Meeting 1: Committee Formation, Scope of Work, Community Engagement Plan, Recreation Department’s Organizational Profiles

1. Call to order

2. Introductions

3. Elect chair & secretary
   A. Hired minutes recorder?

4. Agree on scope of work (goals/objectives) and timeline

5. Identify meeting days, times, and location

6. Review options to be explored
   A. Continue to operate two recreation departments
      1) EJRP continues to serve the Village of Essex Junction
         a. Under the Village municipality
         b. Through a non-profit corporation
      2) EPR continues to operate under the Town municipality
         a. Continues to serve the Town of Essex (including the Village)
         b. Serves only the Town outside the Village
   B. EJRP and EPR consolidate into one department
      1) Under the Town municipality
      2) Through an interlocal contract
      3) Under a union municipal district
      4) Under the Essex Westford Educational Community Unified Union School District
      5) Through a non-profit corporation
   C. Other?

7. Brainstorm ways to engage and communicate with the public
   o Facebook
   o Front Porch Forum
   o Press Releases
   o Posting the minutes – where?
   o Survey
   o Channel 17 coverage
   o Presence at events
   o Community forums
   o Focus groups
   o Interviews
   o Other?

8. Organizational profile presentations
   A. Essex Parks & Recreation – Ally Vile
   B. Essex Junction Recreation & Parks – Brad Luck

9. Future agenda items

10. Adjourn
Meeting 2: Review Goals, Explore the Governance Models, Community Engagement Plan

1. 6:30p.m. Call to order

2. 6:31p.m. Introductions

3. 6:33p.m. Approval of minutes

4. 6:35p.m. Review meeting agreements

5. 6:37p.m. Review committee goals

6. 6:38p.m. Discuss handling of public comments

7. 6:40p.m. Explore governance models
   o (7:10p.m.) Governance model: B4.EWEC Unified Union School District.
   o (7:40p.m.) Governance model: A1.Village municipality.
   o (7:55p.m.) Governance model: B1.Town municipality.

8. 8:10p.m. Gaining a sense of direction – governance models to pursue/eliminate
   o Which options best (or least) align with our goals?
     • Options to be eliminated
     • Options to be further explored
     • Information you would like to discuss in the future (people, organizations, statutes, etc.)

9. 8:20p.m. Brainstorm ways to engage and communicate with the public
   o Keeley Schell, RED Committee Member – RED Communications Strategies
   o Rec Governance Study Committee (RGSC) Survey
   o RGSC Video
   o RGSC Engagement strategies

10. 8:29p.m. Future agenda items

11. 8:30p.m. Adjourn
RECREATION GOVERNANCE STUDY COMMITTEE
Joint Municipal Survey Committee
~ AGENDA~
DATE: Wednesday, May 4, 2016
TIME: 6:30p.m.-8:30p.m.
LOCATION: EJRP, 75 Maple Street, Essex Junction

Meeting 3: Community Engagement Plan, Explore and Assess the Governance Models

1. 6:30p.m. Call to order
2. 6:31p.m. Introductions
3. 6:33p.m. Public to be heard
4. 6:35p.m. Approval of minutes
5. 6:37p.m. Review meeting agreements
6. 6:39p.m. Review committee goals
7. 6:40p.m. Brainstorm ways to engage and communicate with the public
   o Discuss: information from Keeley Schell, RED Committee Member
   o RGSC survey & video update
   o RGSC future engagement strategies
8. 7:15p.m. Explore and assess governance models
   o Governance models:
     o B1. Town municipality.
     o B2. Interlocal contract.
     o B3. Union municipal district.
     o B4. EWEC Unified Union School District.
9. 8:20p.m. Future agenda items & next steps
10. 8:30p.m. Adjourn
RECREATION GOVERNANCE STUDY COMMITTEE
Joint Municipal Survey Committee
~ AGENDA~

DATE:       Wednesday, June 1, 2016
TIME:       6:30p.m.-8:30p.m.
LOCATION:   EJRP, 75 Maple Street, Essex Junction

