

**Minutes of Recreation Commission**  
**Meeting Date: April 10, 2017**

**Call to Order:** Meeting was held in the Library at Needles Lodge at Camp Kiwanee. Call to order was at 6:00 p.m.

**In Attendance:** AnnMarie Bouzan, Diane Cohen, John Zucco, Brian Fruzzetti, Lan Woodward, Brian Smith, MaryBeth Mackay

\*Not in attendance Rachael Gross and Sondra Allen

**Also in Attendance:** Resident Madi Storey, Resident Joan Fruzzetti, Resident Margaret Hickey, and Deb Blauss

Lan Woodward, Administrative Assistant will take the minutes.

The meeting minutes are being tape recorded.

**Approval of Minutes**

Motion to accept minutes of 03.23.17 by John Zucco.

2nd Motion to accept minutes of 03.23.17 by Brian Fruzzetti.

Vote 4-0.

AnnMarie Bouzan abstained from motion.

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

**Yoga**

Deb Blauss was in attendance for discussion on Yoga contract.

AnnMarie Bouzan asked if 20% was okay? She agreed.

The scheduled hours will stay the same, the beach may be used when the weather is nice.

Discussed that Yoga will be closed on Patriots Day as well as the Lodge.

AnnMarie Bouzan mentioned being insured. Deb Blauss let her know we have a copy here at the Camp in the files and that when renewal is up in June, she will provide the new one.

Discussion on having Yoga publicized on social media. Deb Blauss mentioned having a sign, would be compliant and used as Hanson Recreation Yoga.

AnnMarie Bouzan asked if there were any issues if Camp Kiwanee was sponsoring Yoga and Deb Blauss answered no.

ABouzan   
 DMC  

AnnMarie Bouzan mentioned that a contract will be revised, created in regards to Yoga at Camp Kiwanee and to be signed and approved by Town Administrator Mike McCue and Deb Blauss. When contract is complete, AnnMarie notified Deb Blauss that Administrative Assistant Lan Woodward would call her to let her know.

Motion to approve negotiated Yoga Contract pending Town Administrator signature by John Zucco.

2nd Motion to approve negotiated Yoga Contract pending Town Administrator signature by Brian Smith.

Vote 5-0.

### **New Business**

### **Review and Approval of Budget**

#### **Expenditure Budget Report FY 2018 Budget**

Administrative Assistant Lan Woodward passed out the Expenditure Budget Report FY 2018 Budget

Town Administrator Mike McCue, Town Accountant Todd Hassett, and AnnMarie Bouzan put together a budget for next year for the Recreation Commission's review. Fiscal Year starts July 1st - June 30th.

AnnMarie Bouzan said please note this is a very soft budget for now and assured that the accountant will work with us to figure it all out.

Diane Cohen questioned the phone line?

Brian Smith also asked about the outsourced projects line? AnnMarie Bouzan explained this using McLeod Electrical as an example.

Diane Cohen questioned the maintenance supplies line? AnnMarie Bouzan let her know that it's for janitorial supplies and that is lower than what it was.

Diane Cohen questioned the swim team line? It is for the banquet at the end of year and it includes trophies. Resident Margaret Hickey said that she had always personally purchased the trophies even though she didn't have to.

AnnMarie Bouzan mentioned that if we would like anything changed on budget to just let her know.

Diane Cohen said to see how we operate.

Brian Smith asked about indirect costs as well as Diane Cohen? AnnMarie Bouzan noted it was for Health Care.

*ABouzan BRF*  
*Dme*

Joan Fruzzetti wanted to mention that minimum wage was increased.

Joan Fruzzetti emphasized that the caretakers pay will increase.

Brian Fruzzetti is concerned about the caretakers and camp staff wages and if they will be going up.

Diane Cohen mentioned advertising line? AnnMarie Bouzan let her know that it is for advertising for ads in newspapers for staffing, family fun day, yoga, farmer's market, etc.

Joan Fruzzetti said we can always use Channel 9.

MaryBeth Mackay mentioned that we can use WATD, 99.1.

Motion to accept Fiscal Year Budget Report for 2018 made by Diane Cohen.

