

\*\*\* Unapproved \*\*\*

**DERBY RECREATION COMMITTEE \*\*\*MINUTES\*\*\* March 20, 2021**

**PRESENT:** In Person: Karen Chitambar, Adam Patten, Gwen Bailey, Ralph Monticello, Ann Kelley, Ruth Duckless, Bob Kelley, Remotely: Vicky Lewis, Dan Lewis, Peter Auclair, Tara Patten, Julie Gunn.

**MEETING CALLED TO ORDER:** Karen opened the meeting at 9:00 AM

**PUBLIC COMMENT:** None.

**NEW BUSINESS:**

**Introductions** – Everyone introduced themselves.

**Expectations of the Committee and Scope of the Work** – Karen read the Job Description to everyone:

Derby Parks & Recreation Committee  
Job Description and Qualifications

**Purpose of the Committee:**

The Parks & Recreation Committee serves as an advisory board to the Derby Selectboard on issues pertaining to parks and recreation. The Committee has no official authority to establish, create, pass or enforce any of the park rules or activities without express consent of the Selectboard.

The Parks and Recreation Committee assumes a major role in developing a sense of community and enhancing the resident's quality of life by providing social and recreational programs to residents of all ages by organizing and hosting special events.

**Functions of the Committee:**

1. Members will help coordinate/plan community events and voluntary community projects in the Town.
2. Review current parks and recreation facilities and programs in the Town to determine additional needs, and submit recommendations pertaining to facilities to the Selectboard.
3. Provide and gather input and ideas on parks and recreation related long-range plans and goals.
4. Serve in an advisory capacity to the Select board for the location, construction, maintenance and funding of parks and recreation facilities.
5. Review all parks and recreation related matters submitted by the Selectboard.
6. Make recommendations to the Selectboard on operating and capital budget needs as well as fees and charges for Town owned recreation facilities and monitor the a recreation budget throughout the year.
7. Promote maximum utilization of parks, recreation facilities and programs.

**Eligibility for appointment:**

All members of the Parks and Recreation Committee must be residents of the Town of Derby.

All applicants are expected to have an interest in developing and maintaining Derby parks and recreational facilities and working with the Selectboard, other committee members and the general public to plan for future improvements in parks, recreational facilities, programs and a wide variety of related project for the enjoyment of all the residents of the Town.

Formal education in the field is not necessary.

Karen also explained that volunteers are vital to a successful parks and recreation program and we will always be in need of a helping hand.

**Appointment** - No appointments were made.

**Budget** – Karen explained that there is \$17,659 in the Recreation budget and Bob added that most all of it is earmarked for known expenses.

**Gathering Community Input** – There was a general discussion of community facilities and the need to find out which facilities people are using and what other recreational opportunities residents would like have available. Ann briefly discussed her idea for a potential new park in Derby Center. Peter briefly discussed having cross country skiing and snowshoeing trails in the Town Forrest. Ideas for gathering information included: Paper & online surveys, one on one conversations, social media, newspaper articles. A goal would be to seek input from all age groups. It was thought that the Town should have a Derby Parks & Recreation website and facebook page. Google forms would be a good way to do an online survey. Potential ways to distribute a paper survey included: mail with the tax bills, handed out at the recycling center, distributed at the schools, thru the Agency on Aging, daycares, handed out at businesses, and in the newspaper. Information to gather might include: name, age, facilities currently used, access issues, what additional facilities are desired, and additional questions about desired features for a potential new park in Derby Center. Everyone would like to see a survey started before the next meeting.

**Set Meeting Dates and Times** – It was decided to meet again on Saturday, April 10, 2021.

**ADJOURNMENT:**

The meeting was adjourned at 9:45.