

Governance Guide – Waterbury Recreation Committee

May 1, 2017

Addresses:

Main Office:

28 North Main St

Waterbury VT 05676

Telephone: (802) 244-7033

Alternate Site: Recreation Building at Anderson Field/Pool

Email: Recreation@WaterburyVT.com

I. Mission:

The Mission of the Waterbury Recreation Committee is: to bring together citizens to discuss and to identify potential improvements and expansion of recreational opportunities in Waterbury; collaborate with elected officials and municipal staff to develop and support on-going and new recreational programs; advise Town Officials and appointed staff on community consensus related to recreational needs, including improvements or additions to facilities and to provide updates on recreational events and activities and to assist in the implementation of activities.

II. Meetings:

The Committee shall hold regular meetings at such times and places as appropriately warned. The committee shall meet not less than six meetings each calendar year. All meetings shall be open to the public and held on not less than 48 hours' notice to members.

Meetings must be warned in accordance with the state's Open Meeting Law. A majority of members must be present for an official meeting to be conducted. As the Recreation Committee is an advisory committee, an action may be taken provided a simple majority of members, when a quorum is in place, vote to approve that action.

Meeting Procedures: (taken from Select Board Rules of Procedures)

- a. **Purpose:** The Rec Committee is required by law to conduct its meetings in accordance with Vermont Open Meeting Law. 1. V.S.A. § 310-314. Meetings must be open to the public at all times. At such meetings, the public must be afforded reasonable opportunity to give its opinion on matters considered by the Rec Committee so long as order is maintained. Such public comment is subject to the reasonable rules established by the Chair of the Committee. 1.V.S.A. § 312(h).
- b. **Application:** This policy setting forth rules of procedure for Rec Committee meetings shall apply to all meetings.
- c. **Procedures:**
The Chair of the Rec Committee, or in their absence, the Vice-Chair, shall preside at all Rec Committee meetings. If both Chair and Vice-Chair are absent, a member selected by the Committee shall preside at the meeting. The Chair shall rule on all questions of order or procedure and shall enforce these rules as required by 1.V.S.A. §E12(h).

III. Membership/Terms:

The Committee will be made up of a maximum of 11 members. The Committee shall include the Waterbury Recreation Director as a non-voting member who is not included in the 11-member maximum.

Committee terms shall be for three (3) years and appointments will be made on a staggered basis and expire on April 30 of each year.

Members may serve a maximum of three consecutive terms (i.e. 9 years) before a member must be absent from the Board at least one year before being eligible to be considered to serve again.

A member appointed to complete an unexpired term may be considered for reappointment to an additional three-year term, without any absence from the Committee.

The Town of Waterbury Select Board appoints members after submission of a letter of interest and qualifications for membership.

This is a volunteer group and, as such, no members shall be compensated for their committee time.

Intra-term resignations will be sent to the Town Clerk and the position vacancy will be posted.

The Town Clerk maintains the expiration dates of members.

Vacancies on the committee are filled via public notice.

The committee may ask the select board to immediately terminate a member's term if a committee member misses three consecutive meetings, without excuse and the Select Board shall direct the Town Clerk to post the vacancy.

Upon appointment to the Committee, members will receive a copy of this Governance document and be required to sign an acknowledgement of receipt.

IV. Officers:

Chair, Vice-Chair, and Secretary

Chair - organizes meetings, sets agenda. Responsible for sending advance notice of meeting to the Town Clerk for posting on website; acts as a source of public communications regarding Recreation issues after consult with Committee.

Vice-Chair - takes minutes in the absence of the Secretary, fills in for Chair, successor to Chair.

Secretary - Takes minutes; is responsible for sending approved minutes to Town Clerk for posting on website and as provided by law. (Also See VI. Reporting)

Note – there is no Treasurer as any and all funds raised by this Committee belong to the Town. (See Section VIII below for details on Funds and Donations.)

V. Duties and Powers:

The Town of Waterbury Select Board authorizes the Committee to act as a Committee dealing with Recreational issues.

The Committee shall attend Select Board meetings upon request and as defined in Section VI-Reporting.