Meeting 5: Review presentation to Unified Union, further assess governance models, community outreach plan

1. 6:30p.m.   Call to order
2. 6:31p.m.   Introductions
3. 6:33p.m.   Public to be heard
4. 6:35p.m.   Approval of minutes
5. 6:37p.m.   Review meeting agreements
6. 6:39p.m.   Review committee goals
7. 6:40p.m.   Unified Union Presentation Recap – Jason DiRosa & Erika Baldasaro
   o June 6 Prudential Committee Meeting
   o June 7 Unified Union Meeting
   o Outstanding questions or issues related to Unified Union
8. 7:10p.m.   Explore and assess governance models
   o Governance models:
     o A1. Village municipality. (currently on hold)
     o B1. Town municipality. (currently on hold)
     o B3. Union municipal district.
     o B4. EWEC Unified Union School District.
     o Is there any further information or answers to questions that members would like in order to make an informed recommendation on June 8?
9. 7:40p.m.   Next steps: community & committee
10. 7:50p.m.  Brainstorm frequently asked questions (FAQ’s) to date
11. 8:05p.m.  Communicating with the public
12. 8:15p.m.  Adjourn
RECREATION GOVERNANCE STUDY COMMITTEE
Joint Municipal Survey Committee
~ AGENDA~

DATE:       Wednesday, June 8, 2016
TIME:       6:30p.m.-8:30p.m.
LOCATION:   EJRP, 75 Maple Street, Essex Junction

Meeting 6:  Review recent school meetings, recommendation of a governance model, discussion of joint meeting, identifying a back-up plan, next steps

1. 6:30 p.m. Call to order
2. 6:31 p.m. Introductions
3. 6:33 p.m. Public to be heard
4. 6:35 p.m. Approval of minutes
5. 6:37 p.m. Review meeting agreements
6. 6:39 p.m. Review committee goals
7. 6:40 p.m. Recap of June 6 Prudential Committee and June 7 Unified Union Meeting
   ○ Outstanding questions or next steps with schools
8. 6:50 p.m. Recommendation of a governance model
   ○ Next steps in the process (timeline)
   ○ Next steps for committee
9. 7:10 p.m. Plan for joint meeting on June 22
   ○ Agenda/presentation
   ○ Communicating with the public
10. 7:25 p.m. Discussion of back-up plan
11. 7:45 p.m. Brainstorm frequently asked questions (FAQ’s)
12. 8:15 p.m. Adjourn
RECREATION GOVERNANCE STUDY COMMITTEE

Joint Municipal Survey Committee

~ AGENDA~

DATE: Wednesday, June 22, 2016
TIME: 6:30p.m.-7:30p.m.
LOCATION: ADL, 104 Maple Street, Essex Junction

Meeting 7: Joint meeting with Prudential Committee, Village Trustees, and Selectboard; presentation of findings

1. 6:30p.m. Call to order
2. 6:31p.m. Agenda additions or changes
3. 6:32p.m. Introductions
4. 6:35p.m. Public to be heard
5. 6:36p.m. Approval of June 8 minutes
6. 6:37p.m. Work session dates and final meeting of RGSC/first meeting of new group
7. 6:40p.m. Sharing of draft FAQ’s
8. 6:43p.m. Rec Governance Study Committee presentation with question & answer
   – Max Levy & Erika Baldasaro
9. 7:30p.m. Adjourn
Meeting 8: Work session to develop the Agreement

1. 6:00p.m. Call to order
2. 6:01p.m. Agenda additions or changes
3. 6:02p.m. Introductions
4. 6:03p.m. Public to be heard
5. 6:04p.m. Approval of June 22 minutes
6. 6:05p.m. Review of the new timeline based on the December vote
7. 6:15p.m. Draft FAQ’s – plan of when and how to evaluate
8. 6:25p.m. Review of upcoming work session dates
9. 6:30p.m. Work session to develop the district Agreement
10. 9:00p.m. Adjourn
Meet 9:  Work session to develop the Agreement, review of FAQ’s

