



**Special Meeting Minutes
Park Services**

Monday, May 2, 2016 4:30 p.m.

*(Meeting Held at the Village of Richfield Town
Hall, Finance Meeting Room)*

**Special Meeting Minutes
Park Services**

Call to Order at 4:30 pm.

In Attendance:

Ms. Kelly Clark

Mr. Rich Fleming

Mr. Ralph McNerney

Administrator: Debbie Bluso-Rogers

Guests:

Business:

Trustee Clark stated that Mr. Cugini has asked the committee chairs to come up with a work plan or hierarchy of needs for each of the new committees. The responsibilities of this committee are below.

1. Hierarchy of Services/Goals

Volunteers - Priority

Goal is to develop a volunteer program including policies.

Volunteer do what?

What positions need to be created and job descriptions need to be written?

Recognition with rewards – Give back to our volunteers

Develop Service Projects for area business, boy scouts, banks etc .

Lubrizon is looking for a service projects.

Discussion procedure administration does for scouts – special use forms – looks

Discussion on asking Operations for a list of needs

Mr. Fleming asked if we are changing the way volunteers are requested. He referred to the four step process already in process. Ms. Clark stated we are not changing that.

Volunteer requests are made. Committee looks at decides on the project then makes a recommendation to the full board for approval.

Administrator clarified. Focus on projects on the property for now.

Our volunteers will be utilized for our events, projects, program anything that happens on the property comes through our department. Rentals such as the 5K, weddings etc....the own organization or party will find their own unless there is a request.

We need in concurrence with the master plan – we need to figure what we can do without the master plan.

Programs - Future

Working with the Schools to develop programing – Matt Montgomery and Kathy Nolan
labs, cross country skiing, biology, history etc.....

When the MP is complete then we will begin working on programming.

Special Events - Special Events are events we do for the community.

LL Bean, Timbernook, Derby Day, FoCH events – will be outside or contractual special use forms but we would not be involved. These are not RJRD events but open to our community. Again- we will only help if they requested help.

All events will be coordinated to a master calendar. But they will do their own registration etc.

Future Events:

Roll out the Master Plan Event

Trick or Treat on the Trail

Gala for fundraising

Grand Opening?

This committee should come up with ideas for special events. Looking for about 3 big events - once a quarter.

Signage

What park signage do we need? Baseline documentation is a focus. May send out to artist to design identification such as “sycamore tree” etc..

Park Rules and Regs

Other Park related signs such as directional, trail markers.

2. Advisors (20 minutes)

Ms. Clark suggested:

Jeff Truebig – Communications Specialist for the CVNP has experience in all aspects of Park Management

Kathy Nolan & Matt Montgomery – Partnerships with Revere Local Schools

Mr. McNerney suggested advisors from all MOU groups, local business such as the Chamber. Ms. Clark mentioned all MOU Agreements, Contracts, Fundraising advisors should fall under Governance and felt that we should be looking at people who can advise us on the history, education, programming, park management etc. **Mr. Fleming** does not see a need for advisors at this time.

3. Up Coming Events (10 minutes)

Derby Day and Ms. Clark will send out a board request for those attending the event.

Action Items:

What are the volunteers we need specifically that will need job descriptions.
Finish Fishing Regulations for signs.

Adjournment 6:15 pm

Respectfully Submitted

Kelly Clark
Park Services Chair