



Jefferson County Parks & Recreation Commission

December 10, 2025

**MINUTES**

6:00 p.m.

Virtual Link:

<https://us02web.zoom.us/j/83138339174?pwd=3zEkKXdRHrshBCkI1OwDG8iBWC99jh.1>

- I. Call to Order 6:00pm
- II. Roll Call: Allen, Beaulieu, Derrickson, Dougherty, Fields, Holland, McIntyre, Wilson, and Commissioner Hefestay
- III. New Business
  - 1. Discussion and possible action of hiring an on-call architectural and engineering firm.
    - i. Operations Committee recommended hiring an on-call architectural and engineering firms, New River and Thrasher. Wilson made the motion. Approved.
  - 2. Discussion and possible action on approval to submit a Land and Water Conservation Fund Grant application, due in December. Approval of official resolution.
    - i. Discussion. Dougherty made a motion to approve to submit a Land and Water Conservation grant application. Approved.
  - 3. Discussion and possible action on sending a letter to American Water and Charles Town Utility Board expressing interest in obtaining information to bring public utilities to James Hite Park.
    - i. Discussed. Wilson made a motion for the Executive Director to send a letter to American Water and CTUB for information concerning bringing public utilities to James Hite Park. Approved.
  - 4. Discussion of committee assignments & meeting schedules for 2026.
    - i. Board President discussed committee meeting time schedules.
  - 4. Update on personnel matters. (Possible executive session)
    - i. Allen moved to go into Executive Session Approved. Allen made motion to go out of Executive Session. No action to vote on.
- XI. Adjournment 7:24pm