

Minutes of Recreation Commission

Meeting Date October 15, 2018

Call to Order: Meeting was at the Camp Kiwanee Lodge Library. Call to order was at 6:00 pm.

In Attendance: Diane Cohen, John Zucco, Brian Fruzzetti, Brian Smith, Melissa Scartissi, Joshua Wolff, and Lan Woodward.

Also in Attendance: Resident Joan Fruzzetti and Board of Selectmen Member, Matthew Dyer.

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 09.10.18.

Motion to approve minutes of 09.10.18 by Brian Fruzzetti.

2nd John Zucco.

Vote 5-0.

Minutes of Recreation Meeting 09.24.18 by Melissa Scartissi will be forwarded along for approval for next meeting.

Department Head Update(s)

Woodman Terrace Update

No Update.

Halloween

Joshua Wolff passed out Halloween update printout.

There are two food trucks that will be at event: Plymouth Parties and Biggies Food Truck.

Ingles Bus will be used for transportation at Indian Head School from 11:30am-4:30pm. Parks Commission said there are no other events there.

There were 250 tote bags ordered for the event. They will arrive on 10.19.18. The goal was to have the amount covered by business participating. We came up short. Invoice price was passed along to Recreation Commission for their review.

There are 6 local businesses that are signed up and 5 families, local communities.

Country Rentals donated a 15X15 Bouncy for the event. Joshua Wolff to submit memo to Board of Selectmen for donation.

Jay's Carpet made a monetary donation, but will not be decorating a cabin.

Joshua Wolff will continue to accept applications.

Discussion on allowing decorations earlier than event. Joshua Wolff has 3 specific times:

10.26.18 5:00pm-7pm


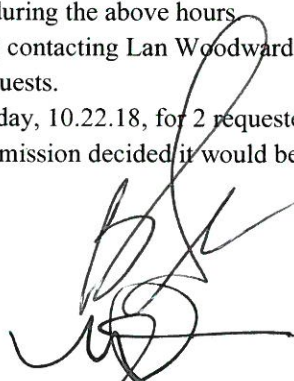
10.27.18 11:00am-2:00pm

Brian Fruzzetti requested Joshua Wolff to contact Hanson Police Department on security and bringing padlocks for decorated cabins.

One caretaker to be staffed during the above hours.

Discussion on Juvy Hartweg contacting Lan Woodward regarding event. She would like to speak with Diane Cohen for follow up on specific requests.

Request to decorate on Monday, 10.22.18, for 2 requested cabins to the right of the South End Bath House. They have props. Recreation Commission decided it would be okay to decorate on the date.



Request to have pizza with the students at the Pavilion at 5:00pm after decorating and field trip. Recreation Commission decided it would be okay. The students will be arriving by bus and will be picked up by parents at Camp Kiwanee.

Request on generator. Recreation Commission decided no generators for event.

Diane Cohen asked Joshua Wolff if he brought out the kayaks for Juvy Hartweg as requested? Joshua Wolff said he has not.

Diane Cohen requested Joshua Wolff to follow up with Juvy Hartweg on the above requests.

Joshua Wolff to cover Juvy Hartweg field trip from 3:00pm – 5:00pm and one caretaker to be onsite from 5:00pm-7:00pm to cover Pavilion and closing of Pavilion.

Joshua Wolff notified Recreation Commission that he would be purchasing decorations and supplies later this week. Budget of \$250.00 for supplies, decorations. He will also check the attic.

Volunteer Meeting Update: 5 non Commission volunteers. There were 8 people at the meeting.

Recreation Commission requested Joshua Wolff follow up with school, fire, police regarding volunteers.

Melissa Scartissi requested Joshua Wolff update the web pages regarding parking, event maps, and to post the information on Facebook.

Joshua Wolff said he will make signs.

Diane Cohen asked about posting on Town Hall Board. Joshua Wolff said it was booked.

