

**MINUTES**  
**February 17<sup>th</sup>, 2006**

**I. Call to Order** - The Recreation Center Committee meeting came to order at 8:30 a.m. in the Town Hall Council Chambers. Present were Chairman Fred Pfohl, Tracy Simms, Recreation Director Rosemary Burnett, & Town Manager Michael Boaz. Parks Committee member Brad Mettee was also in attendance.

**II. Review Minutes from February 3<sup>rd</sup>, 2006** – Tracy Simms moved to adopt the minutes of the February 3<sup>rd</sup> Regular Meeting as submitted, Chairman Pfohl seconded the motion and it passed unanimously.

**III. Discussion – Recreation Center –**

IV. Ms. Burnett began with an update on computers; they have been purchased and delivered to Town hall. Ms. Burnett mentioned that the town was not going with Saratoga for installation of the computer system; they were too expensive. The purchase order has been sent to Vermont Systems for the software and Ms. Burnett went over the cost breakdown of the lease with the committee. The final wiring will be determined and installed with the computers before the software installation that is scheduled for February 27<sup>th</sup> but may be moved to March 13<sup>th</sup> and for the duration of that week, in case we don't have the building at that time. Mr. Pfohl wanted to know how Long Vermont Systems would be here for the installation; Ms. Burnett said that they were scheduled for a week but they may not have to be here for that long and we only pay for the actual time that they are here.

The building update is that most things are completed and that there had been an outside walk through to create a punch list for any necessary items for the contractor to complete. The floor is in process and is supposed to be complete this weekend, but Ms. Burnett does not think that they will have the time to complete the job by that time.

Mrs. Piquet mentioned the article about the Recreation Center from the High Country New, and wanted to know if we were keeping a record of things like this. Mr. Pfohl mentioned that he would get a copy of the article to archive.

All the equipment that has been ordered has been delivered except for two sign stands. Ms. Burnett mentioned that she was going to be purchasing the supply and cleaning items for the facility. Mr. Pfohl mentioned that Ms. Burnett could come down to the store to get some pricing on those items

Ms. Burnett mentioned that she was going to have to go to Sam's Club to pick up four more chairs that we had not received and she was going to pick up the safe and chair mat while there. She also mentioned that she was going to order the outside trash cans and cigarette receptacles.

There was a brief discussion about the utility bill being paid by the contractor and when and if we get that money back we may be able to use some of that money elsewhere. Mr. Pfohl asked about any penalties that the contractor is accruing at the present time because they are late on the

building. Ms. Burnett mentioned that she was not sure that the Town was charging any penalties currently; she would check with Mr. Boaz.

Ms. Burnett let the committee know that she posted an advertisement in the papers for the full time seasonal position. Ms. Burnett also mentioned the current status of the Recreation Center staff is that we would likely still have to get a budget amendment for the 25 hour a week position because the figures that she had previously were incorrect as far as how much money we had in the budget. The Committee had agreed previously to a budget amendment and they were waiting to present it to The Town Council until we had more accurate figures. The Committee wants to make sure that we are paying the seasonal positions a reasonable rate and get qualified staff for the job. The Committee also doesn't want to hire staff until we have the building because they don't want them to have nothing to do and have to pay staff before we are ready to open the building. Ms. Burnett assured them that she wouldn't hire staff if she didn't have any work for them and that there was plenty of work in preparation for opening.

The MountainEar is going to have a two sided copy of the survey and we are letting recipients know that they will be able to email that back to us. Ms Burnett will check and see if we are able to post the survey and the application form on the web site. The Committee wants to know if the MountainEar goes to all the property tax owners or not.

Mrs. Piquet mentioned that she would be working on completing the email address list for the Recreation Center data base for advertising purposes.

Ms. Simms wanted to know about the outside track and how we were going to complete that in the area that is too narrow next to the patio. It is scheduled to have a board walk that is built out over the hill side. The Committee is concerned about the outside not being complete by the time we open the building. The Town is planning on placing gravel around the site until they are able to pave it in the spring.

*V. Adjourn* – Upon a motion by Chairman Pfohl, seconded by Mrs. Piquet the meeting of February 17<sup>th</sup> was adjourned.

Respectfully submitted,

Rosemary Burnett