

**Select Board's Policy  
Regarding the Town of Hardwick Recreation Committee**

- Article I This committee of the Town of Hardwick shall be called the Hardwick Recreation Committee
- Article II The objectives of this committee are (1) To establish and be responsible for recreation programs (2) to set operating policy for the proper functioning of those programs (3) to be informed as to the condition of recreational facilities owned by the Town of Hardwick and give recommendations to the (Town Manager) Select Board for (their) proper operation and maintenance and capital improvement (4) to raise money for recreational programs and facilities as authorized by the Select Board.
- Article III Membership
- Section 2 The Select Board has the authority for appointing all members of the Recreation Committee. The minimum number of active members shall be three and the maximum number of active members shall be nine. All terms shall expire and be subject to reappointment at the Select Board's organizational meeting in March of each year.
- Section 3 In the event of the resignation of any recreation member, or his/her death, inability to serve, or three consecutive absences without acceptable reasons from the meetings, the Recreation Committee will recommend for the Select Board's approval and appointment, a member to fill the vacancy of any unexpired term that might remain.
- Section 4 The Town Manager shall serve as an ex-officio member. Ex-officio members shall have the right to full discussion but not to vote.
- Article IV Meetings
- Section 1 Regular meetings shall be held once each month during the year, unless otherwise decided upon by the Recreation Committee. All meeting agendas will be posted and meetings held in compliance with Vermont's open meeting law.
- Section 2 The regular meeting held in March of each year shall be known as the Organizational Meeting. The purpose of this meeting shall be the election and installation of officers, namely the chairperson, vice-chairperson, treasurer, and secretary. At this meeting, the Recreation Committee shall approve the meeting schedule for the coming year and shall conduct any other business that may legally come before it.

Section 3 Special meetings shall be called by the chairman or upon written request of at least two members. Special meetings will comply with Vermont's open meeting law.

Section 4 The meeting held in November of each year shall be for the approval of the budget for the coming fiscal year, the presentation of the annual report for the preceding fiscal year, an inventory report of recreational facilities and equipment, and for other business that may need to come before such meeting. The proposed budget must be provided to the Hardwick Select Board no later than the second week of November of each year.

Section 5 A majority of the active members shall constitute a quorum and no action of the committee shall be valid or binding unless adopted by the affirmative vote of the quorum.

#### Article V Duties of Officers

Section 1 The Chairperson shall preside at all meetings of the board; appoint all committees, represent the Board at public affairs. It shall be the duty of the Chairperson to perform or designate someone to hire, train, and supervise volunteers and part-time employees.

Section 2 The Vice-chairperson shall preside at all meetings in the absence of the Chairperson and may represent the Chairperson when designated to do so by the Chairperson.

Section 3 The Treasurer shall prepare a tentative budget for each fiscal year to be presented to the Board at the October meeting. He/she shall also be responsible for tracking the committee's financial position and approving expenditures in accordance with Article XII Expenditures.

Section 4 The Secretary shall keep a record of the proceedings of the Committee and post these minutes after every meeting on the Town Recreation website.

#### Article VI Elections

Section 1 All officers shall be elected by ballot, nominations having been made from the floor. A majority vote of those present shall constitute an election.

Section 2 No person shall be nominated without their consent.

#### Article VII Duties and Responsibilities of Members



- Section 1 To work for the benefit of the community to help develop recreational programs for residents of all ages.
- To help determine and administer the operating policies of the Recreation Committee.
- To assist in budget preparation and control of the Recreation Budget.
- To make request to the Select Board for recreation related infrastructure projects to be included in the Capital Plan.
- To discuss the work of the Committee with citizens/community groups and seek their input.
- To be familiar with recreational program and facilities standards.

Article VIII Committees

- Section 1 Special committees shall be authorized by the Recreation Committee as the need arises. Such committees shall not necessarily be restricted to members of the Committee. At least one member of a special committee must be a member of the Recreation Committee.
- Section 2 Special committees shall be charged with generating ideas, exploring their feasibility, and bringing recommendations to the Recreation Committee. All new projects or activities need to be approved by the Recreation Committee.
- Section 3 The Hardwick Trails Committee is a standing subcommittee of the Hardwick Recreation Committee.
- A. The primary goals and responsibilities of the Committee include: (1) To sustainably manage and maintain the four-season recreational trail system for non-motorized, human-powered activities, including walking, jogging, skiing, snowshoeing, and mountain biking; (2) To encourage community use and events and to provide a positive user experience; (3) To host, maintain and oversee a website devoted to information about the Trails; (4) To develop an annual budget to submit in conuction with the Recreation Committee budget for Select Board approval; (5) To raise funds to manage and maintain the Trails, as necessary.
- B. Committee membership: The Trails Committee will have a minimum of six (6) members and will refer a proposed list of members to the Recreation Committee to be submitted to the Select Board for

appointment. At least one member of the Trails Committee will serve as a liaison to the Recreation Committee.

- C. Meetings: The Trails Committee is subject to the provisions in Article IV of this policy, except that six (6) members of the committee will constitute a quorum.

The Trails Committee will participate in two joint planning meetings with the Recreation Committee, one in the fall prior to budget preparation and one in the spring, in order to discuss upcoming plans or possible joint projects.

Article IX      Operating Funds

- Section 1      All monies so donated shall be entrusted to the Town Treasurer to be placed in the Town's savings account and listed by the Business Manager as Recreation Revenue in the Town's accounting Program.

Any gift of land shall be handled through the Select Board.

Article X      Program Year

The program year of the Board shall extend from July through June so as to be consistent with the Town of Hardwick's fiscal year.

Article XI      Expenditures

- Section 1      The Recreation Committee shall have the right to use the petty cash fund held in the Town Manager's Office, not to exceed \$50.00 if and when needed by request to the Business Manager.

- Section 2      The Treasurer shall make purchases in accordance with preapproved recreation programs set forth by the Recreation Committee or designate someone on his/her behalf.

- Section 3      The Treasurer shall fix his/her signature or initial of approval on all bills.

- Section 4      The recreation funds can only be expended for lawful purposes.

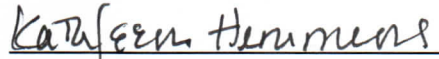
Article XII      Amendments

- Section 1      This policy-statement may be amended at any regular or special meeting by a quorum vote of those present and voting, provided notice of the proposed amendment has been given in writing to all members at least seven (7) days prior to said meeting, and upon approval of a majority of the Select Board.

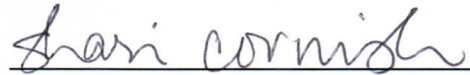
Policy approved this 16<sup>th</sup> day of February 2017, by the Hardwick Select Board.



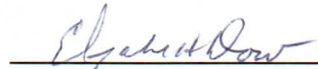
Eric Remick, Chair



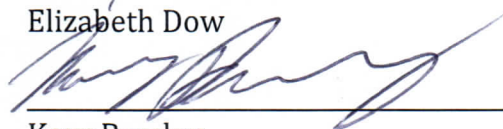
Kathleen Hemmens, Vice Chair



Shari Cornish



Elizabeth Dow



Kory Barclay