

**Minutes of Recreation Commission**  
**Meeting Date June 11, 2018**

**Call to Order:** Meeting was at the Camp Kiwanee Lodge Library. Call to order was at 6:02 pm.  
**In Attendance:** Theresa Cocio, Diane Cohen, Brian Fruzzetti, Melissa Scartissi, Brian Smith, John Zucco, Joshua Wolff, Emma Mousette, and Lan Woodward.  
**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 05.21.18.  
Approval of 05.21.18 minutes by John Zucco.  
2nd Brian Fruzzetti.  
Vote 6-0.

**Department Head Update(s)**

**Paddleboards**

Joshua Wolff recommended Rideaway Adventures from Sandwich, MA. The cost would be \$200.00 per child which includes 4-2 hour classes. The maximum class is 10 and the minimum 8, there would be 2 instructors ACA certified and paddleboards are provided. Classes that Joshua Wolff agreed upon would be July 12-August 2, Thursdays 4:00pm-6:00pm. The ages would be 9-15.

Joshua Wolff said Charles River would travel to Camp Kiwanee, but it is farther away. LL Bean and REI would have to travel as well.

Brian Smith discussed age groups for the classes.

Recreation Commission discussion on marketing plans. Joshua Wolff said he would use social media and newsletters within a couple of weeks.

Recreation Commission recommended newsletter to be completed by the end of this week.

Diane Cohen requested Joshua Wolff reach out to Hanson Middle School and Whitman Hanson by Friday since school will be out June 21st.

Recreation Commission requested Joshua Wolff to see if classes are rain or shine, if there would be make up days, to see if there could be an older kids/younger kids class, if there were more than 10 participants if they provide an additional instructor, and if they will be providing life jackets.

Joshua Wolff said that the conversations he had were just testing the waters in Hanson. Recreation Commission requested Joshua Wolff make sure that we have copies of COI, workers comp and general liability to be provided and that marketing does not start until we have these. Diane Cohen requested we keep copies of these as well.

Motion to hire Rideway Adventures upon receiving COI, workers comp and general liability forms for July 12-August 2, 2018 from 4:00pm - 6:00pm at \$200.00 per child with maximum class of 10, minimum of 8 by Brian Smith.

2nd Brian Fruzzetti

Vote 6-0.

Diane Cohen  
Theresa Cocio

Brian Fruzzetti

John Zucco

### **Cornhole Tourney**

No update as of this meeting.

Discussion on marketing for this tournament.

Joshua Wolff said the same way. Joshua Wolff said his concentration is on the Cranberry Cove opening.

Diane Cohen requested an update at next meeting on details and type of tournament it will be.

### **Verizon**

No update as of this meeting.

Discussion regarding Verizon at Cove. Joshua Wolff said they are installing. He did not have a date, but it would be before opening day.

### **Bay Copy**

Joshua Wolff has the scanner working for his computer. The fax is being a rascal.

Joshua Wolff plans on reaching out to Annmarie Bouzan regarding faxing.

Diane Cohen requested Joshua Wolff to check with Chris Fennessy to see if he can have someone look at this.

If fax is not working by next meeting, we can take number off our monthly bill.

Bay Copy contract expires July 29, 2018. Bay Copy handles maintenance and supplies.

Discussion on copier options.

Discussion on what Town Hall has for their contract.

Diane Cohen requested Joshua Wolff to check on other options they may provide and pricing and to also reach out to Meredith Marini in regards to Town Hall pricing.

### **History at Play**

No update as of this meeting.

Joshua Wolff will still have to apply for the grant on September 1, 2018. Timeline for the grant is September 1, 2018-end of October 2018.

### **Hanson Recreation Questionnaire Update**

Joshua Wolff passed out results and open ended answers for Recreation Commission review.

The last page included packages that Survey Monkey offers.

Diane Cohen suggested checking on other sites such as google which are free.

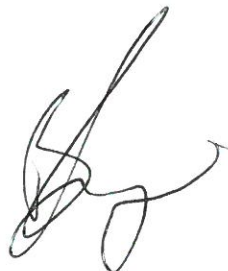
Joshua Wolff recommends adding a month for analysis to plan for the Fall.

Joshua Wolff mentioned again that his focus is on 60% for Cove opening. He said he foresees planning for the Fall in two weeks.

Recreation Commission would like to see what other options are available and requested Joshua Wolff to provide 3-4 comparisons for next meeting for Recreation Commission review.

Diane Cohen  
Theresa Coco

For JH



### **Boat Painting Program**

Joshua Wolff said he has not done a lot of work on this. The boat he planned on using was power washed.

