Commission Members In Attendance

Mike Vanasse (05/02/2025), David M. Crocco Jr. (7/25/2024), Tom McCleary (03/08/2024), Allison Childs (04/04/2025) Brett Mayfield (05/16/2025)

Commission Members Absent

Nikki Boyle (04/04/2025)

Others in Attendance

Mary Erdei, Select Board liaison, Scott Hausler, Director

Approval of Minutes

A motion was made by David Crocco. Seconded by: Allison Childs

In Favor all in favor Opposed

The motion was Approved or Disapproved? Approved

Citizen Comments

none

Commission Member Comments

Brett Mayfield received numerous compliments from community members on the Polar Express event.

Directors Report

Scott highlighted some of the significant activity for past month. *

Scott mentioned that the White River School gym is closed for basketball. The back boards have been condemned and will require evaluation and repair.

Scott reported that during recent bad weather power outages, there was some concern that ice in the Barwood Arena would melt and break seals. Fortunately, this did not happen, power was restored before serious ice melt occurred.


Scott spoke briefly about summertime concerts at Municipal building stage and Quechee Green. Brett Mayfield mentioned about the Quechee Lakes Association having funds for helping with cost of bands/performers. There was some discussion about the expense of musical performers. And whether to have fewer performances but spend more per performance. Nothing decided.

*See attached Director’s report for complete summary
Old Business

There was some discussion on Town of Hartford’s promulgation of an ordinance governing cannabis use in the town’s parks. Discussion is ongoing (see motion by David Crocco in minutes from December 2022 meeting) and further action as per recommendations from Parks and Recreation is contingent on input from Vermont League of Cities and Towns legal department.

Scott distributed copies of Town of Hartford Parks Ordinance with articles pertaining to proposed cannabis ordinance highlighted in red. Also handed out, email from Elijah D. Emerson, Attorney at Law, addressing existing Vermont state regulations governing cannabis use in public places.

Brett Mayfield spoke with someone at Vermont Department of Parks and Recreation. Brett reported that existing Vermont state law prohibits the use of marijuana or tobacco on public land.

Scott stated that Parks and Recreation’s input is centered on cannabis use regulations as stated in signage at all town parks.

New Business

Election of Officers: Chair, David M. Crocco Jr., Vice Chair, Allison Childs, Clerk, Tom McCleary

Slate of officers unanimously approved.


Next Meeting

February 2, 2023, 5:00 p.m., Hartford Town Hall

Adjourn

Date | time, Location
01/12/2023, 5:58 pm

Motion was made to adjourn the meeting by: David Crocco, Jr. Seconded by: Tom McCleary. All in Favor:

Unanimous  Opposed: None

Respectfully submitted by:

Thomas McCleary  Date: 01/15/2023

Hartford Parks & Recreation Commission Members

Chair: Brett Mayfield (05/16/2025)
Vice Chair: David M. Crocco Jr. (7/25/2024)
Clerk: Tom McCleary (03/08/2024)
Member: Allison Childs (04/04/2025)
Member: Nikki Boyle (04/04/2025)
Member: Michael Vanesse (05/02/2025)
Vacant: (1 position)
Parks & Recreation Department  
Significant Activity Report  
January 6th, 2022  
Respectfully Submitted By: Scott Hausler, Director  

Program and Park Highlights  

- Our New Year’s Eve Skate was a great success. Our Point-of-Sale System logged 173 transactions of which 54 were skate rentals. This does not include our pass holders as we tabulate them manually and the totals had not been processed at the time of this report. Our Skate with Santa was cancelled due to the storm and power outage at the rink. We were unable to re-schedule.  
- During the holiday vacation week, we had 9 special public skates with good participation.  
- For the past two weeks of operation at the Wendell A. Barwood Arena, we have had a total of 110 reservations and 312 hours of usage.  
- Winter Camp Ventures – Mini Holiday Camp took place December 21st through the 23rd with 21 participants. We could have taken more but our staffing levels limited us to the enrollment. This is our first Mini Holiday Camp, and it was a popular new program for us.  
- Many of our indoor programs continued prior to the holidays. Learn to Skate, Indoor Ultimate Frisbee, Improve Comedy and our Drop-In Basketball programs located in the schools.  
- Our Youth Basketball Program continues with 172 participants. The program is held through February 18th and utilizes the elementary and middle school gyms.  
- Office operations were light over the past couple weeks due to staffing levels. We continue to work on up-and-coming programs such as our Youth Ice Fishing Derby, Valentine’s Dance for Daughters, Whaleback Afterschool Ski Program and the Ledyard Bank RedZone 5K.  
- The Parks & Recreation Commission’s last meeting discussed changes to the proposed Hartford Parks Ordinance that will add wording to the No-Smoking in Public Parks section. Once we have a legal review of the ordinance language the board will vote on approving or disapproving the changes. Following their action, the Parks Ordinance will go to the Selectboard for consideration.  
- Parks & Recreation had a great year in 2022 and we look forward to another great year of programs and events in 2023. The Department would like to thank all our community volunteers who put in countless hours bringing healthy and active programming to the community. We would also like to that all the Town Departments for the collaborative support over the past year.
WHAT IS HARTFORD PARKS & RECREATION

VALUABLE INFRASTRUCTURE
Public Parks, Hiking and Walking Trails, Recreation Facilities, Nature Preserves, Waterways, Aquatic Facilities, Playgrounds

VITAL PROGRAMS
Youth Camps, Workforce and Youth Development, Youth Sports, Education & Collaborations, Nutrition and Physical Activity Programs for All
FISCAL YEAR 2022

Annual Report

"Five Villages, Three Rivers, One Town"
Who We Are

What is Parks and Recreation? **Valuable Infrastructure**, such as Public Parks, Trails, Recreation Facilities + **Vital Programs**, such as After School, Youth Sports, Youth Workforce, Day Camps, Environmental Education, Nutrition, and Physical Activity Programs = ESSENTIAL SERVICES

Our mission is to serve the recreational needs of the community by offering lifelong learning through recreational and educational programming utilizing existing parks and facilities.

