

## Parks and Recreation Committee Rules and Regulations

### Purpose:

The purpose of the Parks and Recreation Committee shall be to advise and make recommendations to the Town Board for Parks and Recreation opportunities that would enhance active and passive recreational needs in the Town of Ballston.

### Committee Membership:

The Parks and Recreation Committee shall consist of seven (7) residents of the Town of Ballston appointed by the Town Board. The seven (7) members shall be appointed for five (5) year terms. Each member shall be limited to two (2) five (5) year terms. If there is no one to replace a member when the member is at the end of the two terms, then the member whose term is expiring can be reappointed by the Town Board for a one year term. Such one year appointments shall be limited to a total of two years of further service. All members shall be given copies of the Town of Ballston Code of Ethics which they shall comply with. This is a requirement of the State of New York as a result of legislation passed in 1970.

The Town Board shall appoint two (2) alternate members who shall attend Committee meetings and who shall become voting members in the absence of a quorum.

### Committee Meetings:

The Committee shall meet at least eight (8) time a year and at the first meeting of each new calendar year elect officers who shall consist of Chairperson, Vice-Chairperson and Secretary.

All meetings of the Committee shall be held on the third Wednesday of the month, at the call of the Chairperson, or at the call of two (2) members thereof and at such other times as the Committee may determine, in each case upon two (2) days notice to all members. All meetings shall be open to the public. Subcommittees, if formed, shall meet at the call of the Chairperson, or at the call of two (2) members thereof, in each case upon two (2) days notice to all members of the subcommittee and Chairperson. All subcommittees shall be open to the public. The Town Clerk shall be given two (2) days notice of all meeting dates and times of both the full Committee and subcommittees and will post as required by the Open Meetings Law.

The Committee and each subcommittee shall keep minutes of its proceedings showing the vote of each members upon every issue on which a motion for action is made, or if absent or failure to vote, indicating such fact.

The Secretary shall maintain records of all meetings and forward one (1) copy to the Town Clerk for Town Board records. All minutes of such Committee and subcommittees shall be filed within ten (10) days of such meeting, in the office of the Town Clerk and shall be a public record.

Duties of the Committee:

The following are duties accepted by the Committee:

- First priority is to identify possible land for Diamond Anchor Park and investigate funding opportunities if additional funding is needed.
- Discuss the kind of Park the Committee finds the town needs at this time.
- Review Town of Ballston documents relevant to this Committee, as well as, past minutes and documents of the old Parks and Recreation Commission.
- Assess the need for active and passive recreation.
- Propose programming activities, if appropriate.
- Investigate collaborative opportunities with other municipalities, businesses, community groups and other potential partnerships.
- Investigate funding opportunities for any additional property.
- Provide full cost analysis of potential projects to the best of their ability.
- Establish rules and regulations for trail use.
- Develop a long range plan for maintenance and programming needs.
- Provide an annual report of activities and committee progress.
- Not expend funds without Town Board approval in advance.