were not allowed or had to contact to do and when that happened considered doing and wondered how the State managed. Some good points that align with our vision, particularly ecological, some places yes but would have some parameters on. Would speak with Land Steward on appropriate places and would want permission from Commission.



Todd supported, Wight said would bring finalized policy to Commission and Pierce asked about places that would be off limits and was told likely wetland areas. Barlow asked if new how many places currently and Wight did not know currently. Todd liked that a policy be in place to make sure everyone stay on track and respectful. Traverse asked how frequently people reach out to get permission or put something up in an appropriate place and have no idea that we have a policy, also how strictly will it be enforced and if we can't figure out who put it there, would our policy be to remove and Wight said might remove and most people are professional. Don't have capacity to check but if found something it would be good to have a policy to remove if necessary.

Wight said would bring back a finalized policy for approval.

Tour of Barge Canal Revetment Work

Wight touched on the current work and asked if people were still interested. Tour would be on a weekday earlier in the day, if interested could put out enough in advance. Would not see an active construction site but value in seeing prior to what it was. Since it went up closed until fall, can't get in that area until July 15th now due to flooding.

Fridays are good for Todd, and Traverse, Pierce can't do the day after thanksgiving and December 6th and will also miss December 3rd meeting. All decided on November 15th, 8am for a tour of revetment and also to take a look at what is happening at Perkins Pier. Wight will send out more information to all.

Report from Commission on Volunteer Hours

Putzier asked the Commission if they had any additional hours for the month of October in addition to the commission meeting. Todd had an additional 3 hours, Pierce 1 hour.

Director's Items

Wight explained updates; couple new events, Trunk or Treat at CORE was a really good event, new event at Lakeview Cemetery, Star Gazing, Malt and Vaults, history on gravestones, coffee and cookies, story on prohibition, brewery did tasting, fun for families, hope to do more programming like that, trying to revitalize the cemetery as a park, holiday skating show coming up, holiday senior party, winter bash in February, December 31st skating show, if interested in volunteering for one of the events let BPRW know. Dog park ordinance did go to PAAC, was approved next step to Attorney's office then memo to the City Council to go to Ordinance Committee, focus on ordinance part then circle back to commission for the policy part.

Commissioner's Items

Barlow introduced himself, was appointed last night, had interest in parks was involved in Leddy Park for some time and clean up after events often and trying to encourage stewardship in the park and recently on school board but decided to apply for commission.

All commissioners introduced themselves and said a little about how long they had served.

Todd asked about the Advisory Event Committee meeting date and Putzier said it was December 4th at Pine Street, thanked for beach closure list and would like to resuscitate that question and ways to be creative in remediating and working on moving forward. Would like to have a broader discussion in 2020 on remediation in water areas. Wight suggested having waterfront team come to January meeting to do update and discuss on water issues as well. Wight will contact Moreau and Kaeding.



Traverse inquired about the discussion around the location of Amtrak parking on the waterfront and asked about places managed by BPRW in proximity regarding pollutants and where it can weigh in. Wight suggested at Public forums at City Council would be the appropriate place to share those concerns, explained not our land. Also stated TUEC meeting coming up, regarding this.

Traverse asked if BPRW has had any impact on the location or input on it being located on waterfront, not a good option from parks perspective to have in Urban Reserve, preferred is to have in Union Station, Rail Yard or City Market, ultimately not BPRW place but that of the administration.

Pierce said came to some resolution that could not do anything ultimately, could support and go to City Council and speak in support of but ultimately staff can't take a position on. This particular one will be one taken by City Council.

Adjournment

Motion to adjourn at 7:21 p.m. by Todd, second by Farrell, motion carried.

