

**MEETING MINUTES ST. ALBANS CITY PARKS COMMISSION MEETING
RECREATION DEPARTMENT, 39 BARLOW STREET, 2ND FLOOR
6:00 PM TUESDAY, November 6th, 2018**

Board Members Present:

Chair: Tom Koldys, Stina Booth, Alec Kaeding, Barbara Weinstein, Joanie McGinn and Angie Sturm

Board Members Absent: None

Public Present: None

Staff Present: Andrew Gratton, Recreation Program Manager;

AGENDA

1. **Call to order** – Chair Tom called meeting to order at 6:04.
2. **Vacancy Update** – Chair Tom talked about the two new applicants that we have for the parks commission. Bill Doig and Jaime Pinkham. They are going to be on the agenda for city council in December. Joanie asked if we could add both of them. Tom brought up that he will present the idea to city council about presenting an alternate position. Tom said that we would welcome 1 new person and 1 alternate, if approved by the council. The “alternate” would only vote if we were down a member for voting. Talk about Barbara, Stina, Tom and Alec having their terms up at the end of the year. They will send an email or letter saying they will continue their stay on the commission and appear before the council in the December meeting.
3. **Minutes**
 - a. **Consider change in minute taking process** – Tom spoke about our issue with losing some previous minutes and having issues with consistency. Some minutes have been lost due to computer crashing. Most minutes online are listed as “draft” but have been approved on minutes that have been lost. (Stina arrives). Andrew volunteered to record and listens to the minutes and writes up minutes after the fact. Joanie said that this seems to make the most sense.
 - b. **How to handle approved minutes** – Our last minute taker has had her computer crash and minutes were lost permanently. Joanie said that maybe we need to draft a note saying that we have lost the minutes just for formality and showing that we haven’t just blown off the fact that we don’t have minutes. Chair Tom agrees with this.
 - c. **Approval of minutes 4/3/18** – Addressed at the end of meeting in other business.
4. **Chair and vice-chair positions** - Chair Tom offered to step down from his chair position citing he feels that he may not have been able to give it his best with his very busy schedule. He would continue if no one stepped up to assume the role.
5. **Year in review**

- a. **Projects accomplished 2018** – We installed the signs at Houghton Park, exercise equipment and garden. Expanded the edible garden at Houghton Park. Public works edged and mulched the instruments in at Taylor Park. We also spent a large amount of time on the Taylor Park Master Plan. We picked, ordered and received the water fountain for Houghton Park. Talk about the delay to install the water fountain as there has been turnover in the public works department that have not allowed it to be done. Marty Manahan is fulling that roll currently. Hope for install next spring.
- b. **Projects in progress** – Stina was curious if the people trimming trees in the park are following a plan or guidance from someone. Tom will follow up with Chip and Dave. Joanie asked Andrew is he knew who was overseeing the tree work. He mentioned that Marty was hiring the company to do it. Andrew mentioned that he thought Island Tree Service was doing the work, but not sure. Some members were concerned about the large amount of cutting that they are doing and what plan they are following. Barbara was curious if the letter that she sent to Chip was considered in regard to what should be trimmed for trees in the park. Tom talked about the walk we took with Jeff in the park and the large number of trees that needed work in order just to be stable. Tom mentioned that he will look more into the tree work that is being done and if Barbara's request was looked at seriously. More concern about the trees and plan being followed was expressed. Angie brought up the unused space at Barlow and if people have come up with more ideas for it. Andrew had thought of putting in a Labyrinth. We will look at the job on the new one at Town School and see if it works for this space. Angie curious if we ever got the 10 total trash cans in Taylor Park that we wanted/ needed. Other projects in progress are, Houghton Park Master Plan, changing the cleaning schedule with drummac to have clean portolets for our concert series and assigning sub-committee to tackle projects like city park ordinances and a brochure.
- c. **Projects to be considered** - Angie brought up if we had any more ideas for the "dead space" at Barlow in the North-East corner. Andrew brought up that idea of a labyrinth in that area and he will see what the new one at Town School looks like and see if it is a good project for Barlow Street. Angie was wondering if we have 10 trash cans in the park. Stina does not think there are enough in the park. Tom brought up the status of the port-o-potty's in the park. There were getting cleaned on Thursdays and on Wednesday they were gross and Wednesday was the most popular day in the Summer. Tom will look in to getting the schedule changed to make them clean for the concerts when they are being used the most. Barbara brought up the idea of a Houghton Park "toy box" where people could bring their unused outdoor toys and donate them for other people. She had seen it

in Montreal and that a person came every other week to clean up the unwanted toys. Angie thought about it with a picket fence and signage for it and thought that it deserves a try.

Tom about Taylor Park plan "What can we do to help?" Joanie brought up the idea of prioritizing what we want to see from the parks in a list from the top to bottom.

Another idea was to look at the ordinances and rules of the parks in the city and see what should be changed/ added.

Andrew brought up that he was emailed from a student about the loss of the St. Albans Skate Park and if there are any plans to install a new one. Andrew responded about the need for a good space and money to build the park and when those things become available we will seek out stakeholders to help get the project along. Alec stated the Burlington Skate Park is great. It polices itself, it's clean and the stakeholders take pride in it and don't want to lose it. Chair Tom talked about the idea of facilitating a meeting of stakeholder for a Skate Park.

6. Other business – Information that Angie received at the edible landscape group:

Angie went to a meeting to see if their ideas aligned with what the parks commission is looking to see. Angie brought up public safety and maintenance as the main concerns. They were curious what space would work at Houghton Park Angie mentioned that a lot of the space is used during a night of football. The Edible Landscape group had never seen Houghton during a busy night of football practices, so Angie wanted to show them what is going on in the park and that is not just a huge open field with nothing going on. They will go back together to see what they think about the space. Joanie brought up that something close to the pool would be a great spot for it.

7. Other business – to be considered for future agenda

- a. A look to 2019 -
- b. Tom wanted to make sure the first Tuesday of the month still worked for everyone. Alec did mention that he would hope to move the day of the week so he could make it to more meetings. Tom mentioned to everyone that they can come back to the next meeting with prospective days.
- c. Tom made changes to the minutes for April. Tom corrected the names of both Joanie and Angie and changed Tim to a staff member present as he was the Mayor. Motion made by Joanie to approve the minutes for April 3rd, Seconded by Barbra and unanimously approved.
- d. Joanie discussed the success of the photo contest and it was great to have them in the park.

8. Adjourn- Joanie made a motion to adjourn at 7:23 pm, Alec seconded it and unanimously approved to adjourn.