



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

Meeting Title: PROS Commission

Meeting Date: January 27, 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
- Brenda Mooney, Special Projects Analyst

Meeting Items

Topic	Facilitator	Vote?	Details/Notes	Action?
Call to Order	Matthew			
Roll Call	Toby			Yes
Public Comment	Matthew			
Approval of January 27, 26 Agenda	Matthew	Yes		Yes
Approval of December 16, 2025 Minutes	Matthew	Yes		Yes
Discussion Items and New Business - Below	Varies	Varies		Varies
Upcoming Engagement Opportunities	Brenda			Yes
Next Meeting Date: March 31, 2026	Matthew			
Adjourn	Matthew			

Discussion Items

Topic	Facilitator	Notes	Action Item?
Staff Update <ul style="list-style-type: none"> ▪ 2026 Department Goals ▪ 2026 Engagement Opportunities 	Brenda		
Commission Update <ul style="list-style-type: none"> ▪ Recent Engagements ▪ Planning Workshop Format 	Members		Yes
New Business: <ul style="list-style-type: none"> ▪ PROS Trail Crew - Toby ▪ PROS Committees – Jody <ul style="list-style-type: none"> ○ Fundraising/Donations ○ Earth Day Clean Up ○ Parker Hands On 	Matt		Yes

Upcoming Engagement Opportunities

Event	Date	Contact	Location

TBD			
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Action Item Summary

Topic	Responsible Party	Due Date
Obtain signatures on December 16 minutes, Send to Town Clerk	Brenda	January 28
Add your name to the Engagement Opportunities listed in Teams	All	Varies



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

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Attendance:

- Matthew Lunn, Chair - [present](#)
- Candace Sotwick, Vice Chair - [present](#)
- Toby Levy, Secretary - [present](#)
- Shelly Blair, Member - [present](#)
- Heather Crosby, Member - [present](#)

Facilitator: Matthew Lunn, Chair

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

- Andrei Teudean, Member - [present](#)
- Jody Walker, Member – [present](#)
- Mary Colton, PROS Director - [present](#)
- Brenda Mooney, Special Projects Analyst - [present](#)

Meeting Items

Topic	Facilitator	Vote?	Details/Notes	Action?
Call to Order	Matthew		Meeting called to order at 5:30 p.m.	
Roll Call	Toby		See above	Yes
Public Comment	Matthew		No public comment. No public present.	
Approval of January 27, 26 Agenda	Matthew	Yes	Motion to approve: Shelly Second: Toby In Favor: All	Yes
Approval of December 16, 2025 Minutes	Matthew	Yes	Motion to approve: Candace Second: Heather In Favor: Toby, Heather, Candace, Jody, Andrei, Matt Abstain: Shelly	Yes
Discussion Items and New Business - Below	Varies	Varies		Varies
Upcoming Engagement Opportunities	Brenda			Yes
Next Meeting Date: March 31, 2026	Matthew			
Adjourn	Matthew		Meeting adjourned at 7:29 p.m.	

Discussion Items

Topic	Facilitator	Notes	Action Item?
Staff Update <ul style="list-style-type: none"> ▪ 2026 Department Goals ▪ 2026 Engagement Opportunities 	Brenda & Mary	Matt asked Mary about the Cost Recovery strategy for Parks & Rec. Expectation from Town Council is 60-70% while the national average is 29%. We are consistently within the 60-70% range. Parks & Rec. management and staff run the department very efficiently which helps with Cost Recovery. Jody is concerned about people who can't afford the cost of classes or can't get in because classes are full. Mary says our fees are mainly under market and we are in an affluent community so most can afford it. We also	

		<p>have an active scholarship fund available for folks who need it.</p> <p>The commission decided on the following for our 2026 goals:</p> <ol style="list-style-type: none"> 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) <p>Motion to accept the above as the 2026 goals for PROS Commission: Toby Second: Shelly In Favor: All Shelly would like the 2026 Goals to be listed at the top of every agenda throughout the year as a visual reminder.</p> <p>Staff and Town Council want PROS Commission members to be their eyes and ears as we engage with the public. We decided all (or most) members would attend the following Town events:</p> <ol style="list-style-type: none"> 1. 4/25/26 Arbor Day Celebration 2. 5/27/26 Senior Stroll 3. 6/24/26 Bike to Work Day 4. 7/26/26 Farmers Market 5. 8/2/26 Honey Festival 6. 9/12/26 Parker Proud Showcase <p>Motion to accept the above 2026 events as PROS Commission focus for attendance: Matt Second: Toby In Favor: All</p>	Yes
<p>Commission Update</p> <ul style="list-style-type: none"> ▪ Recent Engagements ▪ Planning Workshop Format 	Members	<p>Shelly said she enjoyed the onboarding process where she got to tour the parks and open spaces with staff. Jody and Candace went on the tour as well. PROS members will be attending a group meeting in February with the consulting firm Berry Dunn to discuss the survey results of the Senior Center Feasibility</p>	

		<p>study. Berry Dunn is now in the engagement phase of the study.</p> <p>Members reviewed the draft 2026 Meeting Calendar. Mary wants us to focus on the Master Plan update coming in March. Shelly wants to add a topic about marketing, communications and communication structures. Mary said it could be added to the July meeting.</p>	Yes
<p>New Business:</p> <ul style="list-style-type: none"> ▪ PROS Trail Crew - Toby ▪ PROS Committees – Jody <ul style="list-style-type: none"> ○ Fundraising/Donations ○ Earth Day Clean Up ○ Parker Hands On 	Matt	<p>Matt received the Advancing Ideas form from Toby for the PROS Trail Crew, the PROS Commission Committee formation process document from Candace and Toby and the Committees Ideas document from Jody. These items will be discussed at the next meeting as Old Business.</p>	Yes

Upcoming Engagement Opportunities

Event	Date	Contact	Location
TBD			

Action Item Summary

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Department Update

2026 Goals

2026 Engagement Opportunities

PARKS, RECREATION AND OPEN SPACE DEPARTMENT



Commission Update

Recent Engagements

Planning Workshop

PARKS, RECREATION AND OPEN SPACE DEPARTMENT



Commission Update

New Business:

PROS Trail Crew – Toby

PROS Committees – Jody

Fundraising/Donations

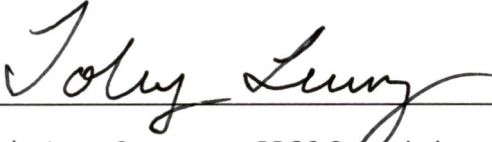
Earth Day Clean Up

Parker Hands On

PARKS, RECREATION AND OPEN SPACE DEPARTMENT



Minutes Prepared By:

 3/31/26

Toby Levy, Secretary – PROS Commission

Minutes Approved By:

 3/31/2026

Matthew Lunn, Chair – PROS Commission