

Minutes of Recreation Commission
Meeting Date August 27, 2018

Call to Order: Meeting was at the Camp Kiwanee Lodge Library. Call to order was at 6:05 pm.
In Attendance: Theresa Cocio, Diane Cohen, Brian Fruzzetti, Melissa Scartissi, Joshua Wolff, and Lan Woodward.
Also in Attendance: Resident Joan Fruzzetti.
Lan Woodward, Administrative Assistant, will take the minutes.
This meeting is being audio recorded.
John Zucco and Brian Smith were not in attendance.

Approval of Minutes

Minutes to be approved and signed from Recreation Commission Meeting 08.13.18.
Motion to approve minutes of 08.13.18 by Brian Fruzzetti.
2nd Theresa Cocio.
Vote 4-0.

Department Head Update(s)
Verizon/MIFI

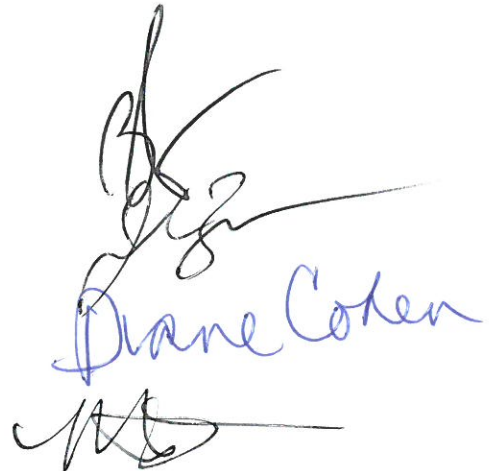
Joshua Wolff said the Verizon MIFI arrived this week and that it is a nice alternative. Concerns with MIFI not being available for staff on the weekend. Lan Woodward asked if the MIFI was for just Recreation Director or for entire office staff. Recreation Commission stated it was for the Camp Kiwanee staff use. Joshua Wolff said he put it away in the file cabinet. Internet was not working for staff that worked over the weekend. No notification that it was placed in cabinet. Recreation Commission requested the MIFI be placed in office for use aside the other internet equipment.
Joshua Wolff said there was an unpaid Verizon June 2017 invoice that will be included in October meeting under unpaid bills. It is from May 15, 2017 - June 14, 2017 at \$237.45.

Volunteer Forms

Joshua Wolff notified Recreation Commission that volunteer forms were online and on website. Recreation Commission asked if the forms include letterhead. Joshua Wolff said he was not sure.
Joan Fruzzetti said she could post these flyers and forms at Shaw's and mentioned they can be placed near the Board of Selectmen meeting room and also upstairs at Town Hall.
Joshua Wolff notified Recreation Commission that forms were made for volunteering, they are on the web, at Cove along with Halloween event. No responses yet and deadline is 10.01.18.
Joshua Wolff said he will contact the high school this week to see if students/drama club would be interested in service hours. He reached out to Drama, but has had no response.

Woodman Terrace Update

Joshua Wolff emailed Rob O'Brien. No updated as of today.



The block contains two handwritten signatures. The top signature is in blue ink and reads "Diane Cohen". Below it is a black ink signature that appears to be "MS".

Movie Night

Joshua Wolff said movie night went well, there were about 50-60 people.

The laptop was not working so Joshua Wolff said going forward to get a DVD player.

There were hot dogs, popcorn, and water. He said he handled everything. Diane Cohen requested that we thank Bill Johnston for assisting with everything. Joshua Wolff asked who Bill was.

The remaining food was donated to Hanson Food Pantry.

Discussion on additional movie night. Diane Cohen asked if there were any future dates researched? Joshua Wolff said no.

Joan Fruzzetti forward along flyers obtained for cotton candy machine from www.Webrestaurant.com.

Diane Cohen asked about Drama Kids. The Whitman Hanson Express also attended.

American Red Cross Blood Drive Update

Joshua Wolff said the blood drive went well. Nancy Hurley sent a thank you note along for the drive. There were a total of 19 donors.

