



Parks & Recreation Commission - Tuesday, November 14, 2023, 5:30 PM, 645 Pine Street, Front Conference Room

5:30 pm, 645 Pine Street, Front Conference Room OR Remotely via ZOOM:

Please click the link below to join the webinar:

Hi there,

You are invited to a Zoom webinar.

When: Nov 14, 2023 05:30 PM Eastern Time (US and Canada)

Topic: Parks Commission Meeting

Please click the link below to join the webinar:

<https://zoom.us/j/91905965875>

Or One tap mobile :

US: +19292056099,,91905965875# US (New York)

+13017158592,,91905965875# US (Washington DC)

Or Telephone: Dial(for higher quality, dial a number based on your current location): US: Dial (for higher quality, dial a number based on your current location):

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US{ADD CURRENT ZOOM INFO HERE}

Webinar ID: 919 0596 5875

International numbers available: <https://zoom.us/j/91905965875>

To participate in Public Forum in person, sign up at the meeting.

1. Agenda

Subject	1.1. Motion to amend/adopt agenda
Meeting	November 14, 2023 - Parks & Recreation Commission - Tuesday, November 14, 2023, 5:30 PM, 645 Pine Street, Front Conference Room
Category	1. Agenda
Department	
Type	
Recommended Action	

2. Consent Agenda

Subject	2.1. Draft Minutes, October 10, 2023
Meeting	November 14, 2023 - Parks & Recreation Commission - Tuesday, November 14, 2023, 5:30 PM, 645 Pine Street, Front Conference Room
Category	2. Consent Agenda

Department Parks, Recreation, & Waterfront

Type Action (Consent)
Minutes

Recommended Action waive the reading, approve the minutes and place them on file

3. For Approval and Recommendation to the Parks Commission

Subject 3.1. Bike Share Change: Cindi Wight, Director, BPRW (attachment)

Meeting November 14, 2023 - Parks & Recreation Commission - Tuesday, November 14, 2023, 5:30 PM, 645 Pine Street, Front Conference Room

Category 3. For Approval and Recommendation to the Parks Commission

Department Parks, Recreation, & Waterfront

Type Action

Subject 3.2. Park Area Naming: Cindi Wight, Director, BPRW (attachment)

Meeting November 14, 2023 - Parks & Recreation Commission - Tuesday, November 14, 2023, 5:30 PM, 645 Pine Street, Front Conference Room

Category 3. For Approval and Recommendation to the Parks Commission

Department Parks, Recreation, & Waterfront

Type Action

Subject 3.3. Memorials In Parks: Cindi Wight, Director, BPRW (attachment)

Meeting November 14, 2023 - Parks & Recreation Commission - Tuesday, November 14, 2023, 5:30 PM, 645 Pine Street, Front Conference Room

Category 3. For Approval and Recommendation to the Parks Commission

Department Parks, Recreation, & Waterfront

Type Discussion

Subject 3.4. Parks Foundation Playground Campaign, Abbey Duke, Commission Chair, Parks & Recreation (attachment)

Meeting November 14, 2023 - Parks & Recreation Commission - Tuesday, November 14, 2023, 5:30 PM, 645 Pine Street, Front Conference Room

Category 3. For Approval and Recommendation to the Parks Commission

Department Parks, Recreation, & Waterfront

Type Action
Information

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

Subject 4.1. Verbal Comments

Meeting November 14, 2023 - Parks & Recreation Commission - Tuesday, November 14, 2023, 5:30 PM, 645 Pine Street, Front Conference Room

Category 4. Public Forum (Time Certain 6:00PM)
Department Council and Board
Type

5. Standing Items

Subject 5.1. PACC Dog Force Update (verbal)
Meeting November 14, 2023 - Parks & Recreation Commission - Tuesday, November 14, 2023, 5:30 PM, 645 Pine Street, Front Conference Room
Category 5. Standing Items
Department Parks, Recreation, & Waterfront
Type Information Report
Recommended Action

Subject 5.2. Park Foundation Update (verbal)
Meeting November 14, 2023 - Parks & Recreation Commission - Tuesday, November 14, 2023, 5:30 PM, 645 Pine Street, Front Conference Room
Category 5. Standing Items
Department Parks, Recreation, & Waterfront
Type Report Information
Recommended Action

6. Director's Items

Subject 6.1. Monthly Update
Meeting November 14, 2023 - Parks & Recreation Commission - Tuesday, November 14, 2023, 5:30 PM, 645 Pine Street, Front Conference Room
Category 6. Director's Items
Department Parks, Recreation, & Waterfront
Type Information
Recommended Action

7. Commissioner's Items & Volunteer Hours

8. Adjournment

Subject 8.1. Motion to adjourn

Meeting	November 14, 2023 - Parks & Recreation Commission - Tuesday, November 14, 2023, 5:30 PM, 645 Pine Street, Front Conference Room
Category	8. Adjournment
Department	Council and Board
Type	
Recommended Action	



PARKS & RECREATION COMMISSION
Minutes
October 10, 2023
Parks and Recreation Commission

Commission Present: Duke, Johnson, Keech, Morrigan and Etter

Staff Present: Rogers, Moreau, Bailey and Putzier

The meeting was convened at 5:42p.m. by Morrigan

Approval of Agenda

Motion to approve the agenda by Keech, second by Duke, motion carried.

Approval of Consent Agenda

Motion to approve the consent agenda by Keech, second by Johnson, motion carried.

Waterfront Park Fees

Moreau introduced Bailey, the Events and Compliance Coordinator, asking for 5% increase to the park rental fees, on scale rent is smaller and impact fees are higher and requesting increase on the rental side of the fees. Basic increase have not increased since before the pandemic, keeping in mind very cognizant not the only producer in town and trying to balance and keep events currently have and keep thriving Waterfront venue, felt goes beyond the waterfront in terms of who benefits from the event location. Bailey said vendors have needed more days/time for extra set up days and felt that it can be easy to add extra time when it is not much of an increase in fee and it also creates more of a disruption to the public when properties are left behind. Felt the recovery time is still slow for events after the pandemic due to lack of staffing for removal and setup. Bailey added that all vendors do get one free setup and breakdown day and not overreaching.

