



## Cromwell Valley Park Council Minutes – August 12, 2019

### CVPC Executive Board Meeting

Board members in attendance: John Canoles, Rick Childs, Bill Curtis, Ken Keady, Kristin McFaul, Cate Murphy (Talmar, Inc.), Pat Novak, Kim Shapiro, Mia Walsh and Abe Yoffe.

Park staff: Kirk Dreier

CVPC member: Jerry Trout

By phone during Management discussion: Cate Murphy (Talmar)

Absent: Sya Kedzior, Jenny Trust

#### 1. PRESIDENT'S OPENING REMARKS

- a. Mia called the meeting to order at 7:02 p.m. A quorum was present. Mia announced that Sya and Jenny would not be making it to the meeting. She also introduced Jerry Trout to those who had not met him through events at the park.
- b. Volunteer recognition –
  - (1) Mia recognized that many of us and other volunteers have been busy working on park projects over the past few months.
  - (2) Mia acknowledging the work of two students, Rylee and Lindsey from NDP who have given time to social media posts and CampBrain maintenance for the Council. Thanks to their help, the program registration data was in place for the 8/12 start of fall program registration. Of note, the Pollywog Preschool program filled up in just 21 minutes following the opening of registration. This shows the benefit of the online system, which makes the processing quite efficient.
  - (3) For outside work at the Park, heat has been an issue. Awareness of heat stroke potential has been on everyone's mind when doing physical labor during the hot days. Kirk recently came to the aid of a regular visitor and supporter of the park when he was found unconscious in his car at the park entrance. Kirk arranged emergency help and our visitor has recovered from the lethal effects of heat.
- c. Donations
  - (1) Longtime member of the park, Mary Cieslicki, donated more than \$400 in honor of her recent retirement. She has requested that the money be used for the purchase and installation of a bench.
  - (2) See the Membership Report for donations and memberships that have been passed along through the Park Office.
- d. Abe, Kirk and Mia met with representatives of the County to discuss needed repairs to the Barn-atorium which were presented in a report from an assessment of the structure months ago. The County has asked for a report from park staff on the description of the uses of the barn and numbers of individuals served through use of the space. They will confirm needs through an assessment of their own. As a result, we have no estimated dates for any work by the County or its contractors. Through inquiries with the County, Council members are keeping this need visible.
- e. Special thanks – Mia expressed gratitude to the Council and park staff for reaching out to her following her mother's passing in July. She appreciates the plant arrangements, the plants from which are now planted in the ground.
- f. Planting work in the meadow of the new accessible path was completed by volunteers. Mia and participants in Talmar's Veteran programs did much of this work. Unfortunately several, including Mia, wound up with whopping cases of poison ivy.

## 2. GOVERNANCE

- a. June, 2019 CVPC Meeting Minutes – Kim Shapiro reviewed a change requested to the minutes regarding Pat Novak’s hospitalization. This change had nothing to do with actions of the board or impact on the park. The change and the resulting minutes were accepted. The minutes are posted on the website.
- b. Treasurer’s Report – Kristin
  - (1) Kristin circulated out up-to-date finance documents, including a Balance Sheet and Budget versus Actuals through August 12<sup>th</sup>. There were only a few changes noted from the last report resented at the June meeting.
    - The Fort Garrison Funds have been updated to reflect recent revenues.
    - Following the June discussion of tracking Summer Camp income (See June minutes.), Kristin analyzed that data and found \$2640 in membership dues funds that are now moved from Summer Camp income to Dues.
    - Donations for the Accessible Trail have been included in Income.
    - Rick clarified restricted fund amounts applicable to the Lime Kiln work.
    - Pat asked about a persistent amount of ~\$400 that was listed as restricted regarding interest in spending it.
  - (2) Board Motion – Rick – Establishment of a Board Designated “Equipment Purchase Fund” (see full proposal in board packet)
    - Rick – move an agreed amount of money from unrestricted funds surplus to be used for major equipment purchases, e.g. replacement of trail maintenance service vehicle or other trail maintenance equipment.
    - John – consider an amount to start with - \$2 – 3000, then build annually.
    - Kim – proposed level of board control on its spending? Rick – board action needed for specific expense from this designated pot of money.
    - Pat – do we have adequate storage space, i.e. lower level of barn? Rick – space has been cleared.
    - John – present an appeal in newsletter to help build these funds.
    - Abe – donors would have no role in actual purchases, just donate funds for it.
    - Kirk – suggest choosing equipment from approved County list that would then be accepted by the County as a donation, then insured and maintained by the County.
    - Mia – why use this approach rather than just follow the standard budgeting process for these funds? – Kristin/John – benefit is protecting these funds for this purpose; money can be managed better than identifying as “restricted funds”
    - General discussion followed about setting aside an amount for this fund. Kim suggested holding off the decision on the amount until the budgeting work later this year. This was generally agreed.
    - Mia moved that the motion be amended to: establish a line in the balance sheet for major equipment funds, amount to be determined during the regular budgeting process. John seconded. The amended motion passed unanimously.
    - Mia asked Rick to bring in October an anticipated equipment needs list with descriptions and pricing.
- c. Shining Star Award – Pat
  - Pat proposed a couple of names for consideration to receive our award for volunteer recognition. She asked for input of additional names or indications of acceptance of nominees. She circulated proposed names and additional nominees should be submitted to Pat by email. Last year, selections were made by email voting. During the meeting, Rick offered Barry Smith from the Building & Grounds crew as a nominee for the award.

