



**PARKS & RECREATION AND HARBOR COMMISSION
AGENDA
May 3, 2016
645 PINE STREET, FRONT CONFERENCE ROOM
5:30PM**

- I. Approval of Agenda
- II. Consent Agenda
 - A. Action Item: Approval of Minutes of April 5, 2016 Meeting
*waive the reading, approve the minutes and place them on file
- III. Discussion Item: Youth on Boards Request, Applicant Introductions (verbal)
- IV. Public Forum (Time Certain 6:00PM, 3 min. per person time limit)
- V. Presentation Item: Upcoming Waterfront Summer Operations (verbal)
- VI. Action Item: FY17 Parks Capital Projects and Penny For Parks Spending (attachment)
- VII. Presentation Item: Parks Operations Update (verbal)
- VIII. Director's Items
- IX. Commissioner's Items
- x. Discussion Item: Yearly Evaluation of Director (Personnel matter where discussion is confidential)

* * * * EXPECTED EXECUTIVE SESSION * * * * *
- XI. Adjournment

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



**AMENDED PARKS & RECREATION AND HARBOR COMMISSION
AGENDA
May 3, 2016
645 PINE STREET, FRONT CONFERENCE ROOM
5:30PM**

- I. Approval of Agenda
- II. Consent Agenda
 - A. Action Item: Approval of Minutes of April 5, 2016 Meeting
*waive the reading, approve the minutes and place them on file
- III. Discussion Item: Youth on Boards Request, Applicant Introductions (verbal)
- IV. Public Forum (Time Certain 6:00PM, 3 min. per person time limit)
- V. Presentation Item: Upcoming Waterfront Summer Operations (verbal)
- VI. Action Item: FY17 Parks Capital Projects and Penny For Parks Spending (attachment)
- VII. Presentation Item: Parks Operations Update (verbal)
- VIII. Action Item: Sale of Alcohol at North Beach Concessionaire (attachment)
- IX. Director's Items
- X. Commissioner's Items
- XI. Discussion Item: Yearly Evaluation of Director (Personnel matter where discussion is confidential)

* * * * EXPECTED EXECUTIVE SESSION * * * * *
- XII. Adjournment

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



**Parks & Recreation and Harbor Commission Meeting
Minutes
May 3, 2016**

Commission Present: Bossange, Hanson, Hurley, Kaplan and Khadka

Staff Present: Bridges, Roach, Moreau, Paradis, Kaeding and Putzier

The meeting was convened at 5:38 p.m. by Commission Chair Kaplan.

Approval of Agenda

A Motion was made to amend the agenda Bridges and move item VII. Parks Operations Update after item III. Youth on Boards Request, second by Hurley, motion carried.

Approval of Consent Agenda

Approval of Minutes of April 5, 2016 Meeting

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

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

Youth on Boards Request

Elliott Montroll came forward and introduced himself and stated that he was a ninth grader at Burlington High School and very interested in participating in the Youth on Boards position, has participated in many Parks and Recreation opportunities and programs and feels he would be a great fit.

Hurley asked if he was related to Andy Montroll and was told yes it was his father.

Bridges asked how he found out about the program and was told through school and another legislature position as a page that he had participated in.

Bridges stated that the new appointments are coming up July 1st for Commissioners and he assumed that this position would roll into that process as well.

Kaplan stated that he was the only applicant and likely would be appointed, if that were the case he would officially come to the August meeting but was welcome to come to the June meeting as well. Kaplan also encouraged Montroll to go to the appointment process for Commissioners at the City Council level.

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

Public forum opened at 6:06 p.m. by Commission Chair Kaplan.

Nobody came forward to speak at public forum

Public forum closed at 6:07 p.m. by Commission Chair Kaplan.



Parks Operations Update

Roach handed out an updated bullet list of items the Operations and maintenance team has been working on; garden registration has closed and is 98% capacity, water turn-ons and tilling, compost delivery, master naturalist position development, which is like a master gardener for the conservation program, training is being coordinated by Alicia Daniel, Field Naturalist, UVM will be assisting in the replanting of 500 new trees at 311 North Avenue (aka Burlington College) tomorrow with new hydro-seeding to secure the exposed areas of the site, shed has been relocated, water system being installed, Lakeview Garden will expand by 100% and is full, conservation led two clean-ups, one at Blanchard Beach and another at Leddy the week of April 22nd, green up day is this Saturday and the Tower Keepers opening day is May 8. Grounds Maintenance Program has spring clean-ups underway of all parks and beaches, seasonal receptacle placement and mowing has started, athletic field prep and maintenance is underway, shelters are available starting May 14 and have been cleaned and prepped, seeding is happening, bike path bridges were powerwashed, graffiti was removed, irrigation systems have been turned on, responding to public buildings hvac issues, inventorying waterfront electrical system for interface with event producers, LED conversions, staff training and policy development, Marina and Boathouse prep for opening May 15th, event support. Events are ramping up and facilities and crews are conducting field support. 7 days of work in BED contract, reached goal. Flower bed planning is underway, plant sale is this Saturday from 8am - 11am at Horticulture Farm, flower planting at City Hall Park on Friday, to not interfere with Farmer's Market. Tree program is in good shape and making great progress, planting City wide, college property and bike path over 800 trees.

Hanson asked to have good communication regarding opening of restrooms at Calahan Park and wanted to ensure that it is open when the area is booked.