Duke commented that the extra setup days are a good idea and has seen in the industry that tent companies say they will come sometime or be very vague and large windows and would like to think they will be able to transition to more set timeframe and not think that this is the norm or business as usual. Duke asked about the strategy for impact fees and how much impact an event would have on the park and asked for a better explanation. Moreau said currently have an impact fee in place for many of the larger impact events, and the greatest impact to the community and already pay, example was Brewfest that currently paid about \$11,000 and are some events that are larger and are not getting applied to, due to not issuing tickets and some other ticketed events from past that have not had to pay impact fees and would like to bring all users into the fold that truly have a large impact on the park and charge all large community events a fee to recover true impact fees to maintain and keep up the park. Bailey said the actual fee is a range and explained how this type of fee is applied and very much an industry standard.

Keech said rate 2 and 3 are very similar and asked how generated and said alcohol seems to rate higher, also where alcohol is at an event it seems to bring in more funds and asked how to compare ice cream to alcohol and how that would be compared between rates and Moreau stated that specific areas are rated and also have many variables and sizes. Bailey said simplified and used the rates to get to what charging and certainly overlap but allows for producer to see what the difference is or specific products



and events will require what specific fees and to help determine what the impacts will be moving forward.

Etter asked about Rate 1 qualifications and Moreau said currently do not have any vendors at that rate, possibly a walk that might happen at Oakledge that would wrap around the waterfront. Also asked about utility fees and if that would change and Moreau said currently under contract with others that city is mandated to do and also the City used to paint lines for dig safe and now incurring that fee from contractor and having to pass along that fee to the vendors.

Morrigan felt explained all the rationale around why the need for an increase and felt a very good process and intention and would be in favor of.

Motion to approve the 2024 waterfront fees as presented by Duke, second by Johnson, motion carried.

Public Forum (Time Certain 5:42PM)

Public forum opened at 5:42 pm and nobody came forward to speak.

Public forum was closed at 5:42 pm.

Recreation Updates

Rogers introduced himself as the Recreation Superintendent and also filling in for Wight as she is away. Summer season worked with Burlington School District distributing food, hired bus drivers for services for school Summer Soar program as well as other recreation programs with department. Launched outdoor adventure program and got many bipoc groups and did 2-3 groups to take to several different activities that would not normally get to do and to help get them out. FFL with two library outreach programmers that are dedicated to BPRW programming and provide with field trips to several areas from a grant. Bus for city programming would go on trips several times a week, go to beach to include lifeguards and if going to a location that does not have on staff BPRW would provide own. Utilized Essex and Mallets Bay Beach due to Burlington having blue green algae often. Hired employee to do meals and empty meal packages all summer long with department vehicle. Have 7 meal sites that are committed to and food service works with to supply meals, work very collaboratively. Athletics camps very popular, skateboard would be full nonstop but have to be fair to general population to let all use during the season. Had several other athletics camps, volleyball getting very popular, particularly since it is a varsity sport currently in the school system. Track program had over 30 participants, meet twice a week and then finishes with a track meet. Leddy programs were very busy with waiting lists most of the season. Rec nutrition program partner with other community organizations for fee transportation, food and activities, receive several grants and allows to do with very little general funds. Summer event season was very good as the weather held out for most all events. Received several sponsorships for July 3rd celebration and got lots of extra donations which helped particularly with the decrease in staffing from the Police Department for traffic and crowd coverage, the increase was roughly about \$11,000. Beach Bites attendance was up along with revenues, at 9pm had BCA bring big screen and showed the World Cup Soccer games and beer vendor stayed til half time. Wag the Waterfront was last event, dozen vendors and estimated about 250 dogs and several owners, great space underutilized and trying to promote as a place to bring your dog and plan to do next year. 245 children enrolled in fall youth soccer, still below the norm before pandemic, personally feel families spent more time together and changed a bit, trying to get numbers in basketball and soccer up. NFL flag football is continuing to grow, went to flag 4-5 years ago, tackle still exists, youth outing teen programs going great, multiple dance classes,



magic cards, teen nightmare in Vermont, adult and sr. programs just began with YMCA for Tai Chi and adult fitness. Continue to work closely with AARP for fitness classes and adult driving skills. Offer line dancing, pickle ball, and some field trips twice a week.

Mystic Market event end of October happening for adults with adult beverages and food vendors. The next day is Halloween Howl for children, had over 1000 people attend last year, next weekend is the Halloween bike ride and adding a walking component to City Hall Park to Roosevelt Park.

Budget challenges, had several grants, gave comparisons from 2019 to present in what amounts were received in grants and stated losing several grants and need to find a big grant from \$150,00 to \$54,000.

Keech said lives near Roosevelt park and asked about the hopes of the department and if there would be a volleyball net put in and Rogers said believes potential with tennis and kids on the ball are likely to happen, might be youth tennis in that particular space, stated since courts are down the gymnasium is standard location and don't currently have the space. Miller volleyball equipment was placed but ceiling is too short and memorial has been offline for quite some time, issue with space.

Morrigan liked hearing about all the activities and said for some summer is hard and remembered summer rec department was very difficult and happy to hear about reaching so many youth.

Etter said if lose a lot of grant money asked what would cut and Rogers said the busing piece will not go away but helps offset and will not go away. Felt it would get kids out of neighborhoods and will find a way to make it work, the Rec and Nut program would be dedicated to the meals piece, staff working 20 hour weeks, potentially won't be as many activities but will always have the food.

Duke said doing tremendous things and really great, sounded like biggest concern is to try and fund for next summer, asked Rogers what kept him up at night in terms of expanding access and if there was anything else that could be done. Rogers said biggest challenge is getting kids from lower income families and immigrants, felt not comfortable going out of there community and having in higher stem programs, more expensive programs, have directive from Mayor that will not turn any child away and has still been hard to incorporate and get that intermingling in camps together.

Park Commission Opening

Duke said have an opening from Wiseberg resignation, open til October 17th and if anyone knows of anyone of different demographic, interest, etc. to please give them a nudge to apply.

Standing Items:

Report on PACC Dog Force

Duke said nothing has happened since last meeting and report is done and hope to have initial draft report for next meeting.