### 3. MANAGEMENT

#### a. Projects –

- (1) SHA grant for signage – Abe/Mia – expenditures for signage construction and installation for the new accessible nature path have been submitted for reimbursement.
- (2) Mia provided the approved full-size proofs for exhibit at the meeting. All but two of the many images used in the design layout are photographs taken at the park. Mia did the layout and design, saving lots of potential project expense.
- (3) Installation planning: John – Miss Utility came out today (8/12) to inspect points of installation. Mia – installer is coming Wednesday 8/14. Goal is to complete installation by 8/31.
- (4) Long term: Jerry – angle of installation will be important to minimize fading from direct sun exposure. Mia – angles will be different, sign to sign depending on viewer perspective best suited. Kirk – printed panels can be replaced, not the most expensive part of the installation.
- (5) Benches – Mia asked Rick if any help would be needed for bench installation. Rick: Placement is determined, but need good way to anchor benches to reduce possibility of theft. Several methods were discussed. Bill suggested that sign installers (Honeywell) may be able to do the bench installation as well as the sign assembly installation. Abe suggested that Mia call Jackie at Honeywell to see if this is possible.
- (6) Celebration – Mia suggested that, once the installation is complete, we host a small gathering of funders and volunteers to celebrate. Planning can wait until the work is complete. We may want to invite some individuals for whom the trail was designed, park visitors with limitations of mobility.

#### b. Staff Report – See attached report from Kirk Dreier. Kirk highlighted the following items:

- (1) Summer Camp is finished for the season. All sessions were completely full except 4-5 year-olds where 3 spaces were unfilled. Staff celebrated the successful season. Senior staff had an active role in the camps. Heat effects on attendees was taken into consideration and there were no incidents.
  - Rick suggested that we keep plenty of bottled water for summer camp attendees.
- (2) Mimi and Kirk refreshed some signs around the park.
- (3) Kirk and Pat McDougal (County) met with a landowner at the Baldwin section of the park to talk about parking plans for access to those trails. The access area is shared by three homes. There are still some concerns, but the homeowner was given information to help resolve these concerns. Mimi/Kirk placed signs to manage parking in this area.
- (4) Eagle Scout projects completed include a structure for wood storage and a very nice kiosk for displaying park info at the Baldwin section.
- (5) Property Management
  - Coordinated work on well drilling at Sherwood and Talmar. Sherwood's well is over 400 feet deep and delivers 3 gal/min. Talmar's is a little over 100 feet deep and produces 25 gal/min.
  - Refurbished wood-splitter from Marshy Point has been moved to CVP for long term use. Volunteers are happy with its performance.
  - A portion of the Willow Grove trail has suffered from erosion. Work is planned to begin in early October.
- (6) Willow Grove staff took training on handling of venomous snakes. This is required for exhibitors of these creatures.

#### c. Leaseholder's Report – Cate (by phone) for Talmar. (Mia called Cate during the staff report.)

- (1) Programs are winding down for the summer season. Veteran's programs are going strong and the contract has been renewed for 2 years. Cate appreciated Veteran's inclusion in the CVPC planting project near the new accessible nature path and would look forward to other opportunities.

- (2) The Eck House is being used for programs only and is cleaned up and closed out at the finish of each day's sessions.
- (3) Wednesday 8/14 the Talmar Board will be talking to 3 individuals interested in taking Cate's position as director. The goal is to select one of these people to begin work in September.
- (4) Talmar needs help maintaining the new stream bed constructed to minimize standing water in rainy seasons. There is a need a way to manage the grass growth in this area.
- (5) Talmar has a new hire, Gina Porter, who has the job of overseeing the Veterans' programs. She works well with the participants.

d. Buildings and Grounds – Rick

- (1) There is a damaged culvert that the County will repair.
- (2) Wavy leaf basket grass is out of control. General consensus is that eradication is not possible due to the level of resources required. It is a problem across the state.

e. Programs – Ken: The Family Forest education event is happening this Sunday, August 18<sup>th</sup>. We expect about 150 participants. The programming is managed by the visiting organization. Chairs will be needed, and the staff can provide them. Ken will be trained on use of motorized equipment to deliver these where needed.

f. Membership – Kim: A couple of renewals were not processed through our system in April. We learned this from members whose checks were not cashed. We will follow up with them in the coming week.

g. Communications – Kim (See report included in the board packet.) The next mailing is the Winter Calendar scheduled for Late Oct./early Nov. mailing. Although we don't do a newsletter at this time, we may provide an insert if there is a wish to share news.

h. Volunteers – Pat presented for Sya – The main need is to identify volunteers for specific jobs during the Fall Harvest Festival. Some specific areas are: confirming welcome table/vendor liaison, parking cashbox and FB postings management as last year; in addition - handling the bake sale table, what to do for face-painting, getting sufficient help with parking (volunteers and/or scouts). Pat sent around Sya's list of roles to get some of these filled by board members. The full list is attached. Please email Sya if you can help.

#### 4. NEW BUSINESS

Memorial Bench Donations: People who visit the park love the benches and do use them. We often get requests from people who want to donate larger amounts of money, that this gets used to provide a bench as a memorial or honorarium. Recently we have received two such requests.

- Discussion revealed a need to plan for future requests, considering the expanse of the park and layout of trails. Abe talked about other park structures that may also be considered. For all of these types of dedications, we need to establish a value and that may also include future maintenance needs. Pat suggested that we consider what other parks do to manage this.
- Currently we have two requests to satisfy. Mia asked Rick for suggested locations, and he quickly identified the Blue Trail.

Resurfacing road at Willow Grove – Bill asked about the cost assessment of >\$100,000 for the work and what was involved. Kirk said that this includes area by the new nature path and up to the barn-atorium. This is a large area and the expected cost is reasonable. The area to be addressed suffered erosion following the overly wet spring season. The area to be serviced does not include the area we use for large event parking.

The meeting was adjourned at 8:51 p.m.

The next meeting is a general meeting on September 9<sup>th</sup>.

Respectfully submitted by Kim Shapiro, Secretary

8-14-19