BURLINGTON
PARKS
RECREATION
WATERFRONT

PARKS & RECREATION AND HARBOR COMMISSION
May 20, 2020
ZOOM VIRTUAL MEETING (see login information below)
5:30PM

I. Approval of Agenda

II. Consent Agenda
   A. Action Item: Approval of Minutes of March 11, 2020 Meeting (attachment)
   *waive the reading, approve the minutes and place them on file

III. Discussion Item: (15 min.) COVID-19 and Parks, Recreation & Waterfront Department, Cindi Wight, Director, BPRW (verbal)

IV. Public Forum: (Time Certain 6:00PM)

V. Action Item: (10 min.) Request for Fundraising Walk/Event at Battery Park, American Foundation for Suicide Prevention (attachment)

VI. Action Item: (10 min.) Request for Fundraising Event at Leddy Park Picnic Grove and Burlington Greenway, Vermont Kidney Association (attachment)

VII. Action Item: (10 min.) Request for Fundraising Walk/Event at Battery Park, People Helping People Global (attachment)

VIII. Information Item: (10 min.) Commission Terms Expiring, 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. Discussion Item: (15 min.) Director, Parks, Recreation & Waterfront Evaluation, Expected Executive Session

XIII. Adjournment

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PARKS & RECREATION COMMISSION
Minutes
March 10, 2020

Commission Present: Pierce, Barlow, Farrell and Todd (by phone)

Staff Present: Wight, Wood, Adams-Kollitz, Morris and Putzier

The meeting was convened at 5:45 p.m. by Pierce

Approval of Agenda
Motion to approve the agenda by changing the title of Item X. to read "Consideration of Other Meeting Dates to Discuss by Barlow, second by Todd, motion carried.

Approval of Consent Agenda
Barlow made a motion to amend the Consent Agenda by removing Item IIB. Sarah Ramsey Strong 5K Fundraiser on Burlington Greenway, second by Todd, motion carried. Motion was made to approve the consent agenda as amended, with the included motions by Barlow, second by Todd, motion carried.

Saint Michael's Spring Fest at Leddy Park
DiMasi stated he owned Red Clover Events and took over several events for the next year and gave a brief list of names for some of the events he would be catering in the coming year. One of the events that he was requesting was a concert for St. Michaels's in place of a cruise that they took in the past on the Spirit of Ethan Allen Tours. They plan to bring in port-o-lets, each person will be able to get 4/12 oz. drinks and food, St. Michael's will bus everyone, they would take care of trash removal, Josh Panda would do concert from 6-9pm with half hour break, wrist banded all 21 or older, fencing perimeter with no outside public inside the area.

Pierce asked if the Parks, Recreation & Waterfront approved the footprint of the fencing area and was told staff at the waterfront have approved and felt good about past events done by this company. Only one entrance and exit for students at the event site.

Barlow asked about City liability and if it was the same as for other events, DiMasi said it would include the City as additionally insured as with other events, no different. Barlow was also concerned about abutting neighbors in the area and if they should be notified. Wight suggested FPF or other notification to get sent out.

Motion to approve the request to use Leddy Park for Spring Festival by Barlow, second by Todd, motion carried.

RFP for Spaces and Locations
Wood stated the department is talking about hiring a consultant to go out as RFP to those that are interested in bidding broker. They could manage such things as the street banners on light poles as well as many other areas that are not utilized. The consultant would get a commission, idea inspired by Airport. Sponsor and consultant would cover all costs, not the BPRW. Came from BTV stat. presentations

and felt more opportunities out there but don't have manpower and ability to do. Looking for more opportunities for sponsors as we have the bodies.

Pierce asked if the commission would be approving the RFP request and then would come back with request for approval of banners and displays etc. and Wight said consultant would set fees not sure how it would work, difference of City policy and good question as to where the line is. Wood said would not have all aspects handed over to consultant such as specific events that already have sponsors.

Pierce asked if certain verbiage would be written to give specific limitations in the RFP to make special accommodations, such as what was used for banner placement with non-profits.

Barlow asked about section that spoke to the Greenway and Waterfront Park, and would like to see them be included. Wood stated that all logo and branding would need to approved by BPRW in the RFP.

Public Forum (Time Certain 6:00PM)
Public forum opened at 6:00 p.m. by Pierce.

