



PARKS AND RECREATION ADVISORY BOARD MEETING

Jan 11th, 2023

6:00 PM

Location: Leeper Center Community Room

Meeting Agenda

- A. Roll Call
 - a. Attendees:
 - b. Absent:
- B. PUBLIC COMMENT ON NON-AGENDA ITEMS (time limit 3 minutes per person).
- C. CONSIDERATION OF MINUTES
 - a. Dec. 14th, 2022
- D. BOARD REVIEW AND DISCUSSION/ACTION ITEMS
 - a. Presentation with BOT
 - i. Dream Document
 - ii. Design Standards
 - iii. Other Items
 - b. Calendar
 - i. General Monthly Schedule
 - ii. Speakers
 - c. Work Session
 - d. Memorial Walkthrough
- E. ANNOUNCEMENTS (Parks, Recreation, Open Spaces and Trails)
 - a. Advisory Board Members
 - b. Town Staff
 - c. Board Members

ADJOURNMENT



PARKS AND RECREATION ADVISORY BOARD MEETING

Dec 14th 2022,

6:00 PM

Location: Leeper Center Community Room

Meeting Notes

A. Roll Call

- a. Attendees: Lorilyn, Jordan, Trustee Daily, Robert, John, Eric, Billy
- b. Missing: Gleidys, Natalie

B. PUBLIC COMMENT ON NON-AGENDA ITEMS (time limit 3 minutes per person).

- a. No public comment.

C. CONSIDERATION OF MINUTES

- a. Oct. 12th, 2022 – Approved
- b. November 9th, 2022 – Approved

D. BOARD REVIEW AND DISCUSSION/ACTION ITEMS

- a. Secretary
 - i. Parks Manager suggested that the PROST Secretary will take and present the meeting minutes to TOW board liaison for approval starting with the meeting on January 11, 2023
 - ii. PROST members discussed a more well-rounded Agenda that touches on all of the elements involved in the Prost's focus – the agenda format will be amended for board approval
 - iii. PROST members agreed that the meeting minutes should be sent out no later than the Friday before the next meeting and agenda items that are suggested by PROST members will be given to the Staff Liaison by the Monday of the meeting week; this allows more time for the Staff Liaison to prepare the packet
- b. Dream Documents
 - i. It was discussed that this document can be shared, but owned by town staff and used by all members of the board
 - ii. The document will be updated as needed by all members of the PROST and should be used for the presentation at the BOT meeting for the PROST update
 - iii. The PROST members will look to get 3 projects that they are working on (at least) to accomplish in 2023

c. Interviews

- i. PROST members request to be notified of and can be present at the vacant position interviews
- ii. PROST members would like to add input on the questions that are asked to the candidates in the interview. This will ensure that the vacant positions are filled with candidates that will bring knowledge and balance to the board
- iii. Staff Liaison would also like to be present and help with building the interview questions for future PROST board open positions

E. ANNOUNCEMENTS

a. Advisory Board Members

- i. PROST members suggested meeting on site at WCP to view the potential site for the Memorial – potential date 1/7/2023
- ii. PROST members suggested to make a calendar to plan future meetings with town staff and outside groups that can help in progressing the PROST's vision.

b. Town Board of Trustee

- i. Trustee Dailey suggested the PROST board investigate working with Safe Routes to combine efforts for our community. The Parks Liaisons will look to get a member from Safe Routes to a future meeting along with other Town Staff to provide information on the possibilities of a potential partnership with Safe Routes.
- ii. There may be other groups/organizations PROST should look to partner with. The PROST group members should try to contact and schedule to bring a liaison from these entities to future meetings: Main Streets, transportation groups, etc

c. Town Staff

- i. Parks and Recreation Manager is working on finalizing and getting the new Park Signs fully fabricated – will give update at the next meeting
- ii. Parks and Recreation Manager noted that the Board of Trustees approved the change of “Parks and Recreation Advisory Board” to “Parks, Recreation, Open Spaces and Trails Advisory Board” (PROST)
- iii. Parks and Recreation Liaison advised the Park in play date is set for May 20th, 2022. PROST members will work to help promote and enhance this event.
- iv. Parks and Recreation Manager will aid in adding the PROST Update to the BOT regular meeting on February 28th, 2023 – preferably early on the meeting agenda.

ADJOURNMENT

- Meeting Adjourned at 7:15pm