



**PARKS & RECREATION COMMISSION
Minutes
May 10, 2022
Parks and Recreation Commission**

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

Staff Present: Wight, Rogers, Cotton, Madalinski and Putzier

The meeting was convened at 5:37 p.m. by Duke

Approval of Agenda

Motion to approve the agenda with two additions; Request for Amplified Music by Marathon and Approval of Peddlers License at ECHO after the current item number 10 by Hurley, second by Johnson, motion carried.

Approval of Consent Agenda

Duke asked if there was anyone from the consent agenda items that would like to comment and seeing nobody asked for a motion to approve the consent agenda.

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

Volunteer and Coach of the Year Awards

Cahill acknowledged Sharon Muellers of the Tower Keepers for all the hard work and dedication she has given over the years.

Muellers spoke of her two decades and being in the park and connected. It was her pleasure to be able to participate and engage in the program.

Jennifer Cotton recognized Frank Rosamilia, Volunteer Coach of the year and showed a video thanking and during Covid how he made time to run clinics and really appreciated the time and effort he put into running flag football, which is only three in the area. Another coach as well as players and his son spoke to their appreciation for all that Rosamilia had done.

Rosamilia thanked all for the nice words and for the honor. Cotton explained how he would also go on a plaque at the Miller Community Rec Center.

Public Forum (Time Certain 6:00 PM)

Public Forum was opened at 6:00pm

Seeing nobody from the public, Public Forum was closed at 6:01 pm

Main Street, Great Streets Developed Concept

Wheelock explained she included a link to the presentation for all to access and then began with the typical Main Street cross section and how it will vary particularly with right of way encumbrances. Changing road width down to 40' and reducing parking spaces, adding bike lanes, and other items.



Option one is called the “Artful Gateway”; planting strategy, singular approach to planting that is consistent across the six blocks, more streamlined and clean cut.

Option two is called “Lake, City, Mountain” approach, variety of trees and shrubs planted on water area then more polycultures of trees in street area, bike perspective could meander a bit more through the tree area and not such a straight street line but more organic.

The next steps are planning for preliminary plan and going back to City Council on May 23rd after meeting with all the other Commissions that have regulatory authority. Wheelock wanted to recognize it may not be one plan or the other but a combination of what could be best for Burlington.

Johnson asked if any consensus on a plan and Wheelock said that many are concerned with the loss of parking spots. Really all over the place, no one consensus at this point.

Duke liked the bike path separated out.

Hurley asked about the stretch between Pine and Battery, asked if parking would change to parallel and was told yes a loss of 67 spaces. Explained the no curbs will really help with accessibility.

Lantieri asked about the timeline and the committees that it goes to and asked about the next time the Commission would see in the design process and was told by Wheelock the next significant milestone would be in early fall.

Wheelock stated were hoping for action tonight as to support of revitalizing Main Street through this project.

Hurley asked what the Commission purview is and or if a blanket piece and Wight said somewhat of a blanket as BPRW maintains the greenbelt. Stating that is part of the project as it enhances Tree City and generally as another commission to see more park like and not just for cars.

Johnson asked as the City moves toward more plants and greenspaces if it would create more work and staff needs for the department and Wight said that it has been recognized by the administration and funds have been allocated to help with fully funding the dedicated funds to Parks.

Motion to formally support the direction of the Great Streets, Main Streets project as it relates to the work of the Parks Department by Lantieri, second by Johnson, motion carried.

Champlain Street Park Update

Madalinski stated he was going to show some design concepts, and how the location is a small pocket park located at 187 S Champlain Street. Madalinski said the park currently has wooden benches and some raised garden beds. There was some outreach to see what people wanted to see in the park, started in 2020, went to NPA's and tabled in the parks, did online surveys, 89 surveys.

Majority of people wanted to relax in the park, then swinging, gardening, picnicking, climbing, walking, grilling, outdoor classes, throwing, running, spinning and exercising. Ultimately would like to add lighting, open view to the west, replace furnishings, replace playground, remove brush and replace fencing.



Came up with three design ideas; put playground in back and improve and make safe, central open lawn area and dedicated seating/gardens. Showed some amenities and structures that could be used in the park and would have to be mindful with prices and styles. Want to continue to provide for the 2-5 year age range. Looking at rubberized matting for base to make accessible and more colorful. Gentle curve hardscape with seating area, more plantings, rocks on street side entrance.

Gave another view of a wandering walk hardscape style, walkway is a bit more curvy, garden space on northern edge, seating and bike racks, planters, shade tolerant shrubs book end the open lawn.

Madalinski asked what the Commission would like to prioritize; playground, fencing and landscaping, seating area or lighting to implement first. Going to start on cleaning up brush and vines, tour NPA's to present design concept, post concepts online along with web based survey and incorporate what is heard into final concept.

Farrell said it sounded like people wanted to interact more in this park and any love and improvement would be great, just cleaning up will go very far with the patrons.

Hurley loved it and said it looked amazing and very well thought out, asked if they would have trash and recycling can included and was told yes, use tote style or Victor Stanley receptacle.

Duke felt both designs look great and in terms of priority, landscaping and lighting to make safe and inviting and add playground later.

