

## TOWN OF MIDDLEBURY PARKS AND RECREATION COMMITTEE

### Annual Review

- **Current Mission Statement**

The Middlebury Parks and Recreation Department (MPR) shall provide lands, facilities and services for community members of all ages and income level. It shall provide programs for both sport and leisure. MPR shall serve as instructor, facilitator and partner in efforts to promote and improve quality of life for participants. MPR will work with an involved public and business community to provide a healthy and aesthetically pleasing environment with opportunities for cultural growth. MPR should be flexible enough to meet the changing needs and tastes of the community, while finding creative ways to deliver recreation programs and facilities that are affordable to the residents of Middlebury.

- **Committee Membership and Terms**

Parks & Recreation Committee				
Member	Representing	4/2017	4/2018	4/2019
Greg Boglioli (chair)	E. Middlebury			
Mark Wilch	Midd At-Large			
Carl Robinson	Midd At-Large			
Vacant	At-Large			
Elain Hammond	ID #4			
Bill Ford	Mem Sports Ctr			
Farhad Khan	Selectboard			

Ex-Officio Members	Representing
Tricia Allen	Ilsley Library
Colby Benjamin	Addsn Cnty Teen
Terri Arnold	P&R Director
Bill Kernan	Director PW Ops
Kathleen Ramsay	Town Manager

**(Review committee makeup/participation/attendance)**

- **Attendance at Meetings**

A member must not miss three meetings and will be asked to resign if two in a row are missed.

- **A Chair and a Vice-Chair will be selected each year to support the role of the Director (ex-officio)**

- Chair, Gregg Boglioli
- Vice Chair, recently vacated by Donna Donahue
- Secretary, rotating among committee members

- **Non-resident members are permitted on the committee, so long as they do not constitute a majority of the members. For a board of seven (7) members, no more than two (2) non-resident members are recommended.**

- **Committee Duties**

The Parks and Recreation Committee shall meet on a monthly basis and will act in a purely advisory capacity to the Selectboard. The stated primary function of the Committee is to expand and enhance the recreational opportunities for the residents of the Town of Middlebury.

In order to accomplish the identified task, the Chair of the Committee will provide suggestions and recommendations to the Selectboard in relation to the following:

1. A review of the sports and recreational programs in the Town of Middlebury in an effort to encourage increased participation levels, high quality volunteers, relevant and effective programming, efficient use of municipal resources and other issues related to the sports and recreation programs.
2. A review of the condition and maintenance of the municipal sports and recreational facilities and recommendations for capital improvements, new or additional facilities, and proper maintenance of existing facilities.
3. The efforts to seek funding through federal, state and local grants, sports and recreation foundations, community contributions, charitable donations and endowment funding opportunities. All fundraising efforts must be approved by the selectboard before initiated by the committee. **(Review attached "New Facilities/Amenities & Fundraising" policy).**

4. Opportunities to expand the parks and recreation opportunities in the Town of Middlebury and surrounding areas. The efforts to seek partnerships and collaboration with organizations that provide amenities that the Town of Middlebury cannot efficiently or realistically provide to its residents.
5. The efforts to take a holistic approach to parks and recreation that encourage activities for all ages and income levels, physical abilities, and interests.
6. Strategies to expand beyond typical sports activities to include non-traditional sports, non-sporting activities and all forms of recreation and relaxation.

**(Review suggested subcommittees)**

1. Facilities and Equipment
  - a. Survey and Inventory
  - b. Long term building plan (repairs, upgrades, etc.)
  - c. Budget
2. Parks
  - a. Survey and Inventory
  - b. Long term plan
  - c. "Friends of" program
3. Outreach and Activities
  - a. Website
  - b. Guides
  - c. Events
  - d. Marketing
4. Staff and Volunteers
  - a. Reviews
  - b. Hiring
  - c. Wages
  - d. Temporary labor training

• **2016 Goals**

1. Develop an efficient, integrated and affordable staffing plan for the department, including all aspects of administration; building cleaning, maintenance and repair; pool operations and maintenance; and parks and grounds maintenance.
2. Oversee the management of the FY17 (July 1, 2016 – June 30, 2017) budget for the department.
3. Assist with the preparation of the FY18 operating and capital budgets for the department.
4. Assist with the development of a comprehensive program and facilities plan for the department.

5. Develop and implement an efficient subcommittee structure.

**(Review attached FY17 Goals and Objectives Performance)**

• **2017 Goals**

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2. \_\_\_\_\_
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9. \_\_\_\_\_
10. \_\_\_\_\_

• **Additional Topics**

- Fundraising policy and procedures not associated with new projects, facilities or amenities. Such as scholarships, donations for specific/existing programs, targeted in-kind donations of services, etc.
- Continued input from director and staff on current needs, problems, program changes, successes, etc.
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