

Hartford Parks and Recreation Commission

AGENDA

Date 9/14/2023

Time 5:00 PM

**Hartford Town
Hall**



- Call to Order
- Approval of Previous Meeting Minutes
- Citizens Comments
- Commission Comments
- Directors Report
- Old Business
 - Rec Center – Review survey questions
 - Needle drops in the Parks
 - VT State Building Communities Grant
- New Business
 - Document Review - Evaluation Plan
 - Discuss Park and Facility Tour Date
- Agenda Items for Next Rec Commission Meeting
- Adjournment

HARTFORD PARKS & RECREATION MINUTES

08/10/2023 , 5pm | Meeting called to order by David M. Crocco Jr., Commission Members In Attendance

Allison Childs, Tom McCleary, Brett Mayfield, David M. Crocco Jr.

Commission Members Absent

Nikki Boyle

Others in Attendance

Mary Erdei, Selectboard liaison, Scott Hausler, Director

Approval of Minutes

A motion was made by Brett Mayfield . Seconded by: Tom McCleary

In Favor all Opposed none

The motion was Approved or Disapproved? approved

Citizen Comments

Commission Member Comments

Brett Mayfield commented that he had been approached by someone from Upper Valley Hawks Special Olympics team about getting a Bocci space set up. They want a space for Bocci somewhere in the Town of Hartford's Parks. Scott will need more information to go forward.

Directors Report

There is a pool vacuum cleaner operating at night in the municipal pool. Summer camps are in their final weeks.

The track and field team won the Small-Town Division. A plaque with the Champion Town of Hartford's name inscribed on it will be displayed.

Clifford and Watson parks were flooded in July. Fortunately, there was no restoration, such as silt removal, required. The Quechee Falls Park was flooded, and the lower part is still closed. There was some damage done in the park, lighting, railings, and fencing. Work is being done and the park will soon be re-opened.

Once again the course for the Hurricane Forest Trail Runs had to be re-routed due to storm damage. The run is scheduled to take place on Saturday, 8/26.

The Ventures summer camp program is over for the summer.

Scott reported that he is spending a considerable amount of time working on Eagle Scout projects (3) with Town of Hartford Boy Scouts.

There is a dirt track at Ratcliff Park for use by beginner mountain bikers.

Starting on the 21st the municipal pool will be operating on reduced hours.

Old Business

New Business

A considerable amount of time was spent discussing the Vermont State Building Communities Grant. The due date is September 10th. Scott mentioned a number of projects that any money from a grant could be spent on: Lyman Point playground, the Veterans Memorial Park and dockage at Kilowatt South and North.

Next Meeting

09/14/23, 5 pm Municipal Building Rm. 2

Adjourn

Motion was made to adjourn the meeting by: Brett Mayfield @ 5:59 pm

Seconded by:

All in Favor: All

Opposed:

Respectfully submitted by: Thomas McCleary (clerk)

Date: 08/10/2023

Hartford Parks & Recreation Commission Members

Chair: Brett Mayfield (05/16/2025)

Vice Chair: David M. Crocco Jr. (7/25/2024)

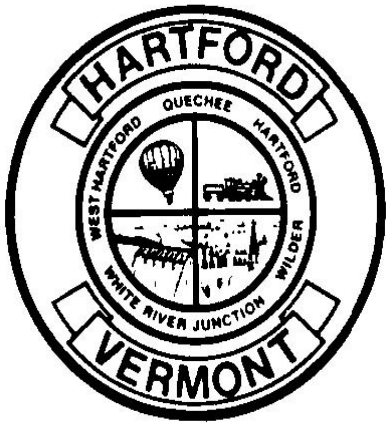
Clerk: Tom McCleary (03/08/2024)

Member: Allison Childs (04/04/2025)

Member: Nikki Boyle (04/04/2025)

Vacant: (2 positions)

**HARTFORD, VT
PARKS AND RECREATION
DEPARTMENT**



Evaluation Plan

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

The evaluation of our Department defined is an ongoing and an in-progress process in which each and every employee has a role. What we gather from the various steps in the evaluation process assists us in the development of the direction our department will go on an annual basis. It improves the effectiveness and efficiency of our Department functions. We cannot get into the mode of “status quo” – even if all seems to be going along well. The Department will evaluate each program and facility individually and annually using evaluation tools and processes that are used to assess how we are serving the community

Basic Elements of the Program & Facility Evaluation

Customer / Public Input:

Our patrons, young and old, play one of the most important roles in the continued development of our services. Their input helps in the assigning of resources to address the needs of the community. Our communication from participants come in a variety of ways:

- Phone (main office)
- Mail
- Online
- Information – phone line
- Communicating via the Parks & Recreation Commission liaisons
- Variety of evaluation methods (surveys, questionnaires)
- Comment card implemented at Ice Arena and Pool
- E-mail Newsletter

Information gathered is compiled and filed in the respective program.

