

Greater Richmond Recreation Committee- Meeting Minutes Tuesday, October 5th, 2021

Members Present: Kirsten Santor, Kate Anderson, Kate Kreider, Sheri Lynn, Mark Fausel, Chrissy Keating

Kirsten- Call to order at 7:02 pm

Justin Graham- I told Ari that I would mention that Farmer's Market is planning for a harvest festival set-up for final two markets (8th and 15th) with pumpkin carving and additional activities for youth and families.

Games bin- Chuck Selnick of Farmer's Market has offered to purchase the items for the bin as a third-party financial sponsor for the project and then invoice the town, per Ravi's recommendation (allows use of Amazon which is challenging through town directly.)

Intern Abby who is a resident will be writing directions for the games at elementary school reading level.

VOREC shared a timeline on the grant; we should know this week about a potential response to our LOI. If we are selected for a full application, it's due Monday, November 22.

Kirsten- Spoke with Katie Mathers about website. They have selected a vendor and will be moving forward with that. They are looking for a liaison from the Recreation Committee to help share what activities (i.e. Little League, soccer, etc) will be housed there. Someone on the Committee would need to keep up this connection regularly, fairly long term, to keep it moving. Later in the agenda we can discuss it more thoroughly.

Question from Sheri- is this Wordpress? If so, I have the skills and would be happy to be the liaison.

Ravi- Unsure of specifics, but should be easier to use than our current CMS. Happy to forward my emails with Katie to whomever is the liaison.

Sheri- Would we have a list of offerings?

Kirsten- We do have a list compiled by our intern already.

Jack- Great to see the Recreation Committee is back. I was on the Committee 50 years before. Lake Iriquois is a recreation district consisting of Williston, Richmond, St. George, and Hinesburg. The recreation district has a couple hundred acres and the beach. We would like to see it more involved and to see the recreation departments of all 4 towns more involved. Red Cross used to teach swimming there where generations of Vermonters have learned to swim. Eurasian water milfoil containment effort was conducted this summer (invasive control). Cut down to 1 part per billion (half of recommended maximum 2 parts per billion). Allows significantly more recreational use. The LI Recreation District plans to improve the road to reduce runoff into the lake. Also goal to improve septic system. We ask for the support of the recreation departments of all 4 towns to return to swimming lessons at the lake. Will be presenting to the Selectboard later in October to share work we have done. We also manage the boat launch and the fishing access. Many kayakers, canoers, and paddleboarders this summer using the lake actively. Frequently receive requests for a pavilion to rent for the

weekend; currently no rent-able pavilions in Richmond. Once bathrooms are safe and clean and roads are improved, we hope to move to that.

Kirsten- Do you have a specific request from the committee?

Jack- No, I just wanted to share what the Lake Iriquois Recreation District is and to make you aware that this is a facility that is not private, but a municipal facility. We'd love to see Richmond Recreation take more interest in it.

Kirsten- Thank you for sharing about this for us.

Jack- I will share a document with further information about our organization.

Kate Kreider- Sharing out about school fundraiser selling pies. Looking for non-school pick-up location to reduce traffic congestion. Could Browns Court be used?

Kirsten and Ravi- Because Brown's Court is a municipal property, it's just a park use form. If it's a specific window of time, it should be doable through that form.

Ravi- It may be challenging to circulate in and out at Browns Court.

Kate K- It may be possible to try for Volunteers Green.

Motion to approve minutes made by Sheri. Mark seconded. Motion passes with 6 yes votes, 0 opposed.

Andy and Rebecca French present to discuss Halloween on the Green event. Last year we put on an event called Halloween on the Green as a free trick-or-treating event, mostly geared towards kids, and people put up decorated tents and have candy to distribute. We have a DJ, photo booth, and prizes for costume contest. We have permission from Kathy and the town to run the same event as last year, but we hope to have a few food vendors, such as Stone's Throw and other businesses. We are here for permission and approval and have been working with Chuck to discuss any insurance issues that may come up. We have not advertised it or approached businesses at all yet but would like to add the food vendors this year if possible since the timing is around lunch, and many parents would appreciate this. We would plan to put the food to the side to reduce congestion (would not be part of the horseshoe trick or treating path.) Our approach would be similar to Farmer's Market. We would make sure that town is named as a secondary insured on the vendors.

Kirsten- Sounds great. In my experience, you primarily just need the insurance piece. You likely do not need a contract for a small event like this. Could the Farmer's Market share their standard form or contract?

Andy- We are definitely open to this and to make sure we limit our liability as necessary. I do know that in terms of general event insurance (such as if someone trips) that is covered by the park use form and the town, but for food, it's on us to do due diligence and make sure they have the appropriate insurance coverage. We likely won't have more than a few businesses.

Ravi- Each vendor would have to provide the town their insurance with the town named. As Justin has shared in the chat, the VDH license to serve food would be needed. I would think that any food vendors would be familiar with the process.

Andy- Yes, we will be working with professional companies and those that work at the Farmer's Market, or if they are a brick and mortar restaurant, they should likely be familiar with this.

Ravi- You could check with Chuck about draft certificate of insurance for Farmer's Market to confirm.

Sheri- The only thing I am unsure about is if their licenses for the places you mentioned would be different if they're a food truck or tent. Would the same license cover it?

