

# Minutes from Parks & Recreation Committee

October 3, 2017, 5:30 pm, Town Offices – Lg. Conference Room

Present: Mark Wilch, Carl Robinson, Megan Mayo, Megan Curran, Bill Kernan, Terri Arnold, Farhad Khan, Elaine O.-Hammond, Bill Ford, Greg Boglioli

Absent: Colby Benjamin, Tricia Allen

Guests: None

Meeting called to order at 5:36 pm

- ✓ Motion to approve minutes from August 1 meeting
- Motion to approve agenda for October 3 meeting

## **Director and Administrative Report:**

Terri highlighted items from the Director's report and Program Coordinator Report

## **Parks Master Planning Sub-Committee**

- **Carl Robinson** gave an update on the Recreation Park Master Plan and Survey.
- Several suggestions were made for revisions of the survey and how it could be distributed with the new map Bill Kernan created including: Existing facilities, proposed new facilities, and proposed changes.

*The survey will hopefully bring public input and help us define any future assets/additions, Plan any asset changes or deletions and eventually Develop an asset maintenance plan.*

*Community Input - Link the survey and map together on The Town of Middlebury web site (Bill K. will ask Beth or Chris E. about doing this), Parks and Recreation web site, Middlebury Parks & Recreation FB page, Front Porch Forum and paper copies in the Rec Building lobby. The survey will be available for one month.*

## **Outreach and Activities Sub-Committee**

- If Terri and Brian could participate in subsequent meetings, so that the sub-committee understands more readily how they can help staff in the areas of Outreach and Activities.
- Terri and Brian will attend the next meeting of this sub-committee.
- Terri has two initiatives to bring forward: 1) Come Alive Outside Passports and Children's Day, Sept. 2018

## **Staff and Volunteers Committee**

- Megan Curran and Megan Mayo reviewed the Town Pool and Camp Kookamunga interviews they performed with staff. Both Megan's gave very clear indications of areas that could help personnel and operations such as Policy & Procedure Manuals; Protocols; Handbooks
- Review and revamp the ratios of kids to lifeguards during the peak hours of the day
- Review and revamp number of lifeguards needed during the course of a day
- Improve communication with Camp K. counselors and look at hiring older counselors as well as younger counselors.

## **Budget Report:**

Bill Kernan declined due time but will send something out.