**Vision Statement:** The residents of Hartford and the surrounding communities recognize the vital importance of natural places and recreation. Through diverse programming that aims to reach all, regardless of age, gender, race, physical or mental ability, sexual orientation or socioeconomic background, the Hartford Parks & Recreation Department cooperates with community groups to bring a variety of recreational opportunities to local residents. The department is committed to maintaining the highest quality parks and facilities while dedicating itself to improving its program offerings and practices to meet current and future needs.

The Hartford Parks & Recreation Department is a **Nationally Accredited Agency** and was the first Agency in Vermont to become accredited. We take pride in our vision and work hard to be one of the most dynamic and highly regarded agencies in New England.

The Department **oversees 19 park and recreation facilities** for the community to enjoy, from nature trails, outdoor fields, courts, and open green spaces along with the Wendell A. Barwood Arena and Sherman Manning Aquatic Facility, which opened this past June. The new facility was well received and maintains a new control building with built in family changing rooms, water slide, zero depth beach front entry, shade structures and a splash pad.

Hartford Parks & Recreation provides the **natural landscape and recreation facilities** for the community to get in touch with nature, keep healthy and active through parks and play, and connecting with each other as a community through our special events and programs. In addition to our great parks and facilities, the Department **oversees a wide variety of recreation and sport programs and activities** to provide something for everyone. The Department also manages the White River Junction Amtrak operations and oversees town owned cemeteries and the West Hartford Library Community Center building.
Facilities by the Numbers
The Department issues permits for various park functions and uses. Permits allow us to track park usage, such as attendance for events and the number of scheduled uses our parks system has through the course of a year. Our goal at Hartford Parks & Recreation is to keep our parks and facilities clean, safe and enjoyable for all residents and visitors today, tomorrow, and for many years to come. Through our parks and facilities, we are committed to protecting open space, connecting the community to nature and ensuring all residents have access to the benefits of our parks and recreation services.

Facility Park Facility Reservations Issued ................................. 574
Number of hours parks and facilities were reserved .................... 6778

Volunteers, Community Partnerships, Programs and Affiliations
Hartford Parks & Recreation works closely with many groups, organizations and business to make Hartford a better place to live, work and play. Hartford Parks & Recreation encourages you to get involved and make an immediate impact in our community through volunteerism.

Number of Volunteers ................................................................. 239*
Estimated Number of Volunteer Hours ....................................... 6,501
Estimated Volunteer Per/Hour Cost ........................................... $29.95**
Total Volunteer Value in FY 22 ................................................ $194,704.95
* Youth/Adult Athletics, Special Events, Boards & Commissions
** (Corporation for National and Community Service)

Arts, Entertainment, Special Events
The Department offers many seasonal special event programs throughout the year, strengthening community and enhancing the quality of life throughout the town and region. In addition, we partner with many agencies and organizations to provide community wide activities.

Total Number of Events Offered by the Department .............. 27

Recreation Programs & Sports
Hartford Parks & Recreation offers a variety of recreation programs for both youth and adult athletic leagues. Our department is committed to leading the community to improve health and wellness through parks and recreation programs.

Total number of Transactions Processed ................................. 3,444
Total number of First Time Registrations ................................. 470
Number of Classes and Activities Department ........................ 10

Total Scholarships Offered FY 22 ........................................... $2,230
Facilities Highlights

WABA
The facility sold 2,796 daily admissions for skating. Pass holders visited the rink 1,672 times. 891 pairs of skates were rented, and staff sharpened 147 pairs of skates. The facility served 1,400 hours of usage during the ice season.

Sherman Manning Aquatic Facility
We had a fantastic opening of our new facility. Staffing was a large concern at the beginning and throughout the summer, but several dedicated staff members kept it together and offered a great experience and program for the community.

The facility operation was open for a total of 10 weeks and included 50.5 scheduled hours per-week for total of 505 hours being offered.

Pool was open a total of .......................................................... 67 days
Total number of memberships processed .................................... 133
Members visited the pool....................................................... 588 individual visits
Daily transactions for a visit to the pool...................................... 3078
Total visits by daily admissions and memberships...................... 3666
Recreation Department program usage and attendance numbers ... 3160
(pool parties, swim team, summer camp)

Total number of visit uses during operating hours...................... 6826

Marketing & Communications Highlights:
Our department enjoys reaching out and engaging our residents and stakeholders about parks and recreation in the Town of Hartford. We are passionate about what we do and enjoy sharing it with you too. Our events and activities are often in the news, and we post on a regular basis what’s happening at Hartford Parks & Recreation so we can keep you, our residents, informed. Sign up for Constant Contact, friend us on Facebook or link up to our Twitter feed. Keep connected as you will always be in the know.
Media Outlets and Distribution