Lantieri said there are quite a few volunteers that are consistent and felt there would be more once clean and safe and active. Stated CVOEO recently had conversations about wellness and equity to partner and also give some money toward the project. Would work toward sponsorship and all recognize the need and been great working with Madalinski on the project, very supportive and enthusiastic.

Wight gave Madalinski kudos in all his work on the project and taking on.

BTV Stat Presentation

Rogers explained there were two pieces to the presentation and he was presenting on just Recreation, introduced himself stated that he oversees all programming, youth, licensed childcare and adult. Presents twice a year and find to be very worthwhile, use data to see how well doing. Looked at pandemic and programming through challenges.

Program participation was the first topic, in 2019/20 lost programming and a lot of recreation programs did not do programming that year and were tasked with continuing, stated it was challenging, decreased in size, rely on schools for programming and not able to use. Provided on a smaller scale, doing cleaning and temp checks, everyone had own basketballs, everyone had to be 6 feet apart, but was glad the team persevered. Rogers explained could not be in schools for majority of year also, numbers down. Had no adult programming in 19/20 as concentrated on youth programming in the summer and making safe for kids in camps, per State could not do any adult programming. 20/21 school year provided youth basketball program when no others did and used Boys and Girls Club and Miller Community Rec Center and did clinics and every half hour had two baskets set up. It was difficult to do winter 2020 programming inside, even though down still continued to provide when others could not.



Summer 20-21, better for participation, offered fewer programs but higher participation. When things started to get better families wanted kids in programs, strive for 75% range ideally, past summer at 88%, outdoor programming was very successful, more quickly than other indoor programming. Rec Nutrition program in 2018 had 6,017 served, up to 11,033 in 2020 and down to 7,795 in 2021. Delivered meals for school department in 2020 and when started back up 3 days a week delivered food to children at home. Financial assistance for camps, 2019 was 22,384.62, 2020 was 33,223 and then down in 2021. Summer youth program funding, VT/Fed grants were very large for 2020 and 2021, which allows for more programming. Hired new Rec Program Manager, and hired new Event Planner. Kirsten Santor and KJ. Last slide was a GIS of where the participants were located across the City. Recreation Staffing was at 98% in FY20, then 72% in FY21 and 66% in FY22.

Duke said willingness to adapt and make work was really appreciated and noticed. Seeing more of a trend of youth outdoor activities.

Approval of Peddler License outside ECHO

Wight explained that ECHO has a lease with City and that land includes a ROW (right of way) and is in front of building which is City land, ECHO would like to have a cremee truck in front of the building. In the City Ordinance it states anything west of Battery on College must get a license and with all complexities realize it flagged an ordinance. Wight shared that businesses in parks that have close proximity have revenue sharing and gave Beansies Bus as an example, and recommend a 5% of profits typically to the City, stated that the vendor asked if the City would entertain a non-profit rate. What is being asked is for authorization of a cremee truck to operate in front of ECHO.

Phelan Fretz, Executive Director of ECHO introduced himself and stated he was requesting peddlers license, and said purposefully actively add to frontage area, added science exhibits and seating, added solar and rainwater gardens, this is to add the final piece to the 3 acre site and full activation of this site. Have very robust open door program, have a lot of partnerships in the community, 35,000 people gain free admission. Programs like the cremee stand are pivotal and fundamentally earned revenues with the grand help to support others for free admission, give away over 1000 memberships. Cremee's are seasonal and can gain some revenues and can enliven the area and this is final step to activate, estimates are nearly a million people access the waterfront. Approximately 80-90 seats available to provide for the service.

Hurley asked about the other ice cream person and if still working and was told by Wight not as far as she is aware, that person is still retired. That structure is still located on the waterfront however.

Fretz stated that they signed with Kingdom Creamery, a Vermont based company.

Lantieri asked if the previous cremee stand had an arrangement with Parks and was told no, they were on Railroad property. Feels it makes sense to continue precedence and look at the non-profit piece and Wight said the only piece that comes to Commission is west of Battery on College and need to approve peddler license and anything else is not the purview of parks.

Johnson asked if 5% is the general fee when less or no infrastructure and felt that would be appropriate for this situation and Wight said the same situation is Beansie's and they pay 5%. ECHO asked since they are the first non-profit and knowing that ECHO gives back to the community would like to look at and maybe could do 10% reduction, more precedent than binding.



Motion to approve peddler license with 4.5% gross sales by Hurley, second by Lantieri, motion carried.

FY23 Budget Revenue Expectations

Wight sent worksheet and chart that she had presented, shows FY23, 3% growth from cumulative results of past. Steep line to get to FY23 revenue, parking is low, recreation is low, can't get to, reached with everything but a very hard stretch, optimistic with recreation and hiring of new employees. City has set aside \$2M with idea may not be feasible with exception of recreation BPRW feels it will try and can make it. Working on parking campaign.

Duke stated that she could look at specific businesses and programs from a different perspective to take a look at pricing and strategies and how to help with revenue generating. She stated the importance of continuing to communicate how important the revenue is and what it supports.

