

**Highgate Recreation Commission
Board Meeting Minutes
Monday, November 5, 2018**

The Special Highgate Recreation Commission board meeting was called to order at 5:32pm by Ty Choiniere. The meeting was held at the Highgate Arena Office. Board Members in attendance were:

Ty Choiniere, Chairman	Brian Spears, Director
Mark Gilbert, Co-Chair	Brian Fortin, Director
Karen Gagne Fortin, Secretary	Ryan Maskell, Director
Rob Sweet, Recreation Director	

Guests: Bruce Butler, Steve Lafar and Sharon Bousquet

Public Comments: None

Secretary's Report:

The secretary's report from the October 16, 2018 meeting was reviewed by all in attendance. A motion was made by Brian Spears, to accept the minutes. Seconded by Mark Gilbert. All in favor, motion carried.

The secretary's report from the Special meeting held on November 1, 2018 was reviewed by all in attendance. A motion was made by Mark Gilbert, to accept the minutes. Seconded by Brian Spears. All in favor, motion carried.

Financial Report:

The check warrants were reviewed and approved. A motion was made by Mark Gilbert to accept the financial report. Seconded by Brian Spears. All in favor, motion carried.

Invoices for the upcoming month were reviewed as suggested by Shelley Laroche before sending them to her for payment.

Karen added she and Rob went over the October ice and sent the October ice to Wendi for billing. There was an increase of \$5304 in ice sales for this October compared to 2017 October due to being able to start the ice season October 2nd. Last year the facility lost 14 days of ice sales due to the dehumidifier going down.

Directors Report:

Rob stated that new signed have been installed on the boards.

There are currently 27 players registered for Highgate Recreation Basketball. Rob added that there is a need for boy coaches. Rob stated that he will coach if there is a need.

Zamboni: Rob stated that Chase Cota has made a few recommendations for Zamboni repairs. Ty Choiniere added that he has contacted Crown Lift and will have Rob follow up with them.

Flag Football: Rob stated that he has been speaking with the MVU varsity football coach Chad Cioffi and would like to start a youth flag football program. The cost would be for the helmets, which could be around \$80 each.

Edger Blades: The cost of a pair would be \$27.50 per set. A motion was made by Mark Gilbert to purchase two sets. Seconded by Ryan Maskell. All in favor, motion carried.

Jon Young: As of this date, no information was received from Jon Young. It was suggested to ask Heidi to proceed with the grant application.

New Business:

Scheduling: Sharon Bousquet asked Karen Fortin to turn all scheduling over to Rob. Sharon asked Rob if he was comfortable with that. He stated he was but would have questions for Karen. It was agreed the Karen would mentor Rob when needed. Mark asked that Karen review the monthly ice billing prior of it being sent to Wendi for billing.

High School Contracts: Ty stated that he will schedule a preseason meeting with John Lumsden and the varsity coaches to go over the contracts. Brian Spears asked about the wooden cabinets. They were asked to replace them 3 years ago. Ty stated that it would be discussed.

Men's League: There was an issue with children on the ice during the men's league warm ups. Bernie Delorme will be asked to report any issues to the board.

Rob added that all fees have been collected including the ref fees.

Capitol Budget: It was suggested that we have a line item for the needed building (\$40,000) to house the Highgate Recreation Equipment, Highgate Little League and MAHA equipment.

It was also suggested to ear mark a certain amount yearly to put aside for the purchase of a new Zamboni when needed.

Cleaning Schedule: Ty presented a cleaning schedule to be completed daily/nightly.

Ice: There has been a few complaints on the ice condition. A conversation will be had with the Zamboni drivers.

Old Business:

Efficency Vermont: A report was sent from the information collected in April. It stated that it will pay for a meter.

Projects:

Doors: Ryan stated that he will pick up the new doors for the back hallway and will find someone to complete the project.

Lighting Project: We are currently waiting on a quote from Luc from Green Mountain Electric for the warm side lights.

Roof Leak: A roof leak was found during the recent rain. The leak is in front of the home bench. Ty tried to locate it by using a lift. It appears the water is following the perlin and then dripping on the ice. Ty and Ryan will check the roof.

Trane: Trane needs to check the system as it tripped, and the compressors were off on Sunday.

Other:

Karen followed up on the suggestion during the special meeting about purchasing white boards for the locker rooms. Ty asked Karen to get prices for 2ft x 3ft white boards to install in the locker rooms.

A motion was made by Ryan Maskell to enter executive session. Seconded by Brian Spears. All in favor motion carried.

A motion was made by Ryan Maskell to exit executive session. Seconded by Brian Fortin. All in favor motion carried.

The next Highgate Recreation Commission Meeting will be held on Tuesday, November 20th at 5:30pm.

A motion was made by Ryan Maskell to adjourn the Highgate Recreation Commission meeting. Seconded by Brian Fortin. All in favor, motion carried.

Minutes Submitted by

Karen Fortin
Highgate Recreation Commission Secretary