- Constant Contact 3,752 active contacts as of 11/21/2022
- Email blast distributed on Thursday of each week at approximately 5:00 p.m. for 54 connections a year. Special Event email blasts. 7% open via mobile device and 93% open on desktop.
- Bulletin Boards. Flyers are posted on bulletin boards at the Town Hall, Wendell A. Barwood Arena, local schools, libraries, Bugbee Senior Center and Camp Ventures.
- Valley News Calendar (print & Facebook), Upper Valley Facebook Events Page. Each event is posted
- Hartford Chamber of Commerce. Each flyer for events and programs is shared with the Chamber and they select and choose what to post.
- Weekly Updates to News Media. Weekly updates are shared via email to 49 connections (radio, TV, newspapers, calendars).
- ListServ. Events posted as needed to Hartford, Upper Valley groups
- Other area ListServs depending event.
- Town Schools. Flyers produced for all events and shared electronically via email.
- Facebook/HPRD. Flyers are posted when ready and on average ten posts per week for 520 post on average per year. 2.8K current followers.
- Facebook/WABA. Arena specific flyers are posted when ready and on average five posts per week for 260 post on average per year. 575 follow the page.
- Facebook/Sherman Manning Aquatic Facility. Pool specific flyers are posted when ready and on average 5 posts/week. 310 current followers.
- Facebook/Other. Events are posted on Valley News and Upper Valley events page.
- CATV (Cable Access TV). Flyers for all events are shared for posting on CATA electronic bulletin board.
- Binder. All flyers created are kept in a binder at the office for public viewing throughout the year.
- Hartfordrec.com, Current events/flyers are posted on home page & updated multiple times a year.
- Town of Hartford P & R Page. Parks and Recreation information is posted. Live Facebook feed is also part of the main page for constant updates.
- MyRec Email. Flyers are emailed to past participants enrolled in programs/special events.
- Program Guide with Seasonal Programs and Events. 1,000 Program Guides are printed for each season (Fall/Winter & Spring/Summer) totaling 2,000 overall Program Guides.
TOWN OF HARTFORD, VERMONT
PARKS ORDINANCE

ARTICLE I

PURPOSE

ARTICLE II

DEFINITIONS

ARTICLE III

AUTHORITY AND ADMINISTRATION

ARTICLE IV

NO PERSON IN A PARK SHALL

ARTICLE V

BEHAVIOR: NO PERSON IN A PARK SHALL

ARTICLE VI

MERCHANDISING-ADVERTISING-SIGNS

ARTICLE VII

BICYCLE, SNOW VEHICLES AND MOTORBIKES

ARTICLE VIII

VIOLATION AND PENALTIES

ARTICLE IX

EFFECTIVE DATE

ARTICLE X

NO REMEDY OF PRIVATE REMEDY

PURPOSE
The purpose of this article shall be to preserve the public peace and maintain order on lands owned and managed by the Town of Hartford, Vermont, contribute to the safety and enjoyment of the users of such parklands by regulating the use of the properties and protecting users from exposure to the harmful effects of secondhand (environmental and tobacco/cannabis product) smoke on the property.

ARTICLE II DEFINITIONS

1. "Town" the governing entity consisting of the following villages: Quechee, Wilmot, West Hartford, Hartford and White River Junction.

2. "Park" any area in the Town under the direct jurisdiction of the Town Parks and Recreation Department and Conservation Commission. Parks and Conservation Lands include: Quechee Green Park, Waitsam Memorial Park, Erwin Clifford Park, George Ratcliffe Park, Hurricane Wildlife Refuge Park, Forest Park, Kilowatt North and South Parks, Westover Park, Quechee Green Park, Meeting House Commons, Lyman Point Park, Fred Briggs Park (Engine 494), Hurricane Town Forest, Maunawua Conservation Area, David Chang Conservation Area and all open public properties managed by the Parks and Recreation Department and Conservation Commission.

3. "Person" any individual, group, association, corporation, company or organization of any kind.


The term shall include any trailer in tow of any size, kind or description.

5. "Tobacco Products" include cigarettes, little cigars, roll-your-own tobacco, snuff, cigars, pipe tobacco, and other tobacco products as defined in 32 V.S.A. § 7702.

6. "Tobacco Substitute Products" are products, including electronic cigarettes or other electronic or battery-powered devices, not designed or intended to deliver nicotine or other substances into the body through the inhalation of smoke as defined by 7 V.S.A. § 1651(18). Tobacco Substitute Products shall not include products that have been approved by the U.S. Food and Drug Administration for tobacco cessation or other medical purposes.

7. "Cannabis" includes all parts of the plant Cannabis sativa L. as defined by 7 V.S.A. § 153. Cannabis does not include: (1) the mature stalks of the plant and fiber produced from the stalks; (2) oil or cake made from the seeds of the plant; (3) any compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks, fiber, oil, or cake; (4) the sterilized seed of the plant that is incapable of germination; or (5) hemp or hemp products, as defined in 6 V.S.A. § 502.

8. "Cannabis product" means concentrated cannabis and a product that is composed of cannabis and other ingredients and is intended for use or consumption, including an edible product, extract, and infusions. Cannabis product shall include a vaporizer containing cannabis oil that is intended for use with a battery-powered device.

ARTICLE III AUTHORITY AND ADMINISTRATION

The Department of Parks and Recreation is charged with the administration of this article and the posting of signs designating parklands within the town. The rules and regulations set forth herein shall apply to and be in effect in all parks under the control, supervision and jurisdiction of the department. Under authority granted in 24 V.S.A. §§ 2291 (4), 2291 (7), 2291 (14), 2291 (17), and 2291 (18), the Selectboard of the Town of Hartford, Vermont, hereby adopts the following civil ordinances regulating the Parks.

ARTICLE IV NO PERSON IN A PARK SHALL

1. Buildings and grounds
   a. Willfully mark, deface, disfigure, injure, tamper with, displace or remove, any building, bridge, tables, benches, grill, railings, paving/paving material, water lines, or other public utilities or parts or appurtenances thereof, signs, notices, or place cards (whether temporary or permanent), monuments, equipment, facilities or park property or appurtenances whatsoever, either real or personal.
   b. Dig or remove any soil, rock, stones, down timber or other wood or materials, or make any excavation by tool, equipment, blasting, or other means or agency.
   c. Erect Structures: Construct or erect any building or structure of whatever kind, whether permanent or temporary in character, or run, or string public service utility into, upon or across such lands. Exception is here made as to any person acting by and under the authority by permit of the Town.

