

BERWICK RECREATION COMMISSION ORDINANCE

PURPOSE: To Establish a Park and Recreation Commission

SECTION 101 - ESTABLISHMENT

There is hereby established a Park and Recreation Commission in and for the Town of Berwick, to consist of five commissioners and two alternate commissioners. They shall serve without pay and none shall be a salaried official of the Town of Berwick.

SECTION 102 - TERM OF OFFICE

The members of the Commission shall be appointed by the Municipal Officers and shall hold office for three year terms. Upon adoption of this amended Ordinance, the Municipal Officers shall reappoint sitting members for three year terms effective July 1, 1999 in the following manner: one member to serve until December 31, 1999; two members to serve until December 31, 2000; two members to serve until December 31, 2001; and two alternate members to serve until December 31, 1999. After the transition period, appointments shall be made for full three year terms for members and one year terms for alternates or to fill the balance of a term in the case of a vacancy. Members shall continue to serve until their successors are appointed. Members may be removed by the Municipal Officers pursuant to the provisions of any attendance policy adopted by the Municipal Officers.

SECTION 103 - CHAIRMAN AND SECRETARY

103.1 The Commission shall elect a chairperson from among its members who shall serve for one (1) year and until a successor is elected. Any vacancy during the term of said chairperson shall be filled by the Commissioners to serve the unexpired portion of the term. The first Chairperson elected shall serve until December 31, 1999 and until a successor is elected.

103.2 The Commission shall also elect from among its members a secretary whose duties shall be to keep a permanent record of all its meetings and activities and of all orders, resolutions, and recommendations made at such meetings, and such other duties as may be delegated by the Commission including the preparing of an annual report to the Municipality to be published as part of the annual Municipal Report.

103.3 When a member is unable to act because of personal interest, physical incapacity, absence or any other reason satisfactory to the chairperson, the chairperson may designate an associate member to sit in for the absent member.

SECTION 104 - POWERS AND DUTIES

- 104.1 The Commission shall advise the Recreation Director, Town Manager, and Municipal Officers on the care and superintendence of public parks and playgrounds and shall make recommendations on the expenditure of all moneys appropriated for the improvement of the same.
- 104.2 The Commission shall inform and advise the Recreation Director concerning the care, development and superintendence of all public parks, playgrounds, athletic fields, skating rinks and any and all land or buildings used by the Town of Berwick for park or recreational activities other than school buildings and land.
- 104.3 The Commission shall advise the Recreation Director on the merits of conducting any form of recreation or cultural activity that will employ the leisure time of the people in a constructive and wholesome manner.

SECTION 105 - BUDGET AND REPORT

- 105.1 On or before the first day of February of each year, the Commission shall file with the Town Manager, an estimated budget requirement for the ensuing year, and such estimated budget shall contain all the information required by the Town Manager and the Municipal Officers.
- 105.2 On or before the first day of February of each year, the Commission shall file with the Town Manager an updated 5 year Capital Plan.
- 105.3 On or before the first day of March of each year, the Commission shall file with the Town Manager and the Municipal Officers, a complete report covering its activities for the preceding fiscal year or other specified time period.
- 105.4 The deadlines established by this Section may be changed by the Commission with the concurrence of the Municipal Officers.

SECTION 106 - EFFECTIVE DATE

This ordinance shall be effective July 1, 1999 and replaces the Ordinance Adopted March 1988.