



**PARKS & RECREATION AND HARBOR COMMISSION
AGENDA
August 2, 2016
645 PINE STREET, FRONT CONFERENCE ROOM
5:30PM**

- I. Approval of Agenda
- II. Consent Agenda
 - A. Action Item: Approval of Minutes of June 7, 2016 Meeting
*waive the reading, approve the minutes and place them on file
- III. Presentation Item: Introduction of Nina Safavi, Parks Comprehensive Planner (verbal)
- IV. Public Forum (Time Certain 6:00PM, 3 min. per person time limit)
- V. Action Item: St. Josephs/ McLure Lease Approvals (attachments)
- VI. Action Item: Naming Request of Fitness Trail and Texaco Beach (attachment)
- VII. Discussion Item: 10 Year Capital Plan (attachments)
- VIII. Update Item: Bike Path Construction (verbal)
- IX. Director's Items
- X. Commissioner's Items
- XI. Adjournment

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BURLINGTON
PARKS
RECREATION
WATERFRONT

Parks & Recreation and Harbor Commission Meeting

Minutes

August 2, 2016

Commission Present: Bossange, Kaplan, Hanson, Hurley and Montroll (Youth Representative)

Staff Present: Bridges, Rogers, Safavi and Putzier

The meeting was convened at 5:40 p.m. by Commission Chair Kaplan.

Approval of Agenda

A Motion was made by Bossange to add item in front of Item III, Introduction of Nina Safavi, Parks Comprehensive Planner and add just before it, Introduction of Elliott Montroll, Youth Representative, second by Hurley to approve the agenda as amended, motion carried.

Approval of Consent Agenda

Approval of Minutes of June 7, 2016 Meeting

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

Motion was made to approve the consent agenda by Hurley, second by Bossange, motion carried.

Introduction of Youth Representative

Kaplan introduced and welcomed Elliott Montroll as the new Youth Representative on the Commission as did all members.

Introduction of Nina Safavi, Parks Comprehensive Planner

The Commission began by introducing themselves to Safavi and encouraged her to reach out to them at any time.

Bridges said joined the department from VTRans and is a Burlington resident, did much schooling in Philadelphia, done work in urban forestry and GIS, strong data back ground, has a great team working with her and a huge passion for Burlington and is a great fit with the department.

Safari said it has been a lot of fun and is excited about the position and the department and happy to be working with them.

Public Forum (Time Certain 6:00PM, 3 min. per person time limit)

Public forum opened at 6:20 p.m. by Kaplan.

Seeing nobody come forward the public forum was closed.

St. Josephs and McLure Lease Approvals

Bridges explained the proposal, stated he included a packet to them with the proposal to the City Council and the actual projects are very close to being a reality and Rogers was present to answer questions as well.

The plan currently is to have the department take over the Senior meals program at the McClure Community Center as well as the Senior programming, plan to have Candice Holbrook manage staff, she



is currently spending much time with McClure this week before transition of Sarah Carter and Yvette Mason as the programmers. Starts September 1st, would like to get a lease with CHT (Champlain Housing Trust) for short term lease with senior program until St. Joseph's facility is available and accessible, which will include elevator installation, could be through to April possibly June for St. Joseph's facility to be complete. Once at St. Joseph's there would be one lease payment and once renovated lease goes up and would be a better equipped building. Conservative estimate would need to find a few anchor tenants. Would like to allow for the room to grow for seniors and intention is to expand moving forward to allow staff to reorient to new program and know people and get input as to what they would like.

Bridges further added that this facility and programming addresses core needs that have been identified by the community.

Bossange had questions regarding the funding mechanisms and budget and if the estimates and funding were solid and was told yes by Bridges.

Kaplan asked how the personnel piece works for the building, Bridges said not responsible for the building and capital infrastructure and was a real benefit to the department to not own the building, particularly with Memorial Auditorium going away would be able to use that staff for custodial duties as well as the staff from pulling out of the Burlington Kids Program. Both those resources can be allocated to these programs and would be better for the community and staff.

Bossange asked about United Way funds and was told by Bridges it is a 3 year commitment of funding and grants that are very solid. Bossange also asked if subletting would be permitted and was told yes by Bridges similar to that of the Miller Community Recreation Center. Bossange also asked if legal had looked at the proposal and was told yes all leases would be reviewed by City Attorney.

Bridges said meeting with community members, 95% of questions were when are they going to move in and all concerned are very excited and want this to happen, many partners willing to help, such as Telecom. The project has a lot of support and been a very thorough process moving forward.

Rogers added that the department is putting together the Fall Brochure and feeling the pinch of not having Memorial Auditorium, this space is huge help for programming and Sarah Carter's role would be mimicking Susan Carter's role with the Miller Community Recreation Center.