2. Trees, Shrubs, Lawns
   a. Damage, cut, carve, transplant, or remove any tree, flower or plant or injure the bark, of any tree or plant. Nor shall any person attach any rope, wire or other mechanical device to a tree or plant. A person shall not dig in or otherwise disturb turf areas.
   b. Hunt and Trap

SS0541 1
a. Hunt or trap on Park Properties, with the exception of what may be permitted by the regulations as outlined in the Hurricane Town Forest Recreation Management Plan

4. Sanitation
a. Pollute the natural waters located in and next to the Parks.
b. Bring in or shall dump, deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, in or contiguous to any park, or left anywhere on the grounds thereof, but shall be placed in the proper receptacles where these are provided, where receptacles are not provided, all such rubbish or waste shall be carried away from the Park by the person responsible for its presence, and properly disposed of elsewhere.
c. Keep a dog or dogs on leashes. Owner or person having custody of any dog shall keep the dog on a leash at all times, unless in an off-leash designated area on the park grounds. A dog may not defecate on any park properties, unless said defecation is removed immediately and properly disposed of in a designated dog waste container. No dogs are allowed on athletic fields. Cross reference Dog Ordinance Chapter Sections: 27-4, 27-7, 27-8, 27-9 & 27-10

5. Traffic
a. Fail to comply with State laws, Town ordinances and with the exception of what may be permitted by the regulations as outlined in the Hurricane Town Forest Recreation Management Plan in regards to recreational equipment and operation of vehicle of any kind.
b. Operate any vehicle or recreational equipment on any area except the designated road, driveway areas and or trails.
c. Park a vehicle in other than established or designated parking areas

6. Recreational Activities
a. Frequent any waters or places of park grounds before or after park posted hours. Parks are open from dawn to dusk, unless said activity is approved by the Town to be conducted after park posted hours.
b. Carry or possess firearms of any description, or air rifles, spring-guns, paint-ball guns/rippers, bow and arrows, slings, knife, sling-shot, dagger, or any other types a dangerous weapon(s), with the exception what may be permitted by the rules and regulations as outlined in the Hurricane Town Forest Recreation Management Plan.
c. Picnic Areas and Use
   1) Picnic or have large food serving stations in a place other than those designated for that purpose.
   2) Large groups are required to submit a Park Use Permit. A large group consists of ten or more people.
   3) Light and create open fires, and/or fire pits with the exception of what may be permitted by the rules and regulations as outlined in the Hurricane Town Forest Recreation Management Plan.
   4) Leave a picnic area before the fire is completely extinguished and before all trash, garbage and all other refuse is placed in the disposal receptacles. If no trash receptacles are available, all refuse is to be taken out of park and properly disposed of elsewhere.
   d. No person shall set up tents, shacks, or any other temporary shelter for the purpose of overnight camping, nor shall any person leave in a park after closing hours any movable structure or special vehicle to be used for, or that could be for, such purpose of overnight camping, with the exception of what may be permitted by the rules and regulations as outlined in the Hurricane Town Forest Recreation Management Plan or without permission from the Hartford Parks and Recreation Department.
   e. Take part in organized athletic games without written permission of the Department of Parks and Recreation.
   f. Ride a horse or any other animal in the parks, with the exception of what may be permitted by the regulations as outlined in the Hurricane Town Forest Recreation Management Plan.

ARTICLE V BEHAVIOR- NO PERSON IN A PARK SHALL:

1. Bring or possess alcohol beverages, tobacco products, tobacco substitute products, or any illegal drug, nor shall any person drink alcohol beverages, or use any tobacco products, tobacco substitute products, cannabis, cannabis products, or illegal drug at any time in the park, unless it is in a designated area and under the rules of regulations of the ordinance relating to the use of alcohol beverages. Cross reference Open Container Ordinance

2. Engage in loud, boisterous, threatening, abusive, insulting or indecent language, or engage in any disorderly conduct or behavior tending to breach the public peace. Cross reference Noise Ordinance.
ARTICLE VI  MERCHANDISING-ADVERTISING-SIGNS

1. Expose or offer for sale the article of thing, nor shall he/she station or place any stand, cart, or vehicle for the transportation, sale or display of any such article or thing. Exception is here made as to any person acting by and under the authorization by permit of the Town.

2. Announce, advertise, or call the public attention in any way to any article or service for sale or hire without written permission from the Town.

3. Paste, glue, tack or otherwise post any sign, placard, advertisement, or inscription, nor shall any person erect or cause to be erected any sign on park property. Exception is here made as to any person acting by and under the authority by permit of the Town.

ARTICLE VII  BICYCLE, SNOW VEHICLES AND MOTORBIKES

1. No person shall ride a bicycle upon the lawns, walks, or foot trails in the parks unless otherwise posted.

2. No motorized snow vehicles shall be permitted in the area of a park except where permitted by the Town.

3. No motorized vehicle shall be permitted in any area of the parks, with the exception of those permitted by the rules and regulations of each park.

ARTICLE VIII  NOTICE TO PARK USERS

Banners shall be prominently placed at all accessible town park and recreation area and facilities, notifying the public of the prohibition against the use of all tobacco, combustible, combustible products, and tobacco substitutes (including vapor devices).