DRAFT

AGENCY OF NATURAL RESOURCES POLICY

'GEOCACHING, LETTERBOXING, WAYMARKING, QUESTING' ON AGENCY LANDS

Background and Philosophy:

Geocaching, Letterboxing, Waymarking, Questing, and similar pursuits have become a new and growing recreational activity on many ANR lands. "Caches", quests, or letterboxes (typically a plastic box with various items in it) with established locations are posted on the Internet. Global Positioning System receiver (GPS) are then used to find the location coordinates, and sometimes puzzles and clues, to find hidden objects. Letterboxes are found utilizing clues and/or orienteering directions. Once found, a cache may provide a wide variety of exchangeable cache items, or be so small so as not to contain anything but a small 'log book'. The cache visitor may take items from and leave items in the cache, and sign the cache log book. The geocache, quest, and letterboxing communities use the Internet extensively for posting locations and notes about their experiences. Letterboxes include a log book and rubber stamp used to stamp the finders' log book. The finders stamp the letterbox log book with their personal stamp. Waymark locations typically have no cache or letterbox, but an item of interest to see. Questing is typically a series of educationally based clues or questions used to find the final location, where there is a box to find. For purposes of this policy, the term "Geocaching" shall refer to all such activities.

These versions of orienteering can offer participants a rewarding outdoor recreation experience. In many situations on ANR lands, such use is compatible with and could even complement state land management objectives. In other situations, such use may conflict with management goals to the extent that it may not be appropriate (as is the case for state wildlife management areas where such use is prohibited). While the Agency encourages this legitimate and valuable use of its lands whenever appropriate, the activity must be carefully managed in order to minimize potential resource damage and land management conflicts, and to ensure such activity does not pose any safety or health risks to participants and the general public.

Policy:

The Agency believes if properly managed, geocaching and similar pursuits are an appropriate activity for many ANR lands. It is the policy of the Agency to manage this use in a manner consistent with its role as a statewide natural resource/outdoor recreation agency, while protecting the resources at the site and providing for the safety and security of site visitors. Responses to requests for placement of caches, quests, or letterboxes must weigh the relative impact of this use of Agency managed properties against the potential impacts that may be anticipated on the resource, the public and Agency programs. The Agency encourages virtual caches (i.e., waymarks, use of a unique natural feature, park sign, etc.) in lieu of physical caches where appropriate. All geocache proposals for state forest and state park lands will be considered on a case by case basis in accord with the procedure and guidelines outlined below.

Geocaching is considered an incompatible use of state wildlife management areas and is therefore prohibited in these areas by the Department of Fish and Wildlife. Such activities will not be permitted within state wildlife management areas or fishing access areas.

Procedure for Implementation:

Installation and establishment

Anyone wishing to place a geocache, quest, letterbox, or similar item or to establish a waymark location on ANR lands must complete a **'Geocaching Activity' Identification Form** (see Attachment A) and submit it to the District Stewardship Forester or Parks Regional Manager responsible for the requested placement property. The following guidelines will be used in considering such requests:

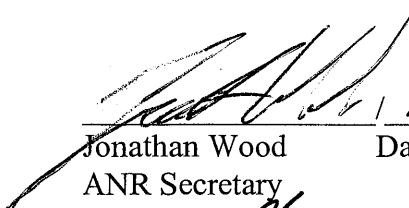
- Geocaches, quests, or letterboxes, and similar items and waymarks will not be permitted in any sensitive natural or cultural area, or in any dangerous or inappropriate areas.
- Geocaches, quests, or letterboxes, and similar items may not be buried, nor any vegetation or stones disturbed when placing the items.
- Geocache or letterbox, or similar item containers should preferably be transparent and have some form of latch or other closure to deter wildlife. If military 'ammo' boxes are to be used they must be re-painted in a non-military color and properly labeled with the appropriate activity label.
- Geocaches and letterboxes, and similar items shall not be placed in plastic or metal pipes. Geocache or letterbox, or similar item name and owner name must be clearly visible on the exterior of all containers. The geocache or letterbox, or similar item name must be the same as indicated on the Identification Form and any web site posting.
- A log book is required in all geocaches, quests, letterboxes, or similar items.

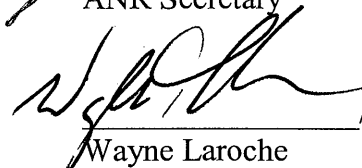
Monitoring, inspection and removal

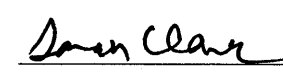
- Contents of geocaches, quests, and letterboxes, and similar items are subject to inspection by Agency staff at any time. Agency staff have the responsibility and authority to remove any items deemed unacceptable.
- Geocaches, quests, letterboxes, or similar items shall be removed by the responsible party (i.e., geocache or letterbox, or similar item owner) no later than three (3) years from date of placement, the site restored to its original condition, and the appropriate Agency staff notified in writing of its removal. Requests for extensions beyond three years are to be made to the appropriate Agency lands administrator.
- The responsible party shall archive and delete site location(s) from all publications and/or web sites within seven days of removal of a cache or letterbox, or similar item on ANR lands.
- Geocaches, letterboxes, or similar items and their contents that are removed by Agency staff are to be documented in an incident report, and the owner notified.
- Unauthorized geocaches, quests, letterboxes, and similar items on ANR lands will be removed and treated as abandoned property, and the responsible person may be cited for littering.