1.  6:00p.m.  Call to order

2.  6:01p.m.  Agenda additions or changes

3.  6:02p.m.  Public to be heard

4.  6:04p.m.  Approval of June 27 minutes

5.  6:05p.m.  District Agreement presentations – identify who can present

6.  6:10p.m.  Work session to develop the district Agreement

7.  8:15p.m.  Review of draft FAQ’s

8.  9:00p.m.  Adjourn
Meeting 10: Work session to develop the Agreement

1. 5:45p.m. Call to order
2. 5:46p.m. Agenda additions or changes
3. 5:47p.m. Public to be heard
4. 5:52p.m. Approval of July 14 minutes
5. 5:55p.m. Timeline review
6. 6:00p.m. Feedback on draft press release
7. 6:02p.m. Feedback on draft outline of presentation of Agreement
8. 6:10p.m. Work session to develop the district Agreement
9. 9:00p.m. Adjourn
Meeting 11: Public presentation and feedback on the Agreement

1. 6:30p.m. Call to order
2. 6:31p.m. Agenda additions or changes
3. 6:32p.m. Public to be heard
4. 6:37p.m. Approval of July 21 minutes
5. 6:40p.m. Presentation of the Essex Community Parks & Recreation Agreement
6. 7:15p.m. Feedback on Agreement
7. 8:00p.m. Adjourn
RECREATION GOVERNANCE STUDY COMMITTEE
Joint Municipal Survey Committee

~ AGENDA~

DATE: Wednesday, August 10, 2016
TIME: 6:30-8:30p.m.
LOCATION: ADL, 104 Maple Street, Essex Junction

Meeting 12: Assessing feedback, amending, & adopting Agreement; Public information work discussion

1. 6:30p.m. Call to order
2. 6:31p.m. Agenda additions or changes
3. 6:32p.m. Public to be heard
4. 6:42p.m. Approval of August 4 minutes
5. 6:45p.m. Discussion of feedback on the Agreement. Amending the Agreement. Adoption of the Agreement.
6. 7:45p.m. Timeline review
7. 7:55p.m. Public information work – discuss next steps
8. 8:30p.m. Adjourn
RECREATION GOVERNANCE STUDY COMMITTEE
Joint Municipal Survey Committee
~ AGENDA~

DATE: Tuesday, August 16, 2016
TIME: 7:00-8:30p.m.
LOCATION: Town Offices, 81 Main Street, Essex Junction

Meeting 13: Public information and outreach discussion

1. 7:00p.m. Call to order
2. 7:01p.m. Agenda additions or changes
3. 7:02p.m. Public to be heard
4. 7:07p.m. Approval of August 10 minutes
5. 7:10p.m. Transition Team Update
6. 7:15p.m. Public information and outreach – discuss next steps
   • Review of RED efforts
   • Discussion of efforts RGSC wants to use to inform public between now and vote
   • Discussion of providing public update of current status
   • Discussion of forming sub-committees - membership and roles
   • Identification of next meeting and next steps
7. 8:30p.m. Adjourn
Meeting 14: Approval of Final Agreement, Outreach Discussion, Task Team Updates

1. 7:00p.m. Call to order

2. 7:01p.m. Agenda additions or changes

3. 7:02p.m. Public to be heard

4. 7:07p.m. Approval of August 16 minutes

5. 7:10p.m. Approval of Agreement with Attorney General edits

6. 7:15p.m. Discussion re: outreach with Liz Subin from RED Study Committee

7. 7:30p.m. Task Team updates
   - Outreach & Public Forums – Kim
   - Research & Discussion – Betzi
   - Transition Team – Ally & Brad

8. 7:58p.m. Identify next meeting date/time

9. 8:00p.m. Adjourn
Meeting 15: dissolution discussion, public participation protocol, Task Team updates, public forums planning