Upcoming Waterfront Summer Operations

Moreau stated that May 15th all beaches and the waterfront will officially be open, May 1st the campground opened. Moreau stated doing well on revenues, had a great summer last year and fall. At about 90% revenues received for FY16. When asked about boat slip turnover said most of the people on the waitlist have renewed every year, had 14 turnovers this year that got moved off the waitlist. You get one chance to refuse when you are up on the waitlist and then are moved to the bottom of the list. A significant number of individuals currently went to the bottom of the list, currently there are about 140 on the waitlist and about a three years wait. The Private Marina is further along than the one the City is looking to create. The consensus from Moreau and Paradis was that there would be people that move to the new private facility and it would also create a positive movement on the waitlist for boaters to get a slip, there is a high demand of boaters that want to stay at the Boathouse and on the waterfront in general.

Moreau highlighted two new initiatives; putting parking kiosks at Oakledge Park, will reduce traffic congestion on Flynn Avenue and will be charging an hourly rate to encourage people to come and park inside the Park. Will still accept season passes and Green Mountain passes. Will have two parking attendants in upper lot and one in the lower parking lot, will focus on transition for the first year. Strongly feel there will be a greater and more visible presence in the Park. The second initiative is the formation of dedicated staff called the "Beach staff" which never existed before, they will have a John Deer gator, full cleaning equipment and main task is to go to all city beaches, will have one full clean passage daily and will have a significant presence, increase night security, addressing drinking, smoking, dogs off leash and will be under the supervision of Alec Kaeding, 4 permanent staff at North Beach, and one that will be roaming. Will be armed with the City Ordinance rules and have around the clock



presence, to include the human aspect as well as the signage of rules and regulations. Additionally the department has a new beach comber and the beaches look great and will be better maintained consistently.

Bossange and Kadka suggested having an open house of sorts or grand opening kick-off and information to start the season as well as to educate the public and a news conference to let all know that the beaches are open.

Moreau said awarded two dispensers for sunscreen and will have one located at North Beach and one on the Waterfront boardwalk, the will have the Melanoma Foundation and BPRW logo on the dispensers and will continue to work on signage and education.

Bossange really encouraged Moreau to put the good news out to the public and let them know the good things that are happening and help promote the positive improvements.

FY17 Parks Capital Project and Penny for Parks Spending

Bridges stated that nothing had changed with the proposed plan that was presented at the last Commission meeting in April.

Hurley made a motion to approve the PFP plan as presented, Second by Khadka, motion carried.

Sale of Alcohol at North Beach Concessionaire

Bridges stated that he and Moreau had done a lot of work on finalizing an agreement with the concessionaire at North Beach and are in agreement with what they would like to do at the location, which would create more of a cafe while still having the snack bar style as well. Both felt the agreement has the potential to move forward with the financial piece and the addition of the sale of alcohol in a specified area. The concessionaire will need to get liquor license and all other official permits. The concessionaire currently has a license in other locations as well as a caterer's license. All rules and regulations would need to be in accordance to the Vermont Department of Liquor Control. The department is requesting to sign a 5 year agreement, with 10% of gross sales for the first two years and 13% for years 3-5 if revenue is over \$100,000.

Hurley made a motion to approve the agreement as requested for the sale of alcohol at North Beach concession stand, second by Bossange, motion carried.

Director's Items

Bridges stated that the budget presentation would be coming up before the City Council this month and will do a presentation before the Commission in June. Explained the process is getting better, working on facility maintenance and doing more with the City beautification and facility manager's money to work on projects that need to be improved, such as painting and aesthetics to public and community areas. On the Recreation side putting resources into senior programming, playing a big role in Burlington moving forward, have done the work as a department and are ready for what will be coming. Will be doing less with Burlington Kids program and focusing on seniors. Have great partnerships currently in place. Continue in conversations with what is happening with the St. Josephs facility and what programming is needed/wanted. Bridges stated he wants to focus more on social justice and inclusion in the community. The budget overall is anticipated to be at 60%, the campground is doing very good with revenues. Will bring to June meeting a request to support service to remove parking on Flynn Avenue



from DPW, master plan requests bike lanes and will formally sign on as a department and would like the Commission to do also. Stated that the annual report is due from the Commission to the City Council and felt it would be more powerful to receive from the Commission. Bossange said he would work on the report with the other Commissioners.

Commissioner's Items

Khadka asked if new Commissioners would be coming on as he had been contacted by an individual regarding and opening and Kaplan stated per charter she did not know the timing of the additional two members that would be added and that currently two Commissioners were up for reappointment and both had reapplied but was not a guarantee, would need to be appointed by the City Council.

Bridges explained more about the role of the Commission and what he felt was the process and responsibility of them.

Bossange asked about the bike path near the Urban Reserve and when construction would start, was told bids had been received and should be starting in mid-June, will need City Council approval on June 6 and 13th, first phase will connect Penny Lane then Moran and along the lake. Also said he is extremely troubled about the no smoking in parks being at a stand-still and would like to know what to do next and what the Commissions role should be. Bridges stated that at the most recent PACC meeting they felt obligated to do a survey and it was the understanding there are many ways to do different types of surveys and all have limitations.

Hurley stated that she discovered that the Depot Street area is under the jurisdiction of the railroad and she now understands why it is a mess and will not pursue it further.

Yearly Evaluation of Director

Motion to go into executive session at 7:39 p.m. by Khadka to discuss personnel matter where premature disclosure would put the City at a substantial disadvantage, second by Hurley motion carried.

Motion to come out of executive session by at 8:0 p.m., second by , motion carried.

Adjournment

Motion was made to adjourn at p.m. by , second by , motion carried.