

**St. Albans City Parks Commission**  
**Minutes of Meeting**  
**Thursday, September 23, 2014**  
**Barlow Street Community Center**

A meeting of the St. Albans City Parks Commission was held on Tuesday, September 23, 2014, in the Barlow Community Center at 6:00 pm.

**Commission Members Present:** Peter Chevalier, Chair; Jeff Young; Barbara Weinstein; Brianna Haenke, Wendy Stous, Angie Sturm & Joan McGinn.

**Commission Members Absent:** None absent.

**Staff Present:** Kelly Viens, Director of Recreation.

1. Call to Order, Peter Chevalier, Chair.  
Peter Chevalier called the meeting to order at 6:02 pm.
5. Begin strategic planning analysis: Strengths, Weaknesses, Opportunities and Threats facing City parks.
  - a. Barlow Park.
    - i. Strengths:  
Established activities and programming, accessible, playground, segregated locations, staff presence and a building that generates income from preschool and other programming, athletic fields, cameras, restroom, storage, well written signage.
    - ii. Weaknesses:  
Parking, lack of playground structures for older children, space for growth, supervision, location, playground maintenance & grounds upkeep, lack of drinking fountain.
    - iii. Opportunities:  
Landscaping/natural boundaries, expansion of playground, rubberized chips, drinking fountain.
    - iv. Threats:  
Relations with neighbors
  - b. Houghton Park
    - i. Strengths:  
Size, playground, storage, restroom, drinking fountain, tennis/basketball courts, well written signage
    - ii. Weaknesses:  
Maintenance & grounds upkeep, evasive tree species, lack of trees, lack of parking, material used for current fencing, lack of lighting.
    - iii. Opportunities:  
Program presence and more parks patrol presence, increased safety measures and supervision, \$20,000 in funds, beautification of grounds, conservation efforts, splash pad, collaborate with Police Department, outdoor hockey rink, more neighborhood events, funding for playgrounds through kaboom.org, form financial relationships with neighboring companies such as INS & Mylan Technologies, kite flying, bocce court, tree planting & landscaping, shaded area, increased lighting for play and security, picnic area with possibility.

iv. Threats:

Lack of supervision

c. Taylor Park

Taylor Park SWOT analysis was tabled for a future meeting.

6. Election of Vice Chair (D&V).

**A motion was made by Jeff Young; seconded by Joan McGinn to nominate Wendy Stous as Vice Chair. Vote was unanimous, 7-0.**

7. Other Business.

Kelly Viens noted that one item for future discussion is developing a procedure for responding to a request for someone to display art in the park. Brianna Haenke noted a public art grant that is available. Mr. Young added that the grant is due October 1<sup>st</sup>.

It was decided to meet in Taylor Park for a walk-through at the next meeting which will take place at 6:00 pm on October 6, 2014.

Mr. Young noted that the fountain will be disassembled tomorrow in Taylor Park. He also asked if it would be beneficial to appoint one member to each park in the City.

Brianna Haenke commented that it would be a good idea to develop a survey in order to gain feedback from residents regarding the City's parks. Kelly Viens mentioned that she would be attending a seminar on surveys and would report back to the group. Mr. Young offered to create a prospectus of all three parks for the group to use as a reference.

8. Adjourn.

**A motion was made by Peter Chevalier, seconded by Wendy Stous to adjourn. Vote was unanimous, 7-0.**

Respectfully Submitted,

Kristen Smith  
Administrative Coordinator