Report on Parks Foundation

Grand opening is November 4th, around 3pm, also the public unveiling of Foundation campaign to rebuild and very exciting, 5 parks over 5 years, looking at parks that need to be rebuilt and with accessibility.

**Director's Items**

Wight will be submitting a full report in about a week when she is back from conference.

Commissioner's Items & Volunteer Hours

Johnson had an additional 3 hours.

Duke has 6 extra hours and should be back next month on track and ask commissioners to submit any items that they would like to have as agenda items.

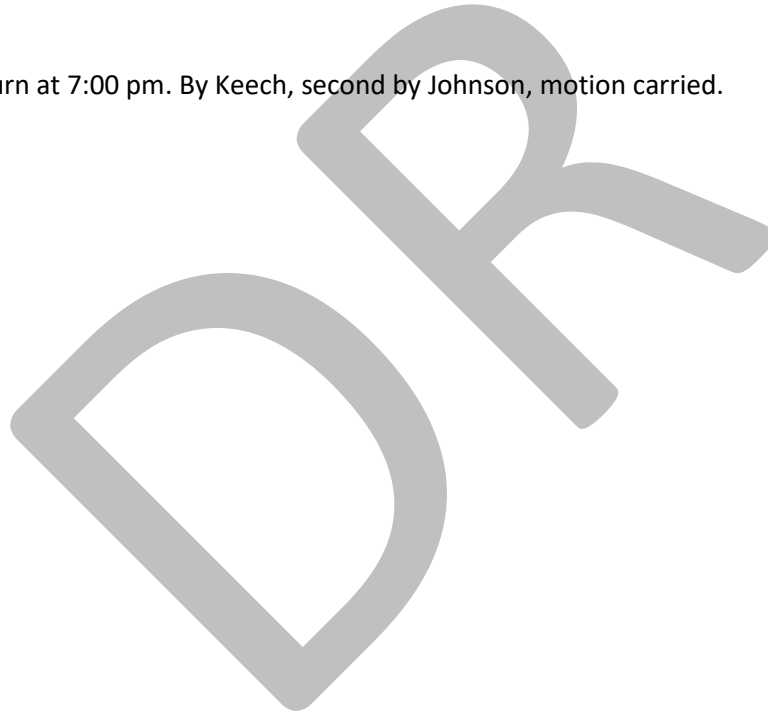
Etter had 1 additional hour.

Morrigan had an extra 14 hours, majority of time on project regarding public safety in parks, particularly in City Hall Park, early morning, evening and late night and recently partnered with Church Street Marketplace do foot patrol together and working on speaking to different business owners and adjacent to park and today held a community forum for downtown owners and users, and concerns they had and will compile notes and submit to the commission. Most are late night and interested in brainstorming and if a way commission can help in a positive direction will be asking for help.

Keech said it will always going to be rare to have any volunteer hours. Will contact about future items.

Adjournment

Motion to adjourn at 7:00 pm. By Keech, second by Johnson, motion carried.



MEMO

Date: November 14, 2023
To: Parks Commission
From: Cindi Wight, Director
Subject: Bike Share in Parks

Recommendations to the Parks Commission:

Update the payment from a percentage system approved in June 2023 to a flat annual fee of \$900 with a 5% annual increase.

OVERVIEW

In June, the Commission approved a 5% gross revenue share of any bikeshare uses that start from our parks. Unfortunately, it is impractical for Bird (the current bike share company) to pull that specific data out of their software. Instead, we will go with a flat rate with an annual percent increase.

Bird has been responsive to requests from our department, and a representative will be available at the November meeting to answer any questions.

The e-bikeshare system serves Burlington, South Burlington, and Winooski users. Two hundred e-bikes are deployed throughout this area. Staff or contractors from the vendor are responsible for charging and re-balancing the ebikes regularly. This e-bikeshare system is a 'hybrid' system, resulting in no physical infrastructure being built in the right of way. However, geofenced hubs control bike parking and storage where desired and dockless in other locations, allowing for more flexibility. The bikeshare system aims to provide a low-barrier transportation option for the Burlington community. The bikeshare system is not intended to serve recreational uses in the region.

Specific items in the CATMA contract related to BPRW:

- No Ride Zones will be established along Church Street Marketplace and the Waterfront Path north of the Winooski River.
- Slow Zones will be established through Waterfront Park, the Waterfront Path and Burlington Greenway (10 miles per hour speed limit).
- No more than two bikeshare hubs shall be within 600 feet of Waterfront Park. No more than four bikes shall be at these hubs at the start of any given day. The operator shall provide physical or digital signs in the app at any hub locations within 600 feet of the Waterfront Greenway that say, at a minimum, "The motor on these bikes will cease to operate at the Winooski River. For recreational rides, please contact one of Burlington's terrific bike rental shops."



Motion

Approve the use of bike-share equipment in City parks, with the understanding that the department will receive \$900 in 2023 and will increase 5% annually.

MEMO

Date: November 14, 2023
To: Parks Commission
From: Cindi Wight, Director
Subject: Naming of Elks/Longe Meadow

Recommendations to the Parks Commission:

Approve the naming of the Elks/Longe Meadow in the newly expanded Arms Park.

OVERVIEW

The City has had a long-standing goal of acquiring, either through easement or fee simple purchase the west end of the North Avenue Elks' parcel to provide public land access from the Burlington Greenway to the area known as Arms Forest. BPRW manages Arms Forest as one parcel with permission from Burlington High School and the Episcopal Diocese that all own property in the forested area.

In 2017, the City, along with the Episcopal Diocese, Lake Champlain Land Trust, and the Parks Foundation of Burlington, undertook a fundraising campaign to conserve the portion of the Episcopal Diocese land known as Lone Rock Point, acquire a portion of the Elks land and improve the trail systems and mapping in both Arms Forest and Rock Point. While we were successful on most fronts, acquiring the Elks property did not work out. The main hurdle was the low value of the property due to being land-locked and the Recreation, Conservation and Open Space zoning. In 2020, when finalizing a plan for Arms Forest, we needed to clearly state that the Elks' parcel was private with no public access (see 2020 Arms Forest plan) and plan for a substantial bridge over a ravine to connect the parcels to the Burlington Greenway.

In 2022, Rosaire Longe, a long-term Elks' member, committed \$150,000 to ensure the City could acquire the property and the Elks' would benefit from a substantial donation. Rosaire not only stepped up to fund the acquisition but he also did the even harder work to convince the Elks' members to vote to divide the property and donate a portion to the City. Once the local Elks Club approved the donation, Rosaire then had to convince the National Elks organization that they should approve it. Once Rosaire got through that part, he worked with an attorney, at his own cost to work through all the steps in the process. The city formally received the property this year.

As Rosaire shares, "Burlington has been our home for most of our lives, and we are honored to be part of this meaningful contribution in appreciation for our combined 75 years of employment with the City of Burlington. We are delighted to help preserve this conservation space for future generations. Especially that it is in the New North End that has been our home for 58 years."



In recognizing Irene & Rosaire Longe's commitment to the New North End, their hard work to allow the City to acquire a long-desired property and to recognize the Elks' members who supported the donation of the land to the City, we propose naming the open meadow on the parcel, the Elks/Longe Meadow.

Motion

Approve the name of the Elks/Longe Meadow in Arms Park



Policy No. 200-02	Title: Memorials in Parks
Date Reviewed by Commission: 11/14/23 Date Approved: DRAFT	Last Reviewed:
Ordinance Code / Regulation: n/s	Other Reference:
Purpose & Need: The purpose of this policy is to establish guidelines and procedures for the placement and maintenance of memorials within parks under the jurisdiction of BPRW. Memorials serve as a means to honor individuals who have made significant contributions to the community and have a strong connection to the park. This policy outlines the criteria for memorial eligibility, financial responsibilities, potential relocation due to park changes, and the final approval authority.	

Memorial Policy for Parks

Policy Statement:

1. Eligibility for Memorials:

Memorials placed within parks must meet the following criteria:

- **Connection to the Park:** The individual being honored must have a significant and demonstrable connection to the specific park where the memorial is to be placed. This connection may be based on factors such as contributions to the park, historical significance, or personal ties to the park.
- **Deceased Individuals:** Memorials may only be dedicated to individuals who have been deceased for five or more years to ensure a lasting impact and appropriate reflection on their contributions.

2. Financial Responsibilities:

The following financial responsibilities must be adhered to when requesting and installing a memorial:

- **Costs:** The applicant is responsible for covering all costs associated with the memorial, including but not limited to design, fabrication, installation, ongoing maintenance, and any required permits.
- **Maintenance:** If the applicant no longer provides maintenance funds, the memorial may get removed from the park and provided back to the applicant at their cost.
- **Permits:** The applicant must obtain any necessary permits for the installation and maintenance of the memorial. The Parks Department will provide guidance on the permit application process.

3. Potential Relocation Due to Park Changes:

Memorials placed within parks may be subject to relocation or removal if park development or renovation projects necessitate their movement. The Department will make reasonable efforts to notify the memorial's sponsor or family of any planned changes and discuss relocation options.

4. Final Approval Authority:

The Parks Commission holds the final authority to approve or deny requests for memorials in parks. All memorial proposals must be submitted to BPRW, which will then forward them to the Parks Commission for consideration.

Procedure for Requesting a Memorial:

- **Submit Proposal:** Individuals or organizations interested in placing a memorial in a park must submit a written proposal to BPRW. The proposal should include details about the individual's connection to the park, the purpose of the memorial, and a preliminary design.
- **Review and Assessment:** BPRW will review the proposal to ensure it meets the eligibility criteria outlined in this policy. If the proposal is deemed eligible, it will be forwarded to the Parks Commission for evaluation.
- **Parks Commission Review:** The Parks Commission will evaluate the proposal based on its merits and alignment with park goals and values. They may seek additional information or request modifications to the proposal.
- **Approval or Denial:** The Parks Commission will make a final determination and communicate their decision to the applicant. If approved, the applicant must proceed with obtaining permits and fulfilling all financial responsibilities.
- **Installation and Maintenance:** Once all requirements are met, the approved memorial can be installed within the park. The applicant is responsible for ongoing maintenance.
- **Relocation Consideration:** In the event of park changes that necessitate memorial relocation, BPRW will work with the memorial's sponsor or family to explore suitable options.

This policy is designed to ensure that memorials in parks are meaningful, maintainable, and consistent with the park's mission and values. It also provides transparency in the approval process and outlines responsibilities for applicants, BPRW and the Parks Commission.



BURLINGTON PARKS RECREATION WATERFRONT

SUMMARY OF OPPORTUNITIES

Monthly Parks Commission update – November, 2023

Stories



Department accomplishments and notable staffing developments since the last report

- November work anniversaries – Jen Cotton (10), Dorjee Tsering (10), Paul Morris (7), Joanne Putzier (22 w/BPRW), Gary Rogers (26), and Janira Cartagena-Aponte (5)
- Central Facilities Manager, Kim Bleakely, attended National Facilities Management and Technology Conference.
- Kurt Johnson (Arena) and Ryan Alger (Central Facilities) attended a three-day ammonia refrigeration training program in Virginia in October
- Candice Holbrook, rejoins BPRW in the Customer Service role at Miller!
- Derreck Eckhardt, Arborist Technician, headed off to new adventures on November 1. We will miss him!
- Celebrated opening of the Oakledge Universally Accessible Playground
- Celebrated acquisition of 11-acres of land off of Burlington Greenway
- Project coordinator, Tina Lesem, attended Preservation Trust of Vermont retreat to learn more about energy efficiency in historic buildings.



