

Minutes of Recreation Commission
Meeting Date: April 24, 2017

Call to Order: Meeting was held in the Lodge at Camp Kiwanee. Call to order was at 6:05 p.m.

In Attendance: AnnMarie Bouzan, Diane Cohen, John Zucco, Brian Fruzzetti, Brian Smith, Rachael Gross, Sondra Allen, MaryBeth Mackay, and Lan Woodward

Also in Attendance: Resident Madi Storey, Resident Joan Fruzzetti, Resident Gregg Poth

Lan Woodward, Administrative Assistant will take the minutes.

The meeting minutes are being tape recorded.

Approval of Minutes

Motion to accept minutes of 04.10.17 by John Zucco.

2nd Motion to accept minutes of 04.10.17 by Diane Cohen.

Vote 6-0.

AnnMarie Bouzan abstained from motion.

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

Report of the Subcommittees

Farmer's Market Date

AnnMarie Bouzan asked if everyone thought the Farmer's Market is a good idea.

Rachael Gross mentioned pop up farmers. She said that she could send an email to the farmers and vendors that she works with on Sunday and Thursdays. We would have to pick a different day other than Sunday and Thursday. Possibly late afternoon, evening, weekdays?

AnnMarie Bouzan suggested early p.m.?

Rachael Gross said 10:00-1:00 on Saturdays is a good time. She advised that we would want time to set up, breakdown. Possibly introduce as a pop up, we can always charge a fee or have it be complimentary.

Rachael Gross then said we should pick a few dates and she will be able to guide us through it, but would like someone to manage it.

[Handwritten signatures]
 John Zucco Rachael Gross AnnMarie Bouzan
 Diane Cohen

Rachael said we would probably need 2 - 3 volunteers to set up and breakdown. We could always use tables we have here at the lodge. It can be indoor or outdoor. If it is outdoors they would have their own tables.

AnnMarie suggested the beach park lot.

Lan Woodward will check on the dates of events on Saturdays for June - October.

Brian Smith suggested the Pavilion, but AnnMarie said there could possibly be wedding using this.

Rachael Gross said to have Lan Woodward give her the dates and the times, keep in mind the hour set up and hour breakdown and that we may need electrical support.

We could possibly have once a month June - October and then maybe a Fall Festival. Do keep in mind the holidays. Columbus Day is a good weekend for the Fall Festival.

Resident Joan Fruzzetti suggested to speak to someone who knows the setup and breakdown of tables and chairs.

Rachael Gross said it would not be a challenge.

Once dates are done, Rachael Gross will call MaryBeth Mackay to setup and guide her through the process. Please note Rachael Gross, MaryBeth Mackay, and Lan Woodward will be in the loop of the emails.

MaryBeth Mackay said that she has experience in Marketing.

AnnMarie Bouzan will reach out to Town Hall to see if we should need specific permits.

Rachel Gross said possibly a police detail depending on what events may be going on at the Camp.

Dude Solutions

MaryBeth set up a conference call for Tuesday, 04.24.17 at 10:30. It will be via telephone and computer because they are located out of state. The meeting should be approximately 30 minutes.

Board of Selectmen Meeting 05.16.17

AnnMarie Bouzan asked that we be put on the Agenda for the Board of Selectmen Meeting 05.16.17 because of the job descriptions.

AnnMarie Bouzan mentioned that MaryBeth Mackay can introduce our new rates.

MaryBeth Mackay asked if she should attend?

AnnMarie Bouzan responded yes.

AnnMarie Bouzan said that anyone can come to the meeting, but please note we cannot discuss Camp Kiwanee because it is open to the public.

[Handwritten signatures]
 Diane Cohen

Receive Remaining Policies and Procedures

Sondra Allen and Rachael Gross signed the last page of Policies and Procedures and forwarded to Lan Woodward. Lan Woodward will forward the signed policies and procedures pages to Executive Assistant Meredith Marini.

Review and Approval Job Descriptions Caretaker and Assistant Caretaker

AnnMarie Bouzan asked for an update.

MaryBeth Mackay said that she had met with all of the Caretakers, Assistant Caretakers with the exception of Ed Hanlon.

MaryBeth Mackay said that she would meet with Gregg Poth to set up a list of duties so that everything gets done.

