

Minutes of Recreation Commission
Meeting Date: March 26, 2018

Call to Order: Meeting was at the Camp Kiwanee Lodge Library. Call to order was at 6:05 pm.

In Attendance: Annmarie Bouzan, Theresa Cocio, Diane Cohen, Brian Fruzzetti, Brian Smith, Joshua Wolff, and Lan Woodward.

John Zucco will be arriving late. (arrived 6:12 pm)

Also in Attendance: Resident Joan Fruzzetti.

Lan Woodward, Administrative Assistant, will take the minutes.

This meeting is being audio recorded.

Approval of Minutes

Minutes to be approved and signed from Recreation Commission Meeting for 03.09.18.

Approval of 03.09.18 minutes by Brian Fruzzetti.

2nd Brian Smith.

Vote 3-2-0.

Theresa Cocio and Annmarie Bouzan were not in attendance for 03.09.18 meeting.

Department Head Update(s)

New England Raptor and Reptile

Joshua Wolff sent an email and voicemail to New England Raptor and Reptile. He will keep Recreation Commission updated.

Paddleboards

Joshua Wolff contacted a paddleboarding company to obtain information. Discussion on paddleboarding classes and also stand up paddleboarding. He will keep the Recreation Commission updated.

Discussion on possible Paddleboard rental at Cranberry Cove.

Annmarie Bouzan requested pricing on purchasing paddleboards so we can see options and have price comparison.

Fuel

Annmarie Bouzan
Theresa A. Cocio
Diane Cohen
John Zucco
Brian Fruzzetti
AJ Lutz

Joshua Wolff discussed a fuel card for Camp Kiwanee. He will contact caretakers with information needed to use the card in the event fuel is needed.

Recreation Commission requested that we monitor the usage and also make sure that it is correctly transported, possibly keeping on a schedule.

Clean Up Day

Joshua Wolff created two flyers for Recreation Commission Review. He decided on the date of 05.19.18 from 8:00 am-12:00 pm. Discussion on events at Camp Kiwanee that day as well as Earth Day date and Hanson Clean up Green Up Day which will be held 04.21.18.

Recreation Commission requested Joshua Wolff to reach out the Hanson Green to see if Camp Kiwanee can work together with Clean Up Green Up. Follow up on Clean Up Day next meeting. Joshua Wolff to also contact McDonalds, Dunkin Donuts and then possibly Damien's for discounted rates for morning of and afternoon of the event. We would need to purchase the water, juice, beverages.

Joshua Wolff to also update flyers with the date and time and slight edits/revisions.

Motion to approve the date of 04.21.18 for Hanson Camp Kiwanee Clean Up day from 8:00 am-12:00 pm. with possible conjunction with Hanson Clean Up Green Up by Diane Cohen.

2nd Brian Fruzzetti.

Vote 6-0.

New Business

Seasonal Staff Job Advertisements/Descriptions

Caretaker Staff Job Advertisements/Descriptions

Joshua Wolff printed out the job advertisement which ran last year.

Discussion on pay rates and description changes.

Diane Cohen requested that Joshua Wolff place an ad announcement with the high school.

Joshua Wolff to place advertisement in Whitman Hanson Express, Indeed, Pembroke Mariner, local high schools for 03.29.18..

Lan Woodward to post job advertisement on Town of Hanson Camp Kiwanee Facebook, Town of Hanson Cranberry Cove Facebook page, along with two Facebook pages: Hanson, MA Connect and Hanson, MA Network.

We will re-visit the job descriptions.

Motion to approve Cranberry Cove Part-Time Seasonal Help and Part-Time Caretakers job advertisement to be posted on 03.29.18 by Theresa Cocio.

Theresa A. Cocio
Diane Cohen

Annmarie Banger
John Zucchi
Brian Fruzzetti

LB
SB

2nd Diane Cohen.

Vote 6-0.

Multi Day Rentals

Discussion on Rental of 75+more guests for Camping Rental. Catering Requirements? This will be discussed with Board of Health at a future meeting..

Request for South End Rental whether it to be booked individually or as group.

Discussion on two day lodge rental. Specific wedding that is two days. Discussion on allowing horse for the ceremony.

No change in price or any reduced rate for two day lodge rental..

Miscellaneous Correspondence

Update on Facilities Manager Position.

Discussion regarding picnic tables to be continued at next meeting.

Old Business

Town Meeting Warrant Articles

Articles placed for May 2018 Town Meeting.

Storm Update

Update of storm damage, electrical, trees, etc. from the latest storm.

Caretaker Bill Johnston gave Joshua Wolff tour of the North and South End to check electricity status on the buildings.

