



Winooski Valley Park District

Ethan Allen Homestead

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DRAFT

Minutes for October 13, 2026, Board of Trustees for Winooski Valley Park District

The meeting began at 4:31pm. Meeting was held both in person at the WVPD's office at the Ethan Allen Homestead in Burlington and virtually via Zoom.

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

Absent: Burlington representative.

Public Comment Period: No members of the public participated during the public comment period.

Review and Accept Minutes from previous meetings: The Board reviewed the minutes from the September 17, 2026, meeting. Larry Kupferman motioned to accept the minutes seconded by George Tyler. The September 17, 2026, minutes were unanimously accepted.

Review and Accept Financial Reports: Lauren Chicote presented the financial reports for July 1, 2026 – September 30, 2026, for fiscal year FY2027. It is still early in the fiscal year, but the budget remains on track. WVPD has received all expected payments from member communities – except for Jericho, which pays quarterly, and Williston. Lauren also noted that some changes to the WVPD's Chart of Accounts have been made to better capture and reflect actual financial operations. Changes include moving some line items to different budget categories. As a result, the numbers for the budget categories will be different from past reports, but the overall budget remains the same. Bridget O'Brien asked about grant income tracking. Larry Kupferman moved to accept the financial reports, seconded by Sonja Schuyler. The financial reports were unanimously accepted.

Staff Updates: Nick Warner shared updates on recent volunteer groups and plan to seek guidance on investing. WVPD plans to put out a Request for Qualifications for a non-profit investment advisor for assistance with developing an investment policy and advise on a current investment strategy.

Review Wolcott Parcel Donation letter: Nick Warner shared language for a memo to the Town of Colchester Development Review Board for the board to review regarding the donation of land from the Wolcott Family. The board voted to accept the donated land in August. Nick will sign the letter and return to the town to complete the donation process.

Review Merrill Lynch Authorization form: A signature from WVPD secretary is required on a form to release funds being donated to WVPD from the Elanor Russell Trust. Nick Warner will send the letter to George Tyler, secretary, for signature with a forwarding envelope. Reid Willis motioned for the board to authorize Nick Warner to complete the necessary paperwork required by Merrill Lynch to accept the donation from the Elanor Russell Trust; seconded by Larry Kupferman. The motion was unanimously accepted.

Discuss FY28 Draft Budget: The board reviewed and discussed the Draft FY2028 WVPD Operations Budget as presented. The board asked clarifying questions regarding retirement and health insurance costs. Sonja Schuyler motioned to accept and adopt the FY2028 WVPD Operations Budget as presented, seconded by Reid Willis. The motion was unanimously approved.

Discuss Next Trustee Meeting Date and Agenda: The next Board of Trustees meeting will be held on Tuesday November 10, 2026, at 4:30pm. Updated on the EAHM Lease discussions, review of current employees' salaries and position descriptions, and update on investment strategies will be included on the agenda.

Adjourn: Larry Kupferman motioned to adjourn, seconded by George Tyler. The motion was unanimously approved. The meeting adjourned at 5:32pm.

Next Regular Meeting: November 10, 2026, at 4:30pm

Meeting Minutes prepared by: Lauren Chicote, October 28, 2026.

Minutes Approved by WVPD Board of Trustees: