

T O W N O F S H E R B U R N E

RECREATION AND PARK COMMISSION ORDINANCE

Section 1. That under the authority of the Vermont Statutes Annotated, Title 31, Chapter 5, Section 203, there be, and is hereby created, in the Town of Sherburne a Recreation and Park Commission, the members of which shall be appointed by the Selectmen.

Section 2. The initial members of the Recreation and Park Commission shall be appointed, respectively, for terms of 1, 2, and 3 years. Thereafter all such appointments, except to fill vacancies, shall be for a term of three (3) years or until a successor is appointed and qualified. All appointments for the purpose of filling vacancies occurring otherwise than by expiration of term of office shall be for the unexpired term. Members of the said Commission shall serve without pay.

Section 3. Immediately after appointment the members of the said Commission shall meet and elect a chairman and such other officers as may be necessary for a period of one year.

Section 4. The Recreation and Park Commission shall hold regular meetings and shall designate the time and place thereof, and shall have the power to adopt rules and regulations for the conduct of business within its jurisdiction, and shall keep a record of all its proceedings. A vacancy in the Commission shall occur when any member shall fail to be present at three consecutive regular meetings, or 25% of such meetings in any fiscal year, unless such absence shall be excused by the Commission and the reason therefor entered in the proceedings.

Section 5. The powers and duties of the Recreation and Park Commission shall be exercised and performed as herein provided, and in conformity with the existing laws of the State of Vermont.

Section 6. The Commission shall be charged with the control, development, management, operation and maintenance of a system of public parks, forestry and recreational areas and facilities, and shall be charged with the supervision and maintenance of playgrounds, playfields, bathing beaches, swimming pools, recreation centers and other recreation and park activities, areas and facilities. It shall have the power to expend for this purpose any funds appropriated by the Town of Sherburne for such purpose and any funds donated or bequeathed for recreation and/or park purposes by private individuals or organizations. All expenditures of the Commission shall follow Town purchasing procedures and be done through the Town Purchasing Agent. It shall be charged with the responsibility of providing an adequate and a wholesome recreation program for people of both sexes and all ages.

The Commission, subject to Town rules and regulations, shall have the power to employ a Superintendent of Recreation and Parks who is properly qualified in experience and education in recreation and/or park work, and such other personnel as the Superintendent and Commission deem proper. The salaries of personnel shall be fixed by the Commission.

Section 7. The Commission shall have the power to conduct outdoor and indoor recreation activities and facilities on the grounds and in the buildings in charge of the school board, subject to its consent.

The Commission shall have the power to call upon any other department of the Town government for assistance in performing its duties; and it shall be the duty of such other departments to comply with a proper request of the said Commission. Any questions as to what shall constitute a proper request for assistance shall be decided by the Selectmen.

The Commission, with the approval of the Selectmen, shall have the authority to conduct, at reasonable charges, such facilities for amusement, entertainment, refreshment or transportation of the public as are suitable for park and recreation purposes, and may let privileges therefor, but such privileges shall be subject to the supervision and control of the Commission and its Superintendent.

The Commission shall be charged with the control, maintenance and development of public parks and recreational areas now in existence or that may hereafter be acquired, except narrow parkways, boulevard strips and small areas along streets, which shall be under the jurisdiction of the Department of Highways.

The Commission may, following approval of plans by the Selectmen, plant, set up, or place and protect and care for, flowers, vines, shrubs, and trees to adorn and improve public squares, grounds, boulevards, streets, avenues or spaces within the city, the cost of which, or any part thereof, shall be provided by the general taxation, ... as may be prescribed by ordinance.

The Commission may make, with approval of the Selectmen, all contracts to carry out the objectives and purposes of the Commission and shall have such other powers and perform such other duties as may be necessary for the proper administration of the affairs of the Commission.

The Commission shall recommend to the Selectmen the institution of condemnation proceedings whenever in its judgment private property should be taken in the name of the Town for the purposes of the Commission.

Section 8. The Recreation and Park Commission at the regularly designated time shall submit to the Selectmen an estimate of the anticipated revenues and expenditures for the ensuing fiscal year, to be approved in whole or in part by the Council, and included in the budget. Said Commission shall operate within the budget as approved and expenses thereof shall be payable by the Town. The Commission shall file annual reports giving a complete accounting of monies received and expended.