2nd motion by John Zucco.

Vote 5-0.

### **Review Policies and Procedures**

Recreation Commission to sign and date last page and keep copy. Administrative Assistant Lan Woodward will bring up to the Selectman's Office once all members have signed and dated to file.

### **Review and Approval of Job Descriptions**

#### **Gate Attendant**

AnnMarie Bouzan asked if anyone had any changes, additions?

Diane Cohen would like to make sure we describe the word flexible.

Diane Cohen also wanted to emphasize the card swiping for cove payments.

AnnMarie Bouzan mentioned that the Treasurer/Collector's Office said there could be an option of 60 passes and change and at the end of the day you would have receipts total, passes total.

Joan Fruzzetti would like to see if kids can be bonded.

AnnMarie Bouzan will ask Town Administrator Mike McCue about the bonding and if it needs to be added.

Diane Cohen mentioned that there were no issues in the past.

Motion to Accept Gate Attendant Job Descriptions by Brian Smith.

2nd Motion Diane Cohen.

Vote 5-0.

#### **Lifeguard**

Diane Cohen wanted to know about timely manner in the job description  
It is for recertification, water certifications.

*A Bouzan BRF*  
*DNC*

Resident Margaret Hickey said that there is plenty of time for the classes.

Motion to Accept Lifeguard Job Description by Diane Cohen.

2nd Motion Brian Smith.

Vote 5-0.

### **Water Safety Instructor (WSI)**

Motion to Accept Water Safety Instructor Job Description by Diane Cohen.

2nd Motion Brian Smith.

Vote 5-0.

### **Beach Director**

Resident Joan Fruzzetti asked if a lot of people have been applying? AnnMarie Bouzan said yes.

AnnMarie Bouzan said we should make sure when the employees are signed on and when hired to let us know vacation week, time off, days off.

MaryBeth Mackay will create a signed acknowledgement page for this.

Motion to Accept Beach Director Job Description by John Zucco.

2nd Motion Brian Smith.

Vote 5-0.

Please note since these were all approved, Administrative Assistant Lan Woodward will then provide copies of the approved Job Descriptions to Administrative Assistant Meredith Marini for final approval from Wage and Personnel.

### **Caretakers**

Please note Brian Fruzzetti will be excluding himself from the conversation regarding caretakers job descriptions.

Resident and Caretaker Madi Storey gave a quick overview of the caretakers Camp Kiwanee has right now, there are currently four.

AnnMarie Bouzan mentioned that MaryBeth Mackay and Madi Storey should meet to talk about position.

She believes they should subdivide the job descriptions because there are many job tasks, descriptions in the job position

*A Bouzan BRS  
Pme*

Caretaker  
Maintenance Work  
General

Resident and Caretaker Madi Storey mentioned that the caretakers open and closing in Winter and Summer and they have every day assignments when it becomes busy season.

AnnMarie Bouzan mentioned that the caretakers will work with MaryBeth Mackay to update and create the job description.

MaryBeth Mackay will go over details with each of the caretakers. AnnMarie Bouzan mentioned to MaryBeth that she could always do research on the job descriptions for comparison.

Discussion was made regarding the winterizing of the Camp.

Paul Schow

Paul the Plumber winterized last year, it was about \$1500.00. The caretakers did handle this in the past.

Caretaker Gregg Poth will help Paul the Plumber open up the bath houses and will be able to see what he does.

Paul the Plumber will be in touch with Caretaker Gregg Poth.

### Cove Interviews

Subcommittees usually handle the cove interviews.

AnnMarie Bouzan suggested that MaryBeth Mackay and Diane Cohen as well as Sondra Allen be involved with the interview process. They will have to figure out a time schedule to take care of as soon as possible.

AnnMarie Bouzan asked if we have ever gotten exit interviews? Diane Cohen said she wasn't sure.

### Office Desk

MaryBeth Mackay does not have a desk as of today. There is no computer or phone as well. Town Administrator Mike McCue was trying to work with the schools on getting a desk.

AnnMarie Bouzan wanted to ask if we could purchase one up to \$1000.00 which would include desk, chair, phone for the office.

