

Minutes of Recreation Commission
Meeting Date: July 10, 2017

Call to Order: Meeting was at the Camp Kiwanee Main Lodge. Call to order was at 6:00 p.m.

In Attendance: AnnMarie Bouzan, Theresa Cocio, Brian Smith, Brian Fruzzetti, Rachael Gross, John Zucco Lan Woodward, and MaryBeth Mackay. Diane Cohen was also in attendance (arrived at 7:05 p.m.).

Also in Attendance: Tracey Seelye, Suzanne McPherson, Charles Hiatt, Madi Storey, Max Woodward, Paul Bouzan, Mike McLeod, Joan Fruzzetti, Margaret Hickey, Bill Scott.

Lan Woodward, Administrative Assistant, will take the minutes.

The meeting minutes are being tape recorded.

Lan Woodward passed out the Agenda for July 10, 2017 meeting.

Approval of Minutes

Motion to accept minutes of 06.19.17 by Rachael Gross.

2nd Motion to accept minutes of 06.19.17 by Theresa Cocio.

Vote 6-0.

AnnMarie Bouzan recommended that everyone sign all pages of the minutes as the meeting begins.

Cove

Cove Report of Beach Director, Emma Mousette

Emma Mousette passed out print out regarding Cove updates to the Recreation Commission.

The update stated that 115 Season Passes have been sold, 77 children are currently enrolled in swim lessons, and there are 16 children enrolled on the swim team.

Boats

Emma notified Commission that the red kayaks are leaking. They would need to be fixed or replaced.

AnnMarie Bouzan asked Emma if she could get some pricing to the Commission to vote on and ask Chris Fruzzetti if any are fixable.

Emma mentioned that the yellow kayak has a broken seat that needs to be fixed.

[Handwritten signatures: John Zucco, AnnMarie Bouzan, Diane Cohen, and a blue signature]

She recommended that we would need another kayak storage area and that Ed Hanlon is working on a design for this as well as a form of shade over the lifeguard stand.
All boats are reserved for this Friday by VBS.

Lifeguard Course

Emma Mousette discussed Lifeguard classes.

AnnMarie Bouzan feels that would not be cost effective to pay someone else if she has already taken these classes. We would need to make it work. Emma Mousette said she doesn't think it's possible.

Rachael Gross asked how long it takes to run a class? 34 hours, 2 weekends. The certificate is good for two years.

Diane Cohen, AnnMarie Bouzan, and MaryBeth Mackay will work with Emma to see if this is possible.

Rachael Gross asked how this season is compared to last season? Emma said that we have more enrolled in lessons this year.

MaryBeth Mackay mentioned that 10% is from Unibank, 10 Season Passes and one today.

AnnMarie Bouzan this next year it'll grow by word of mouth.

Swim Lessons

Discussion on current swim lessons.

Level 1 9-9:30 is now a doubled class and Level 4 cancelled.

Level 6 10-10:30 can also be cancelled and replaced with another Level 1.

Emma Mousette also passed along lists of current members to the Recreation Commission.

Brian Smith asked if we offered discounts to Veterans, deployed?

AnnMarie Bouzan said we need to look into this next year and would like to see these discounts.

Rachael Gross said it would be great to have someone track what we want to revisit. She offered to do this.

Sara Villa Cove Refund

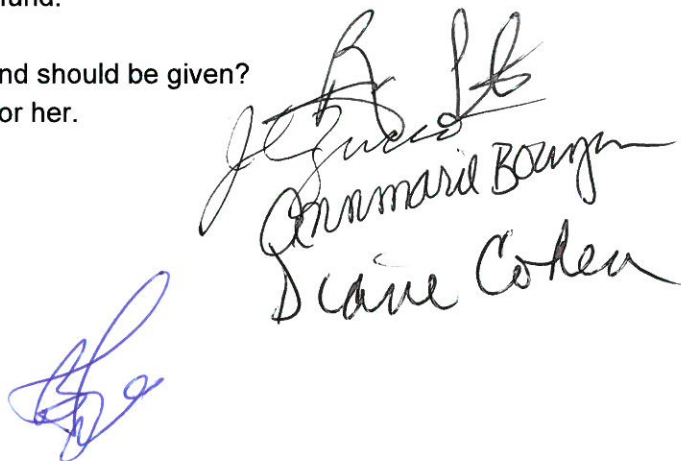
Sara Villa had slotted 6:10-6:30 p.m. to discuss Cove Refund. She dropped a letter off to the office in the afternoon requesting a refund. She stated that she did understand that refunds are not given for last minute cancellations, or cancellations after the commencement of the program, but would appreciate consideration of a refund.

