

**MINUTES**  
**December 08, 2005**

**I. Call to Order** - The Recreation Center Committee meeting came to order at 8:42 a.m. in the Town Hall Council Chambers. Present were Chairman Fred Pfohl, members Barbara Piquet & Recreation Director Rosemary Burnett.

**II. Review Minutes from November 21<sup>st</sup>, 2005** – Chairman Pfohl moved to adopt the minutes of the November 21<sup>st</sup> Regular Meeting as submitted. Mrs. Piquet seconded the motion and it passed unanimously.

**III. Discussion – Recreation Center** – The agenda started with an update from Ms. Burnett about the Athletic Business conference information that she brought for the committee to review. The main information was about insurance, risk management, and preparing to open a facility. Mrs. Piquet asked Ms. Burnett to come up with a list of manuals and training we would need in the building, and Mr. Pfohl brought up the need for opening and closing procedures. Mrs. Burnett stated that she was already working on compiling information for those items and others. She stated that there is a lot of paperwork/forms that are going to have to be created before the buildings opening. Ms. Burnett stated that she brought this information for the committee to familiarize themselves with it to give them a better understanding of what we need and what it looks like when we get it in place. Mr. Pfohl volunteered to help with this.

The Committee discussed the 40-hour seasonal position for the Recreation Facility and the need to define benefited or non-benefited. Mrs. Piquet also wanted to be able to discuss the possibility of breaking the position up into fewer hours a week and more employees. The committee also wanted to know what the benefit policies are. Ms. Burnett informed them that currently this is all the hours that we have for a position.

Ms. Burnett also mentioned some more free programs that we may be able to use that promote health and wellness. She also informed them that the laptop and graphics software were purchased and received. The update on the registration software is that we will be receiving a refund for the N-Star software that All-Tech was going to install and replace it with the Vermont Systems software. The committee will need to make a decision on what to do with the monitor that was purchased to give people working out access to watch the child's play area. Tracy Simms, in absentia, wanted to convey her concern that having the monitor in the fitness room will give the perception that you can drop your children off without supervision and that is not going to be allowed; The Committee agreed.

The contractor wants to be finished with the building, minus the rubberized flooring, by next week. The concrete slab is still not ready for the flooring to be put down. There is a possibility that the contractor will be required to put a substance on the floor to help with leveling it out. Mrs. Piquet wanted Ms. Burnett to check on the spec sheet for the color of the electrical outlets because they are brown and clash with the walls. They have begun putting in the base boards and bead board. The wall pad on the tennis courtside has a rip in it and there is a leak in the ceiling that will need to be taken care of. Mrs. Piquet also wanted to make sure that the contractor gets all of the high ledges and acoustic tiles cleaned before handing the building over. The committee wants

to get a quote for next year's budget for a lift for cleaning high areas and changing out lights in the gym.

Ms. Burnett relayed that she had spoken with Lisa Adams about the possibility of get some of the living room furniture from Sam's Club; they have some reasonably priced leather furniture. Lisa Adams is going to get back to Ms. Burnett after she has a look at it. The stackable chairs are going to be picked up from Sam's next week. The Quill order has been placed and future shipments will begin to arrive as of January 9<sup>th</sup>. The fitness equipment has not been rescheduled for delivery; it will be rescheduled to come in January. There was discussion about whether the Town is going to repaint the blue wall in the fitness room, possibly to match the rest of the room. Mrs. Piquet also asked about the grounds and how the contractor was supposed to leave the building; Mr. Pfohl said that the Town was supposed to be taking care of the drainage before they do any landscaping. It is too late to do any paving or further drainage because the ground is frozen. Mrs. Piquet also expressed concern that the wall tiles in the bathrooms near the fitness room were not done properly.

There was a brief update about the previous task lists and their statues. Mr. Pfohl mentioned kid sized counter for the child's play room; Ms. Burnett agreed that the counter would be great but that it would be better to make it a size that older kids could use as well. Ms. Burnett is going to try to purchase a few table and chair sets that are child specific for that room from Tuesday Morning. Mr. Pfohl mention that he may donate a train set for that area from his toy store; he also reported that the two ping pong tables have arrived and that one has been donated.

Mrs. Piquet wanted to make sure that we had agreed on the round banquet tables for next year's budget, and those present agreed that we had already decided they would be a budget item for 06'. The propane tanks were brought up and the fact that the Town received another bill yesterday for just over \$6000.00. The Committee wants to know if the Town is paying for this sense we do not have possession of the building yet; Ms. Burnett will ask the Town Manager what the contract says. There was also a brief discussion about donations for the Recreation Center and the possibilities of selling charter passes to serve this purpose. The passes would be one way to avoid the appearance of singling people out for donations.

*V. Adjourn* – Upon a motion by Mrs. Piquet, seconded by Chairman Pfohl the meeting of December 8<sup>th</sup> was adjourned.

Respectfully submitted,

Rosemary Burnett