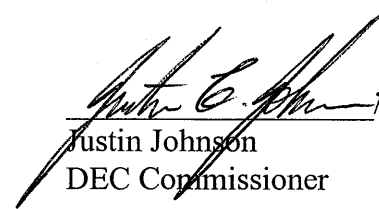
Agency staff should periodically review appropriate websites to monitor caches and letterboxes, and similar items or waymark locations on ANR lands.

Short term similar activities sponsored by Agency staff for state park programs, conservation camp activities or other like purposes should also adhere to the above guidelines.

 12/2/2010
Jonathan Wood Date
ANR Secretary

 12/6/2010
Wayne Laroche Date
FW Commissioner

 12/6/2010
Sarah Clark Date
FPR Commissioner

 12/6/2010
Justin Johnson Date
DEC Commissioner



Attachment A

Geocaching Activity Identification Form
Including Geocaches, Quests, Letterboxes, etc.

Responsible Party Contact Information:

Name: _____

Address: _____

City: _____ State: _____ Zip/Postal Code: _____

Day Time Telephone Number/Cell: _____ Other: _____

E-Mail Address: _____

Geocache Information:

I wish to place a geocache in _____ State Park/State Forest

Town(s) in which I wish to place the geocache/letterbox: _____

Type of geocache/letterbox/etc: ☐ Traditional ☐ Multi-Cache ☐ Virtual/Mystery/Puzzle
☐ Webcam ☐ Letterbox Hybrid ☐ Event ☐ CITO ☐ Other

Geocache/Letterbox/Etc Name: _____

Geocache Website (where cache will be posted): _____

Geocache Container Description (size, color, etc.): _____

Cache Coordinates and Map (WGS 84): _____

(If multi-cache, additional coordinates): _____

Geocache Rating (difficulty): _____ (terrain): _____

Description (cache site description(s), accessibility, likely routes of approach, etc):

I have read, understand, and agree to abide by the Vermont Agency of Natural Resources' policy on geocaching on ANR Lands.

Responsible Party/Cache Owners Signature

NOTE: Geocache site location is subject to review and approval by the Parks Regional Manager, District Forestry Manager, District Wildlife Biologist, or designee.



Attachment A

Geocaching Activity Identification Form
Including Geocaches, Quests, Letterboxes, etc.

To submit a hard copy of this form, please use the print button above, fill out completely, and mail to:

Ryan Horvath

Department of Forests, Parks and Recreation

Lands Administrative Division

1 National Life Drive

Montpelier, VT 05620-3801

(802) 272.4156 phone

(802) 828.1399 fax

ryan.horvath@state.vt.us

NOTE: Geocache site location is subject to review and approval by the Parks Regional Manager, District Forestry Manager, District Wildlife Biologist, or designee.

SUMMARY OF OPPORTUNITIES

Monthly Commission update – November,

2019 Stories

Halloween Howl

The Halloween Howl had strong attendance on a beautiful day at Oakledge. Staff were “all in” with costumes!



Tree Planting

34 bare root trees loaded and ready for planting. These trees were delivered one day and by the next were already planted, staked, and watered with more rain on the way!!



What are the top issues on your mind?

- The Bike Path and the numerous intricacies around Phase 3
- IT challenges at 645 Pine (scanning) and 311 North Ave □ Finding revenue to support growing expenses

What issues do you have coming before the City Council or a Council Committee?

- Updating dog ordinance – made it through PACC and next is Ordinance Committee

Department accomplishments and notable staffing developments since the last report?