Section 9. The Recreation and Park Commission shall at a designated time each year make a written report to the Town relative to the work of the Commission and shall submit such other reports as may be requested from time to time.

Section 10. The Recreation and Park Commission shall establish an office and shall cause to be maintained accurate records of the Commission's work. They shall keep a record of the minutes of all meetings, procedures and accounts of the Commission, and such records shall be open to the public.

Section 11. The Recreation and Park Commission may solicit or receive gifts or bequests or other personal property or any donation to be used, principal or income, for the municipal and/or park purposes.

Section 12. All ordinances, resolutions, or parts thereof, in conflict with the provisions of this ordinance are hereby repealed, and this ordinance shall take effect and be enforced from and after the earliest date allowed by law.

Dated this 26th day of April, 1976.

(signed) G. K. Krantz
 Enrico Monti
 Horace E. Glaze
 BOARD OF SELECTMEN

Filed for Record April 26, A.D. 1976
ATTEST: Josephine J. Blanchard, Town Clerk

Amendments to Recreation and Park Commission Ordinance approved and adopted by the Board of Selectmen April 7, 1986.

Patricia M. Zack
Leo A. Denis
Charles H. Demarest

FOR REFERENCE USE ONLY

NOT PART OF ORDINANCE

STATE BOARD OF RECREATION
STATE OFFICE BUILDING
MONTPELIER, VERMONT

(RECREATION ORDINANCE)

Mailed out
4/17/74 to all
members for review

THE RECREATION BOARD

ITS FUNCTIONS AND RESPONSIBILITIES

No form of volunteer service has made a more valuable contribution to the recreation movement or is exerting a greater influence upon community recreation service than membership upon a recreation board or commission. Communities where board members have been selected with care, they have rendered inestimable service. This board is charged with the responsibility for administering the recreation services.

A recreation board or commission is the managing authority in the case of most separate recreation services. Usually appointed by the mayor or selectmen, the official recreation board has full responsibility for the operation of the service. Advisory boards have been appointed in a number of cities, but they have no direct authority and must not be confused with the official boards discussed here. Boards of five members are most numerous, although many have seven members whose terms generally overlap and run for three years, seldom for a longer period. In most communities one or more members are women and sometimes the school board, selectmen, the park board or city council are represented. Members receive no compensation for their services.

Qualifications of Board Members:

They should have a fundamental belief, understanding and interest in recreation as a vital force in the community. They should always keep in mind that this public recreation program must be diversified, reaching all groups regardless of age, sex, race, creed, economic or social status - a program that will provide a richer, happier and more abundant life for all and at the same time decrease delinquency, reduce accidents, build mental and physical health, and mould character. They must be open-minded and impersonal in their service to the community in the sense of having no thought of personal remuneration or advantage, by way of position for self, for members of their families, or for friends. They need unusual courage to uphold standards of service. Personal convictions and the faith to stand by the movement are constantly needed. When the work is attacked or threatened, board members are certain to be misunderstood, sometimes wilfully. They, rather than a paid representative, can fight for the cause of recreation most effectively and with less misunderstanding.

Functions of the Recreation Board:

In general the board is responsible for determining every fundamental policy of the department not otherwise prescribed. Among the essential, recognized functions of the recreation board, in the opinion of a chairman, are the following:

The interpretation of the community recreation program to public officials and to the general citizenry, in terms of adequate moral and financial support. Keeping the public officials and the public informed regarding the merits of the work to insure constant growth and progress.

The maintenance of high standards in recreation leadership and in quality of program service. Trained and qualified leadership is essential.

The selection of the recreation executive or superintendent and the defining of the scope of his powers and duties and determining salary scale.

The appointment, upon recommendation of the recreation executive, of all employees, and the determination of their functions and duties and wage and salary scales.

The determination and establishment of the general policies to be followed in carrying out the purpose for which the department was established.

The securing of adequate funds to carry out a program which shall meet the expanding needs of the community.

Setting up the annual operating and capital development budgets.

The authorization of expenditures within the budget granted and the careful examination of expenditures.

A strict accounting to the people of the community through the proper fiscal authorities of the use of all funds.

