



Winooski Valley Park District

Ethan Allen Homestead

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Minutes for June 27, 2024, Annual Meeting of the Board of Trustees for Winooski Valley Park District

The meeting began at 4:32 PM. Meeting was held both in person at the WVPD Offices at the Ethan Allen Homestead and virtually via Zoom.

Present: Via zoom: Andrew Gregg (Burlington), Susan Gilfillan (Colchester), George Tyler, (Essex Junction), Jeffery Theis (Essex), Sonja Schuyler (Jericho), Bridget O'Brien (Winooski), Lauren Chicote (Operations Manager). **In Person at WVPD Office:** Larry Kupferman (South Burlington), Reid Willis (Williston), Nick Warner (Executive Director).

Public Comment Period: There were no members of the public present at the meeting.

Agenda Changes: No changes to the agenda were made.

Review and Accept Minutes from previous meetings: The Board reviewed the May minutes. Susan Gilfillan moved to accept the May minutes with the correction of a typo, seconded by Larry Kupferman. The May minutes were unanimously accepted.

Review and Accept Financial Reports: Lauren Chicote presented the July 1, 2023 – May 31, 2024, financial report for the current fiscal year, FY2024. The budget continues to remain on track as the end of the fiscal year approaches and is projecting a surplus of between \$5,000 - \$7,000, despite several unexpected large expenses including recovery cost from the July and December 2023 flood events and replacing the roof at the Colchester Pond caretaker house. Grants and insurance coverage for flood recovery, along with several unexpected private donations from park users offset the cost to WVPD for flood related damages to parks and park infrastructure. Additionally, WVPD received \$10,000 in rent from the Ethan Allen Homestead Museum, the maximum amount based off the current rental formula. The Board wanted the minutes to reflect the Boards appreciation for WVPD's staffs hard work to manage the budget with the challenges from the flood events and unexpected expenses.

The Board discussed WVPD's capital budget and capital reserves. A follow up discussion will be added to the agenda for the July 25, 2024, meeting to continue the discussion and set goals for the future. Reid Willis moved to accept the financial report, seconded by George Tyler. The financial report was unanimously accepted.

Staff and Operational Updates: Nick Warner updated the board on several topics and projects:

Parks Update & Flood Recovery: WVPD hired three new seasonal parks maintenance staff for the season. The crew has been highly motivated and working hard to catch up on several maintenance projects, including repairing infrastructure at several parks from the December 2023 flood event. In addition to repairing park infrastructure from the 2023 flood events, WVPD faces challenges of erosion and changing conditions due to increased rain events at many parks.

Grants Update: WVPD received a Capacity Support grant for \$20,000 from Watersheds United Vermont (WUV) that will be used to hire administrative support, which will allow WVPD to manage projects more effectively as it continues to be involved in more water quality projects. WVPD is currently involved in two water quality projects at Wolcott Family Natural Area and

Colchester Pond supported by grants from the Chittenden Regional Planning Commission (CCRPC).

Allen House Repair and Education Center Roof Update: Progress continues on the repairs to Allen House at the Ethan Allen Homestead. Contractor, Bob Peters, is starting work on replacing a support beam in the basement of the house, replacing sill plates, and installing gutters to mitigate water intrusion issues on the house. WVPD has received two bids for the repairs to the lower roof on the Education Center (Barn) at the Ethan Allen Homestead and plans to apply for additional Community Develop Block Grant (CDBG) funding this fall for the rest of the roof repairs.

Ethan Allen Homestead Museum (EAHM) Lease Update: Lauren Chicote updated the Board that the subcommittee formed at the May meeting to work on updating the agreement between WVPD and EAHM met earlier in the week to start the process. The group determined that the agreement will be in the form of a lease and set procedures and a timeline for completion. A draft will be shared with each respected board for review by late fall.

Discussed Changes to the Open Meeting Law: Nick Warner shared the changes to the Open Meeting law, which will come into effect July 1, 2024. Changes that will affect the WVPD board is the requirement for meetings to be recorded and posted to the municipality's website. Starting at the July meeting, WVPD Board of Trustees meetings will be recorded and posted to WVPD's website.

Executive Session: The Board discussed the need to enter executive session and deemed it necessary as the discussion topic involves personnel matters and the year-end review and compensation for the Executive Director. Reid Willis moved to find that premature general public knowledge regarding the personnel matter would place the WVPD and/or other parties involved at a substantial disadvantage, because the Board of Trustees risks disclosing confidential information regarding an employee's status with WVPD. Jeffrey Theis seconded. The motion was unanimously approved. Reid Willis moved that the Board enter Executive Session to discuss personnel matters under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes; seconded by Jeffrey Theis. The motion was unanimously approved. The board entered Executive Session at 5:28pm. Nick Warner left the meeting at 5:28pm; Lauren Chicote left the meeting at 5:39pm after answering clarifying questions regarding WVPD's health insurance coverage for employees and ensuring the remote meeting could continue after WVPD staff left the meeting by reassigning a host for the Zoom meeting.

Susan moved to exit Executive Session, seconded by Larry Kupferman. The motion was unanimously approved. The Board exited Executive Session at 6:29pm.

Adjourn: Larry Kupferman motioned to adjourn, seconded by Susan Gilfillan. The motion was unanimously approved. The meeting adjourned at 6:30pm.

Next Meeting: July 25, 2023, at 4:30pm. Please note this meeting date has changed from the regularly scheduled third Tuesday of the month to accommodate board member schedules.

Meeting Minutes prepared by:

Lauren Chicote, Operations Manager