

## **PARKS AND RECREATION COMMISSION**

21.1. The Town of Newtown hereby authorizes the establishment of a Parks and Recreation Commission, to consist of seven members to be appointed as hereinafter provided, and whose purpose and duties shall be as follows:

21.2. The Parks and Recreation Commission shall, at all times, supervise, maintain and develop for recreational purposes, such area or areas of land as may be donated or purchased for such use to the Town or assigned for such use by the Town. The Parks and Recreation Commission shall have sole supervision of any and all buildings and equipment installed in such Parks areas.

21.3. Based on the recommendation of the Parks and Recreation Commission, the First Selectman shall have sole authority to employ such help as may, in the opinion of the Commission, be necessary to properly supervise, maintain and develop those areas of land and structures and equipment within the jurisdiction of the Commission, provided that the cost shall be kept within the funds available to the Commission.

21.4. A. The funds available to the Parks and Recreation Commission or for park purposes from any source shall be placed in the custody of the Finance Director of the Town of Newtown, to be held, administered and disbursed by the Finance Director as part of, and through, the Town of Newtown General Fund.

B. The funds available to the Parks and Recreation Commission or for park purposes from specific gifts or bequest shall be placed in the custody of the Finance Director of the Town of Newtown and shall be kept by the Finance Director in an account, which shall be known as the Newtown Parks and Recreation Gift Fund, which account shall be separate and distinct from all other town accounts.

C. The funds available to the Parks and Recreation Commission from the Parks and Recreation Surcharge Fund shall be placed in the custody of the Finance Director of the Town of Newtown, and shall be kept by him, in an account known as the Parks and Recreation Surcharge Fund, which account will be separate from all other town accounts.

21.5. A. The Director of the Parks and Recreation Department shall authorize the disbursement of all funds appropriated by the Town of Newtown for parks and recreation purposes, by endorsement of its approval on all invoices and bills based on the approved budget for the fiscal year.

B. Disbursements from the Parks and Recreation Gift Fund shall be made on order of the Parks and Recreation Commission only, in accordance with the terms of the specific gifts or bequests, which make up said Fund. With proper documentation, all checks drawn on the Gift fund shall be signed by the First Selectman and by the Finance Director of the Town Of Newtown. The funds referred to herein are for the exclusive use of the Parks and Recreation Commission.

C. Disbursements from the Parks and Recreation Surcharge Fund shall be made on order of the Parks and Recreation Commission only, for capital projects. With proper documentation, all checks drawn on the Surcharge fund shall be signed by the First Selectman and by the Finance Director of the Town Of Newtown. The funds referred to herein are for the exclusive use of The Parks and Recreation Commission.

21.6. The Parks and Recreation Commission may charge a fee for the use of any equipment or facilities in the Park areas, if such seems desirable, and shall have complete and sole authority to restrict the use of the Park areas. The fees collected form the Parks and Recreation Commission Town Recreation Fund

21.7. The Parks and Recreation Commission may make any rules it may deem necessary governing the use of the Parks areas.

21.8. All funds in the custody of the Finance Director in the Parks and Recreation Commission Town Recreation Fund (collected from user fees and not part of the Surcharge Fund) that have not been encumbered shall at the end of the fiscal year, be transferred to the Town of Newtown General Fund.

21.9. The Newtown Parks and Recreation Commission and the Director shall draw up an annual budget and present the same to the Board of Selectmen at a date determined by the Charter or the Financial Director.

21.10. The Parks and Recreation Commission shall designate one of the Commissioners to act as Chairman and one to act as Vice Chairman or Co-Chairman, and shall adopt rules of procedure for its meetings not contrary to the terms of this Ordinance.

21.11. Members of the Parks and Recreation Commission shall serve without compensation.