



Winooski Valley Park District

Ethan Allen Homestead

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Minutes for June 21st, 2022, Board of Trustees for Winooski Valley Park District

The meeting began at 4:37 PM. Meeting was held virtually via Zoom.

Present (via Zoom): Sonja Schuyler (Jericho), Erin Dupuis (Winooski), Jeffery Theis (Essex), Reid Willis (Williston), David Crawford (South Burlington), Nick Warner (WVPD Executive Director), Lauren Chicote (WVPD Operations Manager). Susan Gilfillan (Colchester) and Aaron Keech (Burlington) arrived late.

Guests: Phelan Fretz, ECHO Center Director/Consultant

Absent: N/A

Public Comment Period: No one present from the public. Guest, Phelan Fretz, will speak later in the agenda about the Museum Renovation Project.

Agenda Changes: No changes were made to the agenda.

Review and Approve Minutes from previous meeting: No comments or changes. Erin Dupuis moved to approve, Reid Willis seconds, all in favor. Minutes unanimously approved.

Review Financial reports: Lauren Chicote presented July 2021- May 2022 financials. She believes we will have 20–25k in excess funds. Dave Crawford asks how much Winooski paid in funds. Lauren states they gave \$7k, with the total amount due being ~\$17k. Lauren plans to connect with the new city manager, Elaine Wang; along with Erin Dupuis to meet and have more conversations about how to connect and build a relationship. The parks district is awaiting payment from the Forest preschool for utility reimbursement. Sonja Schuyler asks for an explanation of being the fiscal agent for Alnobaiwi; Lauren states we are and will continue to act as a pass through while they continue to seek their 501c3 status.

Operational Updates from Nick Warner and Lauren Chicote: Aaron Keech speaks to leaving the board, he has been appointed to the Burlington Parks and Rec and Waterfront Commission. Nick Warner Upcoming issues: City of Essex will be born on July 1st, next fiscal year WVPD will get what was allocated, and will need to build relationships with the new entity. Nick will do a presentation to them hopefully at one of their first few meetings. Nick had a great conversation with Ed Fitzpatrick about the wildlife camera [at Ethan Allen Homestead] conversation and suggested we develop a policy. Susan Gilfillan ran into Larry Clarefeld (former Essex trustee), he's involved with a number of non-profits about fixed wildlife cameras. She suggested Nick or Lauren get in touch with him to discuss further. Aaron Keech- When he heard about the orchid being discovered and thought about the camera situation, he states that we should think very hard about how we approach this to protect the flora and fauna. Nick Warner states that the crew that came back has been doing an amazing job, they are high quality and hard working.

Review Alnôbaiwi lease agreement with Phelan Fretz: Nick reintroduced Phelan Fretz. Phelan's work to date will be paid with WVPD funds, and are seeking other funding

sources/grants to support the continuation of his work. Phelan opens with a huge thanks to Nick and Lauren. He states that this is an agreement rather than a lease. Term is July 1st-Nov. 1st, 2022, for a start. Phelan interviewed Fred Wiseman and his wife Anna. He also spoke with the Museum board of directors, Angie Grove, Director of the Museum, and Nicole Mandeville, Owner of Burlington Forest Pre-school. The Forest Pre-school lease was used as a base for this document. Jeff Theis states he believes this is a great way to ease into the lease. In the past Alnobaiwi has been hesitant about language of lease agreements, and this is a big step. Nick Warner states that we are essentially forgiving rent on paper. Alnobaiwi was recently awarded a grant to support a staff person and start-up program operations; WVPD assisted with the grant application and will get \$10k from that for the terms of this agreement. Insurance - Alnobaiwi will provide a certificate of insurance. Erin Dupuis asks about the decision to make it a memorandum rather than a lease agreement and if that puts us in a vulnerable place. Nick states he will have Ed Fitzpatrick review and discuss what is best. Phelan verbally reviews the language in the document, quickly going through each clause. Susan Gilfillan states she would prefer a longer time to review documents with clarity and intent. Speaks to section 3 c, example of vague language. Exclusive use language isn't clear. She wants a full review from Ed Fitzpatrick before agreeing to anything. Nick - He doesn't want to rush the process and is also concerned to not have something in place before they take tenancy. Jeff Theis suggests changing the "office" to "lab" in the document. Sonja Schuyler asks what they plan to do in the lab and if there are any flammables and that we should have language that speaks to this if so. Aaron Keech questions the wording of #3 and wonders what the total cost is and is it too confusing to have it read as proportional. Sonja states to keep it simple for the next 4 months and make sure we are protected and that they have permission to work on the lab set up/improvements. Susan defers to what Ed Fitzpatrick believes on these matters and suggested we have him review before making decisions. We all agree to have the review before making further decisions.

Executive Session: Erin Dupuis made a motion to move into executive session for personal matters; Jeffery Theis seconded. Close of executive session: Reid Willis moved to end executive session; Dave Crawford seconded. Executive session ends at 6:44 PM

Adjourn: David Crawford moved to Adjourn, Aaron Keech Seconded. Meeting Adjourned at 6:45 PM.

Next Meeting: The date for the next meeting will be August 16th, 2022, at 4:30 PM.

Meeting Minutes prepared by:

Erin Dupuis, WVPD Board Secretary