

## Richmond Recreation Committee

### REGULAR MEETING MINUTES FOR October 6th, 2020

Members Present: Mark Fausel, Stefani Hartsfield, Chrissy Keating, Martha Nye, Kirsten Santor

Members Absent: Ashley Hanlon, Harland Stockwell

Others Present: Ravi Venkataraman (Town Planner/Staff), Justin Graham (RiseVT)

Kirsten Santor opened the meeting at 7:03 pm.

Approval of Minutes from previous meeting

Motion by Stefani to approve the September 15th meeting minutes, seconded by Martha.

Voting: unanimous.

Motion carried.

Presentation by Harland Stockwell and Pete Gosselin on playground improvements:  
Harland and Pete were not available to present.

DASH Grant Review: Stefani Hartsfield and Ashley Hanlon

-Stefani gave an overview of grant and history.

-Stefani and Ashley presented findings to the Select Board(Ravi will share the Air Table document with the committee).

-Funded by Robert Wood Johnson Foundation.

-Purpose is to collect data and connect town action plan with community organizations, committees, departments that are currently supporting the work.

-\$5,000 grant. \$2,000 of the grant went to a stipend for a position(held by Ashley) to collect data. Ashley created a gap analysis (see Air Table).

-Ashley looked at gaps, opportunities for improvement, what we are doing well, and what are the next steps.

-Next phase of grant comes out in November. Grants offered up to \$25,000.

Ideas for grant:

Create a more accessible town website

Communication committee

Town Rec Director

Discussion:

Committee thinks a new town website should be a priority.

Kirsten-Can DASH funds go toward hiring someone to create a webpage? Answer: yes.

Stefani-who will maintain the website if it is built? Who needs access for the "back end" of the website? Ravi, Josh, etc.

Justin-other town rec departments contract a VT based company, MyRec.com, to create a separate website that is linked to the town page. New web page includes registration and other information for recreation activities.

Is it revenue generating? Does it collect fees?

Stefani-what are the fees for the current website?

Kirsten and Stefani- There should be a link on the Bolton, Richmond, Huntington town websites to this new Rec web page.

Review of draft goals and objectives:

Kirsten shared the draft with the committee.

Stefani, Martha, and Kirsten talked us through what changed and what stayed the same.

Reordered goals. Discussed #4. How does this tie into Pete Gosselin's department?

Goals are in order by priority.

The language was agreed upon by all committee members.

Motion by Kirsten to approve the goals and objectives as written, seconded by Stefani.

Voting: unanimous. Motion carried.

Kirsten recommended that we table discussion on short-term and mid-term goals for committee until next meeting.

Structure of meeting:

-Welcome anyone to come to meetings and present new business and ideas. Allow guest presenters up to 15 minutes at the beginning of the meeting.

-Stefani-public announcement/posting to announce our committee's agenda.

Ravi- usually 3 public places: clerk, FPF, and online

Justin-committee needs to adopt a mission statement and goals before we invite the community to join us and share ideas.

Presentation of example recreation brochure tabled until next meeting

Castleton University Intern discussion:

-Justin has a contact at Castleton University, Marybeth Lennox-Levins, who can connect the committee with potential interns enrolled in the Master of Science in Athletic Leadership program.

-300 hour requirement for internship. What could that look like?

-Need one page job description sent to the professor by December 15th.

-Hours can be done in one to two semesters.

-Kirsten-can intern work on website upkeep and design?

-What are their deliverables?

-Kirsten and Ravi offered to supervise intern. Committee will provide direction.

-Kirsten will follow up with Justin and Ravi to develop a job description and bring it back to the Rec committee.

Adjournment

Motion by Mark, seconded by Martha, to adjourn the meeting. Voting: unanimous. Motion carried. The meeting adjourned at 8:07 p.m.

Respectfully submitted by Chrissy Keating