



Winooski Valley Park District

Ethan Allen Homestead

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Minutes for March 21, 2023, Board of Trustees for Winooski Valley Park District

The March 21, 2023, meeting began at 4:32 PM. Meeting was held virtually via Zoom.

Present (via Zoom): Andrew Gregg (Burlington), Susan Gilfillan (Colchester), Jeffery Theis (Essex), George Tyler, (Essex Junction), Sonja Schuyler (Jericho), Erin Dupuis (Winooski), Nick Warner (WVPD Executive Director), Lauren Chicote (WVPD Operations Manager).

Absent: David Crawford (South Burlington), Reid Willis (Williston)

Public Comment Period: No members of the public present at time of public comment.

Agenda Changes: No changes to the agenda were made.

Review and Approve Minutes from previous meeting: The board reviewed the February 28, 2023, meeting minutes. Susan Gilfillan moved to accept the minutes. Minutes were unanimously approved.

Review Financial reports: The Ethan Allen Homestead Museum Treasurer Report for February 2023 was shared. Monthly expenses are more than income due to the Museum being closed and not generating admission income, however, they are bringing in some income through special events, online giftshop sales, donations, and memberships. Overall, the Museum is doing well financially and is busy preparing for their spring opening with new exhibitions and events planned. The Museum will open May 1, 2023.

Lauren Chicote shared the financial report for FY23: July 1 – February 28, 2023. Budget continues to remain on track. WVPD did have the unexpected cost of replacing the furnace in the Park District office this winter, which may cause overspending in the building's maintenance line of the budget. The board had requested a more detailed report on the various grants showing WVPD's match commitment and total expense be presented at the March meeting – a report was generated, but in preparing for the meeting Lauren realized it was not accurate likely due to not all active grants being included when generating the reports in QuickBooks (WVPD's bookkeeping software). A more accurate report will be presented at the April Board of Trustees meeting.

Director's Update and Updates: Nick Warner and Erin Dupuis shared that Erin has moved out of Winooski and will no longer be able to serve as the City's representative on the board. However, she will remain active on the board as a non-voting ex-officio member while a new representative is recruited. Erin expressed her gratitude and enjoyment for being able to serve on the board. The Board and WVPD staff expressed their appreciation for her time on the board and that she will be greatly missed.

Nick Warner updated the board on the following:

The Ethan Allen Homestead Museum and Director Angie Grove are working hard to prepare new exhibits and update the museum space for their May 1 opening date.

Lauren Chicote has been busy coordinating with Alnobaiwi staff person, David Schein, on

transitioning grant administration that WVPD has been holding as fiscal agent.

VELCO will be doing another utility pole upgrade at Colchester Pond. WVPD staff will be working with the same people from previous upgrades.

Tim Larned, Parks Superintendent, is busy getting ready for the park opening season (mid-late April depending on weather and trail conditions) and hiring new maintenance staff for the season.

Update/discussion on Jacob Parcel: WVPD continues to explore alternative trail access options for the property. TRANSCO/VELCO has been supportive and WVPD has submitted a formal application for right of way access through the property. This access would add substantial trail length. If right of way access through TRANSCO property is approved, WVPD will apply for Vermont Housing and Conservation Board grant funding for due diligence/pre-acquisition costs.

Discussion on topics being considered for Executive Session: Nick Warner shared information from the Vermont League of Cities and Towns (VLCT) on the process for municipal boards for discussing and entering Executive Sessions.

Executive Session: An executive session is anticipated to discuss lease agreement options.

George Tyler motioned, seconded by Susan Gilfillan to find that the premature general public knowledge regarding a lease option would clearly place WVPD at a substantial disadvantage, because the Board of Trustees risks disclosing its negotiation strategy if it discusses the proposed contract terms in public.

George Tyler motioned, seconded by Jeffrey Theis that the board enter into executive session to discuss matters of real estate under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes. Motion carried unanimously; the board entered executive session at 5:20PM.

George Tyler motioned to exit executive session, second by Andrew Gregg to exit executive session. Motion carried unanimously; the board exited executive session at 6:08PM.

Adjourn: George Tyler moved to adjourn, seconded by Jeffrey Theis. Meeting Adjourned at 6:10PM.

Next Meeting: April 18, 2023, at 4:30pm

Meeting Minutes prepared by:

Lauren Chicote, Operations Manager