

**Board of Selectmen
Town of Stowe, Vermont**

DUTIES & RESPONSIBILITIES OF THE RECREATION COMMISSION

WHEREAS, the Town voted to establish an elected Recreation Commission by vote on Article 17 of a Town Meeting held on March 4, 1947; and

WHEREAS, it is presumed the elected Recreation Commission became subject to appointment by the Selectmen upon the adoption of the Charter of the Town of Stowe by vote on Article 4 of a Town Meeting held on March 6, 1979; whereby the Selectboard is delegated under the provisions of the Town Charter to appoint such commissions as it deems to be in the best interests of the Town; and

WHEREAS, the Selectmen and Town Manager are authorized by the Town Charter to establish, organize, operate and supervise Town Departments such as the Parks & Recreation Department, to include oversight of Town staff, programs, special events and facilities; and

WHEREAS, the Selectmen seek to clearly define the duties and responsibilities of the Recreation Commission under the provisions of 31 VSA Chapter 5;

NOW, THEREFORE, the Board of Selectmen hereby resolves as follows:

1. The Recreation Commission ought to be deeply interested and concerned about the ability of the Town to provide high quality and affordable leisure programs, activities, special events, youth sports and recreation facilities which meet the needs of the Town's residents and visitors.
2. The Recreation Commission shall provide leadership and enthusiasm to foster community involvement.
3. The Recreation Commission shall be responsible for the periodic up-date of the Town Recreation Master Plan which shall be a component of the Town Plan. Said plan shall include, at a minimum:
 - (a) an inventory of town-wide recreation resources;
 - (b) an evaluation of the condition of those resources;
 - (c) an analysis of community recreation needs along with a description of how those needs are being administered;
 - (d) an outline of goals and objectives,
 - (e) recommendations for future action.

Amendments shall be made as deemed necessary by the Commission or upon request of the Planning Commission. The Selectmen shall assign the Parks & Recreation Director to provide technical assistance and serve as staff to the Recreation Commission for this endeavor.

4. The Recreation Commission's primary responsibility shall be to advise the Selectmen on the state of recreation in the Town with an eye towards future community needs. In addition, the Commission shall consult with the Parks & Recreation Director to provide the Selectmen with recommendations:
 - (a) for rules and regulations governing the use of public parks and recreation facilities;
 - (b) on terms and conditions for concessions and leases of Town-owned parks and recreation property;
 - (c) on current trends and Town-wide recreation facility requirements.

5. The Recreation Commission is encouraged to make recommendations and support funding requests as they may pertain to annual operating budget appropriations, multi-year capital improvement plans, long-term planning for facility development and the acquisition of Town-owned parks and recreation resources, in a manner that is consistent with the goals and objectives of the Recreation Master Plan. The Commission should also provide assistance in the pursuit of available grant funds.

6. From time-to-time, the Selectmen may request the Recreation Commission consider undertaking special projects. The Commission is also urged to request special assignments upon its own initiative.

7. The Recreation Commission shall prepare an annual report for the Town.

8. The Recreation Commission shall advise (e.g. provide ideas and act as a sounding board) the Parks & Recreation Director in the performance of his/her responsibilities in the following areas:
 - (a) leisure programs: development, evaluation, establishment of fees, volunteers;
 - (b) facilities: maintenance, acquisition, expansion, improvements, reconstruction;
 - (c) public relations: communications with other Town Officials, private individuals and civic organizations; education; advocacy; community outreach; gift solicitation; etc.

9. The Recreation Commission shall promote the use of school buildings and grounds and other public and private recreational facilities for community use and maximum accessibility.

10. It shall be expressly understood that the Recreation Commission has no authority to spend Town funds, manage Town personnel, approve the budget, enforce any rules or

regulations, establish departmental policies, bind the Town in any contractual relationship or oversee the operations of the Department of Parks & Recreation.

11. In the event of a vacancy in the position of Parks & Recreation Director, the -Town Manager may call upon one or more members of the Recreation Commission to -serve on a search committee to provide him or her advice in selecting a candidate. In accordance with the Stowe Town Charter, the Town Manager shall be responsible for and have the authority to hire the Parks & Recreation Director and all other departmental employees.

12. The Recreation Commission shall operate as a public body of the Town, in accordance with the provisions of 1 VSA 310, (the Vermont Open Meeting Law).

13. Appointees to the Recreation Commission shall normally serve a term not to exceed three years, provided, however that persons appointed to fill a vacancy shall serve out the remainder of a term. Appointees shall serve at the will and pleasure of the Selectboard and may be removed at any time upon written notice. The Recreation Commission shall consist of up to eight Commissioners appointed by the Selectboard. One of the positions shall be reserved for a student at Stowe High School and this position will serve one-year terms. A majority of the appointed members shall constitute a quorum and be necessary to take any binding action.

14. The Recreation Commission shall hold such meetings as are necessary. Each year the Commission shall, at its first meeting following the appointment of new members, elect a chairperson and other such officers to serve for one year or until a successor shall be elected and qualified. Officers may be elected to successive terms, however, the Commission is encouraged to share leadership responsibilities among its members. The Commission shall adopt its own by-laws, rules, regulations and policies for the conduct of business within its jurisdiction.

15. Subcommittees may be appointed, and subsequently disbanded, by order of the Recreation Commission as needs may arise. Such committees shall consist of - three members of the Recreation Commission and may also include one or more members of the community. Subcommittees shall report to the Recreation Commission of their work and provide feedback to the Parks & Recreation Director as may be appropriate under the subcommittee charge. Subcommittees shall have no authority to spend Town funds, manage Town personnel, approve the budget, enforce any rules or regulations, establish departmental policies, bind the Town in any contractual relationship or oversee the operations of the Parks & Recreation Department