AnnMarie Bouzan asked MaryBeth Mackay if a refund should be given?

Emma Mousette mentioned that the spot was held for her.

MaryBeth Mackay said there was no loss there.

Brian Fruzzetti asked if we should vote on this.



Rachael Gross
AnnMarie Bouzan
Diane Cohen

Motion to request refund of \$130.00 to Sara Villa by John Zucco.
 2nd Brian Smith.
 Vote 6-0

Department Head Update(s)

Caretaker Job Description(s) Sign Off

AnnMarie Bouzan asked MaryBeth Mackay if the caretakers have signed off on the Job Descriptions?

MaryBeth Mackay said that they have all seen them and they are all good with them.

MaryBeth Mackay said they are now in file folders along with July and August time off requests included. She also added extra time sheets.

AnnMarie Bouzan asked if they initialed the job descriptions?

MaryBeth Mackay said yes.

Caretaker Staff Landline Contact Update

Marybeth Mackay passed along the employee contact sheets to the Recreation Commission. She said that her landline is on this contact sheet. She said it is the updated list of contacts.

Computer Software Update-Software Comparisons

Brian Smith said we kind of split this in half. He mentioned that Town Administrator Michael McCue said it would be a two part process. That's how he explained it to Brian Smith, Diane Cohen, and MaryBeth Mackay.

MaryBeth Mackay said they get a piece of your sale and they don't want to use Unibank. That's a business and that's how they make money.

Brian Smith said we need to talk more about it.

MaryBeth Mackay is concerned about the security deposit.

That would be the customer's choice.

MaryBeth will find found from Unibank about the security deposit.

Sounder Systems

MaryBeth Mackay said it is currently just her and Gregg Poth on the list. She created a memo of her recommendations because she has no cell towers in Lakeville.

She added in the memo that that director should be notified in writing by email of the time of the call in and the reason for the alarm going off.

She suggested 3 local people.

AnnMarie Bouzan said we need to have a procedure in place.

MaryBeth Mackay said she got called 3 times.

AnnMarie Bouzan asked the reason for the calls?

MaryBeth Mackay said if it is dialed wrong it goes off.

Rachael Gross feels there are a lot of false alarms.

MaryBeth Mackay said she will ask 3 caretakers to be on that list.

AnnMarie Bouzan mentioned that we would need to find out mandatory shift pay for these caretakers if there is any. She asked if MaryBeth Mackay could find this out so that this procedure can move forward.

Comcast Services Update

MaryBeth Mackay said she gave Brian Smith the number to contact.

Brian Smith will contact them.

MaryBeth Mackay to research the municipal grants with Town Administrator Michael McCue.

Employee Packet Updates/Revisions Printout

MaryBeth Mackay said that this was all set.

Keys Update/Keys Sign off Sheet Update/Printout

MaryBeth Mackay notified Recreation Commission that Chris Fruzzetti worked on this and completed the task.

MaryBeth Mackay says she has them all sign off on keys. She has a list of what keys everyone has.

Theresa Cocio asked if the employees signed anything that said they could not copy the keys?

MaryBeth Mackay said we don't have anything like that. She believes that would be unauthorized use.

Gatehouse Update

MaryBeth Mackay said she had Madi Storey and Cameron Bain sweep out and it is cleaned out. Ed Hanlon will re-key.

There was mention about a refrigerator there? MaryBeth Mackay said she knew nothing about it.

Madi Storey said the freezer was still there.

AnnMarie Bouzan asked if MaryBeth could have someone bring it to the lodge.

Scheduling Plan Update

MaryBeth Mackay said she uses a format that Madi Storey created.

AnnMarie Bouzan asked if she had something that the Recreation Commission to review?

MaryBeth Mackay said she is trying to get them all there.

She said she would like a calendar that they can fill out when they can't work.

AnnMarie Bouzan asked if MaryBeth Mackay had payroll sheet that shows what hours are worked?

Rachael Gross asked if Recreation Commission could see a payroll sheet?

