

**Highgate Recreation Commission
Board Meeting Minutes
Monday, March 18, 2019**

The Highgate Recreation Commission (HRC) board meeting was called to order at 5:35pm by Ty Choiniere. The meeting was held at the Highgate Arena Office. Board Members in attendance were:

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| Ty Choiniere, Chairman | Brian Fortin, Director |
| Mark Gilbert, Co Chairman | Lucas Tatro, Director |
| Karen Gagne Fortin, Secretary | Brian Spears, Director |
| Ryan Maskell, Director | Dan Beauregard, Recreation Director |

Guests: Shelley Laroche, Heidi Britch-Valenta and Richard Flint

Public Comments: None

New Members: Ty welcomed Lucas Tatro to the board as well as Dan Beauregard, Highgate's newly hired Recreation Director. Karen added that Mathieu Choiniere was unable to attend this meeting.

Secretary's Report:

The secretary's report from the March 4, 2108 meeting was reviewed by all in attendance. A motion was made by Ryan Maskell, to accept the minutes. Seconded by Brian Fortin. All in favor, motion carried.

Check Warrants: Shelley presented the check warrants for January thru Mid-March. A review of the Trane invoice was discussed, and Shelley stated that we still do not have a signed service contract. The last alarm was on February 27th. It was suggested that a call be made to Bob Wilcox with Ty, Mark and Dan present.

Shelly stated the budget is looking good. All budgeted line items are above what the board had budgeted for. The check warrants dated January 1, 2019 – February 7, 2019 were tabled until the next meeting. Due to some questions that were raised on Trane service contract.

Grants: Heidi presented a recreation grant which would have to be a capital improvement to the building. It includes a 50/50 match up to \$25,000. Suggestions would be the roof, entrance, etc. The deadline is May 1st to apply. The Placemaking Grant Program would need to include a public event, open house, etc. This grant is for \$3000.

Highgate Recreation Commission Board:

The Highgate Selectboard appointed the following members to (2 year) terms: Brian Fortin, Lucas Tatro and Mark Gilbert. It was added that if Matt Choiniere is unable to commit, Brian Spears would be reappointed.

A motion was made by Mark Gilbert to nominate Ty Choiniere as the Chair of the Highgate Recreation Commission. Seconded by Ryan Maskell. All in favor, motion carried.

A motion was made by Ryan Maskell to nominate Mark Gilbert as the Vice-Chair of the Highgate Recreation Commission. Seconded by Lucas Tatro. All in favor, motion carried.

A motion was made by Ty Choiniere to nominate Karen Fortin as the Secretary of the Highgate Recreation Commission. Seconded by Ryan Maskell. All in favor, motion carried.

Bylaws: Tabled

Peewee Usage: Ty stated that he received a request from the U12T3 Peewee group to hold their end of the year party at the arena on March 24th. Ty stated that the floor would be clean for the turf to go down and did not want it to get dirty. It was suggested that they use the parking lot and use the old square nets.

Ice Out Recap: The ice went out well. There were two trucks and they each took 7 loads of ice out. Mark turned in a \$96 gas bill for Fernand's truck. A thank you to McCuins and Fernand for the use of their equipment.

Turf Install: The installation will be on March 24th. Ty started washing the floor. Brian Spears was going to contact Ron Machia about the use of a truck to move the trailer with the turf. Ryan Maskell was going to get in touch with George Britch to unload the turf and bring into the rink.

Building Construction Committee: A committee was formed for the construction of the new recreation storage building. Ty Choiniere made a motion for the construction committee be Ryan Maskell, Mark Gilbert, Lucas Tatro and Dan Beauregard. Seconded by Karen Fortin. All in favor, motion carried.

There will be \$30,000 available for construction after July 1st. It was suggested that Dig Safe be contacted and have a map completed around the whole building, so we know where electrical, water and natural gas lines are. This building will house the Highgate Recreation to include the turf and tractor, Highgate Little League and MAHA.

Recreation Director: Ty stated that Dan will officially start on Wednesday, March 20th. Ty and Mark will be meeting with Dan during the week to show him around town and the building. It is planned for Dan to be working 9am-5pm the first two weeks before turf rental begins. Karen gave Dan the current turf schedule and will meet with him after March 25th to work on scheduling and go over contacts, etc.

Girls On The Run: The girls on the run started on March 12th and will begin at school. Mark stated that there is a program for boys called Let Me Run and will get more information on that.

Helmet Requirement: Ty stated that the Town of Highgate's insurance may require anyone working on the ice to wear a helmet. Karen stated that USA Hockey mandates coaches to wear helmets, but high school does not. The other issue is people moving the nets during high school games at the refs do not move them after a period, only before the next period on clean ice. Karen stated that she will contact Jeremy Letourneau to see if this can be discussed at his next varsity officials meeting as he is vice-chair.

Town Employee Meal: Mark stated that he had a meal prepared for the town employees as a "Thank You". A motion was made by Ty Choiniere to have Shelley reimburse Mark \$196.00. Seconded by Ryan Maskell. All in favor, motion carried.

Efficiency Vt: Mark stated that received a message for a gage to be hooked to all the breakers to determine the usage amount. Ty will get in touch with Eric Rainville.

Zamboni Repairs: The hydraulic hose on the Zamboni sprung a leak on Friday evening. Sharon Bousquet was able to make one to fit and repairs were made with 1 and ½ hour turnaround time at 8:00pm. It was suggested to put together a list of repairs or parts needed for the Zamboni such as board brush, fuses, oil, etc.

Live Barn: Ty explained that we would receive 30% of a kickback for members who sign up to view games held at the Highgate Arena using the promo code provided. People would sign up quarterly to view games. A motion was made by Ryan Maskell to go forward with a contract. Seconded by Lucas Tatro. All in favor, motion carried.

High School Locker Rooms: Ty asked if the high school teams have been in to clean locker rooms. Karen stated that she believed the girls equipment has been removed.

A motion to move into executive session was made by Ryan Maskell, seconded by Mark Gilbert. All in favor, motion carried.

A motion to exit executive session was made by Ryan Maskell, seconded by Mark Gilbert. All in favor, motion carried.

The next Highgate Recreation Commission Meeting will be held on Monday, April 1st at 5:30pm.

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