AnnMarie Bouzan said that Ed Hanlon and Gregg Poth should have an adjusted pay rate. She mentioned that it makes sense they have added job duties and have stepped up when it was needed.

MaryBeth mentioned that Ed Hanlon is more of a handyman.

Brian Smith said we need more detail the word Caretaker vs. Assistant Caretaker.

Rachael Gross asked how many Caretakers do we have?

There is Gregg Poth, Ed Hanlon, Madi Storey, Chris Fruzzetti, 2 seasonal Cameron Bain and Dan Hickey.

We have Caretakers that handle the facilities and building maintenance. It was suggested that we have Caretaker with a subtitle.

Head Caretakers should be able to perform all duties and then there will be other Caretakers.

Brian Smith questioned how we will handle.

Brian Smith said we need at least 2 especially during the weekend.

AnnMarie Bouzan explained that you would have to be part-time, under 20 hours, as an average for a year.

We would need to hire a Caretaker with expertise in Carpentry, Plumbing, Light Electrical.

Diane Cohen said that she would feel better with than.

Resident Joan Fruzzetti asked about the recent applicants we received?

AnnMarie Bouzan mentioned that we are in process of interviews.

AnnMarie Bouzan then said we should put the job out anyways.

AnnMarie Bouzan requested that MaryBeth Mackay talk to Executive Assistant Meredith Marini about posting the job position and hiring.

Once the job is posted, Lan Woodward will then post the position on our Facebook page once it publicized.

Motion to place an ad for an Assistant Caretaker by Brian Smith.

2nd Motion Rachael Gross.

 AnnMarie Bouzan
Rachael Gross
Diane Cohen

Voted 7-0.

Motion for rates increase for Ed Hanlon and Gregg Poth.

Lan Woodward left to get current pay rates for Ed Hanlon and Gregg Poth.

Resident Joan Fruzzetti wanted to mention the minimum wage increase. AnnMarie notified her that increase would take effect July 1st.

Ed is currently at \$16.00 and Gregg is currently at \$15.00.

Motion for Rate Increase for Ed Hanlon and Gregg Poth to be increased by \$1.00 by John Zucco.

2nd Motion Diane Cohen.

Vote 7-0.

Brian Fruzzetti discussed the rate difference in Caretakers and Assistant Caretakers. He believes that the rates are premature.

AnnMarie mentioned stated that both Ed Hanlon and Gregg Poth stepped into these positions when no one was here and helped with scheduling, etc.

Brian Fruzzetti said he would like it to be supported by documents.

Time Sheets

Lan Woodward created a document for a suggestion of ideas for changing the time sheets. It was passed out and had the new document and also the current time sheet being used.

It was suggested that MaryBeth find a task sheet or create one.

MaryBeth said she would continue to work on creating a task list.

John Zucco

Bill Poth

*AnnMarie
Bouyer*
Diane Cohen

Septic Update

AnnMarie notified everyone that Town Administrator Mike McCue said the septic will not be included in the May Town Meeting. There is additional work that needs to be done to the North End as well. It needs to be connected.

He mentioned that we need to hold off plans, get engineered, place it out to bid and can be handled at the October Meeting.

Ed Hanlon notified Lan Woodward that he noticed a leak in the basement.

MaryBeth called Avery Pumping to be taken care of tomorrow.

MaryBeth will work with Lan Woodward to see people count at functions and get a set schedule for pumping.

MaryBeth said she would talk to him Tuesday, 04.25.17 when they are at Lodge.

Rachael Gross asked if we are at the best rate for pumping.

AnnMarie requested the MaryBeth check with Avery Pumping to see what they say.

Resident Joan Fruzzetti stated that she uses Avery as well and believes he is the lowest. She has used him for years.

Rachael Gross said we can figure out ways to improve.

Diane Cohen wonders how many times we would have to pump once we have the new system?

Brian Smith said much less.

Office Desk

Rachael Gross recommended that for now use the table desk that is in the Lodge.

AnnMarie Bouzan said the consignment shop that was looked into charges \$500.00 shipping which would be too much. The two desks were about \$750.00 - \$2500.00 not including the shipping.

AnnMarie Bouzan called WB Mason and found a Wood Mahogany Desk 60X30 with free lifetime warranty, free delivery at \$1299.99. When ordered directly from the manufacturer it will take 3-4 weeks, but the price drops down to \$1000.00.