AnnMarie Bouzan then suggested that the Recreation Commission take a walk over to the Office so they can see the office and also see what is needed.

The Recreation Commission mentioned maybe getting two matching desks so that it is uniform here at the Lodge.

Brian Smith said that he has a contact for furniture consignment and would reach out to them.

A Bouzan BRF  
Dne

Motion to approve \$2000.00 for two desks and two chairs by Diane Cohen.  
 2nd Motion by Brian Smith.  
 Vote 5-0.

### **Flooring**

Ayre Flooring would be able to do the floors and would work with the dates that we would need. MaryBeth Mackay and Lan Woodward will schedule a date for it.

Motion to Approve Flooring and dates by Brian Fruzzetti not to exceed \$2,500.00  
 2nd Motion by John Zucco.  
 Vote 5-0.

### **Fence**

Update on Sweezey Fence. Currently water is too high to install the two chain link fences. Lan Woodward will keep checking in with him. In the meantime, Kenny at Sweezey Fence let Lan Woodward know that he will submit an estimate to us. AnnMarie Bouzan mentioned to make sure Town Administrator Mike McCue is in the loop and also letter or email to abutter to let them know we are working on this.

### **Camp Kiwanee Clean Up**

John Zucco mentioned May 20 or 21st were being discussed possibly in the a.m. Possibly Water and Pizza afterwards at the Pavilion. If it is rainy we could have indoor activities. Caretaker and Resident Madi Storey mentioned to ask Kiwanis Club see if they may be interested in helping that day.

The 20th was decided.

MaryBeth Mackay will create flyers, press release, place on town board, flashing sign, Channel 9, have it read at Board of Selectman events, schools-Madi Storey may be able to help with the schools.

We need to make sure to buy extra trash bags, plastic gloves.

Make sure on flyer to mention bringing a rake and/or brooms.

MaryBeth Mackay asked if we should add a contact and that she will post it on Facebook.

AnnMarie Bouzan said time will be 8:00 a.m. - 12:00 p.m.

*AnnMarie Bouzan BPL*  
*ANC*

## **Muzzy Walker - Rental Rate Camping**

Muzzy Walker rate for Frontier Cabin. We just need to verify his rate since it has been different over the past years.

## **Rates**

### **Discussion of Rates**

Cottage \$125.00  
 Chalet \$60.00  
 South End Cabin \$40.00  
 North End Cabin \$40.00  
 Electric Cabin \$40.00  
 Small Electric Cabin \$40.00  
 Frontier Cabin \$80.00  
 Tent Sites \$20.00  
 Pavilion \$250.00 4 hours

### **South End Cabins and Chalet**

\$700.00 per night includes Pavilion, South End, Chalet, at 17 Cabins

Motion to approve Rates of South End Cabins and Chalet by John Zucco.

2nd Motion by Diane Cohen

Vote 5-0.

### **North End Cabins**

\$500.00 includes 13 cabins (NO Frontier Cabin)

Motion to approve Rates of North End Cabins excluding Frontier Cabin by Brian Smith.

2nd Motion Brian Fruzzetti.

Vote 5-0.

### **North End Cabins**

\$550.00 includes 13 cabins and Frontier Cabin

Motion to approve Rates of North End Cabins including Frontier Cabin by John Zucco.

2nd Motion by Brian Smith.

Vote 5-0.

*Albany BRF  
pme*

**Lodge**

Keep remaining rates for Weddings

**Library**

Library only \$100.00 hour with 4 hour minimum  
About 40 people and \$250.00 Security Deposit

**Lodge for Showers, Parties, etc.**

\$150.00 hour 4 hour minimum  
\$1000.00 Security Deposit

**Bereavement**

\$300.00  
3 hour maximum (if available)  
No security deposit  
Either in Library or Lodge

AnnMarie Bouzan will talk to Board of Health on possible preferred list of caterers for this.

**Update on Septic Meeting from Tuesday**

Town Administrator Mike McCue met with Al Hanscom. Al Hanscom recommended just doing Phase 1. It was decided everything would be done in Fall, make sure it goes to Town Meeting and funding is okay. It would include North, South End, Cottage, Lodge. It will come out of budget once a year.

