



KENT PARK AND RECREATION

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BY-LAWS SUBCOMMITTEE

SPECIAL MEETING: MONDAY, APRIL 22, 2024 – 3:30 PM, Zoom

MEETING MINUTES

RECEIVED

By Darlene Brady at 12:10 pm, Apr 26, 2024

Members Present: Rufus de Rham, Lynn Worthington (Selectman, ex-officio), Kate Symonds

Also Present: Matthew Busse (Park and Recreation Director, ex-officio), John Grant, Lynn Harrington

Call to Order

de Rham calls the meeting to order at 3:34pm.

Election of a Chairman

1. Discussion regarding previous subcommittee composition. Grant mentioned that he was on the previous subcommittee years ago. Worthington discussed that the subcommittee membership was selected in the March 18, 2024 commission meeting.
2. Discussion of election of the chair of this subcommittee.
 - a. Motion to elect Worthington as chair of the subcommittee.
 - i. Moved by de Rham, seconded by Symonds, motion carries unanimously.
 - ii. Grant expresses dissatisfaction for the selection of chair.

Public Comment (No comment from public)

Discussion of By-Laws, Constitution and any resulting action

1. Discussion at length regarding the by-laws.
 - a. Worthington posted a draft of edits from the previous subcommittee. Worthington discussed with Symonds the status of the draft document from 2022.
 - b. Discussion of structure of the commission as an advisory group or policy making group to be brought to the commission.
 - c. Discussion of the third selectman's position on the commission. In December 2021, the town attorney ruled that the third selectman is a voting member based on the current by-laws.
 - d. Discussion of the Park and Recreation Director is an ex officio non-voting member of the commission
 - e. Discussion of the number of absences of a commission member and the standard that will address this number.
 - f. Discussion of the Park and Recreation Director and Park and Recreation Commission Chair be in attendance at the budget meeting and any public affairs.
 - g. Discussion of a Chairman and Vice Chairman for the commission.
 - h. Discussion of delegation of voting for alternates.
 - i. Discussion of removing the Park and Recreation Director duties from By-Laws, as they are listed in a job description.

- j. Discussion of changing the budget presentation to the selectman instead of at the town meeting.
- k. Discussion of the structure of fee-based program contracts.
- l. Discussion of fees and expenditures. Busse will investigate these two items.
- m. Discussion of the bidding policy. Worthington and Busse will investigate the Town's bidding policy.
- n. Discussion of the refund policy location.
- o. Discussion of subcommittee investigating the difficultly worded paragraphs and how to rephrase them.
- p. Discussion to not share the draft document with the commission until it is complete.
- q. Discussion of the Commission hiring the ASP Director and Camp Kent Director, and discussion if it should be the power of the Selectman.

Discussion of Park and Recreation Ordinance and any resulting action

- 1. No discussion of this agenda item took place.

Set next meeting date and time

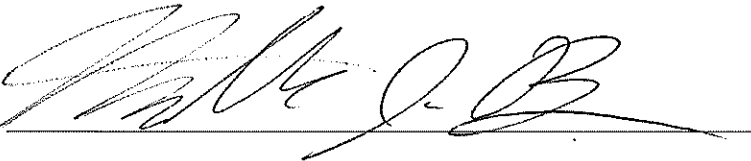
- 1. The subcommittee agreed upon Tuesday, April 30th, at 3:30pm as the next meeting date and time.

Adjourn

- 1. **Motion to adjourn meeting at 5:10pm.**
 - a. Motion made by Worthington, motion carries unanimously.

Minutes prepared by: Matthew Busse, Park and Recreation Director

Signature:



Date:

04/26/2024

These are draft minutes and the Park and Recreation Commission at the subsequent regular meeting may make corrections. Please refer to subsequent meeting minutes for possible corrections.