Tina winning awards at her Preservation Trust retreat

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

- Pomerleau Annual Christmas Party - Sunday, December 17 @ Hilton
- Senior Dinner – Wednesday, December 13 @ ONECC
- “The Gift” – the annual holiday skating event – December 9, 1:00 – 3:00 pm @ Leddy
- Eclipse

Waterfront Division Update

- **Park Ranger Program**
 - The conditions have continued to get more worrisome for the Rangers encountering tents and encampments. Verbal threats to staff safety, breaking and entering into the Ranger office with key items stolen and the presence of weapons at most tents has the program shifting to keep our staff

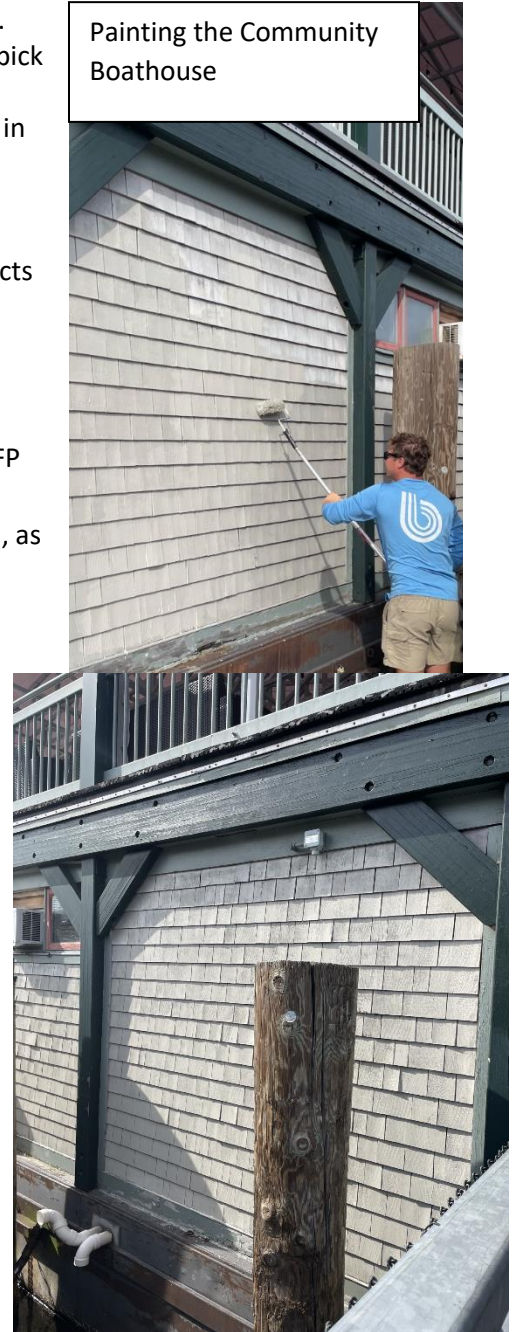


Ryan at the Refrigeration training

safe. We have asked for greater support with BPD to assist in noticing tents or being present when we know weapons are onsite. We need greater structural change for the dire conditions on the street right now. We have also scaled down the removals, as there is nowhere for people to go. We are only prioritizing playgrounds and programmed spaces at this time.

- Excess needles continue to be a large issue and burden in our Parks. Tent areas can have hundreds of discarded needles that staff must pick up. We need to have a larger community discussion about the responsibilities of agencies handing out needles becoming partners in how to re-capture them once they are used. Our staff is inundated with needle cleanup, a major safety concern.
- Ranger JD's are still with HR as they determine the best course of action to keep our Rangers safe and have a JD that adequately reflects their work with appropriate compensation.
- **Campground & Beaches**
 - The Campground closed on October 15.
 - We are shifting to off season projects:
 - Address the failing concrete floor of the wood room with PFP funds
 - Upgrade the conditions of the main Campground bathroom, as it is currently below our standards.
 - Install gutters on the Office building
 - Finish Kitchen renovations for the Office Building
 - If available funds, install a shed to store our golf carts and landscaping equipment to reduce theft and wear and tear.
- **Marina**
 - On October 15th Dockwa sent out an end of season email soliciting marina reviews for the Community Boathouse and Perkins Pier which posted to Marinas.com. The results were very positive with many 5-star reviews posted. Throughout the season, the boathouse received 32 reviews on Marinas.com with an average rating of 4.71 (out of 5). The majority of the reviews praised the staff and their excellent customer service. Criticism in reviews centered mostly around aging facilities. The lone 2-star review was a complaint about noise from the idling engines and generators aboard the Spirit of Ethan Allen.
 - Fall painting projects at the boathouse took place with the first-floor shingles getting a fresh coat of Seagull Gray. Over the summer and fall, all boathouse doors, including 12 standard doors and six garage bay doors, were painted "Warm Sienna," the classic earthy/red/orange color that gives the boathouse its distinctive look from both landside or lakeside.
 - The main hot water heater that feeds Splash's dishwasher is near failure and will require replacement. The in-house cost of replacement is \$6,000 for the tank with an additional \$2,000 in BPRW labor.
 - Marina docks were disassembled and stored for the winter in near record time this fall thanks to the hard work of the maintenance team of Kurt Hawkins, Jake Hornick, Tyler Walton and Chris Beaudry.
 - Burlington Telecom will be installing WiFi on the docks this coming spring in partnership with BPRW staff. BPRW staff will be installing conduit this fall for BT to run cable in the spring.

Painting the Community Boathouse



- 98% of seasonal slip holders renewed their deposit for 2024.
- **Parking**
 - Perkins Pier parking areas continue to be a hotbed of undesirable activity. On a daily basis, several needles are found in the parking area and there are many signs of vandalism and mischief from overnight. A stolen vehicle was abandoned next to the brick building at Perkins on October 13th and marina staff were able to reunite the vehicle and owner after noticing a post about a missing vehicle matching the recovered vehicle description on the Burlington subReddit page.
- **Events**
 - All 2023 Events have concluded!
 - Our proposed 5% rate increase for renting Waterfront Park for all events passed through the Commission and will go in effect for this next season. In addition, we will be looking to increase our use of Impact Fees to more events and rental types, bringing this to the Commission in January.