ARTICLE VIII  VIOLATION AND PENALTIES

A violation of this ordinance shall be subject to civil enforcement in accordance with the provisions of 24 VSA Section 1974a and 1977 et seq. A civil penalty of not more than $500.00 may be imposed for a violation of this civil ordinance and the waiver fee shall be set at $50.00 for the first offense, $100.00 for the second offense within a six month period, and $200.00 for all subsequent offenses within a six month period. Each day violation shall constitute a separate violation of this ordinance.

ARTICLE IX  EFFECTIVE DATE

Effective Date: This ordinance shall take effect sixty days after the adoption by the Select Board for the Town of Hartford, Vermont.

ARTICLE X  NO PREEMPTION OF PRIVATE REMEDY

Nothing in this ordinance shall be construed to limit or modify any remedy which may be available to any private person under existing common law or statute for abatement of nuisance, nor shall any enforcement process begun or completed by the Town of Hartford against any person he/she deemed or construed to exempt such person from imposition of liability resulting from pursuit of civil remedy by any other person.

Adopted this 14th day of April at Hartford, County of Windsor, State of Vermont, all in accordance with Title 24 VSA (14) and 24 VSA Chapter 59 (Civil Enforcement).
HARTFORD, VT
PARKS AND RECREATION
DEPARTMENT

ADMINISTRATIVE MANUAL

Our mission is to serve the recreational needs of the community by offering lifelong learning through recreational and educational programming utilizing existing parks and facilities.
Hartford Parks and Recreation Department

Administrative Manual

Contents

I.   Department Components

II.  Purpose of Each Component and Job Analysis

III. Job Analysis

IV.  On-The-Job / In-Service Training – Schedule

V.   Town of Hartford Department Structure

VI.  Planning and Research Function

VII. Communications

VIII. Research / Analysis of Trends

IX. Behavior and Accident Reports

X.   Recruitment Process and Succession Plan

XI.  Inventory Control

XII. Management Information System

XIII. Park & Facility Rental Agreement Procedures

Addendum: Parks & Recreation Records Management Manual
The following management information can be found in their respective locations as follows:

- Fiscal Management / Procedures – Recreation Office
- Marketing / Community Relations – Recreation Office
- Risk Management Manual – Recreation Office
- Policy Manual – Recreation Office
- WABA Emergency Plan – WABA Office, WABA Maintenance Room, Emergency Services, Recreation Office and Town Manager’s Office
- Pool Emergency Plan – Pool Office, WABA Office, Emergency Services, Recreation Office, and Town Manager’s Office
- Park Maintenance Management Manual – WABA Maintenance Office Area
- Pool Operational Manual – Pool Office
- Ventures Employee Handbook – Venture Office and Recreation Office
- Pool Staff Manual – Pool Office and Recreation Office
- Maintenance Staff Handbook – WABA Maintenance Office Area

Manual to be reviewed and updated as necessary in December of each year.
Hartford Parks and Recreation Department
Administrative Manual

I. Department Components

A. Components of the Parks and Recreation Department

Supervisors (Director, Superintendent of Parks & Facilities, Superintendent of Programs, Day Camp Director, Pool Director and Parks & Facilities Foreman) directing line-staff have the direct authority to assure all department and Town policies and procedures are followed. Supervisors are to assist and guide their employees to create a positive outcome of the goals and objectives of the Department (as it pertains to their division). At periodical schedule times supervisors should complete evaluations of the employees they are supervising. In the event there is a need for disciplinary action, supervisors are to follow the Town policies specific to disciplinary action. Responsibilities may include the following: Supervise and exercise line authority over all full-time and seasonal staff. Assists in the recruitment, hiring and training of staff and volunteers. Supervises problems and deviations in the work in accordance with instructions, policies, previous training or accepted practices. Provide (schedule) training activities (orientation, safety, programming, team building, etc).

All employees who are promoted or first hired into a supervisory position are given guidance to the Town personnel policies, budgetary responsibilities, risk liability responsibilities, staff training (certifications), state, local, and federal laws that may apply and human resource responsibilities (such as, working with volunteers and union workers). This guidance may be given by the Director or Assistant Director of the Department, Police & Fire Chiefs, Human Resource Officer, Financial Director and a member of the VT League of City and Towns (Risk Manager).

1. Administration Division
   a. Director
   b. Superintendent of Parks & Facilities / Superintendent of Recreation Programs
   c. Administrative Assistant

2. Recreation Division
   a. Superintendent of Recreation Programs
b. Seasonal Staff / Instructors

II. Purpose of Each Component and Job Analysis

In keeping with the department’s vision, mission and philosophy, each division will strive to:

- Offer recreation leisure pursuits that promote the fundamentals of play, recreation, and leisure
- Meet the needs of our community through social activities
- Meet the needs of individuals through a wide range of delivery of programs and services
- Maintain and update yearly the goals and objectives and the philosophy statement
- Provide desirable experiences to the citizens of Hartford, Vermont

A. Administration Division

1. Maintain front desk / reception area
2. Administer fund transactions and budgetary procedures
3. Maintain grants
4. Perform bookkeeping and record keeping functions
5. Disseminate information to the public
6. Coordinate efforts of other department divisions
7. Work with and assist clubs, civic, and community organizations

B. Recreation Division

1. Plan, promote, and implement a year-round, diversified recreation program and comprehensive athletic offering for all ages.

C. Parks Division

1. Assure that parks and facilities are safe and clean for the patrons to enjoy. Implement sound park maintenance practices and standards.
D. Aquatic Division

1. Provide an enjoyable, relaxing, and safe environment at the municipal pools. Teach swim lessons. Monitor pool complex for safety.

