

**St. Albans City Parks Commission
Minutes of Meeting
Tuesday, October 28, 2014
Barlow Street Community Center**

A meeting of the St. Albans City Parks Commission was held on Tuesday, October 28, 2014, in the Barlow Community Center at 6:00 pm.

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

Commission Members Absent: Barbara Weinstein.

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.

2. Review Playground Plans for Grant Application.

Peter Chevalier presented the commission with playground plans and pricing for consideration from Pettinelli & Associates in Burlington. Kelly Viens stated that the cost includes installation and the base. She added that the plans presented are proposals which can be changed and integrated. Mr. Chevalier noted that it might be beneficial to have Mr. Pettinelli attend a meeting to explain the designs further. He added that he would like to see new benches and tables incorporated for parents to use. Discussion ensued about including a new fence around the Houghton Street playground in the future. Mr. Young commented that for liability reasons, it will be important to find a fence that is not climbable.

Mr. Young asked when the grant was due. Ms. Viens responded that she would need the pre-application by Friday. Mr. Young asked how close the commission would need to be to the final design before the pre-application is submitted. Ms. Viens responded that once the pre-application is submitted, a site visit will take place. Ms. McGinn asked if there would be enough time to have a representative from Pettinelli attend a meeting between the time the pre-application is submitted and the site visit takes place. Ms. Viens responded affirmatively. Mr. Young asked if the City could provide any of its own services to help mitigate the cost of installing the playground. Ms. Viens responded that the company waived the installation fee in the bid they provided. Ms. Stous asked how much money would be awarded if the Parks Commission won the grant. Ms. Viens responded that there is already \$20,000 in the City budget earmarked for Houghton Park and the grant is a matching grant. She added that by Friday, she will need to submit a plan and a quote for the pre-application and could get a quote for a fence to include in the application. Mr. Young noted that a quote for surveillance should be included in the pre-application as well. Discussion ensued about implementing a natural fence with the use of shade trees. Ms. McGinn added that trash cans would also be needed. The group further discussed how they'd like to use the funds available as well as presenting their request to council so that a line item can be included in the FY 2016 budget for Parks.

Mr. Chevalier explained that the goal for this evening is to determine an amount of money to apply for as a matching grant. Discussion continued about choosing the playground features that the group would like while keeping some of the existing features. Ms. Viens stated that she would request a \$20,000 matching grant and include a quote for a fence. The commission concluded that they would like a low, paver fence that could double as seating. Ms. McGinn stated that she supports the fence but would like all \$40,000 to go toward the playground. Discussion ensued about including \$2,000 in fundraising money to be included in matched grant proposal.

A motion was made by Joan McGinn; seconded by Wendy Stous to authorize Kelly Viens to write up grant proposal for \$44,000 to be used toward playground equipment and will leave funding of fencing, lighting and cameras to be resolved at a later date. Motion passed unanimously, 6-0.

3. Other Business.

Mr. Young asked when the next Parks Commission meeting will be held. Ms. Viens responded that it would take place on Monday, November 3rd.

4. Adjourn.

A motion was made by Jeff Young, seconded by Brianna Haenke to adjourn. Vote was unanimous, 6-0.

Respectfully Submitted,

Kristen Smith
Administrative Coordinator

Approved