

Mountain Towns Recreation Director Advisory Committee
Town of Londonderry
100 Old School Street
South Londonderry, VT 05155
802 824 3356

Agenda

The Mountain Towns Recreation Director Advisory Committee will meet on June 6, 2023 at 7:00pm at the Londonderry Town Office Building 100 Old School Street, South Londonderry, VT 05155 and on zoom.

Present: (in person) Jason Marino, Kelly Pajala, Sarah Kiefer, (on zoom) Jennie Freeman, Becca Coleman, Will Reed, Martha Dale

1. The meeting was called to order at 7:08.
2. There were no additions and deletions.
3. There was no public comment/Visitors.
4. Minutes Approval: Jennie Freeman made a motion to approve the minutes of the last meeting. Jason Marino seconded the motion. The motion passed.
5. Review job description draft: Edits were discussed and agreed on. Sarah Kiefer made a motion to share the draft job description as edited with all of the Town's select boards. Will Reed seconded the motion. There was a brief discussion about each Town's representative being the person to share all draft documents with their respective select boards and communicate with as appropriate to get feedback. The motion passed.
5. Review interlocal agreement draft: There were minor edits discussed and agreed on. The decision about what type of dispute resolution process would be used is being left up to the select boards. Two options will remain in the draft document until they have had a chance to offer feedback. Sarah Kiefer made a motion to share the draft interlocal agreement with all the Town's select boards after edits are completed by Londonderry's Town attorney. Martha Dale seconded the motion. The motion passed. Kelly Pajala said she would send the updated draft out to the whole committee after it is edited.
6. Work on working relationship of boards and employee doc: At Kelly Pajala's request there was a discussion about the structure of this document, as it is yet to be drafted. Things brought up for consideration to be addressed in this policy are the roles of the Londonderry select board as the hiring municipality, each of the Town's select boards, the advisory committee and the employee in relation to one another. Who will be points of contact for each relevant entity and how will communication flow between everyone involved. Will the Londonderry select board or the advisory committee act as the human resources entity. How can the advisory committee go into executive session if there are sensitive disputes that need resolution? Martha Dale suggested sharing the VLCT video on Open Meeting Law. How many and under what circumstances will the Rec Director attend advisory committee meetings? If there is an issue the Rec Director needs the advisory committee's help in resolving how quickly should there be a written response to a request to meet and how quickly should a meeting be warned? How will the advisory committee participate in performance reviews? How best to set communication expectations with West River Sports and FBAA to help support the Rec Director? How can we follow best practices for managing an employee by committee? Kelly thanked the committee for all the questions and discussion and will start drafting this document.

7. Review policies from West River Sports and FBAA for use by the Town of Londonderry:
There was a review of several policies from FBAA and West River sports including a medical release, Parent code of conduct, background check and concussion test policy. Jennie and Sarah will work on adapting these policies for our purposes. Sarah will reach out to other Towns to review their policies. Kelly will see if VLCT has any sample policies available. Jason mentioned discussing a contribution or volunteer policy for parents. That idea will be added to the next agenda for further discussion.
8. The meeting adjourned at 8:20.

Next meeting June 20, 2023 @ 7:00