Diane Cohen asked about the electronic board for posting. Joshua Wolff said he reached out to Michael Miksch but has no update.

Discussion on volunteer shifts and Music in Nature which has to be covered same day of the event as well.

Concern of staff and lack of volunteers.

Brian Fruzzetti asked if Joshua Wolff asked local churches.

Joan Fruzzetti asked Joshua Wolff if he reached out to the high schools.

Joshua Wolff said that he did, but they did not fill out applications. He said that he can scale back on activities if there are not enough volunteers. He is not worried about that.

Joshua Wolff said it comes down to sign up for slots. He will organize.

He plans on having apples on string for a station. Discussion on switching to donut on sticks as discussed at 09.10.18 meeting. Joshua Wolff thinks donuts would be overkill.

Recreation Commission asked about the original pie eating contest idea. He said it is a maybe.

Recreation Commission emphasized that more volunteers are needed.

John Zucco asked if there are any blurbs created that can be shared on media.

Selectmen Matt Dyer suggested reaching out to Ellen Galambos at Whitman Hanson.

Brian Smith asked Joshua Wolff about reaching out the Whitman Hanson Music Department.

Joshua Wolff said he reached out to Drama Club, but not the music guy.

Next Volunteer Meeting scheduled for 10.25.18 at 6:00pm Camp Kiwanee Library.

Science Program

Joshua Wolff is still working on a proposal. He is meeting with the science coordinator this week to discuss programming. Joshua Wolff said there's a possibility of an afterschool Nature Program.

Joshua Wolff recommended meeting this Thursday. He also met with the principal. It's still kinda in the works.

Joshua Wolff said his Event Coordinator position is being presented to Wage and Personnel.

Diane Cohen notified Joshua Wolff that the Recreation Commission did not approve the updated job description.

Joshua Wolff said he was been working on it with Michael McCue.

Diane Cohen would like the Recreation Commission to be able to review and approve the job description.

Resident Joan Fruzzetti discussed that this would have to be presented at May 2019 Meeting for next Fiscal Year.

Joshua Wolff said it wasn't his understanding.

Diane Cohen said she would like to see the job description. Joshua Wolff said it's more on the programming side.

Joshua Wolff said he would need staff to supervise children, for Dodge Ball, kid's behaviors, and concession. Joshua Wolff said he would also need staff to run a Skateboard Program that would be hired as an Event Coordinator.

Fishing Club

Caretakers Colin Bain and Bill Johnston ran the Fishing Program.

Joshua Wolff had a survey put out that had 4 responses, all positive.

Discussion on survey feedback.

Diane Cohen said to expand on that next year.

Selectmen Matt Dyer asked if the survey included what other programs that people would like to see. He said this should be a standard for each survey.

Joshua Wolff said yeah, we could do that.

Music in Nature

Joshua Wolff said Music in Nature was changed to being in the Lodge. He said there were a total of 27 that attended. They also used the sound system.

Lan Woodward was at the program and notified Recreation Commission there was about 10 people there. She came in to get a time frame of the program. It has 1 hour and ½ set up and a caretaker was requested to come in a little earlier, but when he arrived they were already here waiting to set up. There was a concern of allowing lodge wedding table and chairs to remain from the Saturday's event. Caretaker Bill Johnston removed these and set up chairs for the program.

Discussion on caretakers to take a head count so we aware of who attends each event, this including yoga.

The 3rd Music in Nature is to be on the same day as Halloween Extravaganza. Sean Van Riper would like to set up earlier. Recreation Commission allowed 4:00pm set up time and program time to be 5:30pm-7:00pm.

Yoga

Joshua Wolff wanted to bring up Yoga and said that it's been doing really good.

Movie Night Date

Next movie night is scheduled for Friday, 11.09.18 6:00pm-9:00pm. No movie picked out yet. It will be a kid friendly movie.

Joshua Wolff said that he is planning on buying a DVD player to utilize.

