

*** 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.

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DERBY PARKS & RECREATION COMMITTEE *MINUTES*** April 10, 2021**

PRESENT: Karen Chitambar, Adam Patten, Gwen Bailey, Ralph Monticello, Ann Kelley, Ruth Duckless, Bob Kelley, Peter Auclair, Julie Gunn, Jim Shelp, Nichole Gratton.

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

PUBLIC COMMENT: None.

NEW BUSINESS:

Appointments – Karen appointed Julie Gunn, Ann Kelley, Gwen Bailey-Rowe, Ralph Monticello, Ruth Duckless, Peter Auclair, Adam Patten, and Vicky Lewis to the Parks and Recreation Committee.

Survey – The Committee reviewed the results to date of the Survey about existing facilities and potential park.

Site Visit – Poulin Land – The Committee walked the land and Bob explained the appropriation the Town applied for with Representative Welch. Other uses for the land were discussed including a field house, playground, gazebo, etc...

Set Meeting Dates and Times – It was decided to meet again at 9:00 AM on Saturday, May 1, 2021.

ADJOURNMENT:

The meeting was adjourned at 9:45.

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DERBY PARKS & RECREATION COMMITTEE *MINUTES*** May 1, 2021**

PRESENT: Peter Auclair, Julie Gunn, Karen Chitambar, Bob Kelley, Ruth Duckless, Nicole Gratton, Ralph Monticello, Ann Kelley, Jim Shelp, Adam Patten

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

PUBLIC COMMENT: None.

NEW BUSINESS:

Minutes - The committee approved the minutes from the April 10th Meeting.

Survey - The town recreation survey data was reviewed and items were categorized based upon, immediately actionable, review in the near future, and possible long term planning. Committee members agreed to gather information regarding Action Items for the next meeting.

Immediately actionable: Disc golf (Peter will look into pricing), Possible fundraising and Grants (Ruth), Website update and list of resources (Gwen), Parking options at rec locations (Karen and Bob), Play structures for the Green (Julie), Trail maps, Swimming Lessons for Salem (Peter and Julie), Farmer's Market on the Green (Nicole, Karen), Indoor Walking, Campsites for NFCT (Karen, Bob).

For Review: Children's Programming, Additional Playscapes

Long Term: Indoor facilities, Town forest access, Expand holiday events, and Yard Sales

Site Visit - An optional site visit to the Town Forest was conducted. Peter highlighted several areas where the trails he has been cultivating could be efficiently improved and the parking options explored.

Next Meeting – 9:00 AM on Saturday, June 5, 2021.

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DERBY PARKS & RECREATION COMMITTEE *MINUTES*** June 5, 2021**

PRESENT: Curt Brainard, Cam Green, Ruth Duckless, Peter Auclair, Adam Patten, Bob Kelley, Karen Chitambar, Gwen Bailey-Rowe, Ralph Monticello.

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

PUBLIC COMMENT: None.

NEW BUSINESS:

Parade: Curt Brainard provided an overview of Fourth of July Parade responsibilities.

The committee will recommend to the Select Board that the town pilot organizing the parade this year, if in a more limited capacity due to timing.

Action items:

Bob Kelley submitted the park grant to Bernie Sanders office.

The town is enhancing the Town Forest road to a lane and a half with some additional drainage.

Peter Auclair has constructed a disc golf course at Derby Elementary.

Ruth volunteered to gather links and town resources to add to the town Websites rec page.

There will be swimming lessons offered through the SU encore program at Salem Lake.

The Farmer's Market is in discussion for next year.

Pricing and style of play spaces for the green needs to be submitted to the select board

Peter Auclair may start hosting rec league volleyball at the beach house.

Next Meeting – 9:00 AM on Saturday, June 19, 2021.

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DERBY PARKS & RECREATION COMMITTEE *MINUTES*** June 19, 2021**

PRESENT: Julie Gunn, Curt Brainard, Ruth Duckless, Bob Kelley, Karen Chitambar, Gwen Bailey-Rowe, Ralph Monticello.

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

PUBLIC COMMENT: None.

NEW BUSINESS:

Parade: Curt provided another overview of parade expectations. Tasks were assigned.

Next Meeting – 9:00 AM on Saturday, July 17, 2021.

*** Unapproved ***

DERBY PARKS & RECREATION COMMITTEE *MINUTES*** September 25, 2021**

PRESENT: Ruth Duckless, Bob Kelley, Karen Chitambar, Peter Auclair

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

PUBLIC COMMENT: None.

NEW BUSINESS:

The Select Board Approved adding the Clyde River Park as a Northern Forest Canoe Trail Campsite

They also approved allowing non-profits to utilize the Beach House for fundraising.

Two grant applications in progress. One includes the park project and one includes a provision for the tennis courts, fishing pond and bike path connector.

The road to the Town Forest has been improved, looking to stake it off for parking after the dirt piles are spread.

Items to bring to Select Board include purchasing some disc golf baskets for the Town Forest, tent platforms for the Clyde River Park, a storage shed for the Town Forest and a conservation assessment of the Town Forest which would look to identify historic sites.

A shared document to post town resources will be created.

Next Meeting: October 23, 2021