FY22 Commission Report

Wight said she sent a template out to look at and if commissioners are good with it or have questions can reach out to Cindi or Abby. Duke asked all to review and get feedback to Duke and Wight and then will draft another, update and sign at the June meeting.

June Meeting Location

Wight asked if all wanted to do June meeting at the Boathouse, it would have to be everyone in person if that was the case. Duke, Farrell, Lantieri was somewhat certain he could make it as well as Johnson. Wight would confirm with Kaplan and Jen from the Boathouse.

Request for Amplified Sound

Duke explained that the Marathon needed a permit to start 15 minutes earlier, beginning at 6:45am instead of 7am.

Motion to approve Sound Waiver 6:45am start time by Johnson, second by Lantieri, motion carried.

Standing Item:

Report from Commission on Volunteer Hours

Lantieri had 40 extra hours, Duke had 5 additional hours

Report on PACC Dog Force

Duke said missed meeting and Wight stated she was on the off leash sub-committee.

Report on Parks Foundation

Wight said still getting information of FRAME and if it will support, meeting in June will be finale for several members that will be going off. Duke will be leading meeting with Foundation new incoming Chair.

Director's Items

Wight said selected new Urban Rangers, Moreau wandered around with the new hats. Encouraged to look at the Stuck in Vermont segment on the Trees/Arborist group. Kids Weekend coming up this weekend and encouraged all to get out and see, will have ice cream at all sites.

**Commissioner's Items**

Lantieri reminded Wight to meet regarding Student Commissioners.

Duke stated down two members and now is time to put in for new members, asked Lantieri to post in Front Porch Forum and what is missing from the Commission, look for new members and great energy.

EXPECTED EXECUTIVE SESSION

Hurley made a motion to go into executive session where pre-mature disclosure would put the City at a significant disadvantage, second by Lantieri, motion carried.

Motion to go out of executive session by Hurley, second by Lantieri, motion carried.

Adjournment

Motion to adjourn at 8:08pm

DRAFT



MEMO

Date: June 14th, 2022
To: BPRW Commission
From: Meghan O'Daniel, Community Garden & Parks Outreach Coordinator
RE: Polly Special Use Permit for June 29th, 2022

Request for a Special Use Permit and waiver at Oakledge Park to allow for amplified sound.

Polly is a local insurance company who will be hosting a company picnic at Oakledge Park. They have rented out the Upper Shelter at Oakledge on Wednesday, June 29th from 3:30pm – 9pm.

They are requesting to have amplified sound from 4pm–7pm, including music from a playlist from 4pm – 5:15pm and then a live band from 5:15pm – 7pm. The local band The Full Cleveland will be performing.

The point of contact for the event is Leah Swanson.

It is on a day with no conflicting events.

Staff Recommendations:

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



MEMO

Date: June 14th, 2022
To: BPRW Commission
From: Meghan O'Daniel, Community Garden & Parks Outreach Coordinator
RE: Shake! Special Use Permit for June 17th, 2022

Request for a Special Use Permit and waiver at North Beach to allow for amplified sound.

From the organizer:

"My name is Jakee Zaccor and I am a Yoga teacher at Sangha Studio here in Burlington and also am an entrepreneur that owns JZaccor Designs and I mostly deal in creative, photo, video and branding work! I am expanding my offerings to include a set of events I am calling **Wellness Inspired Nightlife**. This was an idea born of my journey living without alcohol and needing and then finding and now creating ways to bring people together in a community in a safe, joyful container. Shake is a substance-free dance party for people of all ages, shapes, sizes and dance abilities. The vibes are high and attracts a conscientious and tuned in crowd of humans looking to connect and move to the music! We will start with "happiest hour" a movement class and talk offered by my cohort Joanna Dawson of Health in Effect. Then a small warmup set to get people together and then the full set of 1 hour and 15 minutes of high vibes dance music that is good for all ages. We are anticipating 20-40 people and hoping to make this a more regular thing if we get the people we are hoping to! We start and end with a meditation."

They are requesting to have amplified sound take place from 6:30pm – 9pm.

The point of contact for the event is Jakee Zaccor.

It is on a day with no conflicting events and they have already rented the shelter.

Staff Recommendations:

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



MEMO

Date: June 14th, 2022
To: BPRW Commission
From: Meghan O'Daniel, Community Garden & Parks Outreach Coordinator
RE: Make Music Day Special Use Permit for June 21st, 2022

Request for a Special Use Permit and waiver at Battery Park, Leddy Park and Schmanska Park to allow for amplified sound.

Big Heavy World's mission is to preserve the historical record of music originating in Vermont; to create economic opportunity for Vermont's musicians and the industries vital to them; to develop community among Vermont musicians and their patrons; and to accomplish this mission in a substance-free environment that empowers and educates youth. Make Music Day is an annual celebration that brings music makers of all ages and experience together on June 21, the first day of summer — a free celebration of music-making that takes place on the same day in more than 120 countries and 1,000 cities across the globe.

They are requesting to have low level amplified sound at Battery Park from 10am–3pm, Leddy Park from 4pm–5:30pm and Schmanska Park from 7pm–9pm. They are also planning to program other parks throughout the City with unamplified sound.