Holding regular meetings of the recreation board and keeping accurate minutes of the proceedings.

A full annual report to the public of all the activities of the department during the year.

Act in advisory capacity to the superintendent of public recreation on all matters having to do with problems of administration, finance, program, facilities, personnel, publicity and planning.

The control, development, management, and maintenance of the community recreation facilities.

The development of a "balanced" recreation program that meets the leisure time needs of the majority of the people in the community.

The establishment of a harmonious, working relationship with other local and state government and voluntary agencies to make the community recreation services as valuable as possible.

To keep informed of the trends, development, and innovations in the recreation field so that decisions may be made on the basis of modern concepts.

The responsibility for considering the future recreation needs of the community in terms of programs, areas, facilities, and services, and for developing plans to meet these needs.

Vermont State Board of Recreation
State Office Building
Montpelier, Vermont

Tel: 223-2311
Ext. 308

THE VILLAGE OR TOWN RECREATION BOARD

An Important Government Group

Under the state enabling legislation found in Vermont Statutes Annotated, Title 31, Section 201, 202, and 203, villages, municipalities, and towns may appoint a recreation board to maintain and conduct a system of public recreation. It has been found in Vermont that the appointment of such a board results in greatly improved recreation facilities and programs while at the same time relieving trustees, selectmen, managers and mayors of much responsibility. And because of the enthusiasm and contributive support a good board can create they are often able to make such improvements at little additional cost to the taxpayer.

The board is usually appointed by the local governing authority and depending on the size of the community, consists of three to nine dedicated persons who represent different interest groups, and are willing to meet once every one to three months. Among their essential recognized functions are the following:

- Insuring an adequate, wholesome, balanced, year-round recreation program for people of all ages. For most communities this should include as a minimum such facilities as playgrounds, playfields, winter recreation facilities, a swimming facility of some sort, indoor and outdoor recreation facilities, and such organized programs as playground, swim instruction, sports, youth agencies, teen, and senior citizens.
- Keeping the public informed of the recreation opportunities and needs.
- Determining the general policies to carry out the recreation program.
- Setting up the budget, securing adequate funds, and careful accounting of all funds.
- Hiring a full or part time recreation director and through him the appointment of all other help.
- Overseeing the proper maintenance of all public recreation facilities.
- Developing plans to meet the needs for future recreation programs, facilities, and areas.

If your community would like help in establishing a recreation board, training board members, or assisting board members in the development of recreation programs or facilities then contact the Vermont State Board of Recreation at the above address. They have two full-time professional recreation staff members whose job is to help local communities.

ENABLING LEGISLATION FOR COMMUNITY RECREATION

Vermont Statutes Annotated

T. 31 § 201, 202, 203, 204 Chapter 5

§ 201. Authority to appropriate for recreation

A city by its council or an incorporated village, at an annual meeting, may appropriate such sums of money as it deems best, not exceeding four per cent of its grand list for the purchase of public playgrounds and lands, and for the construction and maintenance of buildings and equipment thereon, for public recreational purposes. This section shall not apply to a city or incorporated village whose charter or by-laws authorize such appropriation.

§ 202. Authority to establish and finance recreation system

Municipalities, singly or jointly, may establish, maintain and conduct a system of public recreation including playgrounds; may set apart for such use any land, or buildings owned or leased by it; may acquire land, buildings and other recreational facilities by gift or purchase, and may issue bonds therefor as provided in sections 1751-1785 of title 24 and equip and conduct the same; may employ a director of recreation and assistant; and may expend funds for the aforesaid purposes.

§ 203. Control and supervision of system

The legislative body may conduct the same through a department or bureau of recreation; or may delegate the conduct thereof to a recreational board created by them, or to a school board or to any other appropriate existing board or commission. The members of such body first appointed shall be appointed for such terms that the term of one member shall expire annually thereafter.

§ 204. Free musical entertainments

A municipality may appropriate such sums of money not exceeding five per cent of its grand list, when the grand list of such municipality does not exceed \$20,000.00, and a sum not to exceed three per cent of the grand list of such municipality, when the grand list exceeds \$20,000.00, to pay the expenses of free musical entertainments, to be held within its limits, at such times and places as is directed by such vote.