

**Highgate Recreation Commission
Board Meeting Minutes
Tuesday, August 7, 2018**

The Highgate Recreation Commission board meeting was called to order at 5:30pm 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	Rob Sweet, Recreation Director
Ryan Maskell, Director	Shelley Laroche, Treasurer

Guests: Josh LaRocque and Randy Connelly

Secretary's Report:

The secretary's report from the July 10, 2018 meeting was reviewed by all in attendance. A motion was made by Brian Spears, to accept the minutes. Seconded by Brian Fortin. All in favor, motion carried.

The secretary's report from the July 16, 2018 special 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.

Financial Report: The financial report was presented by Shelley Laroche and reviewed by all in attendance. A motion was made by Mark Gilbert to accept the financial report. Seconded by Brian Spears. All in favor, motion carried.

Ryan asked what the easiest way to make purchases would be. Shelly stated if the Town of Highgate doesn't have an account then to call Shelley at the town and she will make the payment over the phone if needed.

Highgate Selectboard: Josh stated that the selectboard would like Rob to attend the next selectboard meeting on Thursday, August 9th.

Josh asked for an update on the tractor. Mark stated that they have been given different quotes and will need to have another meeting. It was suggested that Butch from the Public Works department be invited to that meeting.

McCuins Account: The MAHA account at McCuins has been closed and a new account for the Highgate Recreation Commission has been opened. With Ty, Mark, Brian S. and Rob having permission to use the account.

Director's Report:

The new Highgate Recreation Commissions website is up and running.

Soccer -There are currently have 13 registered for soccer with registration ending on August 18th. Rob asked about the email from Krissy Tatro that he had forwarded to everyone. Krissy asked if she could have the fees waived for her children to play Highgate Rec soccer. It was stated if we open it up to one coach what about the other coaches? Ty stated that Krissy does do the scheduling, splits the teams and assigns coaches. It was agreed that she would have to pay for her children's soccer t-shirts as that is an added expense to the program.

Cross-Country- Rob stated that Brandi Maskell has agreed to run the cross-country program on Tuesdays and Liza stated that she could coach on Thursdays. Josh Feeley is going to set up a curriculum. It was stated to also reach out to Richard Flint, Meghan Flint, and Matt Choiniere for added help.

Archery- Rob stated there are currently 15 registered for the archery session on Wednesday, August 8th that Pelkey's Archery will be giving. Josh questioned why he received a message from MAHA on the archery sign-ups. Karen stated we need to get the word out to people to visit our website and open an account. Karen stated she sent a blast to members (150) on the archery sign-ups and she stated she was going to send another one to visit our new website and to open an account. Randy stated he could send a message from the Highgate Little League as well.

Rob also asked what we should charge for sponsors on the website and should it be a yearly rate or broken down by monthly. It was agreed that we should only have as many that can be viewed on a page.

ATM- Rob stated that the ATM should be available for the Whitetails. Josh stated that the town will need to check if having an ATM will change the insurance of the building.

Electrician- We need to have Eric scheduled prior to the Whitetails to wire for the ATM. Josh suggested that we change out the bulbs to LED's. Rob will contact Luc Choquette at Green Mountain Electric on prices.

Whitetails- Ray will be stopping in on August 8th with Alex Airoidi from Probation and Parole to look at the rink for table and chair set-up.

Dehumidifier- The dehumidifier is scheduled to be installed on September 3rd.

Business Cards- Rob presented the business cards he had made up. Josh stated that the business cards should be brought to the selectboard for approval.

Open Meeting Law- Josh reminded the board that no decisions can be made through email based on the open meeting law.

A motion was made by Ryan Maskell to accept the Recreation Director's report. Seconded by Mark Gilbert. All in favor, motion carried.

Old Business:

Probation and Parole Contract: Mark Gilbert stated that a year contract with Vermont Department of Corrections has been drawn up. The contract is from September 1st until June 30th. The Highgate Recreation Commission will pay \$20 per day per offender not to exceed 8 workers. A motion was made by Ryan to approve the contract with the Vermont Department of Corrections. Seconded by Brian F. All in favor, motion carried.