Recreation Division Update

Recreation Programs & Camps

Programs happening in October included:

- Intermediate Line Dancing
- Tai Chi with the YMCA
- Balance, Mobility, & Core with the YMCA
- American Sign Language Level 1
- American Sign Language-Continuing in ASL
- North End Yoga
- Circus Fun Afterschool
- Trips on BSD Early Release days: hike with elementary aged kids around Colchester Pond and Sam Mazza's Corn Maze
- The BPRW Youth Outing program collaborated with AALV to bring over 30 kids to Nightmare Vermont for the second year in a row
- BPRW also partnered with AALV to provide piano lessons for several AALV youth development students
- Introduction of an alternative afterschool club focused on table top games, in 'Zach's Magic Club'

Programs starting for November will include:

- AARP Smart Drivers Course
- Miller Playgroup
- November Vacation Camp at the Miller Community & Recreation Center
- Adventure outings Thanksgiving Week



Leddy Programs & Camps

- 135 people are registered for Leddy Skating Lessons and several weekend classes have waitlists
- Registration closed yesterday to for our annual Holiday performance "The Gift". We have over 8 group numbers, 3 duets, and 24 soloists in the event. Everyone is welcome to come! December 9th at Leddy Arena from 1-3pm
- Our Halloween Skate was our most successful public skate in fiscal year 2024 so far!

CORE Adult Center

- Cooking classes with Chef Winnie (loaded baked potatoes) and Chef Mulu (apple cake)
- Fun fall trip one afternoon spent leaf peeping.
- New watercolor class with Julie Homes. October creations included watercolor of apples and a barn scene
- The group visited the new Crumble Cookie in Williston for yummy cookies
- There was a great off-site lunch trip to Applebee's.
- The folks made Mason Jar Ice Cream with only four ingredients.
- Took a daylong trip to Wal-Mart in St. Albans and had lunch out.
- Participants had lunch in the event hall with the Burlington High School City Lake Semester Students. Some of the class members assisted Mulu with making the lunch of Spaghetti, Lentils, baked chicken, collard greens, roasted vegetables and injera.
- Halloween Day was celebrated with a Pizza Party, Mulu's delicious salad and a Costco Cake. The day ended with a game of Card Bingo for big candy bars.
- The group continues to exercise and move with Gentle Yoga, Bone Builders and Chair Dance & Fitness.
- Senior Moments Readers theatre with Don Wright has started up again with a performance planned for early January.

Recreation Events

- We offered three successful Halloween events in October. Our second annual Mystical Market at Oakledge Park was a huge success with over 20 New Age vendors, three food trucks and Foam Brewers serving cocktails. We estimate over 1,000 people attended, up from around 800 last year. It rained all day for our Halloween Howl kids event but we had a steady stream of kids in costume visit the upper shelter at Oakledge Park for games, crafts and candy. The fifteenth Annual Halloween Bike Ride had over 80 decorated bikes and costumed riders. The bike parade left City Hall Park and wound its way around the new rotary on Shelburne Road to the Old North End where we awarded prizes and served pizza in Roosevelt Park.



Mystical Market



Halloween Howl

- Planning is in full swing for the 43rd Annual Pomerleau Family Holiday Party at the Hilton in Burlington. Party is planned for Sunday, December 17. Our Annual Holiday Senior Dinner is scheduled for Wednesday, December 13th at the Old North End Community Center event space.

Athletics

- NFL Flag Football League wraps up the season on November 4 with the playoff finals.
- Soccer Sparks Clinics (4-week session) started on October 29 at the Miller Center for ages ranging from 2-9.
- Melanie Davidian womxn's basketball league kicks off Sunday, November 5. There are eight teams this season - there will be 12 regular season games with three weeks of playoffs.
- Fall adult pickleball clinics are filling up and being offered on Tuesday evenings and Saturday afternoons. Pickleball ambassador Chris Tudor is instructing all clinics (beginner, low intermediate, high intermediate.)
- Youth Basketball League registration is open and recruitment of volunteer coaches is ongoing, with the season starting on Saturday, December 2.
- Registration is open for itty bitty basketball.
- A disc golf putting league will be held this winter at the Miller Center gym. More information about this new program will be available online soon.

Recreation Facilities Division Update

Leddy Arena

- Arena Maintenance Worker, Kurt Johnson, attended a three-day ammonia refrigeration training program in Virginia in October, along with Ryan Alger of the Central Facilities team. This training will help our staff have a higher level of knowledge around the complex refrigeration plant at Leddy.
- Arena projects include the replacement of the boiler that serves the rink level, including all locker rooms, restrooms, pro shop, and skate change area. November projects include a one-day Mechanical Integrity Inspection (MII) and a two-day Hazard Process Analysis (HPA). The MII will look at our refrigeration system and make recommendations for upgrades/improvements for both safety and efficiency. The HPA will look at our processes and procedures and make similar recommendations. Both of these will be conducted by a consultant, HCG Associates and are follow-up measures resulting from our July ammonia leak.
- The Leddy Arena offices experience a break-in in October with a few items of value stolen from the programmer and Urban Park Ranger offices and all offices ransacked. Of most concern a set of keys to the building were likely stolen. Maintenance staff is working with Dion's to get a quote to rekey the building.

Miller Center

- We are thrilled to have welcomed Candice Holbrook (back) to the Department as our Customer Service Associate. Some of you may recognize Candice's name as she previously worked for BPRW as our Recreation Program Manager. After two babies and a deployment with the Army National Guard, Candice is thrilled to be back with the City and has hit the ground running at Miller!
- The Miller gym is in huge demand this fall and winter with 15-20 private groups utilizing it each week for dodgeball, basketball, indoor soccer and LOTS of pickleball. We currently have very little available gym time but continue to get requests on a daily basis.
- After months and years of battling with an old, inefficient one, Miller staff was happy to welcome a new copier/printer to our front office! Candice and Janira are also working on cleaning out old files and unnecessary items from the front office to make it more spacious and comfortable for them to work in.

CORE

- Thanks to the closing of the North Beach campground for the season, we have a new seasonal employee at the ONE Center, Gwyneth Merryman, who will assist in staffing the building for evening and weekend events. Thanks to Alec Kaeding for sending Gwyneth our way!
- November sees the return of pickleball to the CORE with Beginner and Intermediate sessions on Mondays and Thursdays through the winter. Other November activities include the annual Tibetan Festival, Intervale Center's produce distribution, BPRW's Roosevelt Park Comprehensive Plan public meeting and Very Merry Theatre performances November 7, 15 & 16.