Pat Kearney stated he had asked for pricing on shelters for Leddy Park and Wight stated the New North End wanted to get involved and are pulling some people together to get a committee formed. Kearney explained that prices and types of shelters vary largely and showed a photo of one that would be inexpensive, approximately 30X60 and a very simple version.

Wight said pulling together a committee as don't know exactly what is wanted for a shelter.

Pierce explained the budget has been set for the year and will be creating a group and many projects in process ahead of this.

Public forum closed at 6:20 p.m.

Oakledge Universal Playground Update
Adams-Kollitz introduced himself and said he has been working on the project with Oakledge for all Advocacy group and BPRW, also introduced Julia Wayne, Founder, Oakledge for All. Gave some initial background on how the concept began when the Master Plan was created and the site at Oakledge was found.

Wayne explained as a special educator she saw how several students were excluded from playgrounds and wanted to make an opportunity for people in the hub of Burlington, got a variety of input and support, has a website of testimonies.

Adams-Kollitz hired Groundview, came up with great plan for the project. Explained some of the features and design components of the playground.

Wayne said found an amazing design group, had a lot of input for visual as well as accessible issues.

Adams-Kollitz explained how the ground water works, used black locust that naturally decays, good direction to go in. Wayne spoke to how well utilized the parts of the park are that are installed currently,

lots of community outreach activities. Adams-Kollitz stated did not get government funding but very dedicated to raising the funds to continue through other sources. Real momentum to get finished in FY21 and getting very close. Adams-Kollitz went through the many different elements of the park and the prices for each as well as the stage in which it would be placed in. Also spoke about water access and platform area for wheelchairs on the rock area and an adult changing table.

Barlow asked who is leading the fundraising and was told as a team through Parks Foundation and with Oakledge for All.

Playground Status Update
Morris introduced himself, gave overview of playgrounds, 18 maintained, oldest built in 1984, newest in 2018, average age is 18 years old. Showed a diamond of care, maintenance is his focus. The three points are knowledge, inspection and maintenance and that is how documenting.

In the past lots of paperwork and plans, currently moving toward more technology, working currently with google forms for inspections, after fill out the forms load the forms and pictures and upload then can send any issues that may need to be addressed to facility dude for a work order and delegate repairs to staff. Also use arcGIS online to reference data for tracking information over time. Explained that will be taking CPSI course as well as a new employee will be taking, will need this knowledge. Showed a replacement program schedule of the individual parks, gave a list of future goals.

Pierce asked how often do people inspect equipment and do we have some type of check like c click fix, was told that BPRW is incorporated into C click fix and goes directly to him to correct as the public would see first and goal is to have done within 30 days, been very helpful. Every 30 days do checks and in summer will try and do a better audit and if it is a high or low frequency need based on other factors.

Barlow asked what the source of the maintenance is mainly or trend is and was told a lot of vandalism, and are looking at the trends and thinking forward. Also asked is there a standardization parts and Morris said in the past been lucky most were but several different pieces now and moving forward several different vendors and not cookie cutter, building and maintenance will change.

Events at Waterworks Park
Wight said nice spot by Fishing Pier and interest in renting park for wedding and then have reception at Sailing Center, some ways a precedent set from renting waterfront park, interesting request and would want to think about and what parameters would be, amplified sound, length of time, make sure access to pier and they can't have entire space, asked for thoughts from commission and would have staff come to next meeting with a formal request. Might have similar to another existing park but not stand alone.

Pierce likes the concept and the opportunity for revenue, Barlow feels generally if underutilized and not disturbing to neighbors and can generate revenue in favor of. Wight does not want to under sell and felt it would be a nice partnership with Sailing Center, will try to tie with similar park rental. Farrell in favor of as well and agreed with others.

Parks Foundation Liaison Update
Wight said nothing really new and offered up to others to attend the meetings of Foundation if interested. Once every month or two months in the morning at 8:30am. Will continue to ask commissioners if interested. Barlow said he would be interested in attending and Wight would send an invite to him.

November and May Meeting Start Time
Wight said the YMCA responded to her request to use a meeting room, could do a 6:30 pm start time if all were in favor, they said they could do a 5:30 pm but very busy at that time. Pierce, Todd, Barlow and Farrell could do 6:30 pm. Wight added that Moreau would like to move the Harbor Commission meeting to June.

Barlow made a motion to move the Harbor Commission to the June meeting and to change start time in November to 6:30 pm, second by Todd, motion carried.

