

Proctor Park & Recreation Committee
Special Meeting Minutes
Draft
November 15, 2018
6:15PM - 7:30 PM

Members Present:

Greg King, Chair
Brian Cannucci
Sarah Corliss
John Corliss

Others Present:

Stan Wilbur, Town Manager

Call to Order

Greg King called the special meeting to order at 6:15 p.m.

Agenda

Greg made the motion to approve the agenda. The motion was seconded by Brian and approved

Minutes

Greg make the motion to approve the June 26; 2018 special meeting minutes. The motion was seconded by Brian and approved.

Skating Rink

- Operations
 - A defibrillator will be purchased with the cost shared with the pool
 - Rules will be reviewed and a new sign will be made. The rink will not provide hockey helmets. However, hockey helmets (no bike helmets) will be required for anyone playing hockey.
 - The rink will be open Monday – Friday 5:00 pm - 9:00 pm; Saturday - 1:00 pm – 9:00 pm; and Sunday 1:00 pm – 7:00 pm. The managers may open the rink earlier. This will be posted on the rink Facebook page. An open sign will be displayed at the rink.
 - Supplies will be purchased through town accounts.
 - A new first aid kit will be acquired.
 - Internet service needs to be renewed. Stan will contact Comcast and Greg will check with Comcast.
 - There is building materials from the window project and a lot of stuff in the basement that needs to be disposed of. Stan will contact Casella for a 15 yard roll off. Place it near the North wall.
- Program Manager and Ice Manager Contracts – contracts were reviewed and approved. Brian Cannucci signed the Program Manager Contract and Sarah Corliss signed the Ice Manager contract. John will meet with Sarah to go over operation of highway department equipment. Use W/WW truck to plow as it will not be used for salt.
- Facilities Repair, Maintenance & Improvements
 - Mortimer Proctor Trust Grant – windows have been installed. Thanks to Brian for getting this completed. Brian had invoice from LaValley. The water heaters and the electrical upgrade will be completed within a couple weeks.
 - Some logs need to be calked and the doors need to be replaced.

- Discussion regarding moving the snack and skate storage area to the north wall area. This could be a July 2019 Mortimer Proctor Trust grant project.
- John will contact Chris Carter, GMP, about replacing the pole for the street light next to the rink. The top of the pole is rotten. The rink lights will be reset once a new pole is in place.
- Discussion regarding additional lighting for the rink surface.
- Discussed what is in storage shed and what can be stored in the shed.
- FY2020 Budget
 - Suggested \$1,000 be added to Direct Labor, \$500 for each manager. Both will keep track of what it takes to run the rink.
 - Include internet in the budget instead of taking it out of the Rink Donation Fund
 - Committee will look at the O&M Expenditure items and get back to Stan with comments.

Swimming Pool

- Assistant Director
Prepare Job description and advertise the position in January or February/
- FY2020 Budget
 - Direct Labor - talk with Heidi about Director and Assistant Director pay rates for FY2020, committee suggested \$1.00 increase for each position, first year Life Guards will receive VT minimum wage. Returning Life Guards will receive an additional \$0.25 for each year of service.
 - Committee will look at the O&M Expenditure items and get back to Stan with comments.

Other Old and/or New Business

- Pavilion at Pool; possible January Mortimer Proctor Trust Grant application in January. Greg and Brian will get quotes

Adjourn

Greg made the motion to adjourn the November 15, 2018 special Park & Rec committee meeting at 7:30 pm. The motion was seconded by Sarah and approved.