Macaroni Kids Fest

Joshua Wolff said he was unavailable for this event. He contacted the lady about putting events and flyers up. Joshua Wolff said they had tons of vendors.

Kayak Club

Joshua Wolff notified Recreation Commission that Kayak Club was cancelled because Cove was closed. He did receive one call. Last one will be 08.28.18.

Diane Cohen requested that public is notified that it will be done again next year and to send thank you.

Science Program

Joshua Wolff reached out to the lady and hasn't heard back.

Recreation Commission asked if there was an update on Matt Dyer and Phil Clemons.

Joshua Wolff said he will touch on that in future.



Brian Fruzzetti requested to follow up with Matt Dyer and Wes Blauss.

Joan Fruzzetti discussed Kim West and to reach out for her for program information and rates.

Fishing Club Update

Joshua Wolff notified Recreation Commission that registration is open and there are 8 kids enrolled so far. We obtained bobbers from Hanson Rod&Gun Club.

Recreation Commission notified Joshua Wolff that any donations would need to be accepted by Board of Selectmen. Brian Fruzzetti already handled the donations from Hanson Rod&Gun Club, Joshua Wolff would have to make sure worm donation by Max Woodward be placed on Board of Selectmen Agenda.


Diane Cohen


Hanson PTO Polar Plunge

Joshua Wolff spoke with her. There are two dates 01.27.19 from 10:00am-1:00pm and rain date of 02.03.19 10:00am-1:00pm.

The only other updated was he was filling out waiver and she said to hold off so she can get in touch with other PTO members. She would like to discuss with them first before Board of Selectmen approval.

Halloween

Joshua Wolff passed along flyer. He notified Recreation Commission that he met with HPD Chief and HFD Rob O'Brien regarding public safety.

Concerns with parking and traffic flow. He came up with 3 options:

- 1: Parking at Indian Head or ball falls with shuttle. Shuttle would have to come out of budget. Recreation Commission asked cost? Joshua Wolff said he would have to look into it.
2. Joshua Wolff feels best that people park at Rainbow Camp and walk over. He spoke with Rob O'Brien on this and he feels it would make the most sense. Diane Cohen asked if we pay Rainbow Camp? Joshua Wolff said possibly.
3. Parking at Cove and Lodge. We would need a police detail and parking staff. It would be a budget expense. Recreation Commission requested pricing to be obtained.

Discussion on handicap parking at the Lodge for the event.

Joshua Wolff had printout of Food Truck pricing from Biggies. We would receive 10% share. Theresa Cocio said this would need a one day food permit. Joshua Wolff said that they are aware.

Joshua Wolff also looked at Mom's on the Go Food truck. Recreation Commission asked Joshua Wolff to reach out to them.

Melissa Scartissi asked about a possible ice cream truck. Discussion on Bert's.

Discussion on Halloween activities printout. Joshua Wolff said he will most likely be doing games.

Recreation Commission asked who would be creating these games? Joshua Wolff said it is good to have a collaborative effort for games, decorating lodge, more volunteers.

Melissa Scartissi suggested Joshua Wolff to create a supply list to go shopping and to create activities one night.

Joshua Wolff to get volunteer list, set up meeting, materials needs, what to be put together.

Joan Fruzzetti mentioned that Corn Hole Sets at Walmart (online) are priced at \$39.99.

Joshua Wolff said we could buy one and decorate.

Diane Cohen requested Joshua Wolff to figure out what needs to be done, how many stations, popcorn, CJ, map out with list of materials, date for craft day.

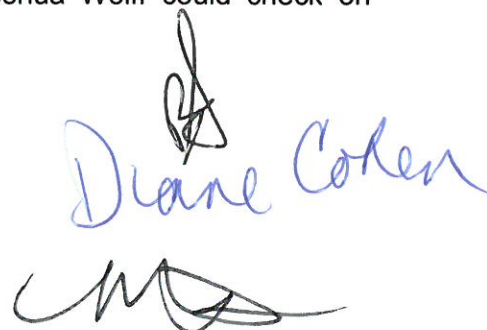
Marla Reptile Show Update

Joshua Wolff said show was cancelled due to illness.