MaryBeth Mackay asked if it would be a payroll sheet each week?

AnnMarie Bouzan said yes.

MaryBeth Mackay said she tries to balance it out with everyone on vacation.

AnnMarie Bouzan checked with MaryBeth to see if the caretakers come into the office to sign in/out?

MaryBeth Mackay says she sees them. She said they sign their timesheet each week.

AnnMarie Bouzan asked if they write in their time each day.

MaryBeth Mackay says she does payroll each week. She also balances the hours.

AnnMarie Bouzan mentioned that at the last event the bartending service arrived, but the caretakers were not there yet.

AnnMarie Bouzan asked if the bartending service shows up, could they call the caretaker that is scheduled?

MaryBeth Mackay to send caretaker schedules to bartending service.

Inventory Update

MaryBeth Mackay said it has not changed since the last printout. The pictures are on her desk on a stick. It's a thumb drive.

AnnMarie Bouzan asked to add a list to the thumb drive.

Rachael Gross thinks we should give a copy of this list and pictures to Administrative Assistant Meredith Marini.

AnnMarie Bouzan let MaryBeth Mackay know to just forward to her as attachment.

A/C Update

MaryBeth Mackay said that he was here Friday and it started to rain. He has to come back. She said he is half done. It is McClaren.

Pavilion Update

MaryBeth Mackay said there have been no squirrels since.

MaryBeth Mackay and Town Administrator Michael McCue said to possibly have animal control visit.

AnnMarie Bouzan said we could fix the soft spots and cap the chimney.

Theresa mentioned the foam products that are available.

Joan Fruzzetti has print outs that she forwarded to MaryBeth Mackay on different types of machines that help with rodent control.

Brian Smith wanted to go through the cabins with Ed Hanlon and see if they could section it off.

AnnMarie Bouzan said the caretakers and Brian should look at this and continue to work on this.

Dock Research

Mike O'Brien and Diane Cohen notified MaryBeth Mackay to hold off on the docks and to look into January for the pilings.

The don't want to pull the docks during the middle of swimming season.

Discussion on an advertisement seen for South East Fence.

Programs/Events-List/Calendar-Printout

AnnMarie Bouzan said she has had this emailed to her.

Paddleboard Date Updates

MaryBeth Mackay said Kate is having trouble with her insurance so everything is on hold.

Brian Fruzzetti said to skip it this year.

American Red Cross Updates

Possible Dates: August 11, 2017, November 10, 11, 12, 17, and November 26, 2017.

Dates discussed with Recreation Commission.

Motion to approve August 11 and November 11, 2017 for Blood Drives by John Zucco.

2nd by Brian Fruzzetti

Vote 7-0.

New England Reptile Dates Update

MaryBeth Mackay said August 1 and August 8 for the shows at 5:30 p.m. families with kids.

AnnMarie Bouzan asked if there are other times?

MaryBeth Mackay said yes.

Diane Cohen asked if they are flexible.

MaryBeth Mackay said she found another show for young children. She said it's for more of a family audience. It is Debbie O'Carroll Magic Show regarding Honeybees.

Rachael Gross wanted to go back to the reptiles and the times available?

MaryBeth Mackay said it can be moved to whatever time is wanted. She said 6:30 p.m. is too late for birds.

Discussion on whether or not it's a free show for us to sponsor was had.

AnnMarie Bouzan said we could to a donation to the food pantry.

Total cost would be \$300.00 each show.

08/01 Birds at 2:30 p.m.

08/08 Reptiles at 6:00 p.m.

We would need flyers, pass out to Emma at the Cove and also the library.

MaryBeth will create flyers, press release, information for this event.

Motion to approve both shows at \$300.00 each by Rachael Gross.

2nd by Diane Cohen.

Vote 7-0

MaryBeth Mackay asked to put the Magical Theater for Children on the next agenda.

SoftRite Budget Printout

MaryBeth Mackay printed out last years and this years with starting dates:

07/01/16-06/30/17.

AnnMarie Bouzan said to please keep an eye on expenses and if there are any problems to see Accounting Department.

AnnMarie Bouzan said the Recreation Commission should see all of the bills that are processed.

MaryBeth Mackay said we can use to compare.

Warrants to be brought to meetings.

Theresa Cocio asked who signs the warrants?

