

PARKS & RECREATION PROPOSED PROCEDURE

Approved October 4, 2016

PROJECTS INVOLVING NEW FACILITIES/AMENITIES & FUNDRAISING

All requests for new facilities or amenities must be approved by the Parks & Recreation Committee at a regularly-scheduled meeting with the request listed as an agenda item on the warned Agenda for the meeting.

Requests for new facilities or amenities should be submitted to the Parks & Recreation Committee at least one week in advance of the meeting and should include a complete narrative of the project, including:

- name(s) of person(s) responsible for the project
- a description of, and rationale for, the proposed project, including the specific and quantifiable business and/or community drivers creating the need for the project
- a timeline for all steps of the project, from planning through construction
- a proposed budget, including all revenues (including donations and fundraising), expenses (including budget lines that will be impacted), and anticipated staffing costs (if any)
- an estimate of the amount of staff time required to develop the project
- an assessment of potential headcount impacts (if any) for additional PT/FT staff needed to support the project, once it is up and running
- a projection of the yearly cost of maintenance and long-term upkeep

The Parks & Recreation Committee may decide to: 1) approve the proposal as submitted; 2) approve a revised proposal, based on input of the Committee, staff, applicant and/or public; 3) request additional information; or 4) reject the proposal.

If the proposal is approved by the Parks & Recreation Committee, the Parks & Recreation Committee will present its recommendation to the Infrastructure Committee, which will review the proposed project and prepare a recommendation regarding funding for the project to the Selectboard.

Once the Parks & Recreation Committee and Infrastructure Committee have finalized their recommendations on the proposed project, the Parks & Recreation Committee will present the proposal to the Selectboard and the Selectboard will make an independent assessment of the project at its next regularly-scheduled meeting.

If the proposal is rejected by the Parks & Recreation, the applicant may choose to appear before the Selectboard when the Committee reports on its meeting to the Board.

No fundraising or solicitations for new facilities or amenities may take place until such time as the project is accepted by the Selectboard and fundraising is authorized.