The Committee is not authorized to spend town funds.

VI. Reporting:

The Committee shall provide for the taking of minutes of all regular and special meetings and submit a draft to the Town Clerk for posting within 5 calendar days of the meeting. The minutes must include; the names of all members present, and when possible, the names of any visitors or members of the public who attend; all motions made and the results of all votes taken.

The Town Clerk or designee shall post the final approved Committee minutes on the Town of Waterbury's website.

A representative from the Committee shall be available to meet with the Town of Waterbury Select Board at least semi-annually, or more if activities demand or at the request of the Select Board, to discuss Committee activities, goals and progress. Representatives will also meet with staff of the town as needed and no less than quarterly.

VII. Funds and Donations:

The Committee from time to time may perform fundraising activities. Any funds raised by the committee become assets of the town, which may be deposited into the Town's general operation fund or into the Recreation Capital Improvement Fund, depending on the purpose of the fund raising campaign. Any request for funds for Recreation projects, not already included in the town's annual budget must be presented to the Select Board Budget/ Capital Improvement Projects (CIP)

The Town of Waterbury's Recreation Director submits proposed operating and capital recreation budgets to the Municipal Manager with input from the Committee as follows:

Annually, by November 15th, the Committee with input from the Town Waterbury's Recreation Director and Public Works Director will develop operating and capital budgets for the Recreation & Parks Department. The budgets will include programs and projects the Committee considers necessary to fulfill the recreation needs of the town. As part of the process for capital spending, the Committee will attach cost projections to each item and prioritize the list from greatest need downwards, prior to submission to the municipal Manager. The Municipal Manager will work with the Recreation Director and with the Recreation Committee and will amend the budgets, if necessary, which will then be presented to the select board. The select board will make final adjustments to the budgets, as necessary and present the budgets to town voters at Annual Meeting. The Recreation Director presents the final budget to the Recreation Committee after final approval.

VIII. Ad-Hoc Committees

The Recreation Committee may form ad-hoc committees to assist in completing projects, recruit volunteers to assist in events, and perform research as needed. Ad-hoc committees are usually temporary in nature. While the ad-hoc committee members are not members of the Recreation Committee, and do not vote, they may attend meetings as needed.

Special Programs and Events From time to time, a group individuals or a community organization may propose a special recreation program or event (event) that, while not run by the Waterbury Recreation Department, receives permission from the select board to be held on town property with assistance from municipal staff. The Recreation Committee, in part or in whole, may take part in planning, organizing and running the event. For the purpose of providing property, casualty and liability insurance for these events, the town shall be considered a co-sponsor of these events. An event or an element of the event, as described in this section, may be held on private property, and with explicit permission from the select board, the town may agree to provide insurance as requested by the owner of said private property, if the town is able to meet the conditions of its insurer.

The collection of revenue and all expenses related to such special programs or events shall be the responsibility of the group or organization that is sponsoring the event and shall not be the responsibility of the town. However, if approved by the select board, the town may act as the fiscal and purchasing agent for the special program or event and the Municipal Manager shall ensure that all procurement policies and accounting practices of the town are executed.

If a special program or event, as described is intended to be a fund-raising event to benefit the Town of Waterbury, its facilities or a program operated by its Recreation Department, the select board shall be informed of and approve the specific proposal before the special program or event is planned.

A Memorandum of Understanding (MOU) between the organizers of a special program or event and the Town of Waterbury will be drawn and executed describing the special program or event, the role of each party in conducting the program or event and how funds or property donated to the town as a result of the event, if any, shall be used by the town.

The groups or organizations conducting special programs or events will provide periodic updates regarding the event, to the Recreation Committee and to the Recreation Director to provide information as to timing, use of resources, requests for assistance, etc. The Recreation Committee and Recreation Director shall provide periodic updates about the special programs or events to the Municipal Manager and the select board.

IX. Communications

No public communications regarding Committee activities should be made by individuals of the Committee without prior vetting by the Committee.

X. Changes to the Governance Document:

Amendments to this Governance Document shall be made by vote of the select board after receiving input from and having discussions with the recreation Committee.

Approved by the Select Board on May 1, 2017