Franklin Recreation Meeting Minutes* [DRAFT]

October 19, 2026 @ 7pm

Franklin Town Offices and on Zoom

Attendance: Allison Franklin, Dianna Benoit-Kittell and Lissy Bachelder

Virtual: Cayley Renaudette and Kyleigh Grennon

Call to Order: Meeting called to order at 7:06pm by Allison.

Public Comment:

- Flag: Flag down by the fields has been at half-mast and rope is super frayed. Dianna was able to raise the flag and noticed that the rope will need to be replaced. (Curtis mentioned tying a new rope to the end of the old one and use the old one to pull the new one through).
- Calendar: The athletic calendar has not been kept up-to-date. The board will mention this to Cayley and we'll be better about that moving forward.

Approval of Previous Meeting Minutes: Moved by Dianna to accept the minutes as written. Seconded by Allison. Carried unanimously to accept.

Treasurer's Report: no report was provided so numbers are from last meeting.

- Checking: $29,402.32
- Fund Balance: $22,665.34
- LL Balance: $4,101.20
- Bills were reviewed and approved by board members.

Moved by Lissy to accept the treasurer's report. Seconded by Allison. Carried unanimously to accept.

- The board is wondering if we'd be able to get year-to-year graphs on expenses. A different way to visualize what we're spending would be nice. Dianna will look into this.

Grants/Fundraising/Sponsorship

- Sponsorship Updates: 3 (maybe 4) for basketball

Athletic Coordinator – Thank you Cayley!

- Ref Payments: 5/6 refs have been Orin and Annabelle Godin - Laura is keeping track of number of games for us.

- For upcoming seasons, coaches should share their cell numbers with other school coaches so they can communicate directly about games and rescheduling.
- 5/6 bill to school: Allison will work with Cayley on what to include in the email.
- Sports Calendar: will keep this more up-to-date for basketball.
- MyRec age error emails: Lissy updated the basketball program so we'll see if that will work.
- Basketball Game Scheduling: Cayley has scheduled 16 5/6 games (Swanton, St. Albans City and SATEC), none for 3/4 just yet. Will reach out to Highgate again to get some more games scheduled.
- Blackout dates, Friday triples: Still need to get blackout dates from Joyce. Maybe we have 3 games on Fridays? Ski trip scheduling won't be finalized until November.
- School rules: no hanging out in the hallway, no showing up early for games, what door to use, keys for coaches, etc. Will send those to coaches once teams are made.
- Allison has proactively reached out to Joyce about spring gym time scheduling around AAU teams. Rec shoud have first preference over other teams.

Field Management

- Soccer Field Building, weed control and coordinator payment
    - Godin and Ho payments have been sent out
    - Will need to have Soccer Coordinator payment sent out
- Winterizing
    - Ground plugs tool: Allison found a tool that may help with pulling off caps and the plugs to replace them. Maybe be helpful to save time?
    - Door batteries replacement: large shed door batteries will need to be replaced - this weekend we'll be down there and check it out
    - Move benches from Town Hall: will tackle this, this weekend
    - Other: soccer nets, banners, flag, soccer benches
- Dugout Plans
    - Some sponsorship money has come in for dugouts – around $1,500!
    - Have around $7,700 in overage from having no Rec Coordinator and LL Reserve money.
    - Lissy will keep talking with her dad about dimensions and costs (concrete floors, chain link fence in front, benches and cubbies/bat hooks, overhang on the roof). Hoping to get softball dugouts (earliest) built this spring.

Old Business

- Event Planning (a la carte)
    - Will reach out to Stephanie about coordinating some events for us – starting with Polar Express and others if she'd like.
        - Additional events $100-150.
    - Moved by Dianna to pay Stephanie Ho $250 to coordinate the Polar Express. Seconded by Allison. Carried unanimously to accept.
- Trunk or Treat (10 trunks)
    - Haunted Forest: Scouts are planning to come and bring whatever props
        - To Do: lights on driveway path (roll of lights, use generator or Stephanie's car), solar lights throughout path, heavy door entrance (sledgehammer, cordless drill, truck, 3-4 people), random decor at the beginning of the path and maybe at the end, single door blocking the extra path
        - Guides: 3 so far
    - Set up time: 10am on Sunday, 4pm final set up
    - Yellow signs for parking and forest from shed, table and new tablecloth for beginning of trunks
- Vendor Fair (10 vendors, 12 tables)
    - Vendors will pay day of or at the clerk's office, $15/table
    - 7:30am open early for one vendor, 8am set up for everyone else
    - Banner designed/made from Grizzly Graphics – hopefully done by November
    - Tree (and other Christmas decor) will be brought to the Town Hall this weekend

New Business

- Tree Lighting
    - Dianna is willing to get tree and decorate.
    - The Pub will take over all the other festivities surrounding this event – cocoa and such at the Pub, light the tree at the Library and will sing a song then everyone will go back to the Pub.
- Polar Express: 12/20
    - Our usual Santa and Mrs. Claus are not available.
        - Will need to brainstorm/ask other people.
    - Tim Magnant is available!
    - Town Hall has been booked.

- Moved by Dianna to pay Stephanie Ho $250 to coordinate the Polar Express. Seconded by Allison. Carried unanimously to accept.
- If we can't get anyone to help coordinate this event, the board may cancel event for this year.

Executive Session: entered at 9:03pm and left at 10:30pm.

The board talked about possible coaches for basketball and some personnel conflicts. The board came up with a plan of action.

Adjourned at 10:31pm.

Submitted by Lissy Bachelder.

Our next meeting will be held on November 9, 2026, at 7pm in the Franklin Town Offices.

*Minutes are not yet approved by all board members; therefore this remains a draft until the next board meeting.