Joshua Wolff said he may do the activity himself or reach out to Cove staff to see if someone would like to run it. Diane Cohen had concerns on the supervision of this activity. Diane Cohen requested to reach out to the art students at the high school. It could go towards volunteer hours.

Melissa Scartissi suggested reaching out to Girl Scouts.

Diane Cohen asked where boat would be painted and to check with Conservation Commission on this.

Recreation Commission asked if the craft cabin was checked for supplies. Joshua Wolff said no. Recreation Commission asked where boat would be placed after completed. Joshua Wolff said he is flexible.

To be discussed at next meeting.

### **Light Repair/Fan/Fridge Update**

Joshua Wolff passed out quote regarding ceiling fan replacement from Dan Brown.

Theresa Cocio requested checking with Chris Fennessy on this.

Joshua Wolff said he goes with Dan Brown because he works for the town.

Recreation Commission requested Joshua Wolff to check with Chris Fennessy.

Joshua Wolff said Dan Brown had a temporary solution to fridge light. It needs to be replaced.

Joshua Wolff to check with Chris Fennessy regarding this.

Flickering lights in library to be checked for repair.

### **Movie Night**

Joshua Wolff obtained quote for the movie Coco at \$435.00. Anytime a movie is shown, you need to pay the licensing fee.

Discussion on having 3 movie nights at rate of \$855.00. We would have these for the rest of 2018.

Recreation Commission discussion on having 3 movies for the remainder of 2018 as well as if there would be refreshments, popcorn, etc.

Discussion on possible Summer PJ party on 08.22.18.

Movies to be checked for pricing and availability:

Sing

Zootopia

Secret Life of Pets

Moana

Ferdinand

Minions

Movie to be picked at next Recreation Commission meeting as well as discussion on DVD player, sound, refreshments. Emma Mousette and Joshua Wolff are Serv Safe certified.

Motion to approve movie night on 08.22.18 by John Zucco.

2nd Melissa Scartissi.

Vote 6-0.

To be continued for Recreation Commission discussion next meeting.

Diane Cohen  
Theresa Cocio

Rp Jth

BS

**American Red Cross Blood Drive**

Joshua Wolff updated Recreation Commission on Blood Drive for 08.22.18 from 10:00am-3:00pm.

Recreation Commission requested Joshua Wolff to use Town Hall billboard for notification as well as marketing for the blood drive.

Motion to approve American Red Cross Blood Drive 08.22.18 from 10:00am - 3:00pm pending Board of Selectmen Approval by Theresa Cocio.

2nd John Zucco.

Vote 6-0.

**Hanson Day**

Joshua Wolff has no update of this meeting.

This can be removed from agenda for now.

**Halloween**

Joshua Wolff has no update as of this meeting.

After Cove opening, we would need to actively plan for this and possibly have a subcommittee.

**Hours**

Joshua Wolff's hours are Mon-Fri 9am-5pm.

Discussion on sign Joshua Wolff would like to purchase. Brian Smith believes it should state 9am-2pm. Emma Mousette discussed concerns regarding customer coming to Camp Kiwanee and noone was there.

Recreation Commission requested leaving a note at door with cell phone number if Joshua Wolff is not in the office in case a customer/renter arrives at Camp Kiwanee.

Joan Fruzzetti would like anyone coming after 2:00pm to have an appointment only.

No sign to be purchased at this time.

Diane Cohen left meeting at 7:15pm.

**On Stage Performing Arts**

On Stage Performing Arts contacted Joshua Wolff regarding performing a show at Camp Kiwanee on 08.07.18. Their request was at the rate of \$800.00 and that there would be a small fee to attend the show. Joshua Wolff said a caretaker would only be needed after 5:00pm.

Recreation Commission asked if they were a non-profit? Joshua Wolff said they are not.

Discussion on actual hours needed for set up, practice, lodge use. It would be 14 extra hours and also on the fee for the show.

Brian Smith asked on some history on the company.

Joshua Wolff will reach out to On Stage for more information and also in regards to the fee.

**New Business****Facilities Manager Update**

Chris Fennessy was not able to attend for update. He had a meeting this evening, but will keep update on agenda for upcoming meetings.

**Policies and Procedures-Updated Signatures**

Copies of updated Policies and Procedures distributed to Recreation Commission.

Recreation Commission provided updated signatures for Policies and Procedures recently adopted. Copies to be provided to Town Clerk.

