

**Minutes of Recreation Commission**  
**Meeting Date: August 14, 2017**

*Ann Marie Bouzan*  
*Diane Cohen*  
*John Zucco*

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

**In Attendance:** AnnMarie Bouzan, Brian Smith, Brian Fruzzetti, Theresa Cocio, Diane Cohen, John Zucco and Lan Woodward.

**Also in Attendance:** Emma Mousette, Residents Madi Storey, Joan Fruzzetti, Joan and Mark Kruger

Lan Woodward, Administrative Assistant, will take the minutes.

**Approval of Minutes**

Minutes from 08.07.17 to be approved and signed from Recreation Commission Meeting next meeting 08.28.17.

**New Business**

Joan Kruger-2018 Event

Joan Kruger discussed that she had an anniversary party event at the Lodge in May 2015. She had booked it in February 2014.

The wedding rates were adopted by the Board of Selectmen August 12, 2014 which stated:

Non-wedding functions may book 6 months prior during peak season.

(Peak Season runs from May 1st - October 31st).

It was discussed that this was past practice and there is no history on why it was changed. The date requested for Ms. Kruger is September 16, 2018.

Motion to allow Joan Kruger to book Anniversary Party Event on September 16, 2018 by John Zucco.

2nd Theresa Cocio

Vote 6-0.

Vote to change:

Non-wedding functions may book 6 months prior during peak season to 10 months prior during peak season.

Motion to change non-wedding functions to be allowed book 6 months prior during peak season to 10 months prior during peak season. (Peak season runs from May 1st - October 31st) by Brian Smith.

2nd John Zucco.

Vote 6-0.

*John Zucco*  
*Brian Smith*

### **Security**

AnnMarie Bouzan and John Zucco discussed ADT meeting Thursday at 1:00 p.m.  
AnnMarie Bouzan also mentioned she is trying to schedule a meeting appointment with Sounder Systems.

### **Adopt A Cabin**

Ideas discussed including Boy Scouts, Girl Scouts, Honor Society, possibly start as an initiative.  
Theresa Cocio discussed volunteer ideas for possible Adopt A Cabin.  
Joan Fruzzetti said she has a list of businesses.  
Discussion on obtaining information regarding Adopt A Cabin for next meeting.

### **Commercial Analysis Update**

Brian Smith is working on having someone come out to Camp Kiwanee. He will get a general price.

### **Lodge Rates**

Discussion on Lodge and Cove Cabin Rates review in January for July 1st each year.

Motion to review all rental rates for Lodge and Cove Cabin Rates each January 1st by Diane Cohen.

2nd Theresa Cocio.

Vote 6-0.

### **Old Business**

#### **Drama Kids**

Drama Kids to return to Camp Kiwanee September 1st, 2017-May 7, 2018. Discussion of renewal of contract.

Motion to accept Drama Kids Contract starting September 1, 2017 - May 7, 2018 by Diane Cohen.

2nd Brian Smith.

Vote 6-0.

### **Job Descriptions Update**

AnnMarie Bouzan did some research regarding Facilities Manager positions for the camp and/or possibly combined.

There is a Wage and Personnel meeting tomorrow, Tuesday, August 15, 2017 with Town Administrator Michael McCue.

AnnMarie Bouzan, Brian Smith, and John Zucco said they would attend.

It was asked among Recreation Commission members if anyone else would like to attend.

Discussion on possible hours for facilities at 20-25 hours and possible hours for Recreation Director position at 19.

Joan Fruzzetti believes this would be a problem.

John Zucco mentioned having someone for Events Coordinator.



Brian Smith discussed that facilities will help with Recreation Director position.  
Review and discussion of Facilities Manager Job Description printout.  
AnnMarie Bouzan requested changes/edits to the description.

Motion to approve Facilities Manager job description by Diane Cohen.  
2nd Theresa Cocio  
Vote 6-0.

### **Outside Lights**

AnnMarie Bouzan called Dan Driscoll to get an estimate on outside lights. It would be about \$2,650.00.

Theresa Cocio suggested getting another estimate to price compare.  
Brian Smith noted that it is very hard to get electricians with time frames.  
Discussion on calling other electricians. AnnMarie Bouzan will call John Kemmett regarding the estimate for outside lights.

Motion to move forward with outside lights work after contacting John Kemmett regarding price estimated before Friday by John Zucco.  
2nd Diane Cohen.  
Vote 6-0.

### **Boathouse Lights**

A neighbor has called with concerns with lights at Boathouse being too bright and shining right into some residents' homes.  
We need to adjust lights and possibly move and replace lights at a different spot.  
Brian Smith will call Dan Brown.