The first project we have for Alex will be to clean up the canoe access in Highgate Falls. Brian Spears stated he thinks it will take 2 days with 5 guys.

Summer Projects:

Paint Hallway: Mark stated that Bob Davis can paint after August 6th. The hallway needs to be repainted. Mark also added that he would like to see the wall painted by the soda machines and the new wall at the end of the bleachers. Everyone agreed to have them painted white.

Lobby Bathrooms- After a long discussion it was agreed to hold off on the bathroom demo's until next spring. Ryan is still going to add dividers and new doors to the locker room bathrooms.

Back Hallway Door- Ryan is ordering the door.

Hanging Flags and Banners: Ty and Brian F. will set up a time to hang flags and banners.

Snack Bar: A new motor needs to be installed in the hood. Ryan asked about the flashing if that was also going to be fixed. A motion was made by Mark to approve the hood repair of \$1389.00. Seconded by Brian F. All in favor, motion carried.

Donation Policy- Ty suggested that we limit our donations to two request per year. Ryan stated that we need a more specific schedule from the school on the actual hours the ice/turf will be used so we could schedule other activities.

Glass Cart: Ty stated that the shipping was more than what the board had approved at the last meeting by \$75. A motion was made by Ryan to amend the amount to purchase the cart which includes the shipping not to exceed \$700.00. Seconded by Brian S. All in favor, motion carried.

New Business:

Pick up Baseball: Rob stated he was asked about a pick-up baseball league for ages 8-12 year olds. He asked about the use of the fields and bases. Brian S. said he had just taken the bases out but has some others that can be used.

Church Softball: The Methodist church has requested to use a field on Sunday, August 12th from 12-2pm for a church softball game.

LuLaroe Event: A request was made by Felica Cota and Brandi Maskell to hold a LuLaRoe and Usborne books sale in the parking lot of the arena on Sunday, August 12th from 1-3pm. A motion was made by Mark Gilbert to allow the event. Seconded by Brian S. Ryan asked to be excused from the vote. All in favor, motion carried.

Refund Policy: Ty presented examples from other area rec departments. It was suggested to include board discretion. Karen will type up a refund policy for our next meeting.

Weather Policy: Ty stated that we need to put a weather policy in place for our outside programs. We need to see what Little League follows. The ice policy if there is no school the High School has no practice. MAHA has always followed the same rule.

Advertisement Contracts: Ty stated that Wendi and Shelley don't have copies of any previous advertisement contacts. Karen stated there use to be one on the old MAHA website. She said she will look to see if she can locate a copy. It was suggested to have a sub-committee for advertising. Karen, Brian F. and Mark volunteered to form that committee with Rob.

Building Needs before Ice:

Ty stated that there will be a lot of volunteer hours from the board to be sure the cold area is cleaned. Inventory and order ice paint.

Ice Schedule: Karen stated that she will meet with Rob in the upcoming weeks, so the schedules can start to be inputted in the website calendar. The high school games have been scheduled, Practice ice has been scheduled with the exception of the request from last meeting with the varsity teams. The MVU girls team is willing to take a later practice so to open up some earlier practice times for younger players from MAHA, Milton and SASA. Karen stated that the boy's varsity team has found conflicts with each option presented to them.

Walking Path: Mark stated that he would like to see the walking path extended onto the Cassidy property.

Rain Garden: A backhoe would be needed at \$400-\$500 per day. Stone would need to be brought in.

Whitetails: The Highgate Recreation Commission will need to request permission for a liquor license at the Whitetails function on Saturday, September 8th.

MAHA Cornhole: Josh asked if MAHA was paying for the use of the building. Karen stated yes \$250 like last year. The selectboard approved the request for a liquor license at the last selectboard meeting.

A special meeting will be held on Tuesday, August 14th at 5:00pm

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

Minutes Submitted by

Karen Fortin
Highgate Recreation Commission Secretary