The point of contact for the event is David Schein.

It is on a day with no conflicting events.

Staff Recommendations:

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

Joanne Putzier

From: PFY <pfy87@yahoo.com>
Sent: Sunday, May 29, 2022 9:20 AM
To: Joanne Putzier
Subject: Perkins Pier Marina / webcam for security

[You don't often get email from pfy87@yahoo.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>.]

[WARNING]: This email was sent from someone outside of the City of Burlington.

Dear Joanne:

I may not be able to make the next meeting of the Parks Commission and wanted to write to request that the Commission (and/or Department) consider and approve installation of a webcam to allow live-streaming for boaters to monitor activities and conditions at the Perkins Pier docks. As a supplement to staff security, this would improve confidence for boaters and help deter potential theft and vandalism.

Electric power is already available at Perkins Pier, as are elevated locations to mount a camera. The City has recently located a parking kiosk on site, or the existing building can support a simple camera - one that can show if there are people on the docks- much like the ECHO weather cam. With a wide enough angle, the webcam could serve as a view out over the lake for visitors and residents to access.

The Commission recently increased our slip rental fees, justifying it in part by reference to other area marinas that have increased fees (and amenities such as web cams and better security). Speaking for myself and a number of others on the docks, we believe adding a camera would be an appropriate improvement. The graffiti along the waterfront is horrible - lets not allow the docks and our only public marina to be the subject of similar blight and place our boats at risk of damage when such a simple solution is readily available.

The cost of such a security improvement would be minimal, would help serve multiple community needs, and promote use of the park. Considering the revenue generated by the slip fees, it would seem more than appropriate to add a camera to monitor the docks and the lake conditions.

Please let me know how best to share this request with the Commission members.

Regards,

Peter Young
343 South Prospect Street

SUMMARY OF OPPORTUNITIES

Monthly Parks Commission update – June 2022



Stories

I saw the crew out today doing a great job. Attached picture show an example of how many obstacles the crew has to maneuver around but also how nice it looks after they were done. Thanks!

Jason



Department accomplishments and notable staffing developments since the last report?

- June Work Anniversaries – Dan Cahill (21 years – including Americorp time) and Tess Weafer (1 year)
- Diana Wood and Cindi Wight participated in a City-wide marathon team including members from BPD, CEDO and DPW. Cool shirts designed by Diana!
- Long-time cemetery staff member, Jeff Shedd will celebrate retirement in June and a year-long trip to Uganda in July. An exciting next chapter for Jeff!
- Neil Preston and Andrew Romano join us as our first Urban Park Rangers – welcome aboard!



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

- July 3!
- Leddy Beach Bites – starts July 6

Recreation Facilities Division Update

Leddy Arena

- Our summer season has not even begun but Scott Hannigan is busy scheduling ice for next hockey season. Scott has been coordinating with high school teams, Lumberjacks, youth hockey and other user groups to get our September-May season fully scheduled. In the meantime, Scott continues to support the North Beach Campground operations until they get fully staffed for the summer.
- The arena looks brand new with most of the public areas painted, dasher boards and glass cleaned, floors scrubbed and all spaces deep cleaned. We are excited to reopen on June 20 for nine weeks of camps – all of which are full with waitlists!
- Dustin Dupont, who was a shared employee between the Arena and Park Facilities, resigned in May. His position has already been posted and we hope to interview candidates and make a hiring decision in June.
- Another new member of our team that we hope to welcome in June is our new electric Zamboni – we will share photos of our newest “staff member” next month!

Miller Center

- With the exception of line dancing and table tennis, most Miller programs wind up their season in June and take the summer off. However June will see plenty of activity with summer staff training the week of June 13 and the start of our nine week day camp on June 20.
- Darlene Loyer, our Miller customer service associate, retired in May. Her job description is currently being reviewed with the hopes of posting and hiring for the position in June. This critical position serves as the main customer service contact with the public for our Department.
- June activities at the Miller Center include a graduation ceremony for Centerpoint School, a baby shower and even a wedding reception! Other activities include a Life Line health screening, youth basketball practices, an adult basketball league, weekly church services and bible study with Champlain Valley Baptist Church and monthly NPA meeting.

CORE

- BPRW staff is working with Fletcher Free Library, CEDO, and the Mayor’s Office to develop a comprehensive Extreme Heat Policy for the City, to include as many cooling centers as possible to ensure accessibility for all residents of the City.
- BPRW staff is working with CHT to implement a new parking policy, including parking passes at the CORE. This is necessary as visitation and usage of space increase throughout the ONE Center and will ensure that our full-time staff there have the ability to park on-site.
- Very Merry Theatre will begin its eight-week summer camp at the CORE in June. BPRW specialty camps will be held at the CORE as well, beginning in July, with eleven different sessions of camps

Park Division Update

Park Administration

- Skate park work is expected to begin in June.
- Murals were added to A_Dog Skate Park.
- Seeding occurred at the Moran/Frame site. Lighting and other work on the site will continue through September.
- Cemetery, conservation, and park event/buildings seasonal staff are in the onboarding process or have completed onboarding and are working! Still a few positions available for Parks and Central Facilities.