1. 7:00 p.m. Call to order

2. 7:01 p.m. Agenda additions or changes

3. 7:02 p.m. Public to be heard on items not on the agenda

4. 7:07 p.m. Approval of September 1 minutes

5. 7:10 p.m. Dissolution discussion

6. 7:25 p.m. RGSC public participation protocol discussion & adoption

7. 7:35 p.m. Task Team updates
   - Transition Team – Ally & Brad

8. 7:40 p.m. Public Forums planning

9. 8:28 p.m. Identify next meeting date/time

10. 8:30 p.m. Adjourn
Meeting 16: Task Team updates, public forums planning

1. 7:00p.m.   Call to order
2. 7:01p.m.   Agenda additions or changes
3. 7:02p.m.   Public to be heard on items not on the agenda
4. 7:07p.m.   Approval of September 8 minutes
5. 7:10p.m.   Task Team updates
   - Outreach & Public Forums – Kim
   - Research & Discussion – Betzi
   - Transition Team – Ally & Brad
6. 7:25p.m.   Public Forums planning
7. 8:28p.m.   Identify next meeting date/time
8. 8:30p.m.   Adjourn
Meeting 17: public forums planning, task updates

1.  7:00p.m. Call to order

2.  7:01p.m. Agenda additions or changes

3.  7:02p.m. Public to be heard on items not on the agenda

4.  7:07p.m. Approval of September 14 minutes

5.  7:10p.m. Public Forums planning
   • Agenda / Moderator
   • Presentation
   • Logistics

6.  7:55p.m. Joint meeting of Selectboard, Trustees & Prudential Committee
   • Monday, October 10, 7:00p.m., 81 Main Street
   • Presenters

7.  8:05p.m. Task updates
   • Transition Team – Ally & Brad
   • Flyer - Lori
   • Public outreach opportunities - Kim
   • Videos - Brad
   • FPF & Essex Reporter outreach - Erika
   • Web updates - Betzi
   • Web inquiries - Betzi

8.  8:28p.m. Identify next meeting date/time

9.  8:30p.m. Adjourn
Meeting 18: Public Forum #1

1. 6:15p.m. Call to order

2. 6:16p.m. Public Forum regarding proposal to form Essex Community Parks & Recreation
   - Welcome & information about forum
     - Share Objectives
     - Share Goals
     - Review Agenda
     - Establish Ground Rules
     - Review Process
   - Video – Parks & Recreation Services in Essex Explained
   - Presentation by the Recreation Governance Study Committee
   - Question & Answer
     - Written questions from the audience accepted
     - Questions answered by committee members & staff
   Public Forum Concluded

3. 7:35p.m. Opportunity to be Heard (for those who would like to stay)
   - Members of the public able to share their thoughts on the proposal
     - Each member able to speak once, for up to one minute

4. 8:05p.m. Adjourn
RECREATION GOVERNANCE STUDY COMMITTEE
Joint Municipal Survey Committee

~ AGENDA~

DATE: Thursday, September 29, 2016
TIME: 6:15-8:05p.m.
LOCATION: ADL, 104 Maple Street, Essex Junction

Meeting 19: Public Forum #2

1. 6:15p.m. Call to order

2. 6:16p.m. Public Forum regarding proposal to form Essex Community Parks & Recreation
   • Welcome & information about forum
     o Share Objectives
     o Share Goals
     o Review Agenda
     o Establish Ground Rules
     o Review Process
   • Video – Parks & Recreation Services in Essex Explained
   • Presentation by the Recreation Governance Study Committee
   • Question & Answer
     o Written questions from the audience accepted
     o Questions answered by committee members & staff

Public Forum Concluded

3. 7:35p.m. Opportunity to be Heard (for those who would like to stay)
   • Members of the public able to share their thoughts on the proposal
     o Each member able to speak once, for up to one minute

4. 8:05p.m. Adjourn
Meeting 20: public forums review, discussion of joint meeting on 10/10