Parks and Recreation Commission – Goals & Objectives Development and Evaluation

Throughout the year, the department supervisory staff, with the aide of the Parks & Recreation Commission shall discuss and review the progress and

development of Department's goals and objectives. See Exhibit A for timeline of review. Through preliminary staff input, goals and objectives will be drafted. These goals are further defined into measurable objectives by the Parks and Recreation Director. At the December / January Parks and Recreation Commission meeting(s) the goals and objectives will be reviewed. During the same time period, the past goals and objectives will be evaluated. The meetings act as a guide to keep the Department on track toward the successful completion of the strategic plan.

Administrative Manual Evaluation

The Department's manual is the reference guide for the operations of the Department. The manual is distributed to the full-time staff members and seasonal supervisory staff. (Note: seasonal staff manuals are distributed to the part-time summer staff)

The Administrative manual is to be updated each year in the month of April. The Parks and Recreation Director is responsible for maintaining and updating the manual. The review of the manual is done, not only for the necessary editing of the material, but for the review of how our reception area / administration area is functioning.

Emergency Plans - Evaluation

The emergency plans consist of the Hartford Municipal Arena and Municipal Pool plans. The plans are to be reviewed by all employees and readily available on-site. The Superintendent of Parks and Facilities is responsible for maintaining the manuals and reviewing them in September of each year.

Marketing Plan - Evaluation

The marketing plan is one of the most important manuals to be utilized as a guide to the delivery of the message of our department. A primary means of the manual are outlined in the marketing tools section. The Hartford Parks and Recreation

Commission, Director, Superintendent of Recreation Programs, Superintendent of Parks and Facilities, Administrative Assistant and Town Manager shall review the plan each year in March. The review will consist of evaluating marketing promotional material, sequence of distribution and methods of distribution.

The Superintendent of Recreation Programs will be responsible for updating the plan, distributing the plan and oversee the administration of marketing activities for the department.

Fiscal Management – Evaluation

Elements within the Fiscal Management Plan will review and evaluate on an annual basis from September through December. Primary review is to be completed each October by the Parks and Recreation Director. The overall budget proposal for the new fiscal year is presented to the Town Manager in November. The budget proposal includes the general budget, enterprise budget and capital budget. The Department supervisory staff members are asked to contribute their input into the development of all of the budgets. The capital improvement plan is reviewed and updated with the assistance of the Planning and Development Office.

Performance Evaluations

The department has a process to evaluate all members of the department – regardless if members are volunteers, contracted instructors, seasonal and/or full-time. Evaluations of full-time employees will be completed on an annual basis utilizing a written evaluation form by their supervisor. These personnel evaluations are administered by the Town Human Resource manager. The results of the evaluations may determine further action and consideration for a set increase. All material is filed with the Human Resource Manager. If, at any time, a full-time employee wishes to receive a copy of their evaluation, they may do so by requesting the information at the Town Manager’s Office. See section 701 in the

General Personnel Policy – Rule and Regulations for further information about the employee evaluation process.

Seasonal staff members (summer day camp and pool staff) will be evaluated mid-season by their supervisor. The seasonal staff evaluations will be maintained at the Parks and Recreation Office. The evaluations are only meant to assist the employee in creating a positive and productive summer. As well, the evaluations will assist the Director of Parks and Recreation when determining who may or may not be considered for rehire in the following year.

Parks and Facilities Evaluation

Each year, in the month of August and/ or September, the Parks and Recreation staff shall take a tour of the municipal parks and facilities. The primary purpose of the tour is to evaluate the system and determine what projects (short and long term) may or may not be put into the capital budget. Projects may also be slated for the general budget.