Diane Cohen  
Theresa Cocio

John Zucco

Joshua Wolff

**Hanson Food Pantry**

Hanson Food Pantry would like to have a Volunteer Appreciation Dinner at Camp Kiwanee on Friday, 10.26.18. Time to be determined. Discussion on caretaker costs, etc.

Motion to approve Hanson Food Pantry Volunteer Appreciation Dinner on 10.26.18 pending Board of Selectmen approval by Theresa Cocio.

2nd Brian Fruzzetti.

Vote 5-0.

**Watershed Action Alliance Conference**

Watershed Action Alliance requested to have Regional Conference on water issues on 03.29.19 from 8:00am-3:30pm. The 2019 theme is water supply. Request for \$500.00 reduction fee which was same amount requested for 2017 rental.

Motion to approve Watershed Action Alliance Regional Conference on 03.29.19 from 8:00am-3:30pm at the reduced rate of \$500.00 pending Board of Selectmen approval by Brian Smith.

2nd Brian Fruzzetti.

Vote 5-0.

**Volunteering**

To be continued after Cove opening.

Diane Cohen returned 7:34 pm.

**Booking Software**

John Zucco sending information on [www.djeventplanning.com](http://www.djeventplanning.com) to Joshua Wolff so he can research.

Discussion on recreation software including myrec.com.

Follow up on research of [www.djeventplanning.com](http://www.djeventplanning.com) at next meeting.

**Miscellaneous Correspondence****Scrap Metal Salvage**

Spiegel took the old docks. \$5,130.00 received. There was a \$750.00 service fee.

Bills over \$100.00 passed along to Recreation Commission for review.

Diane Cohen  
Theresa Cocio

B. J. J. J.

B. J. J. J.

**Cleaning Services/Floor Update**

Discussion on cleaning services from Apple Corps. Inc.

Motion to hire Apple Corps., Inc. for cleaning services by John Zucco.

2nd Brian Fruzzetti.

Vote 6-0

Concerns on Floor not being completed for season. Recreation Commission feels too late into season to be completed. Floors to be done at a different date.

**Septic**

Joshua Wolff notified Recreation Commission that Septic is done. There was a walk thru the other day.

**CPC Update**

No update as of this meeting.

**Comcast Municipal Grants Follow Up**

Brian Smith updated Recreation Commission regarding Comcast. He spoke to the construction manager there. We would need new poles and it is about a 6-8 month process.

Brian Smith said he will discuss further and that it would be within our budget.

**Adopt a Cabin**

On hold for now.

**Security**

On hold for now

**Cove****Beach Director Update**

Emma Mousette created a new online schedule with software that includes staff hours, budgets. With this software you can also message staff as well as acknowledge shifts assigned.

Emma Mousette created a gate attendant envelope for this Cove Season. It includes receipt start and end as well as signature line.

**Ropes/Landlines**

Rate discussions for floats, ropes, landlines

Elifeguard.com \$1,170.45.

Lifeguard Store \$2,720.00.

Both excluding shipping.

Motion to purchase floats, ropes, landlines from Ellifeguard.com for \$1,170.45 with \$179.52 shipping by Theresa Cocio.

2nd John Zucco.

Diane Cohen  
Theresa Cocio

By Sgt

John Zucco

## **Old Business**

### **Seasonal Staff Job Advertisements/Descriptions**

### **Caretaker Staff Job Advertisements/Descriptions**

Joshua Wolff passed along a list of applicants to hire.

Issue on number of gate attendants hired for 2018 season.

Emma Mousette will reach out to Cove at Staff Meetings to see if anyone would like to be a Caretaker instead of Gate Attendant.

Brian Smith would like a copy of the Facilities Manager's contract. Diane Cohen will ask about it.

While discussion of new hires, one applicant withdrew her application.

One of the new hires recommended by Joshua Wolff to be contacted to see if position can be Caretaker instead of Gate Attendant.

List of new hires with recommendation to hire by Joshua Wolff:

Gate Attendant: Courtney Woodward

Lifeguard: Robert Healey

Lifeguard: Madison Adams

Motion to hire recommendations listed above from Joshua Wolff with the Gate Attendant Position to be offered as Caretaker by John Zucco.

2nd Theresa Cocio.

Vote 6-0.

## **Storm Update**

Chris Fennessy is looking at tree near the Boathouse in the path.

Brian Smith discussed trees with ribbons.

Branches on road to Lodge to be picked up.

Request for Joshua Wolff to make sure dirt pile removed at the end of Woodman Terrace. If it has not to contact Jerry Thompson from Hanson Fire Department.

## **Website**

Website is not up. The site is not live yet.