Conservation Program

- Ongoing development and rollout of the 50th anniversary of Community Gardening in Burlington. Will include season-long education opportunities, a documentary, and a harvest celebration in September; the process is led by BPRW staff and supported by a committee of gardeners and partners from various agencies.
 - 50 Years Celebration - [website](#)
 - [history blog by Jim Flint](#)
- On May 4, the Conservation Team held a culminating workday at Oakledge Park, with 80 students from UVM ENVS201 Restoration Ecology. This is the seventh consecutive spring that BPRW has collaborated with Professor Bill Keeton in this class. Each spring the class chooses a natural area within a Park setting. Over the course of the semester, students break into groups and work on specific projects related to restoration ecology for the chosen parkland. On the culminating workday, aspects of the student projects are implemented with the guidance and assistance of Park Staff and their professor.
 - Work completed at workday - invasive species removal, the closing of pirate trails on sensitive bluff areas, tree and shrub planting (250 trees total),
- Partnership Planting Projects
 - Pride Planting - On May 21, BPRW staff collaborated at Starr Farm garden with the first of many workdays with the Pride Center. Over 30 shrubs were planted, as the first part of activation of newly created open space at Starr Farm. The space is intended to increase community garden beds, increase native pollinator plants and edible berries and fruit, create community-gathering space and provide memorial space to victims of hate crimes.
 - Lakeview Cemetery Plantings – a multi-year approach to bringing trees that are more native and vegetation to the cemeteries the Conservation Team is supporting the planting of over 100 perennial plants, shrubs, and trees at Lakeview garden. This work is in partnership with [Grow Wild](#). Areas of focus are bank areas and dedicated garden bed spaces.
 - Ongoing coordination and teaching support in the re-wilding of the Champlain Elementary School campus. This work is in partnership with the [Grow Wild](#) partnership and Wildways Coalition and Burlington School District.
- Continued Park Design Planning Process with Voices of St. Joseph's Project
 - The conservation team held a community workday in May to harvest young black locust trees from Kieslich Park. These young locusts were harvested from an area of the park that will be disturbed during the future installation of a bike path connector trail. Harvested locust will be used in the development of an arbor that will be installed as part of a memorial and healing space that acknowledges the experiences and values held by the members of the [Voices of St. Joseph Project](#).
- Delivery of Amenities and Services to Community Gardening
 - May marks the time of year when we transition from the registration and planning season into the garden spaces. The Conservation Team, with the support of Grounds Maintenance, the Tree Team, and Facilities is able to activate water service, deliver amenities such as compost and hay, as well as ensure tilling and mowing services are activated and aligned.
- Marathon preparation - in the weeks prior to the Burlington City Marathon, the Conservation team dedicated a significant amount of their work plan to ensure the marathon route is cared for and ready to receive the event.



- Continued Support and Participation in the Burlington Wildways Coalition. Learn more about [Burlington Wildways here](#).

Central Facilities Program

- Continual warm weather cleanup of public buildings and exterior spaces to combat litter and graffiti.
- Successful startup of City Hall Park fountain.
- Thorough cleanup of City Hall basement to remove years of debris and equipment left behind.
- Completed air filter changes for all central City building HVAC units.
- Started chimney repair work at 339 Pine for public safety.
- Replaced uplink equipment to ensure better reception for City Hall panic buttons.
- Worked with Allegion for door hardware and reader installation education.
- Troubleshooting and scope of work for hot water challenges at Leddy Ice Arena.
- Replacement of hot water heater at 200 Church Street.
- Furniture move for Police Department.
- Replaced camera computer system at Fletcher Free Library.
- Repointing work started for ground level at the BCA to complete FEMA flood damage work.
- Exterior door repair work completed at City Hall.
- Roof repair work at Police Department.



Trees and Greenways Program

- Completed resident requests as needed.
- Completed spring cleanup and mulching of all park spaces and landscape beds.
- Planted all new trees in City Nursery in partnership with Branch out Burlington volunteer planting day.
- Planted annuals in all planters in managed park spaces and in North St. tree planters.
- Ongoing watering and maintenance of all newly planted trees throughout the City.
- Routine maintenance of all landscape beds in managed park spaces as needed.
- Began routine cyclical pruning of trees on designated streets throughout the City.
- Ongoing updates to tree inventory to include newly planted trees and ongoing pruning.

Park Facilities Program

- All dock systems are open and operating.
- All building's water systems are charged and operating- just a few drinking fountains left to do.
- All community gardens' water is on.
- All Irrigation systems are charged and running we have some repairs to do when time allows.
- City Hall fountain is up and running we still have three heads to replace when the parts come in.
- Battery Park fountain is up and running.
- We have four applicants to interview for our Events and Arena maintenance worker position.
- We have two applicants to interview for our Park Facilities position.
- Graffiti is still ongoing in the parks.
- Kurt has a full docket of special events the most recent was Vermont City Marathon.