For the Wendell A. Barwood Arena and Municipal Pool, customer surveys are distributed electronically to all user groups and available using customer survey cards to individuals. The cards are designed to allow the patron to either complete the form onsite, or complete and mail it back to the department. The electronic survey will be submitted through Survey Monkey. The customer survey is short and asks question regarding the patrons' overall experience at the facility.

As part of the youth sports participants survey, one of the questions asks the participant to rate the facility used for their sport activity.

Program Evaluation Process

A variety of evaluation tools will be implemented to receive valuable feed back from participants. Utilization of a written program evaluation is available to

patrons. However, using the electronic platform is preferred by the Department and the customers.

Administration of the evaluation is the responsibility of the Superintendent of Recreation Programs.

A database *tracking system* is designed to keep track of each program. The following information for each program should be tracked:

- Name of program
- Fee amount
- Gross income
- Net expense
- Refunds
- # of participants
- # of scholarships
- Program status (ran/cancelled/post-poned)
- Methods of Marketing / Advertising
- Brief evaluation (summary of all evaluations)

The tracking database is to be updated seasonally, prior to the mailing of the commission meeting packet. The Administrative Assistant is responsible for making the necessary updates. At the end of each program quarter the final program tracking sheet for that program period is completed with the summary of the participant evaluations. The database tracking system is used for future budget preparations, determining the best avenue to advertise, calculate the number of scholarships issued and the profit/loss for each program and quarter.

Park and Facility Maintenance Evaluation

The process in which the Park Division goes about daily and weekly routines will be reviewed with all park maintenance staff. Prior to the start of each new

season (primarily – fall/winter and spring/summer) the input of the park staff is to be solicited to help make the division more effective and efficient.

Best park practices should be determined by reviewing how the past work details were accomplished.

Data Material Evaluation(s)

As program and facility data is gathered and developed into quarterly / year-end reports, the over-all data shall be used to formulate a comprehensive evaluation of how the department is functioning. Attendance records, revenue accounting, number of different programs offered per year and fee structures are all data information that will be reviewed, so as not to maintain a status quo operation.

The measurable material is collected and included in the Department's Annual Report presented in the Town Report each March for Town Meeting.

Time Line to Review Department Manuals Annually

January

- Risk Management Plan

March

- Fleet Plan
- Preventive Plan
- Marketing Plan

April

- Administrative

May

- Strategic Plan
- Evaluation Plan

August

- Maintenance Plan

September

- Program Plan
- Policies (department)

October

- Fiscal Management Plan

November

- Park review
 - Park Practices
 - State of Conditions
 - Future Projects

December

- Goals and Objectives
 - Department
 - Staff

Hartford Parks & Recreation Document Review Schedule

All of the items below will be reviewed on an annual basis.

Document	Date of Review
1.4.1 Agency Goals and Objectives	04.20.23
1.5 Vision and Mission Statements	04.20.23
1.6.1 Administrative Policies and Procedures	02.02.2023
2.3.1 Community Comprehensive Plan with Park and Rec Component	
2.4 Park and Recreation System Master Plan	4.20.23
2.5 Strategic Plan	
2.10 ADA Transition Plan	
3.4.2 Community Relations Plan	
3.4.3 Marketing Plan	
3.6 Records Management Policy and Procedures	
3.6.1 Records Disaster Mitigation and Recovery Plan and Procedures	
4.1 Personnel Policies and Procedures Manual	
4.1.2 Recruitment Process	
4.1.8 Compensation Plan	
4.3 Job Analyses for Job Descriptions	
4.5 Workforce Health and Wellness Program	
4.6.1 Employee Training and Development Program	
5.1.1 Comprehensive Revenue Policy	
6.1 Recreation Programming Plan	
6.2 Program Objectives	
6.4 Community Education for Leisure Process	
7.1 Parkland Acquisition Procedures	
7.2 Areas and Facilities Development Policies and Procedures	
7.5 Maintenance and Operations Management Standards	
7.5.1 Facility Legal Requirements	
7.9.1 Recycling and/or Zero Waste Plan	
8.5 General Security Plan	
8.6.2 Emergency Risk Communications Plan	
9.1.1 Risk Management Plan and Procedures and Policy	04.20.23
10.4 Needs Assessment	
10.5.1 Recreation and Leisure Trends Analysis	

Approved By: Scott Hausler, Director