Ravi- The VDH license covers their right to serve food, and the additional insurance clarifies that the town is one of the insured.

Sheri- I used to work at Department of Health, and for events such as the fair, they would send out someone to actually inspect each of the individual booths.

Ravi- Confirmed that most likely it would not be a problem since it is on public property and as long as the town is named as insured, that would be covered by their insurance.

Andy- We should make sure that it is not a separate kind of insurance when it is not on their brick and mortar location. Certainly not off base to think about confirming with each business (ex: Sweet Simone's likely would be able to contact their insurance and ask to add this event.)

Kirsten- Do you need event approval?

Rebecca- We just need approval for food vendors from Recreation Committee, not from the Selectboard, per Kathy.

Kirsten- Do you need anything else from the committee and/or community?

Andy- We really need additional booths/tables and last year we had about 15 tables, many of which were set up by us. The more businesses and families willing to do their own booths is better. Additional tents and tables, and candy donations, if you know anyone available, send them our way. We had a lot of volunteers but would be great to have more booths. We had about 500 kids last year and expect more once word gets out this year. We will post on FPF and so it may be redundant for Rec Committee to post on FPF as well, but if you have other methods, please do have them sign up or contact us. Or, if you have any suggestions from last year, we are open to that. From our perspective it went smoothly, but we'd be open to thoughts or issues we didn't know about.

Kirsten- Motion to approve Halloween on the Green event, including food trucks as available.

Kate Anderson seconded, 6 yes votes and 0 no votes. Motion passes.

Kirsten- moving to Committee Appointment Updates. I will be stepping down from committee, both from seat and as chair. Will be available to support and be part of work of committee as Recreation is my work. Happy to be part of it but don't want to do the front end side of the work. Will find different ways to be helpful.

Sheri- Will be interested in stepping up as co-chair. I used to co-chair the Huntington Conservation Commission. Co-chairing works well with the workload. I am the Huntington rep so there may be a learning curve for me.

No others are interested in joining as co-chairs.

Kate Anderson- I make a motion for Sheri to be co-chair. Kirsten- seconds motion. 6 approved, 0 opposed. Motion carries.

Chrissy- will you continue to be an active member, or are you stepping down as a member?  
Kirsten- I am stepping away from the committee in full, but hope to be in a community advisor role, similar to Trish Healey who has been available and supportive.

Kirsten- Turning attention to the subgroups/working groups. What updates to the goals?

Kate Anderson- where does Lake Iroquois fit into this, in light of Jack's information shared?

Sheri- This could fit well into the Outreach and Education sub-group. Would these be 1-year goals?

Kirsten- There is not a clear timeline so it would be helpful to determine this.

Kate Kreider- It would make sense to plan on a few priorities at the top of the list.

Ravi- We could potentially add the Round Church green because they received commission funding recently to upgrade community garden on town-owned property.

Committee members selected chosen groups. Mark- Outreach and Education. Kate A- Outreach and Education. Kate K- Volunteers Green. Chrissy- some work on Funding and some work on Outreach and Education. Sheri- prefer not to be part of grant-writing group. Signed up for Outreach and Education.

Kirsten- There is no specific amount that each person is "required" to contribute or participate, but helpful for everyone to work on the tasks together.

Ravi- At this time you can only have 4 people or fewer from the committee, if you go down to 7 members then only 3 at a time to be in compliance with public meeting rules.

Sheri- Maybe every quarter, we could check back in, pick priorities, provide updates. Every 3 months check in again.

Kate A- Each subgroup should determine their own meeting time and how frequently they should be meeting so that every quarter or so they can share out.

Kirsten- final agenda item- remaining from previous meeting. We do have 1 member who has not participated (has missed 3 or more meetings, not part of a working group.) This is part of our guidelines created a couple months ago.

Sheri- reviewing copy of rules to determine procedure. Membership section states that a chair or clerk may ask a member if they wish to resign their office if they are not able to attend meetings. If not attending, members should contact the clerk or presiding officer (in this case, chair.)

Chrissy- Did we already discuss this when considering alternates?

Kirsten- That person was not comfortable with technology, but we are able to meet in person again. The member continues not to attend even as we are meeting in person.

Justin- It makes it very challenging for meetings if we are not able to get quorum due to non-attending members. Initially, the selectboard approved the 9 member committee with 2

alternates, many community members were disappointed not to have a chance to participate. I recommend that the committee ask this member to step down.

Mark- I can understand that this could slip through the cracks, especially for non-tech-savvy individuals, so I'd like to give them ample opportunity to reengage.

Sheri- I agree that we could try this first and reach out to make sure they are given this chance to determine if it's able to be a new commitment.

Kirsten- Maybe a letter with copy of policies and copy of procedures? I believe Stefani has had conversations with this person and has shared some information about in-person discussions.

Chrissy- I think a phone call may be nice, perhaps from co-chairs to invite this person to attend and make them aware of the committee and their role.

Sheri and Kate A will contact non-attending member to discuss attending.

Ravi- If this person steps down, then we would replace 1 spot on the committee. If they do want to be part of the committee, then we would not replace Kirsten's spot.

Justin- offered to meet with Kate A, Sheri, and Kirsten to discuss contacting this person.

Kirsten- motion to adjourn at 8:06 pm. Sheri seconded. 6 yes votes, 0 opposed.