Diane Cohen asked why site is not up yet since we have a deadline. Concerns since 3 weeks have gone by.

John Zucco asked who is hosting.

Joshua Wolff will send along the finished product.

Joshua Wolff will call tomorrow. Joan Fruzzetti said to go and actually talk to the company.

Joshua Wolff to call Mike McCue regarding Town Website and to go to CPU to have site turned over. The website should be on by the end of the week.

## **Warrant Weekly Update**

Warrants passed along for Recreation Commission review.

## **Caretaker Weekly List of Items/Reports**

Area near stage-shingles to be checked along with sills.

Diane Cohen  
Theresa Cocio

John Zucco

Joshua Wolff

**Bathing Suits**

Discussion on bathing suit purchase.

Kiefer-\$535.42.

Other lifeguard stores did not have ladies suits that are needed. The total suits needed are 13.

Motion to purchase bathing suits from Kiefer for \$535.42 by Theresa Cocio.

2nd Brian Fruzzetti.

Vote 6-0.

**Cove Party**

Pricing discussed for Cove Kick Off Party

Busy Bee Jumpers

Jumpy \$300.00, Dunk Tank, Obstacle \$425.00, Cotton Candy Machine \$75.00, Supplies \$40.00. They handle set up. Total \$840.00

Coastal Party

Obstacle Challenge \$275.00, Frozen Drink \$145.00, Syrup \$13.25, Cotton Candy Machine \$55.00, Sugar \$10.75. Total 512.25.

Country Rental

Bungee Run \$430.00, Cotton Candy Machine \$120.00, \$50.00 delivery fee. They did not have a dunk tank.

Motion to approve Coastal Party purchases from Cove Kick Off Party for \$512.25 by Theresa Cocio.

2nd Brian Fruzzetti.

Vote 6-0.

**Day Care Season Passes**

Emma Mousette received correspondence regarding daycare season passes.

Blueberry Patch Daycare would like to see how rates apply for daycare season passes.

Recreation Commission discussed that family season passes can be purchased for family only. Parents can either purchase a season pass or a daily pass.

**Verizon**

Emma Mousette is concerned that the Cove phone has not been turned back on. Brian Smith requested contacting service manager.

**Christians Law**

Discussion on Christians Law.

Wristbands were purchased.

Joshua Wolff said Michael McCue agreed on this and to go forward. He said the wristbands were \$40.00 and can be returned.

Recreation Commission will not implementing the law.

**Staff Manual**

Emma passed along Cranberry Cove Staff Manual that will be used for Staff. It includes a sign off page as well as received keys, returned keys.

Diane Cohen  
Theresa Cocio

B. Fruzzetti

B. Smith

### **Docks**

Docks will be installed June 18th.

Pilings will be coming out this week.

Hallamore discussion on getting remaining pilings out. Joshua Wolff said he knows nothing about rigging. Concerns regarding the 2 pilings that were not removed.

Joshua Wolff passed out printout of invoice and quote which had different amounts.

The Hallamore Invoice as \$4,310.00.

Quote was not from Hallamore. It was a printout out of discussion between Hallamore and Joshua Wolff.

Recreation Commission stressed that quotes have to be from the actual company.

Concerns of beach not being able to open if pilings are still in.

Chris Fennessy will do his best to rectify the situation.

Discussion on PA Landers. When the pilings came out there was a miscommunication between Highway Department and Joshua Wolff. Dave Hanlon of Highway requested information from Joshua Wolff which was not provided so highway was unable to assist the day off. Joshua Wolff said that Dave Hanlon never asked for this information and that he doesn't recall. He said Dave Hanlon really didn't have a truck to do this.

Joshua Wolff called PA Landers and placed the charged on his credit card. He would need to be reimbursed.

Recreation Commission discussed importance of costs, purchase orders, pricing, planning should have been planned out.

Joshua Wolff said he has no experience and no one mentioned pilings to him.

He said he will lean on Chris Fennessy regarding construction stuff.

### **Cove Sign Ups**

Sign Ups Update

Emma Mousette handled Cove Swim Sign Ups on June 5nd and June 6th.

39 Swim Lessons, 1 Swim Team, 14 Passes as of today's meeting.

Next meeting:

Monday 06.25.18 at 6:00pm

Monday, 07.09.18 at 6:00pm

Motion to Adjourn by Brian Fruzzetti.

2nd Brian Smith.

Vote 6-0.

Meeting Adjourned 9:35 p.m.

Diane Cohen  
Theresa Cocio

B. Fruzzetti

B. Smith

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Dianna Cohen  
Theresa Cocio

By Let