Joan Fruzzetti requested some flyers so that she can post and help out.

One caretaker to be scheduled for the event.

Selectmen Matt Dyer discussed copyrights with the Recreation Commission. Matt Dyer requested to look into connect with the Town of Kingston to see how they handle their movie night because this is usually posted in a lot of places. The choice of movie is imperative to the decision.

Discussion on advertising at Town Hall, school property, since Camp Kiwanee is town owned.

Joshua Wolff will check with the Town of Kingston and follow up with the Recreation Commission.

Teen Adventure Crew

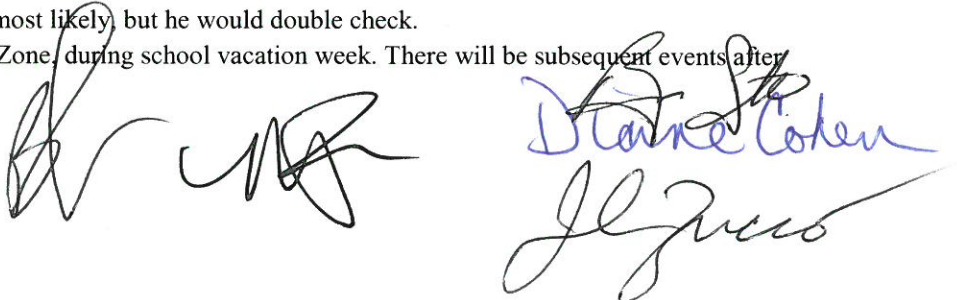
Joshua Wolff discussed transportation piece for Teen Adventure Crew with Michael McCue regarding liability.

They took his license information and he is insured with the Town of Hanson.

Diane Cohen asked about future employees that Joshua Wolff plans on hiring. Would this be handed off to them and also would they be covered since they are part-time

Joshua Wolff said not initially and that most likely, but he would double check.

The tentative first date is 12.27.18, Sky Zone, during school vacation week. There will be subsequent events after that. The maximum would be 10 kids.



The middle school will put in their newsletter, they just need flyer for the event. We will break even on pricing for the event.

Joshua Wolff is called Vo-Tech because they have a fleet of vans, but he has not heard back from them.

Brian Fruzzetti asked if Whitman Hanson has vans.

Joshua Wolff notified Recreation Commission that he took free items from the Vo-Tech: ping pong tables and circular table saw.

Diane Cohen asked who decided on that? He said he did.

Discussion on Recreation Commission and Board of Selectmen having to approve the items.

Diane Cohen requested Joshua Wolff to have Ed Hanlon move the ping pong tables out of the Pavilion so they do not warp.

Maintenance Caretakers do not need the circular table saw. They would like to request this as surplus/salvage at next Recreation Commission meeting.

Joshua Wolff asked if he is okay to proceed with Teen Adventure Crew.

Recreation Commission asked how it will be advertised? He said he is gonna lean on the middle school for the advertising.

Motion to accept 2 ping pong tables and circular table saw from South Shore Vo-Tech High School Hanover, MA by John Zucco.

2nd Brian Smith.

Vote 5-0.

WH Open Mic Night

WH Open Mic Night 11.15.18 6:00pm – 9:00 pm. Set up at 5:30pm. One caretaker to be onsite.

Joshua Wolff send flyer to Whitman Hanson Music Director.

Discussion on having Devin from the Whitman Hanson Music include in the school morning announcements, classes.

Joshua Wolff asked what the age restriction is.

Recreation Commission discussed ages to be Grade 5-12.

Hanson PTO Polar Plunge

No update.

Volunteer List/Volunteer Meeting Update

Discussed under Halloween.

Museum of Science Kits

Joshua Wolff said he will wait on this.

