

# **Trails and Recreation Committee**

## **Town of Dover, Vermont**

### **Charge 2022**

#### **Primary Goals of the Committee:**

To assist in the recommendation and implementation of trails and recreation projects within the town of Dover. Goals and decisions of the committee shall align closely with the town plan, the Weston and Sampson trails and recreation report, and the goals of the Economic Development department. Future decisions on recreational opportunities will also take into consideration the offerings and opportunities of surrounding towns and communities. The committee shall make recommendations of future projects to the select board through the Economic Development Department, assess the success and expansion of current projects, and facilitate the recreational growth of the town.

#### **Roles of the Committee:**

**1) To analyze projects, make recommendations and facilitate the growth of trails and recreation projects both new and ongoing within the town of Dover.**

- Identify trails and recreation opportunities in the town of Dover
- Solicit ideas from a wide variety of groups and organizations to assure a variety of sources for projects and ideas
- Present the Economic Development department with ideas both within and outside of budgeted parameters
- To assist and make recommendations on any and all outside sources of funding for potential projects
- Recommendations/ideas for new/expanded recreational opportunities
- Review and assess overall plan for recreation with the town of Dover
  - (Weston and Sampson report, town plan, etc.)
- Reporting to Economic Development department to be presented to the Dover select board
- Upon select board approval of projects, the committee shall serve as the contact point for project coordinators and volunteers
- Assist with outreach and collaboration with surrounding towns and communities on the expansion of recreational opportunities locally

## **2) Projects**

- Review and assess incoming recreation plans including overall scope, budgets, and timelines
- Participate in implementation of projects as appropriate

(Continued)

## **3) Short Term Goals**

- Assess potential projects for expanded recreation in Dover
- Review/finalize timeline for project implementation
- Voting to approve for recommendation to the select board programs and projects to be implemented in the town of Dover
- Creation of sub-committees or groups to help facilitate project accountability and success if necessary

## **4) Long Term Goals**

- To assess success of implemented projects as it pertains to recreation expansion
- Make additional recommendations based on findings of analysis
- Consider expansion/continuation of projects/types of projects based on findings

## **5) Other Committee Duties**

- Assist in the implementation of projects where appropriate/necessary
- Committee members shall be a public facing and active participant in the future of recreation in the town of Dover
- Have a thorough understanding of the goals of the town as outlined in the town plan and Weston and Sampson trails and recreation report

## **Committee Membership**

Two (2) adult members of the Dover community

One (1) youth member of the Dover community (ages 15-18)

Two (2) Dover business owners

One (1) representative of Southern Vermont Trails Association

One (1) representative of the Deerfield Valley Stump Jumpers organization

One (1) representative of Mount Snow Resort

One (1) representative of the Dover select board

- a) A quorum shall constitute a majority of members of the committee (total TBD). If a vacancy should occur in the membership, a quorum will constitute a majority of the non-vacant seats
- b) A seat shall be considered vacant if a member has not attended three (3) consecutive meetings, or does not attend 70% of regularly scheduled or special meetings in a 12-month period.

### **Proxy/Alternate Representation**

Should a group/organization's representative not be available to attend a monthly meeting, a proxy/alternate can be sent in their place with the ability to cast a vote on behalf of the group/organization.

In order for proxy/alternate representation to be established, notice in writing of the proxy/alternate must be provided to the moderator at least 12 hours in advance of the meeting.

Proxy/alternate representation should be used only as necessary. Committee members who were appointed to their seats by the Dover Select Board are expected to attend a minimum of 70% of the yearly meetings. Failure to maintain consistent attendance could result in a permanent seat appointment change.

\*PLEASE NOTE: Proxy or alternate representation is allowable only to groups/organizations who hold an open seat on the committee. Proxy/alternate representation is not allowable for any individually held seat, i.e. Business owner or Dover resident seats.

### **Filling of Open Seats**

The committee shall be formed with the submission of letters of interest from qualifying parties to the Economic Development department. Submissions will be reviewed by the Economic Development Department and the town of Dover select board and appointees to open seats shall be selected. The same shall apply to interested parties seeking open or vacant seats on the committee. All appointees to committee shall undergo a three (3) month trial period before a final placement is accepted. The committee may also nominate a candidate to the select board of the town for appointment. Voting rights of the member shall become available at the time of placement.

#### Criteria for Committee Membership

- Ability to attend at least 70% of meetings in a 12-month period
- Ability to make decisions based on the overarching goals of the town, not one specific group or project type
- Members shall have no specific agenda
- Members shall be open minded and accepting of new ideas, projects and methods
- Ability to represent the wishes of the majority of residents and community as a whole as it pertains to recreational opportunities

- Ability to identify problems and overall goals of the committee and town before determining solutions
- Members must agree to abstain from voting if the outcome shows a clear and evident conflict of interest with the outcome

**Termination of Committee:**

The Town of Dover select board has the power to terminate, postpone or alter the committee at any time should deem it is necessary. All decisions on the committee and its existence would be discussed by the board at select board meetings.

\*The committee shall meet once a month and more often as projects/decisions facilitate

\*All meetings shall be publicly warned and open to members of the public and parties with a vested interest in potential projects

\*Minutes of each meeting will be taken and posted within seven (7) days of the meeting date

\*Dover Trails and Recreation Committee charge shall be reviewed and updated as needed once a year