Rachael Gross emphasized Ikea.

Resident Joan Fruzzetti disagreed.

AnnMarie Bouzan stressed that MaryBeth was hired and needs a desk.

Diane Cohen pulled a desk up on her cell phone from Wayfair. It was \$1089.00 with \$68.06 tax.

AnnMarie Bouzan would like the one at \$1229.00 and then get the 2nd desk for Lan Woodward at the price of \$1000.00 when ordered from the manufacturer.

Brian Smith is going to look at the items mentioned online after the meeting.

AnnMarie Bouzan asked for everyone's opinion.

[Signature]
[Signature]

[Signature]

AnnMarie Bouzan
Diane Cohen

Rachael Gross said to take the desk in the Lodge until a desk decision is made.
 Resident Madi Storey asked if there may be any upstairs? She would go up and see.
 Diane Cohen found a desk online for \$400.00 at jet.com
 Brian Fruzzetti asked to see something physical not online.
 AnnMarie said to have MaryBeth and Lan Woodward decided.
 AnnMarie said to have MaryBeth call Tim Grant at WB Mason about the 2 desks and report back.
 Rachael Gross said to please take the time to look at Restoration Hardware online.

Staff Shirts Update

Lan Woodward contacted three vendors Custom Specialtees, ABC Specialtees, and Walker Clay.
 She requested quotes for 4 t-shirts short sleeve and 2 polos short sleeve with new logo and staff on one of the sleeves for each caretaker.
 AnnMarie then requested that with these shirts that they Caretakers please wear khakis so everyone is uniform. It would make everyone presentable.
 Would like to see price for hooded sweatshirts with the option to buy on their own.
 Lan Woodward got quotes for 21 short sleeve tshirts and 21 polo t-shirts and the best rate was from Walker Clay.
 AnnMary asked on a color.
 Resident Gregg Poth asked why not black pants.
 Resident Madi Story asked if we could see a shirt to see the actual size of it.
 AnnMarie would like to see the material.
 John Zucco said that he works close to it and would stop by for a sample and drop off to Lan Woodward.

Decided 4 tshirts and 2 polos for all caretaker staff.
 Based on order, 12 order have 4 extra.
 If a t-shirt is ripped, damaged do we replace?
 Rachael Gross said the initial shirt should be free and then after can be purchase for one year.
 Brian Smith believes if it's worn or ripped by a nail, they can purchase.
 It was suggested that if they are seasonal they could sign off on them and return at end of season.
 Dark Green was the decided color.
 Resident Gregg Poth asked if we would be getting sweatshirts.
 AnnMarie Bouzan said yes as the season approaches.

Motion to order t-shirts by Walker Clay from Rachael Gross.
 2nd Motion by Brian Fruzzetti.
 Vote 7-0.




 Diane Cohen

CPC Update

Diane Cohen has not had a meeting yet. The first one is May 10, 2017.

AnnMarie Bouzan mentioned we should keep CPC Update on the Agenda so we can continue to be updated.

Diane Cohen thinks at some point we need to talk about having Caretakers going to the cottage. She would like to have Laura Kemmett see it. She is someone who has more experience in taking a look at it.

Diane Cohen said she will report back after first meeting.

She also stated that they would like to reach out the Camp Kiwanee and work with us.

AnnMarie Bouzan told Diane if she needs anything to let her know.

AnnMarie Bouzan suggested we take pictures to have on record.

Diane Cohen would like a Caretaker involved.

AnnMarie Bouzan said to work with MaryBeth with the schedule and for going there to take pictures.

Diane Cohen said sure after school ends and Cove starts up.

Camp Kiwanee Clean Up-Advertising Update

Clean up on 05/20/17 9:00-12:00.

MaryBeth Mackay says she has press releases ready .

MaryBeth Mackay to be added to the Facebook account so she can add information regarding 05/20/17.

Rachael Gross will add her.

Diane Cohen asked if we have everything we need to clean up or do we need to buy anything?

AnnMarie Bouzan asked Resident Gregg Poth and Madi Storey to get inventory and notify MaryBeth and MaryBeth with report to Commission.

We pick up our own trash bags, we have our own dumpster.

MaryBeth Mackay said suggested McDonalds, they may donate cheeseburgers if you send a letter.

