

**Highgate Recreation Commission
Minutes of the Board Meeting
Tuesday, July 10, 2018**

The Highgate Recreation Commission board meeting was called to order at 5:28pm by Mark Gilbert. The meeting was held at the Highgate Arena Office. Board Members in attendance were:

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

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Guest: Gary LaShure and Jon LaShure

Secretary's Report: The secretary's report from the June 5, 2018 MAHA Facility meeting was reviewed by all in attendance. A motion was made by Brian Spears, to accept the minutes. Seconded by Ryan Maskell. All in favor, motion carried.

Financial Report: The financial report was presented and reviewed. A motion was made by Brian Spears to accept the financial report. Seconded by Brian Fortin. All in favor, motion carried.

Elections of Officers:

Board Chair: A motion was made by Ryan Maskell to nominate Ty Choiniere as the Highgate Recreation Commission Board Chair. Seconded by Brian Spears. A motion was made by Mark Gilbert to close the nominations and have the secretary cast one vote. Seconded by Brian Fortin. Ty Choiniere will serve as the Highgate Recreation Commission's Board Chair for a 2 year term.

Board Vice-Chair: A motion was made by Ty Choiniere to nominate Mark Gilbert as the Highgate Recreation Commission Board Chair. Seconded by Ryan Maskell. A motion was made by Brian Spears to close the nominations and have the secretary to cast one vote. Seconded by Brian Fortin. Mark Gilbert will serve as the Highgate Recreation Commission's Board Vice-Chair for a 1 year term.

Board Secretary: A motion was made by Mark Gilbert to nominate Karen Gagne Fortin as the Highgate Recreation Commission Secretary. Seconded by Brian Spears. A motion was made by Ty Choiniere to close the nominations. Seconded by Brian Fortin. Karen Gagne Fortin will serve as the Highgate Recreation Commission's board Secretary for a 2 year term.

Agenda Change: A motion was made by Mark Gilbert to add contracts to the agenda. Seconded by Ty Choiniere. All in favor, motion carried.

Pro-Shop Contract: Gary and Jon LaShure were present to discuss the LaShure's Pro Shop contract. Gary stated he would like to request a fee change to reflect when the pro-shop is in use. Currently they pay \$150 per month. He would like to see the rent change to \$150 for the months of October thru March during ice season, and then be reduced to \$75 per month for the months of April thru September. Ty stated the board would have discuss that request. Gary also asked about the possibility of new wiring in the pro-shop. Mark stated that we have discussed that, but the added expense is not in the current budget. The hours of operation were also discussed. The board would like to see the pro-shop opened during the hours of operation.

ATM: It was suggested that the board look into having an ATM available in the lobby. Karen stated that there is usually one family a week that she has to send to the local gas station to use their ATM during public skating. The board asked Rob if he could look into some ATM vendors and the cost of having one.

Old Business:

Turf Removal: Ryan Maskell stated that a time needs to be set up with George Britch to move the rolled turf into the storage containers. Ryan asked Rob if he could contact George to set up and time and either Ryan or Ty will be available to help move the turf.

Donation Policy: Ty asked that we table until the next meeting.

Summer Projects:

Paint Hallway: Mark stated that Bob Davis can paint after August 6th. It was suggested that he wait until the dehumidifier is installed which is tentatively scheduled for September 11th.

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

Lobby Restroom Renovations: Ryan stated that he needs to get the ADA requirements for sinks and pricing on the dividers for both the restrooms and bathrooms in the locker rooms. It was suggested that we add an infant changing table to the men's room. Restrooms need to be completed prior to September 8th.

Parking Lot: Ty stated that the line stripping is scheduled for Thursday, July 12th. The parking lot will be closed to vehicles until Friday, July 13th.

Snack Bar: Ty asked Rob if he could get quotes from Vt Mechanical, Chucks and Benore for the hood replacement for the snackbar. We also need to get a plumber to replace the waterline from the sink to the coffee machine.

Electrical Projects: Ty stated that he will contact Eric Rainville.

Website: Ty stated that he has been in contact with Easy Sport Track. Karen stated that Fall soccer registration needs to begin after August 1st and we need to begin scheduling ice. Ty asked Rob to look into other available recreation websites to see what would meet our needs.

Letter to Customers: Mark stated that he believes that Wendi has sent letter to all our customers informing them of the change from MAHA to Highgate Recreation Commission. Karen added that we need to add the name Highgate Recreation Commission to our P.O. Box address.