E. Ventures Day Camp

1. Provide a fun and enjoyable summer day camp experience for ages five through 12. Assure the safety and welfare of each camper. Teach leisure skills that may become lifelong recreation pursuits.

   a. MISSION: To provide a safe environment for all children where they can experience friendship, expand their creativity, learn new things, and have fun.

III. Job Analysis

A. Positions reviewed annually

   1. Director
   2. Superintendent of Parks & Facilities
   3. Superintendent of Recreation Programs
   4. Administrative Assistant
   5. Park Laborers
   6. Seasonal Staff (WABA, Pool, Park Laborer)

B. Methods of Analysis

   1. Interviews during performance evaluation reviews
   2. Self-assessment evaluation form

C. Based on information gained through each job analysis, the respective job description is revised on a "need-to-be" basis. The revisions are forwarded to the Human Resources Department.

D. Basic Job Analysis Specifications per Position

   See Appendix: Job Analysis

IV. On-The-Job / In-Service Training - Schedule

   The Town Manager's Office, through the contracted services of the Vermont Leagues of Cities and Towns agency, will schedule a series of "on-the-job
training" and in-service programs. The program offerings are to be conducted yearly and scheduled to allow as many employees as possible to attend. In addition, the Parks and Recreation Department will offer seasonal "on-the-job" training programs:

A. Parks and Recreation "on-the-job" training schedule
   
   1. CPR training in the spring
   2. Park Equipment (refresher and updates) in the early spring
   3. Pool Operations in the early summer
   4. Day Camp Counselor Training in the early summer
   5. Ice Arena Operations training in early October
   6. Law-enforcement in-service training in the Spring

B. Staff Notification
   
   1. Full time staff will be notified internally of the scheduled training programs. Their work schedule will be adjusted to accommodate the scheduled program.
   
   2. Seasonal employees will be notified in their pre-employment notification letter of the training and orientation schedule.

C. Training Procedures
   
   1. Staff members are required to "sign-in" at all session held.
   
   2. If necessary, staff may be required to complete course work and/or read material prior to the training.

D. Training Evaluation
   
   1. Employee feedback on training sessions.
V. Town of Hartford Department Structure

The Town Manager is the chief administrator of all Town functions. The Town Manager is directly accountable to the Hartford Selectboard. The Selectboard sets and establishes Town policies. There are six department heads under the Town Manager (Parks and Recreation, Fire, Police, Finance, Public Works and Planning). The department heads formulate and recommend policy to the Town Manager and Selectboard. Once a policy is approved, the department heads are responsible for implementing the policy.

VI. Planning and Research Function

The department will utilize a range of evaluation methods to evaluate department operations. The evaluation process will assist in the accountability of the department, will assure the department is meeting the needs of the citizens, and will enable the development of long-range programs and capital improvement plans. This process assures that the parks and facilities meet current best-practice standards.

A. Staff Responsibility

1. The Parks and Recreation Director will serve as the planning and research coordinator overseeing all planning and research activities.

2. The Superintendent of Recreation Programs will be directly responsible for submitting reports and supporting documentation for the planning and researching of programs

3. The Superintendent of Parks & Facilities is responsible to keep updated about on-going park practices in turf management, facility management, and equipment management.

B. Financial Research

1. This is an ongoing process based on the monthly reports, trends in the economy, attendance and budget preparations.

2. The director will review revenue and expense statistics to assist in setting future fees.
3. The following performance financial measures will be used to determine the effectiveness of the department’s operations:
   a. Generate $10,000 in donation/advertising enterprise account
   b. Monitor monthly revenue streams
   c. Generate 85% to offset youth programs
   d. Generate 100% sponsorships to offset performance-contracted concert expenses

C. Research Library and Resources
   1. The department staff will utilize the following to create a library of resources.
      a. Brochure exchanges
      b. NRPA Listserv
      c. Monthly trade magazines (NRPA and NISMA)
      d. Conference session handout materials
      e. Central location of filed evaluations and budget statistics

D. Analysis of Planning and Research Function
   1. The planning and research functions analysis of operations will be completed by the following methods.
      a. Department annual report in November
      b. Update of the Town Master Plan
      c. During the annual budget preparations (September through January)

VII. Communications

In order to best serve the community and implement day to day department activities there will be several paths of communications:

- Scheduled meetings
- E-mail
- General open discussions “one-on-one”
• Memorandums

It is important that division supervisors discuss a variety of topics with their staff to obtain valuable feedback about the operation of the department. The information obtained should be used to assist in formulating future goals and objectives.

Communication (input regarding department functions) from all levels is essential. The levels include, but are not limited to, seasonal staff, commission members, park laborers, division supervisors, and the administrative assistant.

The means of communication are through internal means and are external to the Town governing function.

A. Internal Communications

1. Staff are responsible for assuring that there are open lines of communication within Town Government:

   a. The Parks and Recreation Director acts as a direct liaison to department heads and the Planning and Zoning Office, Town Finance Office, and Town Manager's Office.

   b. The Superintendent of Recreation Programs works closely with the Department of Public Works and Emergency Safety.

   c. The Superintendent of Parks and Facilities is the direct liaison with the Department of Public Works and Emergency Safety.

2. The Town of Hartford, as a practice, has an “open-door” policy within each department.

3. In the event that a staff person has a concern, he or she should bring it to the attention of their immediate supervisor.

4. Weekly staff meetings are scheduled with division supervisors, as well as each supervisor meeting with their staff division members.

5. The full-time supervisory staff will meet quarterly to review division goals and objectives.

6. E-mail will be utilized to submit weekly status reports.

7. Seasonal / quarterly reports from division supervisors will outline or recommend needs within their division, along with administrative data pertaining to their division operations.
8. At monthly Parks and Recreation Commission meetings, each commission member will have the opportunity to present their assigned liaison report and contribute their input under the commission agenda item, "Commission's Input."

