

Richmond Recreation Committee
REGULAR MEETING MINUTES FOR September 15, 2020

Members Present: Stefani Hartsfield, Chrissy Keating, Martha Nye, Kirsten Santor, Harland Stockwell, Mark Fausel (joined at 6:40 pm)
Members Absent: Ashley Hanlon,
Others Present: Ravi Venkataraman (Town Planner/Staff), Rebecca French, Andy French, Trish Healy

Ravi Venkataraman opened the meeting at 6:02 pm.

Presentation by Rebecca French on Halloween

Rebecca French overviewed her proposal for a Halloween event. French said the event would be at Volunteers Green from 1 to 6 pm on October 31st, as an alternative to trick or treating. French said she is coordinating with the Farmer's Market, and modeling the event off the Farmers Market. French presented to the committee the site plan, identifying the areas for social distancing, the haunted river walk, and the tents for vendors, which would provide candy for attendees. French said she talked to the Town Manager and Kathy, the administrative assistant, about the required forms. French said she would be extending restrooms until 6:30 pm, will be removing all trash after the event, and barring pets from attending. French said that businesses will be vendors, and that the organizers do not plan to sell items. French identified parking availability at town center and Round Church. French said she will be posting a call for volunteers to staff tables on Front Porch Forum, and asking for donations for candy. French said she intends to limit the crowd size, by possibly staggering age groups and attendance. Andy French said that they as organizers plan to tightly control crowding by having a person man the entrance to control the amount of people going through the course.

Stefani Hartsfield gave her thanks to Rebecca French and Andy French, recommended having high school and middle school students, and members of WSBA to volunteer. Harland Stockwell said the bathrooms are open until 8 pm in general, and that a sign will be needed to tell people that parking in the back of Volunteer's Green is available. Andy French said he is aware of the parking issue, will talk to Stones Throw Pizza about parking, and will have signs on the day of the event. Martha Nye agreed with Hartsfield, and recommended having parking people. Kirsten Santor asked what else they would need. Andy French said nothing has jumped out so far, clarifying details. Martha Nye recommended John Hammerslaugh to volunteer with parking. Chrissy Keating suggested putting ahead of time on the website or on Facebook about registration and organization of event and parking. Andy French said he would direct people via Front Porch Forum with informational graphics. Hartsfield asked about contract tracing requirements. Andy French said the requirement is not in place for visitors, and that they will collect information for volunteers.

Motion by Nye to approve the Halloween event as presented by Rebecca and Andy French, seconded by Santor.

Stockwell said he would like to waive the fees. Venkataraman said that the committee does not have the authority to waive fees, but can recommend waiving fees.

Nye amended the motion to include the recommendation to waive all associated fees, seconded by Santor. Voting: unanimous. Motion carried.

Approval of Minutes from previous meeting

Motion by Hartsfield to approve the August 31st meeting minutes, seconded by Keating. Voting: unanimous. Motion carried.

Nomination of Chair and Clerk

Venkataraman said he received interest from Santor for serving as the chair. Nye expressed interest in co-chairing the committee, but said she is busy. Hartsfield asked if the committee wanted to make Nye a co-chair in order to ensure representation of the senior population, and said she wanted to make sure the committee was inclusive.

Motion by Nye to nominate Kirsten Santor as Chair, seconded by Hartsfield. Voting: unanimous. Motion carried.

Venkataraman said he received no interest for the clerk position. Keating asked for clarification on the roles of the clerk and nomination process. Venkataraman said the clerk would primarily be responsible for the meeting minutes, and serve as chair when Santor is absent, and that each committee has a unique process for nominations. Trish Healy introduced herself, said she appreciated the work of this committee, and expressed interest in serving as the clerk. Hartsfield suggested that Healy serve as clerk. Venkataraman said that only members of the committee can serve positions, and that Healy would have to be appointed. Keating expressed interest in serving as the clerk

Motion by Nye to nominate Chrissy Keating as Clerk, seconded by Santor. Voting: unanimous. Motion carried.

Determining time for regular meetings

Motion by Santor to hold regular meetings on the first Tuesday and third Thursday of the month at 7 pm, seconded by Nye. Voting: 4-0 (Stockwell abstained). Motion carried.

Evaluation of draft mission statement

Nye overviewed the vision statement for the committee, stating that she intended both statements to be broad and comprehensive. Santor said she did not touch upon the objectives, and that the objectives are for group discussion. Hartsfield suggested editing “children and youth” because it’s redundant, and integrating “well-being” into the objectives.

Motion by Hartsfield to approve vision and mission statement, seconded by Keating. Voting: 5-0 (Mark Fausel abstained). Motion carried.

Brainstorm Short-term (3-6 month) Mid-term (6-12 month) goals for committee

Santor asked for any recommendations, other than integrating “wellbeing”. Hartsfield said an objective should include bringing together existing programs to ensure that services do not overlap. Nye said that Huntington and Balton have active community groups, the Huntington Town Forest was recently established, and that the committee should look at what is already present. Santor asked if a line on promoting and supporting existing community groups should be included. Hartsfield recommended moving the third bullet to the top, and including Bolton and Huntington with the reference to the “Richmond community”. Keating recommended adding “support and create”. Venkataraman recommended developing the goals and objectives outside of the meeting, and discussing a draft set of goals and objectives during the next meeting. Santor agreed. Hartsfield, Nye, and Fausel offered to help develop the objectives and goals.

Adjournment

Motion by Santor, seconded by Fausel, to adjourn the meeting. Voting: unanimous. Motion carried. The meeting adjourned at 7:04 p.m.

Respectfully submitted by Ravi Venkataraman, Town Planner