1. 7:30 p.m. Call to order

2. 7:31 p.m. Agenda additions or changes

3. 7:32 p.m. Public to be heard on items not on the agenda

4. 7:37 p.m. Approval of September 26, September 28, & September 29 minutes

5. 7:40 p.m. Public Forums review

6. 8:00 p.m. Review of forum question responses/response plan

7. 8:15 p.m. Joint meeting of Selectboard, Trustees & Prudential Committee
   - Monday, October 10, 7:00 p.m., 81 Main Street
   - Presenters

8. 8:20 p.m. Task updates
   - Public outreach opportunities - Kim
   - FPF & Essex Reporter outreach - Erika
   - Web updates - Betzi
   - Web inquiries - Betzi

9. 8:28 p.m. Identify next meeting date/time

10. 8:30 p.m. Adjourn
RECREATION GOVERNANCE STUDY COMMITTEE
Joint Municipal Survey Committee

~ AGENDA~

DATE: Monday, October 10, 2016
TIME: 7:00-8:30p.m.
LOCATION: Town Offices, 81 Main Street, Essex Junction

Meeting 21: joint meeting with Essex Selectboard, Essex Junction Trustees, and Prudential Committee

1. 7:00p.m. Call to order

2. 7:01p.m. Work Session
   Presentation of Recreation Governance Study Committee Data
   Recreation Departments status report of transition work to date
   Recreation Governance Study Committee Date to Dissolve
   Options if a “no” vote occurs

3. 8:30p.m. Adjourn
RECREATION GOVERNANCE STUDY COMMITTEE
Joint Municipal Survey Committee

~ AGENDA~

DATE: Thursday, October 13, 2016
TIME: 6:15-8:00p.m.
LOCATION: Essex Elementary, 1 Bixby Hill Road, Essex Junction

Meeting 22: Public Forum #3

1. 6:15p.m. Call to order
   Public Forum regarding proposal to form Essex Community Parks & Recreation

2. 6:16p.m. Welcome & information about forum
   • Share Objectives
   • Share Goals
   • Review Agenda
   • Establish Ground Rules
   • Review Process

3. 6:25p.m. Presentation
   • Video – Parks & Recreation Services in Essex Explained
   • Presentation by the Recreation Governance Study Committee

4. 7:00p.m. Question & Answer
   • Written questions from the audience accepted
   • Questions answered by committee members & staff

   Short Break

5. 7:32p.m. Opportunity to be Heard
   • Members of the public able to share their thoughts on the proposal
     o Each member able to speak once, for up to one minute

6. 8:00p.m. Adjourn
RECREATION GOVERNANCE STUDY COMMITTEE
Joint Municipal Survey Committee

~ AGENDA~

DATE: Tuesday, October 18, 2016
TIME: 6:15-8:00p.m.
LOCATION: Fleming, 21 Prospect Street, Essex Junction

Meeting 23: Public Forum #4

1. 6:15p.m. Call to order

   Public Forum regarding proposal to form Essex Community Parks & Recreation

2. 6:16p.m. Welcome & information about forum
   - Share Objectives
   - Share Goals
   - Review Agenda
   - Establish Ground Rules
   - Review Process

3. 6:25p.m. Presentation
   - Video – Parks & Recreation Services in Essex Explained
   - Presentation by the Recreation Governance Study Committee

4. 7:00p.m. Question & Answer
   - Written questions from the audience accepted
   - Questions answered by committee members & staff

   Short Break

5. 7:32p.m. Opportunity to be Heard
   - Members of the public able to share their thoughts on the proposal
     - Each member able to speak once, for up to one minute

6. 8:00p.m. Adjourn
Meeting 24: public forums review and task updates

1. 7:30p.m. Call to order
2. 7:31p.m. Agenda additions or changes
3. 7:32p.m. Public to be heard on items not on the agenda
4. 7:37p.m. Approval of September 28, September 29, October 6, October 10, October 13, and October 18 minutes
5. 7:45p.m. Public Forums review
   - Meet the candidates?
6. 7:55p.m. Review of forum question responses/response plan
7. 8:05p.m. Task updates
   - Public outreach opportunities
     - Places to be with flyers
     - Presentations – Lions, PTO’s, etc.
   - FPF & Essex Reporter outreach
   - Web updates
   - Web inquiries
   - Final info sheet/Q&A
   - Presence at polls on 11/8
   - Promoting early & absentee voting
   - Videos
   - Postcard
   - Sharing information about candidates for ECPR Board
8. 8:43p.m. Identify next meeting date/time
9. 8:45p.m. Adjourn
RECREATION GOVERNANCE STUDY COMMITTEE
Joint Municipal Survey Committee
~ AGENDA~

