

ADMINISTRATIVE CODE

Recreation Commission

A. Membership

Five members appointed by the Town Manager with staggered three year terms. The Commission elects a chair and appoints a member to the CPC Town Committee.

B. Duties and Responsibilities

1. Provides guidance to the Recreation Department regarding programs, policies, operations, and long-range planning. Serves on subcommittees or task forces as needed or assigned.
2. Makes recommendations regarding improvements to/for organizational operations and effectiveness. Provides letters of support for recreation-specific initiatives as appropriate.
3. Advises the Town Manager on the appointment and evaluation of the Recreation Director as requested or directed by the Town Manager.
4. Reviews and makes recommendations regarding the division's annual budgets including the capital improvement plan, Recreation Revolving Fund and the Beede Swim and Fitness Center Enterprise Fund.
5. Makes recommendations to the Deputy Town Manager and Recreation Director regarding potential cooperative arrangements for programs or initiatives with other towns, groups, businesses or private entities.
6. Provides feedback relative to recreational programs, events, facility fees and/or memberships.
7. Assists the Recreation Director and or Deputy Town Manager in special studies relating to public recreation.
8. Authors and submits an annual report regarding commission business for incorporation in the Town's Annual Town Report.
9. Reviews all recreational facility and park-related strategic plans; makes recommendations regarding updates and revisions, as needed or assigned.
10. Provides input regarding public recreation facility improvements, developments and or maintenance plans relative to recreational assets.