9. As a general rule, we will try not to "ambush" each other with topics of work related issues that can wait until the appropriate meeting setting – unless the topic is of an urgent matter.

B. External Communications

Keeping the lines of communication open between the school district, human resource agencies, civic organizations, and the public at-large is extremely important in establishing and developing healthy public relations.

1. Staff responsibilities to assure there are open lines of communication external of Town Government:

a. Director of Parks and Recreation human resource agencies, news media and state and federal legislators and community agencies.

b. The Superintendent of Recreation Programs is the liaison to the school district and social service agencies.

c. The Superintendent of Recreation Programs is the liaison to youth athletic clubs (lacrosse, soccer, and hockey).

d. The Superintendent of Parks and Facilities is the liaison to the school districts building and grounds department.

VIII. Research / Analysis of Trends

The department will keep abreast of the local and regional trends affected by demographic shifts, social welfare, economics, technology, environmental and consumer trends.

A. Trends Analysis Methodology

The following resources will be utilized to remain aware of trends that will affect how the department will serve the public:

1. 2026 Community Wide Survey
   a. Identify assessed needs based on survey results
   b. Develop programs base on report findings
2. **20?? Town Master Plan**
   a. Follow through with recommendations
   b. Assist in setting fee / charge structure
   c. Better understand demographics and environment

3. Regional Planning Reports
   a. Upper Valley Regional Council Resource Reports
   b. VT SCORP (state comprehensive outdoor recreation plan)

4. NRPA Listserv
   a. Post questions and keep answers that are relevant
   b. Utilize research tools of the Listserv

5. Professional Trade Periodicals and Literature
   a. NRPA Magazine
   b. VRPA Newsletter and resource sheets
   c. Rink Rat Magazine (North East Skating Managers Association publication)

6. Conferences and Workshops
   a. Attend sessions that address trend-related topics
   b. Network with colleagues

7. Public Forums / Meetings
   a. Public Forum regarding specific interests (Youth Adult Forum on Athletics)
   b. Public notices of Master Plan meetings
   c. Social resource public meetings
IX. Behavior and Accident Reports

Behavior and Accident reports will be maintained at the Park Division, Aquatic Division, and Recreation Division. Accident procedure protocol in administering behavior and accident reports:

1. Reports are to be completed by Department staff person on duty at the time that the accident occurred.

2. Reports are to be completed in full (often reports do not have address information).

3. The portion "Office Use Only" should be completed by the person completing the form.

4. The reports are to be delivered to Recreation Office within 48 hours.

5. The report is given to Director.


The following reports will be utilized (see appendix to view reports):

A. Behavior Incident Report
   1. Used for all general programs and activities (Recreation Division)

B. Accident Report
   1. Used for all accident reporting (all divisions)
   2. Used, in some cases, as an initial accident reporting method for a staff person involved in an accident and/or injury.

C. Field and Facility Incident Report
   1. Used for all incidents relating to park and facilities activities (Park Division)

D. The following reports are to be utilized at the Municipal Pools (Aquatic Division)
   1. Accident Report – Sherman Manning Aquatic Facility
   2. Behavior Report – Sherman Manning Aquatic Facility
   3. Guard Rescue Report
   4. Patron Statement
5. Lifeguard Statement

6. Conduct Slip(s)

X. Recruitment Process and Succession Plan

The Hartford Parks and Recreation recruits and hires prospective employees based on the Town of Hartford’s Personnel Policy Article I, section 2-1-1 EMPLOYMENT. The philosophy and basic objectives are set forth by the Personnel Policy Section 2-1-1 EMPLOYMENT.

In additional to the policy 2-1-1 the Department follows the following procedures and requirements for hiring seasonal employees:

Employment Age requirement:

- Senior Counselor Day Camp staff – minimum age is 18
- CIT Day-Camp Staff – ages 13-15
- Jr. Counselor Day Camp staff – age 16
- Ice Arena Supervisor age – minimum age is 18
- Pool Administrative Staff – minimum age is 18
- Pool Life Guard and/or Instructors – minimum age is 17
- Pool Jr. Life Guard and/or Swim Instructor Assistant – ages 15-16
- Pool Attendant – minimum age is 17

Seasonal announcements are posted in the newspapers and past season employees are sent a recruitment letter. Seasonal staff is required to re-apply each new season.

The Superintendent of Recreation Programs / Seasonal Aquatics Director may recommend seasonal employees for rehire and review new applicants. The Parks and Recreation Director makes the final decision about hiring seasonal employees.

The department seeks to obtain individuals with outstanding personal characteristics, the desire to working with people, and the ability to provide the necessary skills for the position.
Succession Plan

Transfer of institutional knowledge.

To assure the transfer of institutional knowledge several strategies can be utilized:

A. Job Shadowing: this is a strategy that transfers job knowledge from one person to another person or group. This usually involves pairing up veteran staff with less experienced staff. The veteran staff shares knowledge and perhaps hands-on practice in dealing with the most difficult, situations that they have faced on the job.

B. Training Manuals/Procedure Manuals: Process documentation involves flowcharting how work is performed. This may include special variations in what staff should do or how they should do it based on special circumstances. Clear process documentation, including flow charts or procedure manuals, can be useful tools in storing and transferring knowledge from a more experienced staff to less experienced staff.

C. Job Aids: job aids are things that help people perform in real time, Manuals and front desk checklists can be job aids. A sign can also be a job aid. Knowledge can be stored in the job aid and accessed easily by staff when the need arises,

D. Coaching: Coaching is a method of directing, instructing and training a person or group of people, to achieve a goal or develop specific skills, this is an interactive process that helps individuals and organizations to develop more rapidly and produce better results through impartial and non-judgmental feedback on performance.

