



Winooski Valley Park District

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Minutes for January 18th, 2022, Board of Trustees for Winooski Valley Park District

The meeting began at 4:34 PM. Meeting was held virtually via Zoom.

Present (via Zoom): Sonja Schuyler (Jericho), Erin Dupuis (Winooski), Aaron Keech (Burlington), David Crawford (South Burlington), Reid Willis (Williston), Nick Warner (WVPD Executive Director), Lauren Chicote (WVPD Operations Manager)

Absent: Jeffery Theis (Essex), Susan Gilfillan (Colchester)

Public Comment Period: None present at time of public comment.

Agenda Changes: One change, remove “approve” from agenda item #4. Financial reports only are needed to be reviewed and accepted, not approved.

Review and Approve Minutes from previous meeting: One change from discussion with Tim Larned, change “brides” to “bridges”. Motion to approve by David Crawford, Seconded by Reid Willis. Minutes unanimously approved.

Review Financial reports: David Crawford has reviewed the warrants. Lauren Chicote presented the WVPD financial report. November financials: nothing outstanding and all was on track. December financials: We are halfway through the fiscal year and remain on track. One large expense is, \$3k for filling a large hole before the bridge at Macrae Farm Park. Aaron Keech asked about land ownership at Macrae in regard to where the hole was. Nick Warner responded that it is our responsibility to maintain it as it is parking in the off season. Area is in the floodplain which makes it a special area to work with. One unexpected expense; adding a door from the bathroom into the office, \$1300-\$1400 is the rough estimate given by contractors. Sonja Schuyler asks which town still owes funds. Lauren Chicote states that Jericho just paid the 2nd installment, still waiting on Burlington payment. Lauren & Nick sent out a letter and invoice as a reminder, they typically send at the end of Dec. or early Jan. All other towns have paid. No new financials were presented from the museum as they are closed for the season. There is a potential for donation that may come through the park district as a pass through because of the park district's non-profit status.

Operational Updates from Lauren Chicote and Nick Warner: Lauren Chicote - Applied for ERSAs and VOREC grants, decisions have been delayed because of the large number of applications. Should know by Feb. We did receive a grant (\$39k) from the Lake Champlain Basin Program for upgrades on signage. This will roll out over the next two years. Aaron Keech asked about the roll out plan for signage. Lauren Chicote - The intention is to bring in a firm to have standard branding and to have consistency and ensure the rules are clear. Nick Warner - Taking inventory of all our signs, replacing many. Lauren Chicote - Working with Burlington a Wildways member to assist with sign creation/design.

Nick Warner - Staff meeting twice weekly now. Tim Larned is gearing up to recruit for summer and also connecting with towns about subcontracting work. Tim is also recruiting for gatekeeping for Wolcott and Derway. There will be a formal opening for Derway with celebration. Expecting Derway to get good use once formally open.

Updates/discussion on Museum Renovation and Agreements: It was decided that executive session was necessary for this discussion.

Anticipated Executive Session: David Crawford proposed to move into executive session for real estate matters that would have adverse effects if information revealed prematurely. Aaron Keech seconds. Executive session starts at 5:35pm. David Crawford moved out of executive session; Erin Dupuis seconded. Executive session ended at 5:44 PM.

Adjourn: David Crawford moved to Adjourn, Aaron Keech Seconded. Meeting Adjourned at 5:46 PM

Next Meeting: The date for the next meeting will be February 15th, 2022, at 4:30 PM.

Meeting Minutes prepared by:

Erin Dupuis, WVPD Board Secretary