

MEETING MINUTES
ST. ALBANS CITY PARKS COMMISSION MEETING
RECREATION DEPARTMENT, 39 BARLOW STREET, 2ND FLOOR
6:00 PM TUESDAY, September 17th, 2019

Board Members Present:

Members: Joanie McGinn, Angie Sturm, Stina Booth, Alec Kaeding and Bill Doig

Board Members Absent: Jamie Pinkham

Public Present:

Staff Present: Andrew Gratton: Recreation Program Manager

AGENDA

1. **Call to order-** Meeting called to order by Joanie at 6:01 pm
2. **Public Comment** – No public comment
3. **Restructure (D&V)-** Joanie proposed that we operate with no chair person. No one is able to volunteer for the position. Each task will be handled by a member of the commission to help split the load. Joanie motioned to run the commission cohesively. Bill seconds the motion. Vote passed unanimously.
4. **Updates from Andrew** - Andrew mentioned that a person from the dog parks interested in the joining the parks. Bill said that he felt as though the dog park should be managed by the people who use it and the organization who started it. The dog park is a part of Hard'ack that is not under the umbrella of the parks commission.
 - a. **Houghton park garbage cans** – Andrew emailed Marty about them and they were out of stock. He will check again and the parks commission wants to get them ordered even though they are on back order. Order them and we will install in the spring at this point.
 - b. **Community Gardens-** Angie visited them and mentioned they were in OK shape. Appearance is suffering a bit. May want to recommend some mulching upgrade next season. Stina will be going to take pictures and the parks commission will talk about what they like and what they do not like about them. From there we will make a list and give them to the people so they can make appropriate changes if needed.
 - c. **Little Library** - Parks and recreation department will pay for them. We need to commission people to build them for us. Joanie ran into Ross of the building trades class and he recommended that we talk to Pete Samula and see if his class can build them. Andrew will follow up on that with Pete.
 - d. **Barlow space (labyrinth)-** Still waiting to see/ visit the labyrinth at SATEC. Meanwhile Alec brought up some great ideas he is looking into for his park. Permanent ping pong table/ ladder ball/ corn hole. He will send along prices Friday. Next meeting we will explore other options for that space.

Park redesign project update – Chip sent an update on this. “We have agreement from the City Council that we could move forward with hiring engineers to do a sidewalk/grading plan, but it was not directly addressed in this year’s budget. The P&D staff is at capacity at the moment, and I am dealing with a backlog of design projects required for streetscapes, sidewalks and stormwater treatment. I’d love to get this one started as soon as we can. We may need to try to get proposals in the winter, so that the prices could inform the FY21 budget.”

5. **New student member update** - Andrew has gotten the document for the new student member from Tom and needs to get on the city council agenda to present that to them so they can approve it. Andrew will get on the City Council agenda to approve the student document talk, about a possible budget for the parks commission as well as what our level of authority is, so we can eliminate some of the back and forth between us and them. Making the commission more efficient.
6. **Other business - to be considered immediately** - The parks commission strongly suggests that the city hire a certified arborist to do update the current inventory that we have for Taylor Park. From there we can use the inventory to make recommendations and maintenance to our trees. All were curious on what their reasoning behind their selections and maintenance was. We would like a certified arborist to update the current inventory of trees in Taylor Park from which we can draw recommendations on pruning and cutting.
7. **Other business - to be considered for future agenda** - Alec talked about how the structure of the Parks Commission is in Burlington. In Burlington Alec has to bring ALL of his parks things to the commission for approval. This helps take things off the city council plate and helps to keep the parks commission in the loop about things that are happening in the parks. Bill brought up that sometimes things are happening at Taylor Park and other areas that we do not even know about. Seems like the parks commission is not being used to its fullest currently and we can be used in a different capacity. We would like a more clear line of communication between the PW, Parks commission, city council and the city.
Joanie suggested that the October meeting will be to form a plan that we put together for changing the structure and the communication chain between everyone.
8. **Approval of meeting minutes for 8.20.19** – Joanie motioned to accept the August minutes with amendments suggested by Tom via email. Angie seconds the motion, passed unanimously.
9. **Adjourn** - Joanie made a motion to adjourn at 7:40 pm, Alec seconded, passed unanimously.