



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

Meeting Title: PROS Commission

Meeting Date: March 31, 2026

Attendance:

- Matthew Lunn, Chair
- Candace Sotwick, Vice Chair
- Toby Levy, Secretary
- Shelly Blair, Member
- Heather Crosby, Member
- Andrei Teudean, Member
- Jody Walker, Member

Facilitator: Matthew Lunn, Chair

Meeting Timeframe: 5:30 p.m. until 7:30 p.m.

- Mary Colton, PROS Director
- Brett Collins, Park Project Manager
- Meagan Arvidson, Deputy Director of Recreation
- Jared Musil, Deputy Director of Parks, Forestry & Open Space
- Brenda Mooney, Special Projects Analyst

2026 PROS Commission Goals

1. Build a committee structure and implement at least 1 committee for PROS Commission.
2. Conduct outreach and engagement activities to improve PROS Commission advocacy.
3. Increase collaboration between PROS Commission and key stake holders to promote Salisbury Regional Park. (Donation/Recognition)

Meeting Items

Topic	Facilitator	Vote?	Details/Notes	Action?
Call to Order	Matt			
Roll Call	Toby			Yes
Public Comment	Matt			
Approval of March 31, 2026 Agenda	Matt	Yes		Yes
Approval of January 27, 2026 Minutes	Matt	Yes		Yes
Discussion Items, Old and New Business	Varies	Varies		Varies
Upcoming Engagement Opportunities	Brenda			Yes
Next Meeting Date: May 19, 2026	Matt			
Adjourn	Matt			

Discussion Items

Topic	Facilitator	Notes	Action Item?
Staff Updates <ul style="list-style-type: none"> ▪ Master Plan ▪ Capital Projects ▪ Budget Preparation ▪ PSC Feasibility Study 	Staff		No
Commission Update <ul style="list-style-type: none"> ▪ Review of Formal Requests <ul style="list-style-type: none"> ○ Proposed Trail Crew (Toby) ○ Proposed Committees (Jody) ▪ Review of New Requests, if any 	Members		Yes

<ul style="list-style-type: none"> ▪ Discussion Items: <ul style="list-style-type: none"> ○ Trail Awareness Strategies: Andrei ○ Salisbury Park Promotion Plan: Candace ○ Trail Connectivity Promotion: Candace ○ Website Updates: Candace ○ Budget Review 2026: Candace ○ Community Committee Formation: Candace ▪ Public Art Commission representative requested ▪ Update on Annual Goals 			
---	--	--	--

2026 Engagement Opportunities

Event	Date, Time	On-Site Contact	Location	Who	Needs
Earth Day Trail Clean Up	4/18 - 1:30 p.m.	Toby Levy	TBD		
Arbor Day Celebration	4/25 - 9 a.m.	Jaime Vollertsen	Discovery Park		
Senior Stroll	5/27 - 9 a.m.	Heather Ballantyne	Salisbury Park		
Bike to Work Day	6/24	Brenda Mooney	Recreation Center/Trail		
Farmers Market	7/26	Brenda Mooney	Mainstreet		
Honey Festival	8/2	Lindsay Bagby	O'Brien Park		
Parker Proud Showcase	9/12	Brenda Mooney	O'Brien Park		

Action Item Summary

Topic	Responsible Party	Due Date
Obtain signatures on January 27 minutes, Send to Town Clerk	Brenda	April 1