Park Division Update

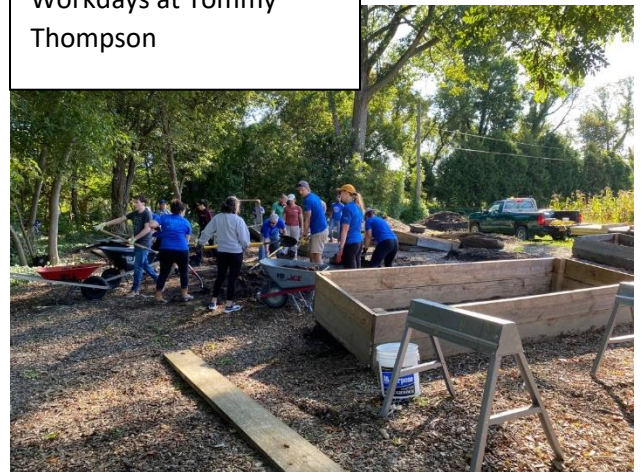
Park Administration

- The City tree team's arborist technician, Derrek Eckhardt, is moving on from the City and his last day of work was November 1. Derrek embraced many of the values of the dept. always bringing a positive attitude and team mentality. He will be missed. The position has been posted and will be refilled asap.
- The division has been completing punch list items for the universally accessible playground at Oakledge Park for the November 3rd grand opening.

Conservation Program

- **Community Gardens**
 - 2024 Garden Registration underway for returning gardeners.
 - Flood Response – significant work to address damage and residual maintenance issues related to the July flooding of the Intervale. Successful workdays with Dealer.com and Seventh Gen were a large part of what has been successful recovery work.
 - Dealer.com - 50 employees – 7 hours – 350 service hours
 - Seventh Generation – 40 –employees – 2.5 hours - 100 service hours
- **Trails and Greenways**
 - Work is underway to align the management of natural area's and natural surface trails into consistent Forest Stewardship plans.
 - Planning work underway to reimagine Greenway intersections as eco-zones that support nature based eco-system resiliency work.
- **City-Wide Conservation Work**
 - The Conservation Team, in partnership with the City Planning Department has launched a Nature Based Climate Solutions grant program through the Conservation Legacy Fund. [Learn more about the grant here.](#)
 - Pilot work continues in partnership with the Burlington School District to develop Nature Based learning into school curriculum and into the stewardship of school yards. Notably, Aziza Malik, teacher at Champlain Elementary School was awarded the 2024 Vermont Teacher of the Year

Workdays at Tommy Thompson



award. Aziza has been the key teacher in BSD helping pilot Nature Based learning into school curriculum and facility management. [Check the news piece out here.](#)

- Development of public access plan and public opening of the Redstone Cottage at Kieslich Park.

Central Facilities Program

- HVAC Technician and Arena Maintenance Worker attended onsite ammonia and CO2 training. They are both now certified as entry-level refrigeration operators.
- HVAC team replaced heat exchanger at Schmanska Park.
- Project coordinator attended Preservation Trust of Vermont retreat to learn more about energy efficiency in historic buildings.
- Exterior restoration of City Hall completed.
- New laminated glass entry installed at 200 Church Street.
- Replacement treads being installed on interior stairwell in Fletcher Free Library.
- Three additional Central Facilities team members are now OSHA-10 certified.
- Central Facilities Manager attended National Facilities Management and Technology Conference.
- Working on water leak repair and pipe insulating in Fletcher Free Library community room.
- Painting Traffic Department offices at 645 Pine Street.
- Working with City grant team to apply to have Level 2 energy audits completed on (8) City buildings.
- Video shelving moved and reinstalled in Fletcher Free Library.
- Safety netting installed in basement bay of Fire Station 2., keeping area safe to use until new bay floor is built.
- HVAC Specialist worked with Parks Facilities team for a successful fountain shut down in City Hall Park.
- Move furniture and rearrange office spaces in REIB area in City Hall.
- New security locks installed on Fletcher Free Library storage.
- Planning started for exterior siding repair at 645 Pine Street.
- Planning timeline for elevator modernization in City Hall.
- Updating pest control in City Hall.
- First Annual Central Facilities Halloween Chocolate Chip Cookie Bake Off: First Place to Tina Lesem
- Continual graffiti, trash and needle clean-up.



Trees and Greenways Program

- Responded to resident requests as needed.
- Completed scheduled street tree pruning
- Cleaned out annuals from planters in all park spaces
- Ongoing updates to tree inventory.
- Began fall cleanup of park landscape and flower beds.
- Removed stakes and guy wires from all spring planted street and park trees
- Completed fall planting of 177 new street and park trees
- Assisted in landscape plantings for new Oakledge Park accessible Playground

- Completed mowing under powerlines as part of BED line clearing contract

Park Facilities Program

- All dock systems have been moved to winter storage. This was done in record time this year Kurt and the crew did a great job.
- All community gardens have been winterized.
- Winterizing all park irrigation systems.
- All heating systems have been serviced.
- City Hall fountain has been winterized.
- A large sharps container has been permanently installed in City Hall Park.
- A new electrical service panel along with a new irrigation system has been installed at Starr Farm Park.
- Soil and seed were added to Waterfront Park to revegetate lost turf due to events and rain on the event lawn.
- 4 new benches have been installed at Cain overlook.

Cemetery Program

- In the month of October Cemetery staff sold 5 new lots for burial at Lakeview Cemetery
- In the month of October Cemetery staff performed 14 cremation burials (including one disinterment/reinterment once additional ashes were added to existing urn) and 3 full burials
- Received a new printer with the capability to print on index cards. For the first time since the middle of 2019 the cemetery is now able to print burial cards.
- Printed the backlog of 300+ burial cards, alphabetized, and filed with existing burial cards. As this is one of the mandated tasks for the department it was quite a relief to finally see these items printed.
- Continued burial card entry in Pontem includes research into actual lot ownership, correct names of the deceased, and updating maps and logging information in Pontem. We have completed entry through "WA" and anticipate completing the burial card entry by the end of the year!
- Laid out multiple foundations for monument installation
- Researched multiple lots for visiting families
- Performed equipment maintenance
- Performed grounds maintenance at Lakeview, Elmwood and Greenmount Cemeteries
- Coordinated tours with Queen City Ghostwalk and Preservation Burlington
- Monitored the encampment at and consequential damage to Elmwood Avenue Cemetery
- The Stannard Camp of the Sons of Union Veterans of the Civil War unfortunately had to cancel the the 203rd birthday celebration for General George Stannard at Lakeview Cemetery due to inclement weather.