Plowing caused damage to the septic lot. The Board of Health and Highway are working with us.

Whitman Hanson National Honor Society Service Day

04.07.18 quickly approaching. There will be two shifts of students that will be volunteering at Camp Kiwanee. 10:00 am - 12:00 pm and 2nd shift 12:00 pm - 2:00 pm. Caretaker Bobby Hunt will be there for first shift and Joshua Wolff will be covering the 2nd shift. There is an event at Camp Kiwanee on this day as well.

Things to do list discussed:

Cleaning of chairs. Chairs to be set up in library and in lodge area to clean.

Weather pending; sweeping of deck, cabins, clearing of cobwebs and also clearing of brush in front of lodge.

Theresa A. Lewis
Diane Cohen

Annmarie Baughen
Jeff Zucco
Bobby Hunt

Supplies needed would be rakes, brooms, gloves, spray bottle cleaners and magic erasers for the chairs.

Lan Woodward to find out the number of students in each group.

Yoga Correspondence

Recreation Commission discussed letter regarding Yoga.

Motion to send Yoga Correspondence with approved edit regarding revenue by Diane Cohen.

2nd Theresa Cocio.

Vote 6-0.

Fundraisers

Joshua Wolff will reach out this week regarding fundraisers.

Discussion on moving forward with Cornhole Tourney.

Capital Improvement Matrix

Work in progress.

Website

John Zucco said no update as of today's meeting. Joshua Wolff requested information on the website. John Zucco will send it along.

Grants

Grants on hold.

Warrant Weekly Update

Warrant(s) passed out for Recreation Commission review.

Caretaker Weekly List of Items/Reports

One of the caretakers is out from surgery.

Replacement of filter in kitchen area.

Lan Woodward to look into servicing fridge.

Cleaning Services

Discussion on placing company (ies) on agenda for Recreation Commission review.

Theresa A. Cocio
Diane Cohen

Angemarie Boman
John Zucco
Joshua Wolff

Policy and Procedures

Discussion on Policy and Procedures regarding:

Pets

Rain Dates/Bookings

Fundraisers

Audio/Video Recording of Recreation Commission Meetings

Contracted Services

Timesheets

Daily Cove Deposits

Non-Profits

Hanson Resident Proof of Residency

Camping Policy

Annmarie Bouzan will attend Board of Selectmen Meeting to notify changes. Lan Woodward to request being placed on agenda Hanson Recreation Commission Policy and Procedures Updates.

Motion to approved Hanson Recreation Commission Policy and Procedures Updates by John Zucco.

2nd Brian Smith.

Vote 6-0.

Septic

No update as of this meeting.

Caretaker Weekly List of Items/Reports

Kitchen clean up and painting and walk in fridge cleaning. Replacement of rotted wood below the fridge door.

Cleaning of shelves that are in the fridge area.

Commercial Analysis Update

We are waiting on corrected copies to be sent to us. Discussion on Board of Selectmen request on filtering reports.

Brian Smith mentioned that he will print and edit the changes needed.

Theresa A. Licio
Diane Cohen

Annmarie Bouzan
John Zucco
Brian Smith

CPC Update

Diane Cohen did not reach out to Friends of Camp Kiwanee yet. It was a suggestion of CPC regarding docks.

Annmarie updated Recreation Commission on correspondence with Tom Hickey regarding docks.

Discussion regarding CPC funds to be re-allocated for docks, returning \$50,00 out of CPC Article from North End to re-allocate for dock funding.

Motion to return \$50,000 out of CPC Article Funding from North End to re-allocate for Dock Funding by Brian Fruzzetti.

2nd Theresa Cocio.

Vote 6-0.

Diane Cohen left meeting 7:30 pm.

Open Mic Night

Open Mic Night planned for 03.27.18 is cancelled. Participation would be low. Possible reschedule for April vacation week or February.

Frontier Cabin Fireplace Update

On hold.

Comcast Municipal Grants Follow Up

This is an Article on Warrant.

Cornhole Tourney

No update as of this meeting. Joshua Wolff to follow up.

History at Play

To be continued. Joshua Wolff to follow up.

Adopt a Cabin

Postponed for now.

Security

To be continued.

Theresa A. Cocio
Diane Cohen

Annmarie Bomgren
John Zucco
Brian Fruzzetti

Cove

Dock Update

Next meeting:

Monday 04.09.18 at 6:00pm

Motion to Adjourn by Brian Fruzzetti.

2nd Theresa Cocio.

Vote 5-0.

Meeting Adjourned 7:33 p.m.

Theresa A. Cocio
Dianne Cohen

Don Lib
Annmarie Borngen
John Zucchi
Brian