Cemetery Program

- Providing burial service Monday – Friday. In the month of April, we performed 6 burials (3 cremations, 3 full burials).
- Caskets are being removed from vault storage by funeral homes for burial. All caskets must be removed by 7/1/2022
- Approximately 30 volunteers assisted in placing the ~1500 flags on the graves of Veterans at Lakeview, Greenmount, and Elmwood. The project was completed by 5/25/2022, well in advance of the Memorial Day Weekend deadline. A tremendous thanks goes out to our volunteers! The Cemetery Commission will be sending out thank you notes to those who assisted.
- There were 3 lot sales of various sizes over the course of the last month, resulting in \$5,500 in sales.
- The department has hired on 7 part time seasonal employees and anticipates that our staffing is complete for the summer season.
- A group of volunteers from Preservation Burlington cleaned up Elmwood Cemetery on Memorial Day between 10am and 12pm. The department provided tarps, bags, and any other equipment needed to clean the space.
- The Old East Enders held a tour and placing flags on the graves of veterans at Greenmount Cemetery on Memorial Day.
- The 1812 Veterans interment is scheduled for 6/4/2022 between 10am and 11:30am. In addition to a military honor guard, speakers from the UVM archeology department, the Agency of Commerce and Community Development, and Mayor Weinberger. Representatives from Senators Leahy and Sanders' offices will also be present.

Grounds Maintenance Program

- Successfully completed field and sports field maintenance for all school sports leagues, youth lacrosse, and GBGSL Soccer.
- Seasonal mowing and trimming crew has maintained all required areas and has limited mowing as part of our Bee City goals for the month of May.
- Seeding and feeding have occurred at all primary athletic fields.
- Conducted volunteer and staff beach cleanups at North Beach.
- Assisted trees in the coordination of a staff cleanup at the Leddy Park rain garden.
- Conducted cyclical inspections at our park playgrounds.

Planning Division Update

- Projects Progressing:
 - **Bike Path Projects:**
 - Realignment projects impacting the Greenway are completed and are completely reopened!
 - **Calahan Park Playground:** Working with vendor and internal team on coordinating old playground removal and site prep and installation estimated for August.
 - **Champlain Street Park Redesign:** Public meeting and NPA tour completed; survey live for additional input on preferred alternative.



- **Kieslich Park:** Working with consultant team at Cambrian rise on finalizing documentation needed to bid out the construction of the connection to the Greenway in 2023 (likely pushed to next year).
- **Leddy Park Comprehensive Plan:** Public meeting scheduled for June 2nd 4:30-6:30pm. All are invited! We could use help getting the word out and potentially tabling at Leddy this spring/summer!
- **Leddy Pause Place and UVM Fitness Equipment Pad:** Working with consultants on updating drawings to bid out these remaining parts of the Greenway rehabilitation and to build the second bioretention area at Leddy as part of our Greenway Phase 3 stormwater permitting with the state.
- **Oakledge for All Universal Access:** Anticipating grant agreement in-hand soon for spring bidding. Bid documents for the playground wrapped up. Working with consultant on restroom renovations. Working on finalizing details of fitness equipment installation.
- **Roosevelt Park Comprehensive Plan:** Will be requesting proposals soon for a comprehensive planning process for Roosevelt Park.
- **Schifilliti Path:** Drone survey of the project area completed. Base plans generated and design work started.
- **Wayfinding:** New signs coming soon to six parks!
- Projects supporting other divisions/ departments: (abbreviated)
 - Playground Equipment and Compliance
 - Survivors of St. Joseph Orphanage Project
 - Great Streets/Main Streets



Waterfront Division Update

Marinas, Harbor & Parking

- A parking kiosk was installed at Perkins Pier, adding another way to pay along with Parkmobile.
- DPW has 2 parking kiosks that are in current use but scheduled for removal in the next few months to be relocated to Leddy Park for the rollout of parking fees at Leddy Park. They will both be located in the large surface lot by the Arena. The current plan is to have them installed by July 1, 2022.
- Transient reservations opened on May 15th, and we look forward to welcoming back our Canadian boaters. This will be the first year we can do online reservations with the new software.
- The marina expects to install dock gate entrances to all our marina docks, in an effort to prevent break-ins and vandalism that has been occurring at higher rates.
- The Marina is adding enhanced WiFi at the Boathouse, both for seasonal boaters to use, and as a paid service for transient boaters.
- The Marina, along with Perkins Pier and Waterfront Park public restrooms are all open for the Summer.

Campground & Beaches

- Campground is in full swing & the beaches have been very busy in this early season.
- Due to staffing challenges, keeping up operations has been challenging. We've had to alter how we staff and the hours to accommodate.
- The bookings are strong this year with little availability left for the popular weekends and holidays.

- Lifeguard services will start in late June, pending the ability to hire enough Lifeguards to staff all towers. If there is not enough staff, we'll need to reduce the amount of towers staffed, and shrink the lifeguarded swim zone at North Beach to accommodate. All lifeguarded areas are having the same issue, as we connect with YMCA and Colchester.

Events

- Below is a draft schedule of Waterfront Park Events. There are many returning events, as well as some new events for 2022.