Tools: It was stated that a tool box and hammer drill are needed. Ryan added that Sear's was selling some shelving. A motion was made by Ty to purchase shelving up to \$200. Seconded by Brian S. All in favor, motion carried.

New Trees: Two trees were planted on the back side of the Highgate Falls park. Ty suggested we purchase two water bags for the trees. A motion was made by Ryan to purchase two water bags. Seconded by Mark Gilbert. All in favor, motion carried.

Flower Beds: Karen stated that flower bed in the Highgate Falls park was cleaned up and she received a quote from H & B for 16 perennials. The cost after H&B gave a 20% discount will be a total of \$198.26. Karen stated that she would plant them. A motion was made by Brian F. to purchase the perennials. Seconded by Ryan. All in favor, motion carried.

Tractor: Ty suggested a committee to review the bids. Ty, Brian S. and Mark volunteered to get three bids, review and make recommendation to the selectboard. Brian S. suggested asking one of the town guys from the road crew to also sit on the committee.

Programs:

Fall Soccer: Karen stated flyers went out the last week of school telling parents to watch for online registration after August 1st. It was stated to put a soccer field at the end of the school playground for the younger group. Brian S. stated that a portalet will need to be put in place. Also a small building to store equipment. It was suggested that be placed on the inside of the playground during the soccer season.

Cornhole League: Brian F. stated he currently has 11 teams interested in playing he would like to have 20 teams. It was stated that we need to post No Smoking or Alcohol. Ty suggested getting an Annual Trophy to be kept at the rink with the winning team on it.

Archery Class: Karen stated that Pelkey's Archery will be holding an archery class on Wednesday, August 6th. Two sessions 4pm-5pm or 5pm-6pm with up to 15 children ages 8-14 years old at each session. The cost is \$12 per child.

New Business:

Waterline: Ty stated that the water and gas line has been installed by Ryan Jordan of R.J. Excavating. Ryan Jordan donated the cost of installation \$1050. The water line cost \$153 from McCuins. Brian Spears would like to have the waterline operating by fall soccer and install a water fountain. The gas line is for the installation of the dehumidifier.

Glass Cart: Ty suggested a cart to hold up to 2000lbs of glass. He found one that cost \$429. A motion was made by Ryan to purchase the cart plus shipping not to exceed \$500. Seconded by Brian S. All in favor, motion carried.

County Recreation Meeting: Ty and Rob attended the meeting. Rise VT will be scheduling a quarterly meeting starting in September. St. Albans City will be putting together a Franklin County Recreation website with a per town charge. Towns can add upcoming events to the calendar/website.

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Canoe Access: Brian S. stated he would like to have the parking lot cleaned up at the bottom of the hill going to Highgate Falls. Contact the Northern Forest Canoe Access. Brian suggested contacting Alex Airoidi from Probation and Parole to hire a few of his guys to do the needed clean up.

Solar Lighting: Ty and Brian S, would like to look into installing some solar lighting for the parking lot. Ty stated that he found some solar lighting for \$895 for 20 watts an \$595 for 15 watts. Karen stated that she will contact Luc Choquette from Green Mountain Electric to see what he would have for solar lighting.

Ice Scheduler Meeting: Monday, July 16th. Invite MVU Athletic Director and coaches. Karen stated that she has received the varsity home game schedule.

Zamboni: Ryan asked if the Zamboni was all set or did it need any servicing. Brian S. stated that he thought everything was good with the Zamboni.

Fobs: Ty stated that it will cost \$4700 for MEI to add new camera's outback \$975 per camera and \$590 to move the fob to the outside of the Zamboni office door.

Pickle Ball: Rob is going to look into more info on pickle ball. Currently leagues at the Collins Perley and North Hero Pickle Ball. Karen stated that have purchased two pickle ball courts.

Recreation Building: Ryan asked what size building Highgate Recreation, Highgate Little League and MAHA would need. It was suggested 24x36 with Highgate Recreation getting half the building. Heidi Britch-Valenti will be looking to apply for grant money.

McCuins Account: Mark stated we need to create a new account at McCuins as the Highgate Recreation Commission can no longer use MAHA's.

A motion was made by Brian S. to adjourn the meeting and move into executive session. Seconded by Brian F. at 9:01pm. All in favor, motion carried.

A motion was made by Brian F. to adjourn executive session. Seconded by Brian S. at 9:20pm. All in favor, motion carried.

The next meeting will be on Tuesday, August 7th at 5:30pm

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

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Karen Fortin
Highgate Recreation Commission Secretary