

TOWN OF WEATHERSFIELD, VERMONT
PARKS AND RECREATION COMMISSION

POLICY AND PROCEDURES

I. PURPOSE AND MISSION

- A. The Parks and Recreation Commission is organized pursuant to Title 31, Chapter 5, of the Vermont Statutes Annotated, to study the need for, plan, and oversee improvements to, or construction of, recreational facilities in the Town of Weathersfield.
- B. It is the mission of the Parks and Recreation Commission to establish and maintain resources that provide recreation, community gathering, and natural educational opportunities to residents of all ages within the town.

II. ORGANIZATION

- A. The Commission shall consist of five (5) members, appointed annually by the Select Board.
- B. The Commission, at the first meeting after the annual appointments, shall conduct a reorganization meeting, electing a Chairperson, Vice-Chairperson, and Secretary.

III. MEETINGS

- A. The Commission shall comply with all provisions of Vermont's 'Open Meeting Law.'
- B. At its reorganization meeting, the Commission shall establish a regular meeting day, time, and location for the following year.
- C. The Commission shall publish an agenda in accordance with the Statutes.
- D. The Commission shall keep written minutes of all the meetings. Minutes of the meetings shall be approved at the following meeting, signed by the Chairperson, and submitted to the Town Clerk for recording.

IV. REPORTS

- A. The Commission shall report to the Select Board during the first month of each quarter [January, April, July, and October].
- B. The Commission shall submit an annual report for publication in the Town Report.

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V. FINANCES

- A. The Town Treasurer shall handle all funds received and expended by the Commission as authorized by a warrant issued by the Select Board.
- B. The Commission may request an update on the commission budget from the Town Treasurer at any time.
- C. The Commission may vote to recommend expending funds:
 - (1) The meeting minutes shall state the motion for expenditure [which shall include the purpose], that the motion carried, and who is to receive the monies.
 - (2) The Commission shall submit a written request for expenditures to the Town Manager, with invoices and/or receipts attached as appropriate, using the standard form developed by the Town.
 - (3) The request shall to the Select Board for approval.
- D. The Commission shall prepare an annual budgetary request in November for the following fiscal year. This request shall be submitted to the Town Manager for consideration in the annual budgetary preparation.

VI. INCONSISTENT POLICIES REPEALED

This Policy shall amend and replace any provisions of any policy of the Town of Weathersfield in effect at the time of enactment of this amended Policy governing any activity included in this amended Policy.

VII. SEVERABILITY

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this Policy, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Policy or any part thereof.

The Board of Selectmen hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be declared unconstitutional or ineffective.

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VIII. EFFECT

No section of this Policy shall be construed to supersede or replace any Vermont statute.

This amended Policy shall be entered in the minutes of the Board of Selectmen's meeting.

The foregoing amended Policy is hereby adopted by the Selectmen of the Town of Weathersfield, Vermont, this fifth day of August, 2002, and is effective as of this date until amended or repealed.

C. Peter Cole, Chairperson
Henry C. Cobb, Jr., Vice-Chairperson
N. John Arrison, Board Clerk
Daniel E. Boyer, Selector
Peter J. Skalaban, Selector