- Successful fall events including a new Trunk or Treat at the Old North End Community Center that has room to grow to include more groups. Neighborhood was very pleased with the new opportunity.
- The Campground had another strong year with growing reservations □ Down to one FT position to fill!
- New events at Lakeview cemetery were well attended and show new opportunities for programming and partnering
- Director is off to Park Foundation School 11/10 – 11/14



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

- Holiday Skating Show, 12/14 2:00 – 4:00 p.m. @ Leddy Arena
- Senior Holiday Dinner, 12/19 5:00 – 8:00 p.m. @ Miller
- Highlight – Skating @ Leddy and Waterfront bonfire, 12/31
- Brrrlington Winter Bash, 2/8 12:00 – 3:00 p.m. @ Miller

Other updates

Bike Path

- Segment 0 and Proctor Place are finished
- Barge Canal bridge (north end) to Perkins Pier are postponed to spring 2020
- Barge Canal revetment is underway
- Bid alt work to stabilize area near Water plant is completed.
- Barge Canal will be closed during the winter for safety reasons.
- Met with VT City Marathon and they understand south end will be closed in spring
- DPW/CEDO/BPRW working collaboratively on Maple to College realignment
- Jon and Cindi will re-connect with Russ Scully on access to Barge Canal in the spring to finish that section.
- The Northshore pause place work is well underway again.
- Need to focus on getting rest of Bike Path 100% design finished and next construction project out to bid

Other projects

- Leddy tennis court renovation will get bid out by mid Nov for an early summer project
- Working on updating 5-year capital plans
- Leddy Maintenance Facility work is starting early November
- Will include Parks Commission on final rankings of community Penny for Parks requests
- Recreation staff are working on a Recreation Plan to CAPRA standards
- Parks staff are pulling together pricing and permits to bring Schmanska Barn to code standards to allow the building to be used by the public again.
- The campground staff are getting pricing for emergency repairs to North Beach cottage and pricing for new concrete floor of small bathroom to make it accessible
- PACC approved suggested new language for Dog ordinance and next step is to review with attorney's office before sending to Ordinance Committee
- Working on getting 311 North Ave wired for connectivity. This has been a challenge and Brian Lowe is assisting.

BPRW MISSION	Mayor FY '20 Priorities	Objectives	Status/Update - October
	<i>311 North Ave (ParksConservation)</i>	☐ Construct new trail ☐ Purpose Stone House	☐ Awaiting word on Conditions assessment ☒ Working on budgets for the building ☐ Rear porch work required for second floor occupancy – Conservation getting quotes from a contractor 10/30
	<i>Bike Path (Planning)</i>	☐ Construction Final ☐ design on remaining sections	☐ Barge canal work is underway ☐ Realignment project is now led by Sophie and Grace. Contract work has begun ☐ Finalizing plans to bid out final design work and then construction ☐ Need to determine if funds are in place
BPRW GROWTH VISION	<i>BPRW/FFL/BCA Partnership (Recreation)</i>	☐ Three departments working together to reach all Burlington residents	☐ BCA/BPRW continuing Farmer's Market 2021 design work
	<i>City Hall Park (Planning)</i>	☐ Construction and opening in FY20	☐ Working on bringing back in several value engineered items. Will need to go back to Council
	<i>Green Stormwater (Parks-Trees)</i>	☐ Work with DPW ☐ Management Plan in place	☐ Working on proposed management budget for FY21
BPRW VALUES	<i>Moran (Waterfront)</i>	☐ BPRW continues support to CEDO ☐ BPRW is ready for opening day	☐ Will continue to be available for review and assistance to CEDO
	<i>Oakledge Accessible Playground</i>	☐ Lead role for project ☐ Collaborate with OfA	☐ Waiting on grant update

DEPENDABILITY	<i>(Planning)</i>	☐ and other partners Write grants	
HEALTH/WELLNESS			
TEAMWORK/PARTNERSHIP	<i>Penny for Parks (Planning)</i>	☐ Promote Penny for Parks for citizen input	☐ Will include Commission on final ranking and discussion of awards
INCLUSIVITY			

STEWARDSHIP		☐ Spend annually as feasible	
QUALITY	<i>Perkins Pier (Waterfront)</i>	☐ Site plan	☐ No new update
	<i>Street Trees (Parks-Trees)</i>	☐ Maintain Canopy ☐ Ensure health of City Street Trees	☐ I&T recruiting potential carbon partners ☐ Blueprint done for UFMP ☐ Fall planting is well underway