Report from Commission on Volunteer Hours
Putzier asked the Commission if they had any additional hours for the month of February in addition to the commission meeting. Nobody had any additional hours.

Director's Items
Wight said nothing additional outside of the report she sent other than the brochure was sent through the mail instead of in the North Avenue News. Conservation section is new in the brochure.

Commissioner's Items
None

Adjournment
Motion to adjourn, no quorum.

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MEMO

Date: **May 20th, 2020**
To: **BPRW Commission**
From: **Meghan O'Daniel, Community Garden Outreach Coordinator & Customer Service Associate**
RE: **American Foundation for Suicide Prevention Fundraising Event Approval, October 3rd, 2020**

Request to hold a fundraising event at Battery Park.

The American Foundation for Suicide Prevention will be hosting their annual Out of the Darkness walk event this year. They have previously held this event at Oakledge Park but due to construction on the Burlington Greenway are hoping to temporarily relocate. AFSP's mission focuses on eliminating the loss of life from suicide by: delivering innovative prevention programs, educating the public, raising funds for suicide research and programs and reaching out to those who have lost someone to suicide. The event will have around 300 participants, depending on what the Governor's current orders are at the time of the event. They are requesting use of Battery Park.

Staff contact for the event is Debbie Babbe.

It is on a day with another walk – but they do not use the Burlington Greenway so there should not be any conflicts.

Staff Recommendations:
Approve event.

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MEMO

Date: **May 20th, 2020**
To: **BPRW Commission**
From: **Meghan O'Daniel, Community Garden Outreach Coordinator & Customer Service Associate**
RE: **Vermont Kidney Association Fundraising Event Approval, September 13th, 2020**

Request to hold a fundraising event at the Leddy Park Picnic Grove and Burlington Greenway.

The Vermont Kidney Association is hoping to host their 3rd annual Kidney Walk event this year. They have previously held this event at Oakledge Park but due to construction on the Burlington Greenway are hoping to temporarily relocate. VKA's mission includes direct patient support, raising awareness of live kidney donation and chronic kidney disease education. A large portion of their funds go towards helping patients with transportation needs in order to get to and from dialysis. The event will have around 70 participants. They are requesting use of the Leddy Park Picnic Grove and the northern portion of the Burlington Greenway.

Staff contact for the event is Katharine Cheung.

It is on a day with no conflicting events.

Staff Recommendations:
Approve event.

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MEMO

Date: **May 20th, 2020**
To: **BPRW Commission**
From: **Meghan O'Daniel, Community Garden Outreach Coordinator & Customer Service Associate**
RE: **People Helping People Global Fundraising Event & Amplified Sound Approval for July 11th, 2020**

Request to hold a fundraising event at Battery Park and for a waiver to allow amplified sound for event.

People Helping People Global is hoping to host their 10th annual walk at Battery Park. Fundraising efforts for this event help support their mission to provide interest-free microloans to individuals living on less than $2 per day to start or expand their small businesses. This event will have around 300 participants, if that aligns with the current orders from the governor. They are not requesting use of the Burlington Greenway. They will be providing free food for the participants.

The amplified sound will take place between 10am and 1pm.

Staff contacts for the event is Michelle Piche.

It is on a day with no conflicting events.

Staff Recommendations:
Approve event and allow waiver for amplified sound.

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SUMMARY OF OPPORTUNITIES

Monthly Parks Commission update – May, 2020

Stories

WOW!! Thank you so much for installing that tree!

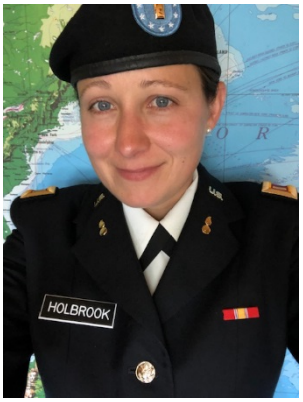
It makes a huge difference already – we're thrilled! If you know what this part of Ward Street has been going through over the past few months this is uplifting for all of us.

Scott

What are the top issues on your mind?

- Looking out to summer – running camps in a COVID-19 world
- Lack of seasonal staff and impacts on parks
- Supporting staff

Department accomplishments and notable staffing developments since the last report?