Will keep an eye on events plants September/October.

**Report of Subcommittees****Advertising-John Zucco**

John Zucco will be meeting with Ashley from Wedding Wire on Wednesday regarding rates/advertising. We currently have 17 great reviews. He mentioned that they will look at other options when Rachael Gross gets back.

MaryBeth Mackay mentioned the Wedding Spot.

Joan Fruzzetti said the Canoe Club does advertising on the Hanson MA Connection Facebook page.

MaryBeth Mackay mentioned that we can set up a date to post and schedule and also pick a time/day for post.

MaryBeth Mackay then suggested having a Wedding Expo. Possible fall dates...

**Video/Surveillance-John Zucco**

John Zucco mentioned that Rachael Gross will follow up on the camera/surveillance.

*A. Bouzan BRF  
PNC*



Computer Software-MaryBeth Mackay will look for an email on this.

Cove-Diane Cohen

Diane Cohen said sign ups will best June 3rd and June 4th.

They will need to hire staff. Diane Cohen and MaryBeth Mackay will coordinate to meet.

Hallamore is booked for May 22nd.

Swimming Lessons, Beach Passes-Diane Cohen wanted to emphasize getting a smartphone for \$150.00 for 3 months. Diane said that Rockland and Hanover will let us advertise at their departments as well.

AnnMarie Bouzan wanted to emphasize paying attention to the driver's license or bill to check residence. The name on ID must match name on the pass.

Beach to open June 21st. At 1:00 p.m.

With this we would need Cove Clean Up Day after docks go in between May 22nd - June 21st.

Diane Cohen asked caretakers on inventory of kayaks, canoes, paddleboards.

Hiring will happen as soon as possible with Diane Cohen, Sondra Allen, and MaryBeth Mackay.

Electrical-Brian Fruzzetti

Brian Fruzzetti is concerned about the helmets and protection for cutting wood, back support for lifting the tables/chairs for the caretakers. He mentioned that helmets are about \$50.00 and back belts run about \$17.00-\$18.00 a piece. He believes they need protection gear.

AnnMarie Bouzan will check with Highway Department to see what they use, where they purchase.

Brian Fruzzetti also mentioned the back stairs, believes there may be only one support. He suggested that maybe Ed Hanlon take a look at it.

AnnMarie Bouzan asked MaryBeth Mackay to check in with Ed Hanlon.

Brian Fruzzetti is also concerned about step when coming up from basement.

Joan Fruzzetti mentioned that Christmas lights should be taken down on back porch.

Brian Smith would like to meet with electrical inspector-service could be upgraded for lights, LED packs that could light porch up. The electrician he has been in contact with is Driscoll out of Whitman, MA. He is currently booked until May and has a working relationship with inspectors.

Brian Smith is working on getting estimates in parts.

Mentioned we need a plumber. Asked if Paul the Plumber can check the water issues downstairs.

AnnMarie Bouzan will ask wire inspector Dan Brown to see what needs to be done.

Brian Smith said to please pass along his contact information.

#### **McLeod Electric**

AnnMarie Bouzan just wanted to let commission know that we would need approval and permits for work to be done.

Diane Cohen mentioned that Sondra Allen met with Board of Health and we can sell packaged goods at the Cove.

*ABouzan BFL*  
*Dmc*

### **Executive Session**

Bartending Service-Bill Fuller was not in attendance. We will be working on a current contract for Town Administrator Mike McCue and Bill Fuller to sign so it is current and up to date.

Caretakers-Discussion on shirts/uniforms for caretakers. Estimates will be obtained. Suggestion of 3 t-shirts, 2 polos. We would need 3 estimates.

Motion to obtain shirts with camp logo for staff by John Zucco.

2nd Motion Diane Cohen

Vote 5-0.

### **Adjournment**

Motion to Adjourn by Brian Fruzzetti.

2nd Motion by Brian Smith.

Vote 5-0.

Recorded by Lan Woodward and John Zucco

Meeting adjourned 9:11 p.m.

A. Bauman  
D. Cohen  
Diane Cohen