### **Caretaker Weekly List of Items**

Madi Storey created a printout of the total of cabin screen windows by building and also mattress inventory.  
Theresa Cocio looked up the prices on screens and passed along printouts for price comparison.  
Joan Fruzzetti asked for a price from the printout. She said screens would be measured differently.  
Madi Storey will re-measure North and South End cabins and cottages along with Frontier.  
Brian Smith suggested that we call a contractor.  
Emma Mousette suggested calling Silver Lake Vo-Tech Carpentry Program.  
Madi Storey went through the update and discussed mattress count and graffiti.  
Discussion on painting graffiti, removing top bunks, painting graffiti, and definite screen count.  
Lights for store will be put on hold for now.



### **Caretaker Staff Update**

Discussion of resignation of Caretaker Gregg Poth.

Motion to accept resignation of Caretaker of Gregg Poth by Brian Smith.

2nd Brian Fruzzetti.

Vote 6-0.

### **Inventory List**

Thumb Drive was found. Discussion of updating.

Chris Fruzzetti to label new items.

### **Warrant Weekly Updates**

Soft Right system was unavailable, warrants will be updated at next meeting.

### **Gator Update**

Padula will be picking Gator up Tuesday, August 15, 2017 for diagnosis. The cost for pick up, delivery, and diagnosis is \$300.00.

They will not do any repairs until approval.

### **Frontier Cabin Fireplace Update**

AnnMarie Bouzan asked if Ed Hanlon and Robert Hunt to take stove from gatehouse and move to frontier cabin.

If this works, discussion on what would be needed.

### **Signs Update**

No update as of yet. Deb Blauss was on vacation this past week.

### **Time Clock Update**

Discussion on time clock and how certain systems run. The one researching runs off the internet and would be mounted. It would have a battery back-up.

Motion to approve purchase of a time clock not to exceed \$500.00 by Diane Cohen.

2nd Theresa Cocio.

Vote 6-0.

### **Comcast Municipal Grants Follow Up**

Brian Smith discussed visit with Comcast today.

There was mention of potential easement issues. Discussion on possible partnering with cellular company for a WIFI Hotspot.

### **Farmers Market**

No update as of today. We will keep this on the agenda for future updates.



### **CPC Update**

No update as of today. We did not go forward with email on funds.

### **Gatehouse**

Diane Cohen said this is much more work than anticipated.

There are many issues including outside structural, chimney cracks, buckling in floor.

We are waiting on a Mason's report.

Discussion on what we were looking for such as 1920-1930s or finding wood from 1920-1930s.

There should be a full report within the next two weeks.

When received, Diane Cohen will ask for this to be placed on Agenda.

### **Pavilion Update**

No update as of today.

Brian Smith asked if we could ask Ed Hanlon to work on the half walk and close up with cedar.

### **Cornhole Tourney**

Cornhole Tourney could be a fundraiser for the Camp towards fixing the Gatehouse.

10.22.17 Sunday at 2:00 p.m.

Discussion on entry fee, prize money, obtaining cornhole boards, EventBrite.

We currently have 4 sets to to use right now.

Possibly \$20.00 a person need to check on prizes and if so, how they would be handled.

Motion to accept Cornhole Tourney on 10.22.17 at 2:00 p.m. by John Zucco.

2nd Diane Cohen.

Vote 6-0.

### **History at Play**

EventBrite research for this and Unipay for History at Play.

Discussion of rate for the play with about 120 people, rough estimate of \$40.00 per person.

Date of 12/09/17 at 7:00 p.m.

Theresa Cocio called on catering prices.

Discussion on caterers and pricing.

Motion to approve date and time of History at Play for 12/09/17 at 7:00 p.m. by Diane Cohen.

2nd John Zucco.

Vote 6-0.



Diane Cohen

## **Cove**

### **Cove Report of Beach Director**

Emma Mousette will send the End of Season Report for next Agenda to AnnMarie Bouzan.

Emma Mousette updated Recreation Commission on Cove being closed most days last week because of rain.

Discussion on Swim Team Banquet and also Cove Fun Day.

Emma Mousette will move the boats before she leaves for school.

Discussion on phone to be cancelled at end of season.

AnnMarie Bouzan reminded Emma Mousette about turnover copies.

### **Docks**

We were informed by Conservation that in order to pull docks and pilings you would have to file state notice of intent and an engineer needs to draw out plans. It was not done last time and the process for this is about 9 months.

AnnMarie Bouzan said she would call DEP to see what can be done.

### **Cove Dumpster**

It was mentioned to put this in Cove notes.

### **Hiring of New Lifeguard (s)**

Hiring of Lifeguard Caleb Lewis.

Motion to hire lifeguard Caleb Lewis by Diane Cohen.

2nd Theresa Cocio.

Vote 6-0.

Discussion on Beach Closing and Dates closed:

Closed 08/30-09/01/17. Open 09/02-09/04/17.

Motion to close the Cove 08/30-09/01/17 by Diane Cohen.

2nd John Zucco.

Vote 6-0.

### **Adjournment**

Motion to adjourn meeting by Theresa Cocio.

2nd Diane Cohen.

Vote 6-0.

Meeting Adjourned at 9:30 p.m.

B. Zucco