

**St. Albans City Parks Commission  
Minutes of Meeting  
Monday, October 6, 2014  
Barlow Street Community Center**

A meeting of the St. Albans City Parks Commission was held on Monday, October 6, 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.

**Visitors Present:** Denise Smith.

**Staff Present:** Kelly Viens, Director of Recreation; Chip Sawyer, Director of Planning & Development.

1. Onsite walk through at Taylor Park (Meet at Gazebo) & Call to Order, Peter Chevalier, Chair.  
Peter Chevalier called the meeting to order at 6:10 pm. The members of the Parks Commission convened at Taylor Park for onsite walkthrough.
2. Request to locate an historic wayside exhibit (Denise Smith).  
Denise Smith made a request to place an historic wayside exhibit in Taylor Park. Further discussion ensued.  
**A motion was made by Angie Sturm; seconded by Brianna Haenke to approve placement of an historic wayside exhibit to be placed approximately 5x5 feet off a current path facing Taylor Park fountain, with the exact location to be determined by Public Works at installation time depending on changes in outlaying area around the fountain upon its return. Vote was unanimous, 7-0.**  
Jeff Young led the group on a tour of the park describing work done, purpose of work done and history.
3. Approval of Minutes: 9/11/14 & 9/23/14 (D&V).  
**A motion was made by Wendy Stous; seconded by Jeff Young to approve 9/11 & 9/23 minutes. Vote was unanimous, 7-0.**
5. Consider approval of request to locate an historic wayside exhibit (D&V).  
Approval of request to locate an historic wayside exhibit took place during onsite walk through Taylor Park.  
Mr. Young expressed that he is hopeful that other, similar markers could be placed where appropriate in the park so that all of the signs are made the same. Ms. Weinstein noted Ms. Smith's professionalism.
6. Continue strategic planning analysis: Strengths, Weaknesses, Opportunities & Threats facing Taylor Park.
  - i. Strengths:  
Visibility, accessibility, spacious, beautiful gardens, performance space, farmer's market host, Memorial Day & Veteran's Day event space, fountain and monuments, proximity to other historical buildings, placement/location, bandstand, trees/shade, benches, walking paths, logical display area (i.e. sidewalks), security cameras and horticulture.
  - ii. Weaknesses:  
Electrical/utilities, access to water, lack of seating, condition of walkways, condition of trees, maintenance of gardens, lighting, garbage cans, overall size/condition of bandstand, lighting of bandstand, loitering, enforcement of smoking, budget, expertise.

iii. Opportunities:

Passive seating, need for ongoing security, condition and diversity of trees, lighting, garbage cans, volunteers, more events, designated smoking area, better signage and increased safety measures (i.e. pool fountain).

iv. Threats:

Safety surrounding fountain pool, illegal activity, horticultural disease of trees, overuse,

7. Other Business.

Kelly Viens noted the \$20,000 left over from the tennis court project that can only be spent on Houghton Park. She added that council is looking for input from the Parks Committee as how the money should be spent. Discussion ensued about contributions made by the Public Works department and the possibility of proposing to council that a facilities position be created for the parks as the budget permits. Brianna Haenke commented on the use of Vista Volunteers to write grants and/or provide Jeff Young commented that creating a 5-year plan for each park would be a great tool that can be used to prioritize what needs to be done. Brianna Haenke and Peter Chevalier agreed that a 5-year plan for each park would be beneficial. Jeff Young suggested having a visual of each map created to accompany the 5-year plan.

Kelly Viens noted that council's objective when creating the Parks Commission was to beautify and improve the City's parks as well as maintain them. Mr. Chevalier agreed and added that the Parks Commission's charge is to bring ideas to council. Ms. Viens commented that it may be too late to bring anything to council for the upcoming budget cycle due to timing. Ms. Stous stated that items of a smaller scale such as replacement of the flag in Taylor Park could be considered.

Mr. Chevalier stated that the State of Vermont was awarded \$700,000 in grant money for outdoor recreation and the preliminary application is due October 31<sup>st</sup>. Kelly Viens commented that Chip Sawyer, Director of Planning & Development, is willing to assist the commission in applying for this grant. Discussion ensued about the use of grant money toward a playground at Houghton Park. Kelly Viens added that she can obtain a quote for different playground designs at different cost brackets from someone who specializes in playgrounds out of Essex.

Mr. Young explained that he has approached Basin #5 who has grant money available about snaking the stream along the edge of Houghton Park and removing the evasive cottonwood trees. He would like to work on a proposal.

Mr. Chevalier made the commission aware of an invite he received to attend a banquet extended to all City board and committee members on November 6<sup>th</sup>. He added that the next Parks Commission meeting will take place on November 3 and may want to meet one additional evening prior.

8. Adjourn.

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

Respectfully Submitted,

Kristen Smith  
Administrative Coordinator