

Recreation & Parks Committee

1. Purpose:

The Recreation & Parks Committee is responsible for advising the Recreation & Parks Department concerning the care and management of the town's recreation programs and facilities.

2. Background:

The Committee was established to ensure high quality recreation in the Town of Williston. Currently the Town maintains 4 active parks (Village Community Park, Brennan Community Park, Rossignol Community Park, and Allen Brook Community Park. The Town first established a Recreation Committee in the in the mid to late 1960's. On March 6, 1972, the Town voted to hire a part-time recreation director for \$1,000. In support of this addition to their budget, they stated that there was "...a great need of organized recreational programs in town. ...By hiring a director, we hope to organize additional programs for all segments of the town. In addition, a director should give much better supervision of the present and future recreational facilities..." (Annual Report 1971). The first full-time Recreation Director was hired in fiscal year 1996.

3. Membership:

There shall be not less than seven, nor more than eleven members appointed by the Selectboard for staggered term of three years. All members shall be residents of the Town of Williston.

4. Charge:

The Recreation & Parks Committee shall have the duties and responsibilities as listed below, which may be revised or amended from time to time by the Selectboard. The Town Manager retains authority over administrative matters relating to the Recreation & Parks Department and the Selectboard retains authority on policy issues.

- 4.1. Serve an advisory function on policies and programs relating to the Town recreation programs and active parks;
- 4.2. Assess satisfaction with active recreation programs and facilities;
- 4.3. Assess the needs of the community for active recreation programs and facilities;
- 4.4. Develop recommendations on facilities needed to address needs;
- 4.5. Seek to maximize the use of both public and private efforts in developing well-rounded and functional recreation programs and facilities;
- 4.6. Advise in developing guidelines, policies and/or regulations for the use of recreation facilities and for recreation programs;
- 4.7. Review capital budget and operating budget proposal each year. This should include assisting in developing a five-year Capital Budget;
- 4.8. Informally advise in the hiring of Department Personnel;
- 4.9. Assist in maintaining communication with organizations in order to establish consistent policies and cooperation;
- 4.10. Assist with submitting an annual report to Selectboard by December 30th of each year:
and

4.11- Other tasks or duties deemed necessary by the Select Board, Town Manager or Recreation Director to assist the department.

5. Officers:

Officers of the Williston Recreation & Parks Committee shall consist of a chairperson, vice-chairperson, and a secretary selected annually by a majority vote of the committee. This vote will take place at the first meeting after the start of the fiscal year (July 1st).

5.1. Chairperson - It will be the duty of the Chairperson to reside at all meetings of the committee, to sign such official papers as may be required, to appoint committees and to call special meetings of the committee when needed. The Director will prepare an agenda in consultation with the Chairperson for distribution to the committee members prior to each meeting.

5.2. Vice Chairperson - The vice-chairperson will perform the duties of the chairperson in the latter's absence.

5.3. Secretary – The Secretary will keep an accurate record of the proceedings of the committee and take notes at each meeting of the Committee. Agendas and minutes will be prepared in accordance with state law with assistance from the Director and provided to the Town Clerk for filing.

6. Sub-Committees:

The Recreation & Parks Committee may form and appoint Sub-Committees on an as-needed basis.

Revised April 2022

Williston Selectboard

Terry Macaig

Jeff Fehrs

Ted Kenney

Gordon St. Hilaire

Greta D’Agostino