Grounds Maintenance Program

- Performed daily trash/cleaning of all parks
- Maintained athletic fields for fall sport leagues.
- Painted athletic fields for fall sports programs.
- Performed playground maintenance
- Performed Playground inspections
- Performed equipment maintenance
- Mowed and trimmed all City Parks
- Mowed RT 127
- Performed specialty mowing on greenbelts, cleared overgrowth along city sidewalks, fence lines, and intersections within city limits.

- Took delivery of 100 yards of playground chips and started installing in playgrounds
- Received and spread 13 tons of infield mix for Leddy softball field
- Applied seed and Fertilizer on Calahan and Leddy ballfields
- Installed a grass berm to protect the Calahan playground.
- Conducted landfill mowing for the water dept.
- Completed Starr Farm Park turf renovation and irrigation project.
- Supported Park Rangers with encampment cleanups.

Planning Division Update

○ Projects Progressing:

- **Leddy Pause Place and UVM Fitness Equipment Pad:** Work completed, minus a few minor items! Looking forward to hearing feedback on the equipment and improved circulation at this final pause place!
- **Oakledge for All Universal Access:** The playground is open and the public is enjoying the new amenities. The slide, which was the last piece of equipment to be installed, is challenging to access at the top. BPRW and designers Groundview are working on a solution which will be vetted with Oakledge for All before procurement and changes are made. Grand opening was held on November 4th and well attended!
- **Roosevelt Park Tennis Courts:** Pavement has cured, but the weather did not cooperate for painting the surface this fall. Looking forward to a Spring 2024 completion and reopening!
- **Roosevelt Park Comprehensive Plan:** The first public meeting is scheduled for November 8 at the Old North End Community Center. Also attending Wards 2/3 on November 9th to provide the neighborhood assembly an update. Please spread the word and attend!
- **Schifilliti Path:** Out to bid. Aiming for construction summer of 2024.
- Projects supporting other divisions/ departments: (abbreviated)
 - Dredging of the Marinas
 - Playground Equipment and Compliance
 - Great Streets/Main Streets
 - Frame Phase 2
 - Barge Canal Reuse Planning
 - Battery Street Corridor Study
 - South End Planning

Roosevelt Tennis Court replacement



New Leddy Pause Place



Celebrating expansion of
Arms Forest



Admin Division Update

- Celebrated the acquisition of 11 acres of land giving us much needed public access to Arms Forest off the Greenway
- Attended NRPA Conference and presented one session on being a volunteer with NRPA in the CAPRA program
- Enjoyed a two-week vacation exploring GA, AL, MS, AR, OK and TX
- Implemented our new credit card policy
- Drafted and tested our new Bike Path closure policy with a caboose crossing and testing by VRS (does not cover Waterfront Park)
- Supported teams with attending and helping with Mystical Market, Halloween Howl, and Oakledge opening
- Working with Leadership team on improving cross-team communications and sense of belonging

Marketing

- Worked with BCA to revise our Civic Rec registration page which now houses programs from both departments.
- Continuing promotion of Fall Recreation programs. This included a new micro-site (btvparks.my.canva.site/fall-2023), flyers, posters, ads and social media campaign.
- Working on signage for parking, wayfinding, construction and project updates.
- Supported successful Fall event series – Mystical Market, Halloween Howl, and the Halloween Bike Ride. These events were promoted with original artwork, graphics, posters, ads, new website, and social campaigns.
- Supporting the public outreach for Parks Planning projects including the Roosevelt Park Comprehensive Plan, Oakledge Universally Accessible Playground, and Leddy Pause Place.
- Marketing is helping to transition the banner program to Waterfront events team.



Testing the slide – it was very fast
when wet and wearing rain pants!

Commission notes

- No additional notes

Additional Pictures

Magic Club

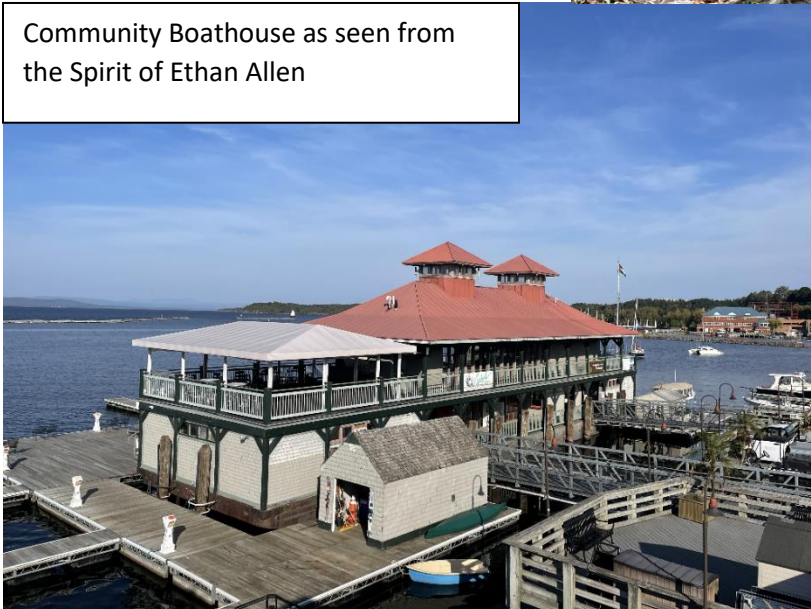


Keith and Emily join Cindi at the Halloween Bike Ride

Colchester Pond Hike



Community Boathouse as seen from the Spirit of Ethan Allen



Voices of St. Joseph
Orphanage event



Jon & Miro at Halloween Bike Ride



Cindi & Dan at land celebration

Getting inspiration for aMTB trails (Bentonville, Arkansas
-Cindi's vacation)



Cindi at Academy Banquet in Dallas
with mentees (NRPA conference)