- Candice Holbrook, our Recreation Manager is back after a four-month military leave. Candice is a 2nd Lieutenant in the Vermont National Guard. During her training, Candice finished as the top female in her class of 18 females; 5th out of 54 academically; 7th out of 54 for peer reviews; and made the Commandant's list which only 20% of the over 150 officers make in the VT Guard. Yes, we are proud of her! See two more pictures at the end of the report.
- Our Parks staff will not be adding any additional seasonal staff for the spring and summer due to budget impacts. We are working on ramping up additional volunteer efforts and clarifying priority areas for staff time.
- Our Trees team planted 256 ROW and Park trees from April 21 to May 1 and 190 trees in our nursery at UVM. The majority of the trees were planted between ash trees to give us a head start on replacing our ash trees when the emerald ash borer hits Burlington.

- Bruce Campbell and Jake Hornick passed the Certified Pool Operator course with high scores. With the new vertical spray fountain in City Hall Park we needed staff trained for this new amenity. Thank you Bruce and Jake for becoming CPO certified!
- The boathouse and dock system sustained significant damage from a high wind event in March. Chris Beaudry, working out of grade as our facility manager, led the efforts to repair the damage which is estimated ~ $50,000.

COVID-19

- All basketball hoops continue to be removed where we were able to remove them and we anticipate will stay off until contact sports are allowed. The court areas are being used by the community in other ways – scooters, tricycles, skateboards, chalk drawing, etc.
- Tennis courts and dog parks are now unlocked and Skate Park is open.
- Members of the Recreation team continue to deliver meals 3x per week to youth and seniors as part of the BSD Food project and Meals on Wheels programs. They have been delivering meals for seven weeks to six sites. The School reported that the Food project is averaging around 1,500 meals to youth every M-W-F.
- Our campground, remains as a homeless shelter, as of this report. We are still finalizing the summer plans for the campground which may or may not include the homeless shelter. If the homeless shelter remains, there will be no public camping in the main campground area but the access to the beach will open. We are exploring potential tent camping on the beach side of the Greenway.
- Our Parks staff, is mostly operating in full force with the exception of seasonal workers. We do still have some staff utilizing the emergency leave for childcare. The Conservation team successfully pivoted to community gardening in a COVID-19 world with clear communication to site leaders and gardeners.
- Our sign production slowed down but then will be having an uptick as we have new guidelines from the state. We have new signage at the dog park that now includes the suggestion of wearing a mask. We are working on signage design that gets across the message from the state of "Arrive, Play, Leave."
- Communication continues to operate at a higher level. I have a department head meeting 3x per week with the Mayor for updates; our leadership team meets 2x per week; and we have a full staff meeting 1x per week. We will be adding in a Managers meeting 1x per month to open up the communication more to all managers.
- It is still not clear on the final budget for FY21. We anticipate over the next two weeks to have clarification of what we sent for suggested reductions.
- UVM has been taking drone footage at our Parks showing usage during COVID-19. Check it out here.

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

- Kid's Week! – May 9th – 16th

New Project updates

- Construction has started back up along the Bike Path. Challenges were discovered at Perkins Pier with a short-term fix worked out and we are researching estimates on a long term fix.
- The Conservation team started closing off trails in Arms Forest as part of our trail master plan. The trails all led to highly sensitive ecological areas.
- City Hall Park will start back up on Monday, May 11th
- Several projects were halted before construction due to the budget uncertainties. These include the Leddy Park court renovation, Staff Farm dog park fence replacement, Champlain St Park, Schmanska walkway improvements and construction of trails at Arms Forest. We will continue to work to get the projects up and going again when the time is right.
- We are challenged with getting our docks in due to the 6' physical distancing requirements. We are not able to get them in place without working shoulder to shoulder. The Facilities team is completing all work that can be done from a 6' distance and our Marina Manager is working on getting the Boathouse ready to go for the season. We would normally open on May 15th and at this time do not have an open date.
- The Recreation Facilities team has used the time with buildings closed to knock off a number of deferred maintenance projects. Both facilities will be shining when they re-open.

VJ Comai and Derrek Eckhardt cleaning up Waterfront Park gardens with the Azaleas in bloom behind them. The Trees team planted 2,000 daffodil bulbs last fall at the Waterfront and they are beautiful this spring.

Wildflowers at Arms Forest

Candice with her wife Kim who is also in the Vermont National Guard and her first salute from her father.