AnnMarie Bouzan will check on pizzas.

AnnMarie Bouzan requested that MaryBeth Mackay put clean up on blinking board and also Town Hall Board. MaryBeth would need to contact Executive Assistant Meredith Marini and sign up the weekend before.

Diane Cohen asked if we use Town Hall Board for Cove Clean Up. Would need to sign up for Cove and Farmer's Market.



AnnMarie Bouzan
Diane Cohen

Cove Clean Up Date

Diane Cohen asked if Cove clean up is separate? She also asked what needs to be done, raking sand?

Rachael Gross suggested that we could combine on 05/20/17.

AnnMarie Bouzan said you could always try but it has never been done that way. Would be better to keep Cove Clean up separate.

Cove Interviews Update

Diane Cohen said Town Administrator Mike McCue still would be part of interviews, but has not been in.

AnnMarie requested that Diane Cohen send Town Administrator Mike McCue, Executive Assistant Meredith Marini, and MaryBeth Mackay and stress the urgency in completing the interview process.

Diane Cohen sent information to Rockland and Hanover.

Diane Cohen asked if Sondra Allen heard from Pembroke yet?

Sondra Allen said no.

Diane Cohen asked MaryBeth to send information to Halifax, E. Bridgewater, and Pembroke. This season passes will be checked at gate with IDs.

Diane Cohen went to Town Hall to talk to Treasurer/Collector, but Jeanne Sullivan was on vacation. She wants to speak to her about card swiping. She would also like to know who to call to get Smartphone.

AnnMarie Bouzan said to check with Town Administrator Mike when conducting interviews for his approval. She will ask to have a 2nd for the camp, it can be brought up at a later time.

Diane Cohen wanted to gout information out to the schools on the Cove.

Should she call superintendent, principal?

MaryBeth Mackay will research it.

Diane Cohen would like to know if it would be hard copy or electronically.

If it is hard copy, Lan Woodward can copy via 1/2 sheet at Town Hall.

Diane Cohen brought up Beach Director Turnovers. Will the person have access to a computer here at the Lodge to process turnovers in a timely manner. She thinks that it should be in job description.

AnnMarie Bouzan said that in the past the Beach Director would work 35 hours a week including one weekend day.

They would go to the Lodge in the a.m. and there would be an extra lap top. MaryBeth would reviews copies and bring to Town Hall. This can be done on a day to day basis. At 5:00 the employee would give MaryBeth all the money, payments except \$30.00 for the next day.

[Handwritten signature]

[Handwritten signature]

AnnMarie Bouzan

Diane Cohen

The \$30.00 will remain for the next day.

Saturday and Sunday bring to Town Hall.

The Treasurer will pick up from there.

AnnMarie Bouzan mentioned that we may have to ask if there is an extra laptop or maybe IT would have one from the school.

AnnMarie will ask to see if there should be any available.

Dock Set Up

AnnMarie Bouzan spoke with Rob O'Brien who is part of the Dive Team. The 22nd is not good. Rob O'Brien asked price on Hallamore to remove docks.

Rob O'Brien said he is working on getting a company and also the Dive Team to put docks back in at a reasonable price.

Diane Cohen said to never have docks come out.

Rob O'Brien will let AnnMarie Bouzan know price beforehand.

Cove Sign Up

Lan Woodward passed out an old flyer for ideas on flyers for the sign up. It had included sign up day, beach day, opening day.

MaryBeth Mackay said there is a company that provides entertainment, family friendly. They have done fairs, festivals, ziplines. They are called Adventure Bound from CT.

Diane Cohen asked if kayaks would be ready.

Resident Madi Storey said that last year the Cove kids brought the kayaks down to Cove. She is not sure when they were brought up.

Diane Cohen would like the kayaks there for opening day.

Diane Cohen still has to call on food truck information.

Madi Storey counted the inventory per Diane Cohen's request:

8 Kayaks

5 Canoes

4 Sailboats

1 Row Boat

1 Paddleboat

Renewal of Contracts




AnnMarie
Bouzan
Diane Cohen

AnnMarie Bouzan wanted to mention that she talked to Town Administrator Mike McCue regarding renewal of contracts for yoga and bartending service. They are both in the works. Mike McCue emphasized that bartending service should go out for bid next renewal.

