

**Highgate Recreation Commission
Board Meeting Minutes
Tuesday, September 4, 2018**

The Highgate Recreation Commission board meeting was called to order at 5:43pm 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	

Guests: Sharon Bousquet

Public Comments: None

Secretary's Report:

The secretary's report from the August 7, 2018 meeting was reviewed by all in attendance. A motion was made by Mark Gilbert, to accept the minutes. Seconded by Brian Fortin. All in favor, motion carried.

The secretary's report from the August 14, 2018 special 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 August 28, 2018 special meeting was reviewed by all in attendance. A motion was made by Mark Gilbert, to accept the minutes. Seconded by Brian Fortin. All in favor, motion carried.

Financial Report: The financial reports were prepared by Shelley Laroche and presented by Ty Choiniere. The reports were reviewed by all in attendance. A motion was made by Ryan Maskell to table the financial report for the facility so some questions can be answered. Seconded by Brian Fortin. All in favor, motion carried.

A motion was made by Mark Gilbert to accept the check warrant for the Parks and Recreation for \$318.00. Seconded by Ryan Maskell. All in favor, motion carried.

Director's Report:

Rob Sweet stated that 3rd and 4th grade soccer started today. The bags of soccer balls were given to the coaches to hold for the season. Cross country also started, and it was suggested to speak to Richard Flint and Brandi Maskell about putting an invitational cross country meet together. Karen asked if the soccer schedule had been entered on the new website. Rob stated that it has not as of yet.

Ty stated that we need to purchase a 6x8 building for the soccer equipment that is being used at the Highgate School soccer fields. The building will be placed inside the fence.

Advertising: Rob stated that Shawn Corrow from Cold Hollow Photography is interested in a sign, and would like to have the opportunity to offer team and individual photos for our programs.

Rob presented an updated advertising contract to the board. A motion was made by Ryan Maskell to accept the updated contract, with the option to make changes if needed. Seconded by Brian Fortin. All in favor, motion carried.

Whitetails: Rob stated that the Whitetails sign should be going up before the Whitetails Banquet. The tables and chairs are scheduled to be set up on Thursday.

Rob presented his schedule and it was decided to table until the next meeting. His schedule will change once the ice is in and practices start.

Old Business:

Dehumidifier: Ty stated that training on the dehumidifier is scheduled for September 11th.

Projects:

Locker Room Bathrooms: Ryan asked if we wanted to proceed with the locker room bathroom dividers between the sink and toilets. A motion was made by Mark Gilbert to have Ryan order the bathroom dividers not to exceed \$4999 for materials. Labor not included. Seconded by Brian Fortin. All in favor, motion carried.

Lighting Project: Ty Choiniere presented the quotes from Green Mountain Electric for the light replacements over the ice, inside the building and outside the building. A motion was made by Ryan Maskell to accept the bid to not exceed \$29,000 and allow Net Zero replace the lights over the ice. Seconded by Brian Fortin. All in favor, motion carried.

A motion was made by Mark Gilbert to accept the bid for the outside roof mounted lighting, with the facility paying for the lights and installation out of their budget, not to exceed \$4800. Seconded by Brian Fortin. All in favor, motion carried.

Ty Choiniere asked Sharon Bousquet if the lighting project could be added to the selectboards meeting agenda for the Thursday, September 6th meeting.

It was decided we would wait on the interior lighting.

Tractor Committee: The committee will meet on Wednesday, September 5th

Advertising Committee: Will need to schedule a committee meeting.

New Business:

Rink Clean-Up:

Ty Choiniere asked who could help with he rink clean up prior to Friday and the Whitetails banquet. Karen Fortin stated she can clean the bathrooms on Friday. Ty Choiniere will be in throughout the week and he and Rob Sweet can work on the clean-up.

Ice Installation Schedule: It was decided to turn the compressors on Thursday, September 20, 2018 and begin laying ice on September 21st. The first skate is scheduled to begin on October 1st.

Weather Policy: Table

Commercial Plumber: Currently trying to find a commercial plumber for projects at the arena.

Building Needs before the ice:

Clean Zamboni Room and purchase a tool box.

Ice Schedule: Karen stated that nothing has changed since it was last presented. She stated that she will begin entering the ice schedule next week. Waiting to hear back from SASA on what they will need for practice ice.

Walking Path: Ty Choiniere suggested hiring Tony Maskell again this year to run a Harley rake over the waking path. He will contact Tony to see if he is available.

Meetings: Ty Choiniere suggested holding bi-monthly meetings limited to 1 ½ hours on the 1st and 3rd Tuesdays of the month beginning at 5:30pm. The next meeting being held on Tuesday, September 18th at 5:30pm. A motion was made by Ryan Maskell to move the Highgate Recreation Commissions monthly meetings to bi-monthly meetings (1st and 3rd Tuesdays) with a limit of 1 ½ hour meetings. Seconded by Brian Fortin. All in favor, motion carried.

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

Minutes Submitted by

Karen Fortin
Highgate Recreation Commission Secretary