Diane Cohen asked if we had a date rescheduled. Joshua Wolff said he will reach out to her and other programs, he has a feeling a lot of people will show.

Diane Cohen requested Joshua Wolff to please reach out to Marla to see if we can plan another show.

Joan Fruzzetti mentioned Blackfeather Rescue and to see if Joshua Wolff could check on information and rates.



New England Wildlife

Joshua Wolff said he called New England Wildlife and is waiting on a quote.

Bring It On

Joshua Wolff will be interviewed sometime this week Wednesday, possibly Thursday.

Brian Fruzzetti asked if we could have done at Camp Kiwanee on back deck or at Cove.

Alarm Update

Sounder Systems came today and it is still not completed. They should be coming back tomorrow afternoon.

Diane Cohen asked Joshua Wolff if he has spoken to Chris Fennessy regarding Flight? He said no.

Joan Fruzzetti feels Chris should be sending updates.

Joshua Wolff discussed codes with Sounder. They asked if everyone has different codes and he said he did not know.

Future Programming

Music in Nature

There is a drum instructor looking for a bigger space. He is in process of getting liability insurance and still working out dates. He prefers weekends. Joshua Wolff said he did find some Sunday evenings in September and October that are available. It would be at South End Campground around fire and people would be charged to do class. In the Winter he would like to do in Lodge.

Theresa Cocio asked if we have contract and what his percentage would be.

Recreation Commission discussed that own firewood would brought in and also a fire extinguisher. \$15.00 per person and ages 12+under free with adult. 20% is standard rate for commission and one caretaker to be scheduled.

Joshua Wolff notified him it would be okay to store equipment. Recreation Commission said it would not be allowed. This would allow other renters, etc. to do the same including lodge rentals.

Tentative dates of 09.16.18, 10.14.18 at 6:00pm or 6:30pm. Recreation Commission said this would need to go before Board of Selectmen for approval.

Joshua Wolff will put together a contract and will have Michael McCue sign and make sure to place on Board of Selectmen Agenda for hopefully 09.12.18.

Teen Adventure Crew

Discussion on events.

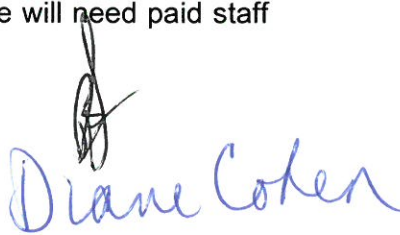

Theresa Cocio asked about transportation on this. Joshua Wolff said the only sort of hiccup is renting. He reached out to local groups to borrow. Whitman Hanson uses North River Collaborative, he is waiting on costs. It includes driver and everything.

Question on ice time for 01.25.19 Ice Skating. Joshua Wolff said he would be doing program during public skate.

Recreation Commission asked what our liability would be on this, permission slip, nurse? Joshua Wolff said no nurse would be needed.

Joshua Wolff said he would hire staff to supervise for field trips.

Theresa Cocio asked how we would be paying staff? Joshua Wolff said we will need paid staff and he does not think we will have 20-30 volunteers.





