



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

**Meeting Title:** PROS Commission  
**Meeting Date:** December 16, 2025

**Facilitator:** Matthew Lunn, Chair  
**Meeting Timeframe:** 5:30 p.m. until 7:30 p.m.

**Attendance:**

- Matthew Lunn, Chair
- Candace Sotwick, Vice Chair
- Toby Levy, Secretary
- Heather Crosby, 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
- Brenda Mooney, Special Projects Analyst
- Jeff Claar, Parks, Forestry and Open Space Manager
- Ben Shipley, Parks, Forestry and Open Space – Operations Administrator
- Erik Stadvold, Town Forester

## Meeting Items

Topic	Facilitator	Vote Required?	Details/Notes	Action Items?
Call to Order	Matthew			
Roll Call	Toby			Yes
Public Comment	Matthew			
Approval of December 16, 2025 Agenda	Matthew	Yes		Yes
Approval of October 28, 2025 Minutes	Matthew	Yes		Yes
Discussion Items and New Business - Below	Varies	Varies		Varies
Upcoming Engagement Opportunities	Brenda			Yes
Next Meeting Date: January 27, 2026	Matthew			
Adjourn	Matthew			

## Discussion Items

Topic	Facilitator	Notes	Action Item?
Staff Spotlight: Parks Team	Jared Musil Jeff Claar Ben Shipley Erik Stadvold		No
Director Update <ul style="list-style-type: none"> <li>▪ Master Plan Update</li> <li>▪ Parker Senior Center Feasibility Study Update</li> </ul>	Mary		
Launch of Xplor Recreation Platform <ul style="list-style-type: none"> <li>• Recap of Transition</li> </ul>	Meagan		No
Commission Update <ul style="list-style-type: none"> <li>• Recent Engagements</li> </ul>	Members		

Procedure for Advancing Ideas and Requests <ul style="list-style-type: none"> <li>▪ Next Steps</li> <li>▪ Fillable Form</li> </ul>	Members		Yes
Annual Planning Framework <ul style="list-style-type: none"> <li>▪ Next Steps</li> </ul>	Members		Yes
Commission Onboarding – Shelly Blair <ul style="list-style-type: none"> <li>▪ Review of Presentation with Mary</li> <li>▪ Tours of Facilities with Meagan</li> <li>▪ Tours of Current Parks with Jared</li> <li>▪ Tours of Park Projects with Brett</li> </ul>	Brenda		
2026 Engagement Opportunities <ul style="list-style-type: none"> <li>▪ Which to Attend</li> <li>▪ Member Roles</li> <li>▪ Items Needed?</li> </ul>	Brenda		Yes
New Business: <ul style="list-style-type: none"> <li>▪ PROS Trail Crew</li> <li>▪ Committees for Commission</li> <li>▪ Collaborations with Cultural Commission on public art (Harvie, Salisbury, etc.)</li> <li>▪ Education and Engagement</li> </ul>	Matt, Toby, Candace		Yes

### Upcoming Engagement Opportunities

Event	Date	Contact	Location
Town Council Study Session Presentation - optional	January 12	Brenda	Town Hall
TBD			
TBD			

### Action Item Summary

Topic	Responsible Party	Due Date
Obtain signatures on October 28 minutes, Send to Town Clerk	Brenda	December 17
Add your name to the Engagement Opportunities listed in Teams	All	Varies