DATE: Wednesday, November 16, 2016
TIME: 6:15-8:15p.m.
LOCATION: Founders Memorial School, 33 Founders Rd, Essex Jct.

Meeting 25: Public Forum #5 & Business Meeting

1. 6:15p.m. Call to order

   Public Forum regarding proposal to form Essex Community Parks & Recreation

2. 6:16p.m. Welcome & information about forum
   - Share Objectives
   - Share Goals
   - Review Agenda
   - Establish Ground Rules
   - Review Process

3. 6:25p.m. Presentation
   - Video – Parks & Recreation Services in Essex Explained
   - Presentation by the Recreation Governance Study Committee

4. 7:00p.m. Question & Answer
   - Written questions from the audience accepted
   - Questions answered by committee members & staff

   Short Break

5. 7:32p.m. Opportunity to be Heard
   - Members of the public able to share their thoughts on the proposal
     - Each member able to speak once, for up to one minute

6. 7:45p.m. Public Forum Concluded

   Short Break

7. 7:48p.m. Start of Business Meeting

8. 7:48p.m. Public to be heard on items not on the agenda

9. 7:50p.m. Approval of November 3 Minutes

10. 7:53p.m. Public Forums review
RECREATION GOVERNANCE STUDY COMMITTEE
Joint Municipal Survey Committee
~ AGENDA~
DATE: Wednesday, November 16, 2016
TIME: 6:15-8:15p.m.
LOCATION: Founders Memorial School, 33 Founders Rd, Essex Jct.

11. 8:00p.m. Plan for forum #5 & #6 question response plan

12. 8:05p.m. Task updates
   • Public outreach opportunities
     o Places to be with flyers
     o Presentations – Lions, PTO’s, etc.
   • FPF & Essex Reporter outreach
   • Web updates
   • Web inquiries
   • Essex Balloteer Response
   • Final info sheet/Q&A
   • Promoting early & absentee voting
   • Videos
   • Postcard
   • Information about candidates for ECPR Board

13. 8:15p.m. Adjourn
RECREATION GOVERNANCE STUDY COMMITTEE
Joint Municipal Survey Committee
~ AGENDA~
DATE: Tuesday, December 6, 2016
TIME: 6:15-7:55p.m.
LOCATION: Essex High School, 2 Educational Drive, Essex Junction

Meeting 26: Public Forum #6 & Dissolution

1. 6:15p.m. Call to order
   
   Public Forum regarding proposal to form Essex Community Parks & Recreation

2. 6:16p.m. Welcome & information about forum
   • Share Objectives
   • Share Goals
   • Review Agenda
   • Establish Ground Rules
   • Review Process

3. 6:25p.m. Presentation
   • Video – Parks & Recreation Services in Essex Explained
   • Presentation by the Recreation Governance Study Committee

4. 7:00p.m. Question & Answer
   • Written questions from the audience accepted
   • Questions answered by committee members & staff

5. 7:30p.m. Opportunity to be Heard
   • Members of the public able to share their thoughts on the proposal
     ○ Each member able to speak once, for up to one minute

6. 7:45p.m. Public Forum Concluded
   
   Short Break

7. 7:48p.m. Start of Business Meeting

8. 7:48p.m. Public to be heard on items not on the agenda

9. 7:50p.m. Approval of November 16 & December 6 Minutes

10. 7:53p.m. Vote to Dissolve Recreation Governance Study Committee

11. 7:55p.m. Adjourn