Joshua Wolff thinks he needs program staff to supervise and counselors.
 Diane Cohen asked if Joshua Wolff would be training staff? He said yes.
 Would staff be per diem? Joshua Wolff said they will be on staff. He will have Todd Hassett create a line for budget for Program Staff. He said as long as we are in the amount allotted we will be okay. Joshua Wolff said staff would be paid \$12.00 hour.
 Recreation Commission said new job titles would need to be created. Joshua said he plans to create a pool of program staff and periodically reach out to them for opportunities.
 Theresa Cocio notified Joshua that there are steps to follow for handling this including job description, wage and personnel, Town Meeting, and it needs to be in the bylaw.
 Joshua Wolff said Michael McCue and Todd Hassett said it does not need to be presented.
 Theresa Cocio requested that Joshua Wolff please run this by Meredith Marini.
 Joshua Wolff created two new job positions: Nature Educator and Program Team Member.
 Recreation Commission emphasized that they would like programs done at Camp Kiwanee.
 Diane Cohen would like to see things taking place at Camp Kiwanee. Right now the focus should be Recreation at Camp Kiwanee with no vendors. Joshua Wolff said yeah he could see that. He thinks it's something that could happen and that it will probably evolve.
 Brian Fruzzetti discussed Hanson Middle School and what can be done here at Camp Kiwanee.
 Discussion on planning activities at Camp Kiwanee such as as a nature classroom.
 Joshua Wolff said his only thing is that he interprets goal wise is to improve Recreation offerings and quality of life in Hanson. He doesn't look at it as a scenario where it's site specific.
 Theresa Cocio mentioned that Camp Kiwanee is run from an enterprise account, it's specifically for Camp Kiwanee.
 Recreation Commission asked if program such as dodgeball can be changed to Camp Kiwanee location? Joshua Wolff said he doesn't know.
 Joshua Wolff said he will pin this for now.
 Diane Cohen suggested planning something for Hanson Middle School students that will not be attending DC Field Trip, possibly an overnight at Camp Kiwanee with Movie Night.
 Joshua Wolff said some of the things could be at Camp Kiwanee.
 Melissa Scartissi asked Joshua Wolff to see what events are at the schools.
 Recap: Joshua Wolff to call Meredith Marini regarding created job positions, town bylaw, wage and personnel, events here at Camp Kiwanee location and creating event for kids not attending DC Field Trip, adding to Camp Kiwanee events.

Nature

Joshua Wolff has not heard back from Phil Clemons yet. He has been on vacation. His understanding is that Phil will be putting together curriculum for us to use. Diane said possibly for 3rd, 4th grade.
 Matt Dyer gave Joshua Wolff some ideas. He said Matt works for DCR and would like to get in contact with him. Recreation Commission suggested reaching out to DCR directly.
 Discussion on find rates on renting kids from Museum of Science.
 Joshua Wolff said he is decent with nature and he could possibly do that.
 Brian Fruzzetti said to reach out to Matt Dyer and Wes Blauss.



Diane Cohen


New Business

Miscellaneous Correspondence

Discussion on Kitchen Mixer.

Discussion on Caretaker Staff and uniform shirts. No shirts have been ordered this season. Last year's uniform shirts were purchased from Walker Clay.

Recreation Commission requested Joshua Wolff to get sizing and pricing for shirts. They get collar shirts as well as t shirts.

Joan Fruzzetti reminded Recreation Commission that the 2018 goals still need to be completed. It would be July 2017-June 30, 2018. Brian Fruzzetti said Department Head should do this. To be completed for next Recreation Meeting for editing/revisions.

Concern with Joshua Wolff eating during the meetings while staff and Recreation Commission are given updates.

Mock schedules to be worked on by Joshua Wolff and sent along to Diane Cohen on a weekly basis.

New Business to be continued later on in meeting.

Old Business

Facilities Manager Update

Chris Fennessy not in attendance.

Booking Software

Joshua Wolff notified Recreation Commission that he has downloaded a few things and that they look nice.

Recreation Commission would like Official Camp Kiwanee to be first on website searches.

Joshua Wolff said he will look into that.

Warrant Weekly Update

Warrants passed along for Recreation Commission review.

Caretaker Weekly List of Items/Report

Lights to be added outdoors, add along kitchen area.

Loose boards on the deck, bottom step.

Pricing on re-painting deck, asak material.

Lodge Sills, shed.

Future planting at Bridal. Will look into this with Chris Fennessy.

Wraparound bench around tree. Get pricing.

Diane Cohen asked Joshua Wolff about discussion on cutting caretaker hours? Joshua Wolff said he did not do this that he was asking about offseason.

Diane Cohen emphasized that we will not be cutting hours as stated at 07.10.18 caretaker staff meeting.

