

# **DOG RIVER PARK COMMITTEE**

## **A SUBCOMMITTEE OF THE CONSERVATION COMMISSION**

### **BYLAWS**

#### **I. Purpose**

The Dog River Park Committee (DRPC) serves in an advisory capacity to the Town of Northfield to promote stewardship of the Dog River Park's open space and conservation of natural floodplain functions.

#### **II. Principal Functions**

The principal functions of the Committee are:

- a) To help ensure that the property is maintained in perpetuity as open space to protect and preserve natural floodplain functions, as required by the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program;
- b) To provide guidance to the Town on the compatible open space uses and sustainable management and maintenance of the Dog River Park, in accordance with Federal, State, and Local requirements;
- c) To foster the long-term health and sustainability of the Dog River Park;
- d) To act as a liaison between the Town and community members/groups interested in using the Dog River Park;
- e) To serve as an educational resource to identify and protect the Dog River Park's natural resources;
- f) To promote low-impact recreational and social activities in the Dog River Park that supports a healthy and sustainable community for present and future generations.

#### **III. Membership**

- a) The (DRPAC) shall consist of not less than three (3) and not more than seven (7) members, appointed by the Town Select Board. The term of each member shall be for three (3) years, except for those first appointed, whose terms shall be varied in length so that in the future the number whose terms expire in each successive year shall be minimized.

- b) One member of the DRPC shall also be a current member of the Northfield Conservation Commission. This member will serve as the DRPC liaison to the Conservation Commission. In this role, they will provide a summary of DRPC activities at each Conservation Commission meeting.
- c) So long as the Northfield Historical Society holds funds for use in the Dog River Park, one member of the DRPC shall also be a current member of the Northfield Historical Society. This member will serve as the DRPC liaison to the Historical Society.
- d) The initial DRPC shall consist of the following who shall serve for the (staggered) terms as indicated:
  - 1. Bonnie Kirn Donahue (3 years)
  - 2. Simon Pearish (3 years)
  - 3. Kim Adams (2 years): Northfield Historical Society member
  - 4. Fred Nadon (2 years)
  - 5. Russ Barrett (1 year): Northfield Conservation Commission member
- e) The Committee shall elect the following officers at the annual meeting of the group:
  - i. A Chair, who shall preside at all meetings of the Committee at which (s)he is present, and shall direct the work of the Committee.
  - ii. A Clerk, who shall keep minutes of all meetings and proceedings of the Committee and record any action taken by the Committee. (S)he shall post public notices of Committee meetings and give notice to individual Committee members when necessary. The Clerk shall also serve as the Vice-Chair, who shall assume all duties and powers of the Chair in his/her absence or when the Chair so requests.
  - iii. A Treasurer, who shall recommend action on all bills received by the Committee and maintain a record of all financial transactions. The Treasurer shall submit an annual financial statement to the Town.
- b) All officers shall be elected for a one-year term and may be reelected for successive terms in the same office.

#### **IV. Meetings**

- a) The Committee meetings shall be open to the public, and held at a regular time and place when possible. The time and place of each meeting shall be posted in accordance with prevailing Vermont Open Meeting Law. All records and minutes of any Committee meeting or action shall be filed with the Town Clerk and be available to the public.
- b) A quorum shall consist of the presence of a majority of the members of the Committee. No action shall be taken without the affirmative vote of a majority of the Committee members.

#### **VII. Coordination with Conservation Commission**

As a subcommittee of the Northfield Conservation Commission, the Dog River Park Committee will include a member from the Conservation Commission, who will act as liaison between both groups. All matters that can be resolved by the Dog River Park Committee in coordination with the Town Manager will not require Conservation Commission review. All matters that require review by the Select Board will require a review by the Conservation Commission prior to meeting with the Select Board. The Town Manager, in consultation with the Select Board, will determine what matters require Select Board review.

#### **VIII. Proposed Changes (Additions/Subtractions) to the Park**

Any proposed changes to the Dog River Park will require a review by the Dog River Park Advisory Committee. Recommendations will be made to the Town of Northfield based upon that review. The review shall be based upon the proposal with consideration of its consistency with the following: Final Park Construction Documents, FEMA Guidelines and Grant requirements, applicable Deeds, Town of Northfield ordinances and public policies. *\*Standard permit/request form to be developed*

#### **IX. Permitting for Events**

Requests for the use of the Dog River Park for events will be submitted to the Town of Northfield and the Dog River Park Committee. The Committee will review the request for its compatibility with the purpose and allowable uses of the Park's open space and floodplain functions, and make recommendations regarding the use to the Town based upon that review. *\*Standard permit/request form to be developed*