



# TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, **including back up information**, 8 days prior to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

## MEETING INFORMATION

Date Submitted: May 23, 2014  
Submitted by: Matt Casparius  
Department: Parks & Recreation

Date of Meeting: August 21, 2014

Time Required: 10 minutes

Speakers:

Background Info. Supplied: Yes:  No:

## CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment:	<input type="checkbox"/>	Recognition/Resignation/Retirement:	<input type="checkbox"/>
<b>Public Hearing:</b>	<input type="checkbox"/>	Old Business:	<input type="checkbox"/>
New Business:	<input checked="" type="checkbox"/>	Consent Agenda:	<input type="checkbox"/>
Nonpublic:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

## TITLE OF ITEM

Review of Parks & Recreation Bylaws

## DESCRIPTION OF ITEM

The Parks and Recreation Committee has been working to update the Committee's Bylaws. The current Bylaws have been in place since 2007, but there are several areas that need to be updated. Documentation attached includes the current Bylaws with the proposed changes.

## REFERENCE (IF KNOWN)

RSA:	Warrant Article:	
Charter Article:	Town Meeting:	
Other:	N/A	

## EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Projector:	<input type="checkbox"/>	Grant Requirements:	<input type="checkbox"/>
Easel:	<input type="checkbox"/>	Joint Meeting:	<input type="checkbox"/>
Special Seating:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Laptop:	<input type="checkbox"/>	None:	<input type="checkbox"/>

## CONTACT INFORMATION

Name:	<u>Matt Casparius</u>	Address:	<u>116 Naticook Road</u>
Phone Number:	<u>882-1046</u>	Email Address:	<u>mcasparius@merrimacknh.gov</u>

## APPROVAL

Town Manager:	Yes <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Chair/Vice Chair:	Yes <input type="checkbox"/> No: <input type="checkbox"/>
---------------	--	-------------------	---

## **By-Laws of the Merrimack Parks and Recreation Committee**

### **Article I. Name, Purpose, Functions and Policy:**

#### **Section 1—Name**

The name of this Committee shall be The Parks and Recreation Committee of Merrimack, New Hampshire, hereafter referred to as the Committee.

#### **Section 2 –Purpose**

The Committee shall function as a standing Committee, working in an advisory capacity to the Town Manager. The Committee shall study, advise and recommend to the Manager on matters of policy pertaining to the Parks and Recreation Department. The Committee shall report to the Town Council as a whole, either through themselves or the Manager, relative to any studies, with their recommendations as requested by the Town Council.

#### **Section 3—Function**

The Committee shall perform the following functions:

- A. Serve as the advisory board to the Manager and Town Council.
- B. Recommend the utilization of all town recreation property.
- C. Formulate or cause to be formulated a town recreation master plan.
- D. Assist in providing recreation programs for the citizens of Merrimack
- E. Suggest to the Parks and Recreation Director items to budget in order of urgency and priority.
- F. Recommend the acquisition and development of recreation property.
- G. Post all meetings of the Committee and keep minutes in accordance with the state law.
- H. Cooperate with private groups and public officials in the development and promotion of recreation property.
- I. Perform all other related functions as required.

#### **Section 4—Policy**

The policy of the Committee shall be to cooperate with private groups and public officials in the development and promotion of recreation properties and programs.

## **Article II-- Membership**

### **Section 1—Members and Terms**

There shall be a Parks and Recreation Committee consisting of twelve (12) residents of The Town of Merrimack. The Town Council shall appoint seven (7) members of the Committee for three year terms and two (2) alternates who will serve for a period of three (3) years each. One (1) Town Council member shall be appointed annually to serve as an ex officio member. In addition, four (4) voting members shall be provided from the following Merrimack Organizations: The Merrimack Youth Association (MYA), the Senior Citizens Club, the School Board, and a high school student representative. All organization-based members shall have a designated alternate that must also be approved by the Town Council. Such organization members shall be appointed by their organization and, if approved by the Town Council, they shall serve until delegate assignment changes. Vacancies of Town Council appointed members shall be filled by appointment of the Town Council for the unexpired term. Vacancies of the other members shall be filled by recommendation of their respective organizations and approved by the Town Council for the unexpired term. The Parks and Recreation Committee shall have all the powers granted to Parks and Recreation Committees by New Hampshire State Law.

## **Article III –Duties**

### **Section 1—Election of Officers**

The Officers of the Committee shall be a chairperson, vice-chairperson, and a secretary. These officials shall be elected by the Committee each year at the June meeting or as vacancies occur.

### **Section 2—Chairperson**

The Chairperson shall preside at all meetings of the Committee. The Chairperson shall appoint all subcommittees and oversees reporting of subcommittee work. The chairperson shall perform such other duties as may be designated by the Committee and/or the Town Council.

### **Section 3—Vice-Chairperson**

The vice-chairperson shall, in the event of absence, disability, or resignation of the Chairperson, possess all powers and perform all duties of that office.

### **Section 4—Secretary**

The secretary shall keep the minutes of the Committee meetings and assure distribution of minutes—making sure that a copy is provided to the Parks and Recreation Director to keep on file at the Parks and Recreation offices.

### **Section 5—Members**

- A. Members and alternates shall be responsible for attending the Committee meetings and perform such duties as may be designated by the Committee
- B. Members and alternates shall make recommendations regarding recreation programs most appropriate for all ages and interests of residents of Merrimack
- C. Members and alternates shall deal officially with the recreation staff only through the Director.
- D. Members and alternates shall make periodic tours of the town facilities.
- E. Members and alternates are encouraged to attend activities and programs that the department is sponsoring

### **Section 6—Sub-Committees**

- A. The Chairperson may appoint such sub-committees as may be authorized. These sub-committees shall be appointed in accordance with the real need on a continuing basis.
- B. The Chairperson and the Director of Parks and Recreation Department shall be, ex-officio, members of all sub-committees, and as such, shall be notified of all meetings.

## **Article IV—Meetings**

### **Section I—Meetings**

- A. The committee shall meet at a set day and time each month agreeable to the committee. This shall be set annually at the June meeting after elections.
- B. Special meetings may be held at any time or place at the call of the Chairperson or upon the request of two members of the Committee.
- C. Two (2) unexcused absences of any member in the town's fiscal year will result in a membership review by the Committee. A determination will be made as to a recommendation for their resignation or termination. Notification will be given to the Town Council of the vacancy.
- D. Four (4) Committee members and alternates shall constitute a quorum at regular and special meetings.

## **Article V—Amendments**

### **Section 1 – Amendments**

These By-Laws may be amended at the June meeting by a majority vote, provided notice of all proposed amendments has been submitted in writing one month before the June meeting. Any changes to the By-Laws must be approved by the Town Council.

DRAFT