Lan Woodward said MaryBeth Mackay and Michael McCue.




Discussion on certain line items.

Budget questions.

Brian Smith asked about things carrying over.

Discussion on Gordon Lincoln Construction additional cost on invoice.

Vote needed to expend additional amount of \$2,000.00.

Motion to accept additional amount to be paid to Gordon Lincoln Construction by Brian Smith.

2nd by Rachael Gross.

Vote 7-0.

Cove Report Expenses/Payroll

MaryBeth Mackay will print out Cove payroll for next time.

AnnMarie Bouzan would like to see exactly what we are spending.

Theresa Cocio said every warrant should come before the board.

Removal Scenery/Props

MaryBeth Mackay said all of it is taken care of.

Madi Story took some of the props, but is is removed and taken care of.

Caged Area Update

MaryBeth Mackay said Ed Hanlon has not been there and has a plan to put cage in.

She said Ed Hanlon is behind.

Signs Update

MaryBeth Mackay mentioned that Deb Blauss and Chris Fruzzetti can make the sign (s).

She mentioned that Deb Blauss made the original sign and see what materials are needed and see what we can do.

Employee T-Shirt Sheet Distribution/Printout

Copy of printout shown to Recreation Commission.

Shirts are all passed out the staff.

Frontier Cabin Update

MaryBeth Mackay said that they called today and lost the measurements. They recommend a new stove. She said they looked at the chimney and fireplace and they looked great.

Boathouse Electricity

Ed Hanlon noticed the boathouse electric-people were leaving the lights on.

Dan Brown recommended LED fixtures. He is working on replacing fixtures and going to fix the outside light and they would be on motion detectors.

MaryBeth Mackay mentioned he already started.

New Business

Suzanne Carlson ADT

Discussion on system we have now and had code discussion.

Suzanne discussed ADT options and services that they provide.

Bill Scott feels that no one should have any master codes.

ADT provides 36 month agreements which under this all services are guaranteed.

Rachael Gross said we should get a proposal on cameras, schedule a time to walk the property.

MaryBeth Mackay asked to leave at 8:05 p.m.

Old Business

Farmers Market Update

Rachael Gross gave MaryBeth Mackay a contact of Graham Correia of Bennett Farm. He has a pop up farmers market and was going to come down to see the property.

Rachael Gross asked to have MaryBeth Mackay to coordinate some dates with Graham, she will leave that with MaryBeth to coordinate.

CPC Update

Waiting on Patti Norton, changing application. Application is by October then they decided whether they move forward.

Next meeting is Wednesday.

Re-Organization of the Recreation Commission.

Chair

Theresa Cocio motion to AnnMarie Bouzan to be Chair.

2nd Diane Cohen

Vote 6-0

Vice-Chair

John Zucco motion to Rachael Gross to be Vice-Chair.

2nd Theresa Cocio

Vote 6-0

Secretary

John Zucco motion to Diane Cohen to be Secretary

2nd Brian Smith

Vote 6-0

Next Recreation Commission Meeting:

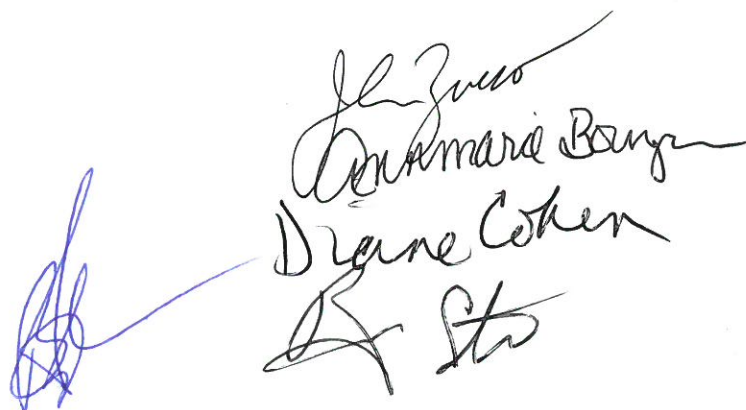
Monday, July 24, 2017 at 6:00

Motion to Adjourn Recreation Commission Meeting at 8:11 p.m. by Rachael Gross.

2nd John Zucco

Vote 7-0

Meeting adjourned at 8:11 p.m.



John Zucco
Ann Marie Benz
Diane Cohen
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