



Parks, Recreation and Open Space (PROS) Commission Meeting Agenda

Meeting Title: PROS Commission
Meeting Date: December 10, 2024

Facilitator: Heather Bennett, Chair
Meeting Timeframe: 5:30 p.m. until 7:30 p.m.

Attendance:

- Heather Bennett, Chair
- Candace Sotwick, Vice Chair
- Toby Levy, Secretary
- Mike Doyle, Member
- Matthew Lunn, Member
- Andrei Teudean, Member
- Jody Walker, Member
- Mary Colton, PROS Director
- Brett Collins, Parks Project Manager
- Jared Musil, Deputy Director of PFOS
- Meagan Arvidson, Deputy Director of Recreation
- Jaime Vollertsen, Communications & Marketing Manager
- Brenda Mooney, Special Projects Analyst
- Kati Janssen, Administrative & Membership Analyst

Meeting Items

| Topic | Facilitator | Vote Required? | Details/Notes | Action Items? |
|---|-------------|----------------|---------------|---------------|
| Call to Order | Heather | No | | No |
| Roll Call | Toby | No | | No |
| Public Comment | Heather | No | | No |
| Approval of December 10, 2024 Agenda | Heather | Yes | | Yes |
| Approval of October 7, 2024 Minutes | Heather | Yes | | Yes |
| Discussion Items - Below | Heather | Yes | | Yes |
| Upcoming Engagement Opportunities - Below | Brenda | No | | No |
| Action Item Summary – Below | Brenda | No | | Yes |
| Next Meeting Date: January 28, 2025 (tentative) | Heather | No | | No |
| Adjourn | Heather | No | | No |

Discussion Items

| Topic | Facilitator | Notes | Action Item? |
|--|---------------|-------|--------------|
| Parks and Recreation Update - Staff Spotlight - Engagement Opportunities – Released in January | Meagan | | No |
| Capital Projects Update - Salisbury Park Update (Naming, Funding, Progress, Website) - Proposed Looking Glass Community Park Names | Brett | | No |
| Director Update - “Friends of Salisbury Park” - Open Space Master Plan Overview - Update on Greater Parker Foundation | Mary | | No |
| Commission Update - Proposed 2025 Meeting Dates – see presentation - Updates: Schoolhouse Elm Tree Project, Salisbury Art Project - 2025 Goals for Commission | Heather, Toby | | No |

Upcoming Engagement Opportunities

| Event | Date | Contact | Location |
|---|------|---------|----------|
| 2025 Opportunities Announced in January | | | |

Action Item Summary

| Topic | Responsible Party | Due Date |
|--|-------------------|-------------|
| Obtain signatures on October 7 minutes, Send to Town Clerk | Heather, Brenda | December 11 |