Cots for the cabins. Joshua Wolff to look into pricing and get inventory of frames and mattresses.

Future rentals could include cot or mattress to be returned upon each visit.

South End screen and shutter to be fixed, cabin 7.



Diane Cohen



Comcast Municipal Grants Follow Up

Brian Smith was not present for update.

Brian Fruzzetti mentioned that Brian Smith is trying to get pricing on satellites here and down at the Cove.

Theresa Cocio discussed Comcast and the Municipal Grant for the internet.

Security

To be continued.

Cove

Beach Director Update

Called placed to Emma Mousette.

Discussion on staff review. Report will be completed at next Recreation Meeting.

Septic pumped at Cove this past week. Discussion on tight tank.

Reduced hours this week because of staff going back to school.

Emma Mousette will be home this coming weekend and next for last weekend of Cove opening and preparation for Cove close.

Discussion on adult swim and customer issue. This policy will be posted next year and added to the policies and procedures. Joshua Wolff to follow up with customer as requested.

New Business (continued)

Evaluation Review

Evaluation Review issued to Recreation Commission and Joshua Wolff for review.

After review, Recreation Commission to go into Executive Session.

Motion to go into Executive Session at 8:24 pm by Brian Fruzzetti.

2nd Theresa Cocio


 Diane Cohen


Motion to conduct Executive Session at 8:24 pm by Brian Fruzzetti.
2nd Theresa Cocio.

Call to Order: Executive Session Meeting was at the Camp Kiwanee Lodge Library. Call to order was at 8:24 pm.

In Attendance: Theresa Cocio, Diane Cohen, Brian Fruzzetti, Melissa Scartissi, Joshua Wolff, and Lan Woodward.

Executive Session

To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel (Recreation Director)

After reviewing evaluations, Diane Cohen asked Recreation Commission if there is anything that anyone would like to be discussed.

Joshua Wolf has a statement he would like to read. He said he would respect whatever decision that the Recreation Commission comes to. Statement included activities and challenges and thanking the Recreation Commission for their patience. He said he feels comfortable in his position every day and there are exciting upcoming events to see through completion. He feels together with hard work we can make an impact on the Hanson community.

Melissa Scartissi asked Joshua Wolff if this was his first evaluation? Joshua Wolff said it was. Discussion on evaluation and concerns and learning curve. Recreation Commission asked Joshua Wolff to address any of these concerns and learning curve.

Joshua Wolff said that he was kind of sort of almost waiting with hope to be able to improve relationships with staff. Concerns discussed regarding relationships with town departments as well including recommendations on fire watches to be taken.

Recreation Commission discussion on roles each staff member has. More respect needs to be given to Camp Kiwanee staff and town departments. Respect starts with the treatment of staff. Discussion on lack of communication with staff and working with staff during first season at Camp Kiwanee and also leaving during active Recreation Commission meetings before they adjourn.

Recreation Commission has a general concern about leadership skills and interaction with staff and other departments. Concerns regarding time off so far. Majority of initiatives from Commission not Director, less reliance on vendors. Assertiveness and ownership of Camp needs to improve.

Discussion on extending probation period to December 19, 2018 based on Town Counsel recommendations. There were 3 recommendations:

End probation period.

Extend probation period 90 days with additional review upon that time.

Not to extend contract.



The block contains two handwritten signatures. The top signature is in blue ink and reads "Diane Cohen". Below it is a signature in black ink that appears to be "Lan Woodward".

Motion to extend Joshua Wolff's probation period to an additional 90 days (12.19.18) with review prior and at that time to be decided by Theresa Cocio.

2nd Brian Fruzzetti.

Vote 4-0.

Motion to exit Executive Session by Brian Fruzzetti.

2nd Theresa Cocio.

Vote 4-0.

Motion to Adjourn by Brian Fruzzetti.

2nd John Theresa Cocio.

Vote 4-0.

Meeting Adjourned 9:30 pm.


Dianne
Cohen