Date 2022	Waterfront Park Event
December 31 (2021)	Highlight New Year's Eve
March 12	Special Olympics VT Penguin Plunge
April 9	Half Unplugged Marathon
May 11	VIP
May 13,14,15	Kids Day
May 28,29	Vermont City
June 10, 11	Discover Jazz
June 18, 19	Juneteenth
July 3	Burlington Independence Day Celeb
July 22,23	Vermont's Brewer's Fest
July 29-30	Dealer.com Party. 2 nd day TBD
August 6,7	Dragonboat Festival
September 9-10	National Antique Boat
September 18	Pride Fest
September 24,25	Grace Potter
10/22 or 10/29	Run VT

Urban Park Rangers

- Neil Preston the new Lead Ranger Started 5/17/2022 and the Urban Ranger Andrew Romano Started 5/26/2022. The full time staff positions are now fully hired.
- The seasonal Urban Rangers (2), as well as Neil & Andrew will be out in their new summer hours starting 5/30/2022.
- Neil has been learning the parks and gathering information on them as well as figuring protocols for the Rangers. He will be connecting with local organizations to grow our network of services.

Recreation Division Update:

Summer planning and seasonal staff hiring is progressing nicely. We have four days of summer training for 60+ staff beginning June 14th. We are very happy to announce three separate grants from partners to assist with our Free Recreation & Nutrition Summer Meals Program, VT State Licensed Camp, PAL Camp Programs and two weeks of free camps and trips in August. The Burlington School District, VT Afterschool and Burlington Housing Association have combined to provide over \$160,000 in grant funds!!



Miller/CORE Programs

- Spring Programs taking place at the Miller Community & Recreation Center or the ONE Community Center include:
 - American Sign Language
 - Ethiopian Cooking with Mulu Tewelde
 - Senior Adult Tax Assistance
 - North End Yoga
 - Yoga for Adults
 - Very Merry Theatre for Youth & Adults
 - Fit Lot Exercise classes
 - Women's Self Defense
 - Out & About Trips
- We are continuing to offer for this summer a Beyond Beginner Line Dancing class thru July 25th.
- We had 10 participants in the Ethiopian/Cooking Class that prepared two vegetarian and two meat dishes.
- Our Wellness Series: Hands on Healing continues.
- American Sign Language classes continue, with summer classes starting in late June.
- Two of the 50+ Out and About trips have taken place with a trip to the Vermont Institute of Natural Science. Everyone enjoyed the walk above the tree canopy walk and seeing the birds of prey at VINS. Our 50 + Out and About Trip to the Robert Frost Trail in the Green Mountain Forest included a walk thru forests and open fields viewing Robert Frost's poems along the way.

CORE Adult Center

- The Outdoor Raised Gardens have been planted and are fragrant with flowers and full of greenery. The gardens provide daily opportunity for CORE participants to get outside and grow their own vegetables, herbs, and flowers.
- CORE Adult Center staff continue to offer a daily lunch program for Burlington seniors. Transportation to our Congregate Meal site is provided by SSTA through a statewide grant administered by Green Mountain Transit and United Way of Northwestern VT. ***Our weekly Bhutanese Community Meal at the CORE Adult Center has restarted. We have 20 to 30 Bhutanese Senior Adults attending weekly.***
- We led successful trips to the Robert Frost Trail and Vermont Institute of Natural Science in May, along with programming in Chair Yoga, Bone Builders, International Cooking and Cooking with Mulu, Acrylics, Reminiscing, Book Club, Bingo, Theatre Class, Nature Crafts, Seed Saving, and a daily social hour.

Department Events

- **Kids Weekend:** Went extremely well! Both Roosevelt and City Hall Park were very well attended (with Roosevelt being the largest day of the weekend) and while rain threatened Schmanksa, there was still a nice turnout and much fun was had.
- **July 3rd Fireworks:** Planning is still rolling along. Kat Wright will be the featured band and we are getting a good response to our RFP calling for vendors. Planning for traffic, security, transportation, and parking are all looking good. VIP party will be held once again at ECHO!
- **Beach Bites:** Weekly Wednesday night food truck events at Leddy Park begin July 6th and run for six consecutive Wednesdays. We need more food trucks. Many truck owners are having difficulty finding staff to operate at the capacity they would like. Local bands are booked for 4 of 6 dates.
-

Athletics

- Our spring athletic clinics and programs that are wrapping up or concluded recently:
 - The Burlington Youth Lacrosse season will be wrapping up soon
 - Itty Bitty Soccer ended on May 31
 - Maven After School Skate Clinic ended on May 25
 - NFL Flag Football Clinic ended on May 28
 - The Schifilliti disc golf league has been averaging about 10 people each week.
- Our summer camp season is starting soon! Here are all the camps that will be taking place in June:
 - The Edge Tennis Camps
 - Basketball Camps w/ Blueprint Basketball and Coach Sam Jackson
 - Talent & Maven Skate Camps
 - CSC Sailing Camps
 - DGVT Disc Golf Camp
 - Laura Ray Soccer Camp
 - Volleyball Camp w/ BHS Coach Spencer Avery
 - Baseball Camp w/ BHS Coach Marcel Girouard
- Other athletic programs that will be starting in mid-June:
 - Soccer Sparks soccer clinics
 - Itty Bitty Tennis
 - Itty Bitty Track & Field
 - Youth Track & Field
 - Adult Team Tennis