Hanson asked if the Seniors programs and meals would stay at the same level and Rogers said there would be an increase in staffing and would keep the successful programs and not take over or get rid of things that are working well, will also be committed to scheduling more programs. Hanson also asked about how to cover the \$2000 a month lease and how the City would make sure it did not get stuck with the lease once the move to St. Joseph's happened and was told that it was already in the FY17 budget and that both leases are with the same lease holder and there is an understanding regarding the move.

Hanson questioned why it would be better to pay a lease as opposed to a mortgage and was told it will cost thousands of dollars to bring the building up to compliance and the City can't at this point. She also asked about how it will go once St. Joseph's is relinquishes the building and if the department would be responsible and Bridges said it would depend on who is the tenant, BPRW is responsible for renting to whomever it chooses. Bridges also stated the department has some funding for internal fit up as well.



Motion was made to approve and recommend to City Council and Board of Finance approval for the Director of Parks, Recreation & Waterfront to execute all necessary letters of intent, lease and contractual agreements, pending legal review, for both McClure and St. Joseph's School with Champlain Housing Trust by Hurley, second by Bossange, motion carried.

Naming Request of Fitness Trail and Texaco Beach

Bossange recused himself from this item.

Bridges stated that the Parks Foundation Board proposed the two naming requests and these are the first two requests that had been submitted through philanthropy.

Bridges explained the process for picking out the appropriate equipment to be used on the trail, creating three different spaces in the urban reserve and then other anchor spaces along the path. Not naming the bike path but rather the specific fitness trail which runs along the greenway path. Felt it was appropriate since UVM Medical Center is about preventative health and encouraging healthy lifestyles.

Bridges stated talking assets versus renaming parks will not rename parks and when naming does not have any restrictions on living or non-living and read the current way the naming policy reads.

Motion was made to approve the naming of UVM Medical Center Fitness Trail by Hanson, second by Hurley, motion carried.

Bridges stated that the Foundation recommended that Bossange be recognized beyond the financial donation as well as the above and beyond work he had done for the rehabilitation of the path.

Hanson stated that she felt uncomfortable voting on naming a park feature after a current standing Commissioner, it could create the appearance of favoritism, but wanted to acknowledge and express appreciation for Bossange's hard work. She expressed discomfort with naming a park feature after a living person as well and asked Bridges to review the naming policy which he did. She did feel there was precedent to have a bench named after him as we have done so with other commissioners to show our appreciation. She also expressed some concern that the beach was not closely related to the actual path and a feature on the actual path itself might make more sense.

Hanson stated that she would not be voting on this request.

Kaplan stated that she is still conflicted with naming with a current sitting Commissioner and is happy to put out in another month at a different meeting when additional members are appointed to the Commission.

10 Year Capital Plan

Bridges stated in the packet is draft that city has been working on and goes into a lot of detail and will highlight what is specifically important to this department as well as funding for continued replacement for other infrastructure.

Kaplan would like to propose that this be discussed further but would like to sit down with the two new members to be included in the discussion particularly since current members have discussed at length and are very familiar with the plan.



Kaplan requested to have this item put on the September Commission agenda when new Commission members are appointed and can participate in the conversation.

Bridges stated if specific questions he felt it would be good to get to the commission at the August meeting but was happy to put on in September to include new members.

Kaplan proposed a retreat/work session as well as the appointment of a new Chair and stated it would need to be warned and arranged very soon. Good for new members coming on to get oriented.

Bike Path Construction

Bridges stated posting regular updates on the Parks, Recreation & Waterfront web site with regular bulletins and what two week projections are and what is happening. Construction is moving and coordination has been great with good over site and most of shoreline restoration is happening.

Safavi stated that everything is going as planned in the urban reserve and should have most of the species in with the exception of a few that will go in later. Several unique species will be included in the project and the space will have a more natural look and feel to it.

Hanson asked if there would be any bike quick fix stations and was told no place to do on the path currently and that you can't have anything blocking the path, must be off and with the addition of the fitness equipment currently adding not enough space to do.

Director's Items

Bridges said just got notice that City Market does an annual round up and chose BACG (Burlington Area Community Gardens) to be the current recipient of the 40% of donations as well as some tabling options for advertising as well, the department is very excited, Wood is refreshing the logo and encouraged all to participate in the round up at City Market.

Commissioner's Items

Bossange spoke on behalf of the Parks Foundation and said they reached their goal and going to make it, having press conference once a few more confirmations come in then gift the city with money and pay for pause places, signage, and many other amenities.

Bossange explained that he had completed the draft of the Annual Report from the Commission and is sending it to Bridges for review and then will get to full Commission for signatures.

Hurley thanked the department for putting on a great July 3rd show.

Hanson stated the Burlington Country Club is considering putting in tennis courts and felt that was a good indication that there is a demand in Burlington particularly as the Burlington Master Plan stated that tennis was not in high demand.

Hanson also thanked Rogers for all the efforts into growing softball again, she was very happy and amazed.

Adjournment

Motion was made to adjourn at 7:02 p.m. by Bossange, second by Hanson, motion carried.