Diane Cohen asked about BlueGrass on Bog.

AnnMarie Bouzan explained it was a festival and BlueGrass had rented facility and sub-rented the camp sites.

Report of the Subcommittees

Brian Smith will call the electrician on wiring main feed and shut off. He would like them as 2 separate jobs.

He would need contact for the plumber from AnnMarie Bouzan.

Lan Woodward looked up the information for Paul the Plumber and wrote it down for Brian Smith.

Back Step Foundations-Brian Smith got in touch with someone. He would need to arrange a visit with Caretakers.

AnnMarie Bouzan said to let MaryBeth Mackay know so there is a Caretaker available. She said the MaryBeth Mackay can let them know.

Brian Smith will email MaryBeth Mackay.

AnnMarie had Building Inspector Bob Curran take a look at railing. He said we need to fix the railing and back step as soon as possible.

AnnMarie Bouzan asked Lan Woodward to email a W-9 to Brian Smith.

Brian Fruzzetti asked about helmets.

AnnMarie Bouzan said we could use the vendor Highway uses.

Brian Fruzzetti would like to have 2.

Brian Fruzzetti will contact them and hopes they have a website.

AnnMarie Bouzan mentioned she request Highway Department to come up and work on asphalts.

AnnMarie Bouzan contacted Kenny Mitchell regarding trees. She is waiting for response.

AnnMarie Bouzan said that we need to have an estimate..

AnnMarie asked MaryBeth Mackay to follow up with Dave Hanlon from the Highway Department regarding Newcomb Tree.

Enterprise-work on big projects possibly to be completed by July 1st.

Personnel Spreadsheet-AnnMarie requested MaryBeth Mackay to create a personnel spreadsheet that would include name, address, contact email for rec members and employees and to make copies for the Recreation Committee.





Resident Joan Fruzzetti would like to see the roots in the front covered, asked if we could put dirt on it.

AnnMarie Bouzan said she could check with the Highway Department.

Brian Smith noticed the trim is unfinished on the back door.

AnnMarie asked MaryBeth to see if Ed Hanlon could finish it.

Gregg Ptoh said he probably already has plans on completing.

Tech Update

John Zucco spoke to Wedding Wire. The rates he received are as follows:

Pro Listing \$3,450.00

Non Profit Discount of 20%

Total Cost \$2,760.00

MaryBeth Mackay mentioned she got control of the free listing last week. She will put 5 eligible photos on that listing.

John Zucco has some photos saved and will email them along to MaryBeth Mackay. She can also put on the Facebook page.

AnnMarie Bouzan suggested to go ahead and advertise.

AnnMarie Bouzan requested that MaryBeth Mackay continue to check the free sites.

Motion to advertise with Pro Listing on Wedding Wire for \$2,760.00 by Brian Smith.

2nd Motion by Dian Cohen.

Vote 6-0*.

*Rachael Gross has left the meeting.

Resident Joan Fruzzetti wanted to emphasize that the Canoe Club advertises on the Hanson, MA Facebook pages. She handed a printout to MaryBeth Mackay who handles the Marketing. MaryBeth Mackay will focus on Facebook Marketing.

Diane Cohen asked if we had beach gear. She said the last flyer stated they had it for the Cove. Diane Cohen asked if we could get a quote for sleeveless shirts, long sleeve shirts 20 ct of each. Lan Woodward will get a quote from Walker Clay.

AnnMarie Bouzan requested that we need to post an Agenda for Town Meeting 05/01/17. It will be at Hanson Middle School. Lan Woodward will post at Town Hall.

John Zucco

Brian Smith

AnnMarie Bouzan
Diane Cohen

Set Up Next Meeting/Date/Time

Monday, May 8, 2017 at 6:00 p.m.
Monday, May 22, 2017 at 6:00 p.m.

Meeting Adjourned at 8:33 p.m.
Motion to Adjourn by John Zucco.
2nd Motion Brian Smith.
Vote 6-0

Two handwritten signatures are present at the bottom left. The first signature is in dark ink and appears to be 'John Zucco'. The second signature is in lighter ink and appears to be 'Brian Smith'.Two handwritten signatures are present at the bottom right. The first signature is in dark ink and appears to be 'Annmarie Bouyer'. The second signature is in dark ink and appears to be 'Diane Cohen'.