E. Mentoring Programs: Mentors are experienced staff, a mentee is a less-experienced staff person. Mentors are rarely supervisors, since effective mentors should usually have no self serving interest in the development of another person, Research tells us that successful people usually have had one or more mentors in their career, who offer advice on what to do, how to do it and how to improvise it based on the situation,

Current Department Status

The total number of full-time staff is currently 5. The following retirement dates are projected based on current staff and current positions:

- Director 2031
- Sup. Of Programs 2043
• Superintendent of Parks 2040
• Administrative Assistant 2032
• Two Park Laborers 2045

In order to assure succession of sufficient and qualified applicants to fill seasonal employment positions, the following administrative practices are implemented:

1. A Counselor-in-Training (CIT) program is offered to youths ages 13-15 at the Ventures Day Camp program.

2. A Junior Lifeguard Program is offered to individuals interested in becoming a lifeguard at the municipal pools.

3. A college internship program is offered, allowing for college students looking entering the field of recreation, to work in a community recreation setting for ten weeks.

4. Seasonal staffs that are eligible to return are given the first opportunity to apply to the respective seasonal position (and/or to another position).

5. Veteran seasonal staff members are given the opportunity to train for supervisory seasonal positions and are offered promotions.

XI. Inventory Control

Each division is responsible for maintaining an inventory on a periodic basis. Seasonal and/or quarterly reports will have a periodic inventory report included in each of the respective division reports. The inventory will be utilized in a variety of ways:

• Accounting for items that need replacing

• Risk Management: assuring necessary items are functional, available, and safe

• Insurance claims

• Maintaining Park and Facility assets

• Fleet and park ground equipment inventory

A. Major items to be included in the periodic reports (but not limited to)

1. Parks Division

   a. Park site amenities

   b. Tree inventory and pruning schedule
c. Hand tools and general supplies
d. Turf Management (material and supplies)
e. Arena and Pool operational supplies (to include life guarding supplies)
f. Mechanical tools and small engine equipment (supplies)
g. Fleet and ground maintenance equipment

2. Recreation Division
   a. Youth athletic supplies (uniforms and equipment)
   b. Special event supplies
   c. Audio supplies
   d. Recruitment and training supplies

3. Administrative Division
   a. Envelopes / stationary
   b. Office equipment, materials, and supplies
   c. General office material and supplies
   d. Paper for printing flyers

XII. Management Information System

Information pertaining to the Parks and Recreation Department is kept in the main administrative office of the department after each season has ended. Information is gathered on a daily, weekly, monthly and yearly basis depending on the subject matter. That is, electronic data is gathered daily (if not hourly) to the gathering over-all attendance stats based on an entire year. Quarterly reports are derived from this data. Beginning in 2014 all documents are to be scanned and/or kept electronically.

The following are major areas where information is gathered to assist in evaluating the activity(s), develop budget justifications, determine effectiveness of a product and/or program, determine “man-power” needs, and evaluate promotional marketing efforts and to assist in creating a fiscally responsible operation.

A. Parks Division
1. Parks Maintenance
   a. A daily log is kept by the Park Foreman indicating the daily work routine.
   b. Each quarter, based on the daily log activity, a park project review report is submitted.
   c. Playground and Park inspections are held on a bi-weekly basis.
   d. The number of acres that need to be mowed is gathered and recorded is evaluated each year.
   e. Accident and incident reports are maintained for future needed information.
   f. Weekly labor work distribution reports
   g. Park Maintenance Labor and Inventory Reports
   h. The amount of fertilizer applied for each park is recorded and utilized for future budget seasons.
   i. Park sign inventory is maintained to record that the signs are in place. Up-dated on as need basis.

2. Municipal Pool
   a. Daily attendance reports
   b. Pool operational reports
   c. Rescue reports
   d. Accident reports
   e. Incident reports

3. Wendell A. Barwood Ice Arena
   a. Operational Reports
   b. Incident reports
   c. Daily reports
   d. Finance report

B. Recreation Division
1. Tracking report
2. Evaluation reports
3. Quarterly reports
4. Scholarship data

C. Administration Division
1. Periodic updates to the Town Manager
2. Monthly reports to the Parks and Recreation Commission
3. Annual Report for the Town Report
4. Staff meeting notes

XIII. Park and Facility Rental Agreement Procedures

The Department would like to make available to all user groups the opportunity to enjoy the Town Parks. In order to assure parks and facilities are available, clean and safe the following procedures are to be followed:

Wendell A. Barwood Arena

A. Ice Rental Agreements

1. All ice rental scheduling / administration will be handled by the Assistant Director and Administrative Assistant

2. See Appendix: Ice Rental Agreements and Ice time purchasing and billing process.

B. Agreements to Occupy Recreation Area and Facility

1. Forms should be used whenever a user group requests exclusive use of an area of a park and/or facility.

2. Rental fees do not include the electricity. An additional charge for electricity will be applied.

3. Approved agreements will be sent to the Parks Foreman to insure that the site is safe and presentable. The Foreman will inspect the premises after the scheduled event for damages and conditions.

4. The Director of Parks and Recreation will determine the fee (if any) and the necessary security deposit.
5. See Appendix: Application and Agreement to Occupy Recreation Area and Application and Agreement to rent the Outdoor Theater at Lyman Point Park or the Bandstand at Quechee Common.

C. Wendell A. Barwood Arena and Municipal Pools

1. The WABA and the municipal pools may be rented out to groups.

2. The rental fees include the labor to man the facilities for custodial and life guarding services.

3. The Assistant Director will administer the renting of the WABA and municipal pools.