

**Highgate Recreation Commission
Board Meeting Minutes
Tuesday, October 16, 2018**

The Highgate Recreation Commission (HRC) board meeting was called to order at 5:33pm 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 Spears, Director |
| Mark Gilbert, Co-Chair | Brian Fortin, Director |
| Karen Gagne Fortin, Secretary | Rob Sweet, Recreation Director |
| Ryan Maskell, Director | Shelly Laroche, Treasurer |

Highgate Selectboard: Josh LaRocque, Sharon Bousquet, Randy Connelly

Guest: Jon Young

Public Comments: None

Ty welcomed Jon Young to our meeting. Ty stated that there is currently a \$15,000 grant available to apply for painting a mural on the inside or outside of the building. The HRC would need to present a letter of intent. The mural would need to be visible. It was suggested that we use the large space on the front of the building and incorporate all sports that take place at the arena and ball fields. Jon stated that it would be best to be painted on panels and then attached to the building. Shelly asked how long a panel would last in the elements. Jon stated that with good paint and cover with a good urethane it should last for over 10 years. Ty asked Jon if he could come up with some ideas to bring back to the HRC.

Secretary's Report:

The secretary's report from the October 2, 2018 meeting was reviewed by all in attendance. A motion was made by Ryan Maskell, to accept the minutes. Seconded by Mark Gilbert. All in favor, motion carried. Randy asked for a correction and the minutes should read ordered parts.

Financial Report:

There was no financial report. Shelly stated that the HRC needs to decide on who will be in responsible to provide the hours to Wendi, as September hours were not given to Wendi to be billed out. Wendi will invoice those for the hours used. Mark suggested that Rob should be in charge of getting the hours to Wendi. Sharon asked Rob if he was comfortable with that. Sharon added that Rob will be responsible to get the hours and any money collected at the arena to the town office timely. Sharon added that Shelly will have to answer to the auditors. Karen will run public skating on Sundays. All weekend money will be brought to the town office by Tuesday morning.

Shelly asked if Rob could review the invoices with someone from the HRC board prior to bringing them to the her at the town office. For example, she currently has an invoice for TRANE but does not have a statement to go with the invoice.

Rob will meet with the Men's League captains on Sunday to hand out invoices and collect \$1200 from each team to cover ice cost.

Contracts:

It was agreed that Shelly will have our ice contracts reviewed. Karen will email Shelly the contracts.

Brian Spears stated that the high school teams should empty their locker rooms at the end of their season so those locker rooms can be utilized when the high school is not using them. The wooden cabinets need to be replaced by metal cabinets

Ice Schedule: Karen stated that there is no school in Highgate on Tuesday, November 6th because of elections. She suggested that Rob open for public skating that day. Karen added that MVU after school program will be scheduling some ice on Wednesday's starting November 7th, working around the high school varsity practices.

Director's Report:

Rob stated that the Zamboni parts are in and Chase Cota will be in this week to work on the Zamboni.

Lighting Project should begin on Wednesday.

Rob stated that Doug from Extreme graphics has 4 proofs that are ready to print but Rob has not been able to contact him about getting the signs installed.

Highgate Recreation held a Fun Run: Rob stated that we had 11 runners take part on October 6th.

Soccer: Rob stated that he was having problems getting the survey created in survey monkey sent out on MyRec. Karen showed Rob how to attach the survey to the MyRec email to be sent out. Josh stated that there seemed to be confusion over what soccer field the teams should be using. Ty stated that a discussion on the 5th and 6th grade soccer field needed to be had with the school board. Ty added that he would like to have an equipment swap prior to next season.

Rob stated that there are only 8 currently registered for basketball. He will extend the registration and send on another message regarding basketball registration.

Dehumidifier: John Mead was contacted about the dehumidifier issues. Rob was asked to create a log. John Mead sent an email explaining what the dehumidifier should be set at.

Rusty is currently waiting parts to change the fob on the Zamboni office.

Office Hours: Josh asked what Rob's was scheduled for office hours. 11:30pm-1:00pm or 1:30-3:30pm.

A motion was made by Ryan Maskell to enter executive session. Seconded by Mark Gilbert. 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 6th~~ ^{MON. Nov. 5th} 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