Admin Division Update

- Significant focus and time in May on the FY23 budgets
 - Requested \$520K of unassigned fund balance for one-time projects in FY23
 - Requested full funding of all special funds
 - Requested two FT positions, one PT to FT and one PT position for FY23
- Working with staff and partners on reducing trash expenses at the shared trash site at ECHO
- Establishing monthly meetings with IT and BPRW around public buildings

- Establishing monthly meetings with 645 Pine department heads to increase multi-department communication
- Researching and understanding the process for the dredging project at our marinas – a learning curve!
- Set kick-off date for Red Stone Cottage renovation in June

Commission notes

- No scheduled July Commission meeting



PARKS & RECREATION AND HARBOR COMMISSION

June 14, 2022, 5:30PM

BURLINGTON COMMUNITY BOATHOUSE

1 COLLEGE STREET

PARKS COMMISSION AGENDA

- I. Approval of Agenda
- II. Consent Agenda
 - A. Action Item: Approval of Minutes of May 10, 2022 Meeting (attachment)
*waive the reading, approve the minutes and place them on file
 - C. Action Item: Approval of Special Use Permit/Waiver at Oakledge, Polly Insurance Company
*waive the reading, approve the request for permit and waiver and place on file
 - D. Action Item: Approval of Special Use Permit/Waiver at North Beach, Shake Dance Party
*waive the reading, approve the request for permit and waiver and place on file
 - E. Action Item: Approval of Special Use Permit/Waiver at Battery, Leddy & Schmanska, Make Music Day
*waive the reading, approve the request for permit and waiver and place on file
 - F. Information Item: Request for Installation of Webcam at Perkins Pier for Boater Security
*waive the reading, accept the communication and put on another meeting for discussion
 - G. Action Item: Approval of Special Use Permit/Waiver at Oakledge, U.S. Committee for Refugees & Immigrants (USCRI)
*waive the reading, approve the request for permit and waiver and place on file
- III. Information Item: (10 min.) Meet the Urban Park Rangers, Alec Kaeding, Waterfront and Park Operations Manager, BPRW (verbal)
- IV. Public Forum: (Time Certain 6:00PM)
- V. Information Item: (15 min.) Central Facilities Introduction and Update, Kim Bleakley, Central Facilities Manager, BPRW and Deryk Roach, Parks and Central Facilities Superintendent, BPRW (verbal)
- VI. Information Item: (15 min.) FY23 Budget Update, Cindi Wight, Director, BPRW (verbal)
- VII. Discussion Item: (10 min.) Public Engagement, Abbey Duke, Commission Chair (verbal)
- VIII. STANDING ITEMS:
 - A. Report from Commission on Volunteer Hours
 - B. Report on PACC Dog Force
 - C. Report on Parks Foundation
- IX. Director's Items
- X. Commissioner's Items
- XI. Adjournment

HARBOR COMMISSION AGENDA

XII. Approval of Agenda

XIII. Consent Agenda

XIV. Information Item: (15 min.) Waterfront Updates, Erin Moreau, Waterfront Superintendent & Harbormaster, BPRW (verbal)

XV. Adjournment

Please join us after the meeting for some social interaction following the business portion of the meeting

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



MEMO

Date: June 14th, 2022
To: BPRW Commission
From: Meghan O'Daniel, Community Garden & Parks Outreach Coordinator
RE: World Refugee Day Special Use Permit for June 26th, 2022

Request for a Special Use Permit and waiver at Oakledge Park to allow for amplified sound.

U.S. Committee for Refugees and Immigrants (USCRI) Vermont has been welcoming newcomers to Vermont since 1980. In the last 42 years, over 8,000 refugees have started new lives in Vermont with assistance from USCRI. Refugees come primarily from Afghanistan, Bhutan, Bosnia, Burma, Burundi, Congo Brazzaville, Democratic Republic of Congo, Iraq, Kosovo, Sudan, Somalia, Syria, and Vietnam. New arrivals receive a comprehensive set of linguistically and culturally appropriate services, with a goal of attaining self-sufficiency. These include: Reception & Placement, Cultural Orientation, Case Management, Housing Placement, Health and Wellness, Cash Assistance, Workforce Development, Interpretation & Translation, Youth Mentoring, Digital & Financial Literacy, English Language Learning, Citizenship Classes, Community Partnership, and Volunteer Support.

USCRI VT will be hosting World Refugee Day on June 26, 2022 at Oakledge Park. New Vermonters will come to celebrate that they are here, safe, have the opportunity to rebuild their lives and to remember those who are still at risk, living each day with uncertainty.

They are requesting to have amplified sound from 1:30pm – 4pm which will include a performance by local band A2VT followed by an open mic. There will also be 4v4 scrimmages, volleyball, cane ball, field games, arts and crafts and lunch provided. They have already booked the Upper Shelter.

The point of contact for the event is Laurie Stavrand.

It is on a day with no conflicting events.

Staff Recommendations:

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