

Mountain Towns Recreation Advisory Committee Meeting
Wednesday 5/10/23
Meeting Minutes

Agenda item 1: Meeting called to order 7:03 by Kelly Pajala. In attendance: Martha Dale, Jennie Freeman, Sarah Kiefer, Kelly Pajala, Will Reed, Lisa Yrsha

Agenda item 2: Additions/deletions to the agenda:

- Add an agenda items to elect a committee chair and vice chair: unanimous agreement to proposed addition to the agenda

New agenda item: Elect a committee chair and vice chair

- Nominations for chair: Sarah Kiefer nominates Kelly Pajala as chair of this committee, Will Reed seconds. All in favor, no dissents. Kelly Pajala elected as committee chair.
- Nomination for vice chair: Kelly Pajala nominates Sarah Kiefer for vice chair. Will Reed seconds. All in favor, no dissents. Sarah Kiefer is elected as vice chair.

Agenda item 3: Public comment

- Committee members introductions
- No other comments

Agenda item 4: Set priorities for committee work

- Committee reviews the Task Priority Checklist provided in the meeting materials.
- Discussion:
 - Bullet 1: The advisory committee will make recommendations as to the relationship between the advisory committee, the Mountain Towns Rec Director and the Londonderry Select board: committee agrees this is a top priority. Discussion regarding the need to formalize the team's involvement with the hiring process and oversight.
 - Bullet 2: Detailed development of a job description and responsibilities: Committee agrees this is a top priority.
 - Bullet 3: Conduct a needs assessment in the form of a survey offered to residents of each of the participating towns about short- and long-term planning and goals: Team agrees this would be a task best completed when the position is filled in order to include the Rec Director in the survey distribution and data analysis to inform future programming
 - Bullet 4: Development of procedures such as conflict resolution, coach training protocols, concussion protocols, etc. Committee agrees this is a second/third priority. When this becomes a focus, the committee will collect procedures from existing organizations such as FBAA and West River Sports as samples to start development
 - Bullet 5: Set an initial budget for the first year, with registration fees balancing

- projected costs for programming. Committee agrees this will become a priority after the hiring of the director. Discussion of the solvency of organizations such as FBAA and West River Sports as models.
- Bullet 6: Participate in the hiring process for the Rec director. Committee agrees to be further discussed in relationship to bullet 1.
- Bullet 7: Draft an intergovernmental service agreement to establish a cost share, term length and governance structure for the recreation director position. Committee agrees this is a top priority. Will need to be reviewed by town lawyers and submitted to each town's Select Board for approval. Will asks didn't we already agree to a tax share at Town Meeting Day? Kelly responds yes, the towns agreed to raise the taxes, but the shared contract is required as a legal agreement. Sarah asks isn't there already a similar agreement for the position at the transfer station? Kelly replies yes and the town hall staff are looking for a copy of that agreement that can be shared with this committee for reference.
- Research any liability insurance needs for Londonderry for this position and any programming. Committee agrees this is a second priority
- Lisa comments that it will be important to share as much information as possible on a regular basis with Select Boards.
- Kelly asks if there is anything else to add to the task list at this time. Committee agrees not at this time.

Agenda Item 5: Discuss meeting schedule and task timeline:

- Team agrees to meet every other Wednesday night at 7:00 through the end of June and will revisit meeting schedule at that time.
- Tasks for next meeting:
 - Kelly and Lisa will work on finding a template for the intergovernmental agreement
 - Sarah and Jennie will work on developing a draft job description
 - Martha will work on coming up with a draft proposal on the relationship between this committee, the Rec Director, and the Select Board.
- Kelly will set agenda for next meeting
 - Martha asked if we have cataloged assets. Team discussion that this could be included in conjunction with the needs assessment.
- Lisa initiates discussion about team communication. Team agrees to forward draft documents by Monday prior to the next committee meeting. Team agrees if committee members working on a specific task, they will communicate directly.
- Committee agrees to forward all materials to the Winhall Select Board until there is a designee appointed.
- Review of open meeting law regarding communications. Kelly clarified that communications regarding date/time/location of meetings is acceptable. All discussion regarding committee work must occur during open meetings. Members assigned to a work group are able to communicate on the task assigned outside of an open meeting.

- Discussion of public google drive to share documents. Kelly and Martha discuss the cyber security risk. All documents at this point are in the drafting process and will be available during the public disclosure process.

Agenda Item 6: Overview of provided documents: No additional discussion from committee members

Motion to adjourn by Sarah Kiefer. Second by Martha Dale. All in favor, no dissents. Meeting adjourned at 7:56pm

Minutes respectfully submitted:

Sarah Kiefer

5/13/23