

## **Town of Richmond- Supervisor & Town Board**

Responsibilities include: maintenance of parks and forestry stewardship plan, maintain suitable liability insurance, approve park projects, policies and use.

- Responsible for paid staff
- Establishes and approves town budget items and expenditures.
- Approves grant submissions and resulting contracts.
- Establishes, maintains and enforces park zoning district.
- Implements town comprehensive plan



## **Parks and Recreation Committee**

- comprised of volunteers
- #? Members, includes representative from Town and Friends of Sandy Bottom Park
- working with Town to establish priorities and activities for the park districts and recreation programs
- authorized to determine project details
- research park issues and make recommendations to town board
- gather community input on parks and recreation issues
- coordination of community organizations for park events
- maintains subcommittees such as comprehensive plan, recreation programs and park issues

## **Friends of Sandy Bottom Park** **"The Dreamers and Doers"**

- Works on the Vision of the future of the park, submits ideas to Parks and Rec committee, Supervisor and Town Board.
- Works on the planning and implementing of approved projects.
- Fund raising
- volunteer management
- community public relations
- maintains separate liability insurance policy
- A NYS non-profit organization, in process to become a Federally registered 501c3

# Example

## Town of Richmond- Supervisor & Town Board

-reviews and approves request to place an information kiosk at park entrance. Specifies general location and general dimension  
i.e. “left of parking lot, facing road, not to exceed 8’ wide or 9’ tall”



## Parks and Recreation Committee

-reviews various designs and their feasibility  
-reviews proposed information to be posted, sizes and types of pamphlet holders, picture enclosure etc.  
-considers specific details such as location and size  
Makes final determinations on above and directs Friends of Sandy Bottom Park to proceed.

## Friends of Sandy Bottom Park “The Dreamers and Doers”

-finalizes exact plans and details  
-pursues donations of materials and labor  
-coordinates work day and makes it happen