Town of Fair Haven THE SLATE CENTER OF THE NATION • CHARTERED OCTOBER 27, 1779

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Recreation Committee Membership Policy

Adopted April 28, 2014

Establishment. Pursuant to 31 VSA §203, there is hereby created the Fair Haven Recreation Committee, the members of which shall be appointed by the Selectboard, and shall consist of seven (7) members, who must be Fair Haven citizens and residents. Citizens and residents of West Haven, VT who have children participating in Fair Haven's recreation programs are eligible for appointment to one (1) seat on the committee.

Membership. The initial membership of the committee shall be appointed, respectively, for terms of two 1-year terms, three 2-year terms, and two 3-year terms. Thereafter, all such appointments, except to fill vacancies, shall be for 3-year terms or until a successor is appointed and qualified. This would be done by asking residents of Fair Haven for letters of interest via any form of media the Selectboard chooses, including but not limited to postings in/on local newspapers, bulletin boards, webpage, FaceBook, Front Porch Forum, and other areas convenient to the public at-large. All appointments for the purpose of filling vacancies, other than by expiration of a term of office, shall be for the unexpired term.

Members serve at the pleasure of the Selectboard.

The Town Manager and the Baseball and Summer Recreation Program Directors shall serve as ex officio, non-voting members of the committee. However, their presence at any meeting shall not be considered in determining a quorum of the committee.

Immediately after initial appointment, committee members shall meet and elect a Chair, Vice-Chair, and Secretary. Thereafter, annually no later than by April 30, the committee shall hold a re-organizational meeting to elect said officer positions.

Conduct of Meetings. As determined at its annual re-organizational meeting, the committee shall hold regular meetings according to a designated time and place. All meetings of the committee shall adhere to Vermont's Open Meeting Law. *Robert's Rules of Order for Small Boards*, shall generally define the committee's method of conducting business, unless superceded by any of the sections of the policy herein. The committee shall keep a written record of all its proceedings. No less than four members shall constitute a quorum.

Vacancies. A vacancy in the committee shall occur when any member shall fail to be present at any three (3) consecutive regular meetings or twenty-five percent (25%) of such meetings in any year running April 1 through March 30 the following year, unless such absence is excused by action of the Selectboard. The Selectboard, at its sole discretion, can appoint an individual to fill a vacancy.

Manner of Performing Powers and Duties. The committee is partly convened to assess the long term recreational needs of the Town's youths and adults. As designated by the Selectboard, the committee shall develop, review and make recommendations to the Selectboard it deems necessary to meet the Town's recreational long term goals. The powers and duties of the committee shall be exercised and performed as herein provided and shall be in conformity with applicable Vermont law.

The committee, beyond the responsibilities of the Baseball and Summer Recreation Program Directors, are enabled to implement additional recreation programs. However, that effort must be within approved budget line items and be based as much as possible on revenue sources that are non-property tax based (e.g., fee based, fundraising, donations, grants, etc.) Such programs shall be subject to Selectboard approval including their costs and the programs need to be included as part of the committee's long term goal recommendations to the board.

The committee is expected to adhere to Selectboard policies (e.g., Purchasing Policy).

It's expected that the committee will report to the Selectboard at least quarterly.

Responsibility for Recreation Areas. Under the Supervision of the Town Manager, recreation staff (e.g., Baseball and Summer Recreation Program Directors) shall be charged with the control, development, management, operation and maintenance of the Town's system of recreation areas and facilities. Also, staff shall be charged with the supervision and maintenance of playgrounds, playfields, recreation centers, and other recreational activities. With Town Manager approval, staff shall have the power to expend Town appropriated funds and other funds donated or bequeathed for Town recreation. Staff shall be charged with the responsibility of providing an adequate, safe and wholesome recreation program regardless of age, sex, disability, color, race, national origin, or religion.

Powers & Duties of the Director(s).

1. The Director(s) reports to the Town Manager.
2. The Director(s) shall have the power to conduct outdoor and indoor recreation activities at their respective locations and shall have the overall general charge of the activities' content and its participants. Such power shall be outlined in a Job Description approved by the Selectboard along with an employment contract executed between the Town Manager and the respective Director.
3. With Town Manager approval, the Director(s) may enter into contracts that carry out the long-term recreational goals approved by the Selectboard and shall have such other powers and duties as necessary to properly administration the Town's recreation programs.

Budget & Financial Accountability. Annually, the committee and the Director(s) at a time designated by the Town Manager shall submit to the Town Manager a proposed expenditure and revenue budget for the ensuing fiscal year to be approved in whole or part by the Selectboard. The committee and the Director(s) shall operate within the budget, as approved, and expenses there of shall be payable by the select board, subject to the Town's financial policies (e.g., Purchase Order process, Purchasing Policy and Credit/Charge Card & Charge Account Policy).

Reports. The committee and the Director(s) at a time designated by the Town Manager shall annually make a written report relative to their respective work for inclusion in the Town Report. Each shall also submit such other reports as may be requested from time to time by the Selectboard and the Town Manager.

Office to be Established; Records to be Kept. The committee and Director(s) shall keep accurate records of their work. The committee Secretary shall keep a record of meeting minutes and other documentation necessary to carry out the committee's tasks. The Director(s) shall keep accurate records of that office's procedures and accounts. Such records shall be considered public.

Gifts, Bequests and Donations. The committee and the Director(s), with prior knowledge of the Town Manager and Select board, may solicit or receive gifts or bequests or other personal property or any donation to be used, principal, or income for the recreation purposes granted by the Selectboard and within the bounds of the Town's policies.

Adopted this 28th day of April, 2014 by the Fair Haven Selectboard.

Christopher Cole, Chair

Bob Richards

Jeffrey Sheldon, Clerk

David Ward

Rod Holzworth, II

Town of Fair Haven, VT
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Current Membership:

Name:	3-Year Term Ends:
Melinda Eaton	March 2015
Kim Ezzo	March 2015
Dave Camara, Jr.	March 2015
Suzan Langmaid	March 2016
Michelle Murray	March 2016
Patrick Szabo	March 2017
Vacant	March 2017

All seats vacant as of 04/28/2014.