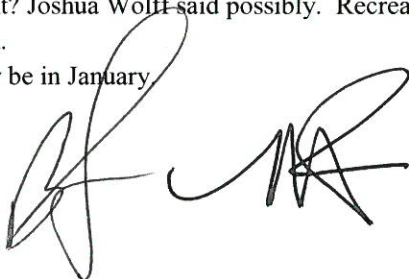
Mass Cultural Grant

Joshua Wolff said that he did apply, but forgot to print out. He will email it. It was submitted to Hanson, Pembroke, Halifax, and Whitman.

Joshua Wolff requested \$2,000.00 to Hanson, with a budget of \$2,650.00. The other requests were \$200.00 each to Halifax, Pembroke, and Whitman.

Brian Smith asked if the stage is permanent? Joshua Wolff said possibly. Recreation Commission discussed on having stage being able to be broken down.

Joshua Wolff said the results will probably be in January



Booking Software

No update. Joshua Wolff said he will look into during offseason. He has thoughts about camping.

Invoices

Metivier Invoice. Joshua Wolff provided Recreation Commission copy of invoice with services itemized. The invoice cannot be paid because it is a June 2018 invoice. The invoice is \$1,900.00 and would need to go to town meeting as an unpaid invoice. Discussion on seeing if services provided, if any, were after June 30.

Grainger invoice of \$179.00 was for replenishing first aid.

Recreation Commission asked if the defibrillator has been checked? Joshua Wolff said he would check with Fire Department.

www.godaddy.com invoice \$99.00 migration fee. 3 year contract price is cheaper at \$264.97.

Motion to approve \$264.97 for www.godaddy.com by John Zucco.

2nd Brian Fruzzetti.

Vote 5-0.

CPU invoice will be for \$250.00 for design. It still has not been received.

2018 Goals/Recreation Director Update

Joshua Wolff is looking for 3-4 goals to accomplish to lift his probationary period to assess his performance.

Diane Cohen said Michael McCue was given a list of these. Joshua Wolff said he doesn't have them. Diane Cohen will have Michael McCue resend them to you.

Programming, relationships with Camp Kiwanee staff and other town departments, leadership skills.

Recreation Commission said to refer to the Executive Session minutes for reference.

Joshua Wolff says he would like a potential objective.

New Business

Miscellaneous Correspondence

Richard Osso, Videographer of Hanson, MA emailed a request to do an aerial over the Camp, cabins, UFO shot, and is seeking permission to use drone. We would get access to use of the aerial to use.

Discussion on possible flood light issue with neighbors. They would need to be notified, Hanson Police. Diane Cohen will contact regarding dates/times, possible notice to abutters. To be placed on Agenda for next meeting.

Selectmen Matt Dyer said to look on the website www.oliver_gis.com for abutters information.

Gator maintenance-needs an exhaust, oil change, and tune up. Joshua Wolff to call for pricing. Add to agenda for next meeting. Heating and generator would need maintenance before winter season and also septic pumping for Lodge.

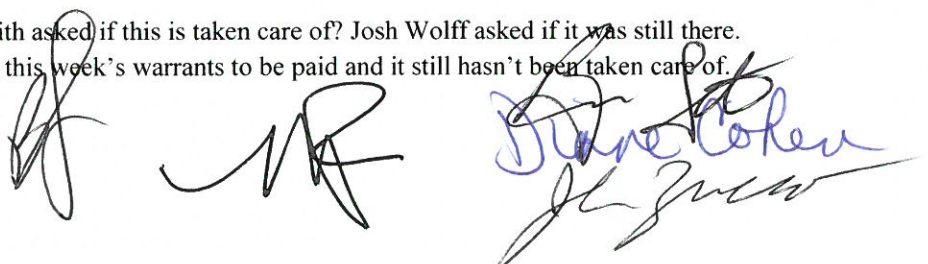
There are bales of hay that were left behind from previous event. The caretakers have stored in the South End for use at Halloween Extraganza.

Discussion Pellet stove for Fezzi. Recreation Commission approved pellet stove last year. Discussion on stove being installed, permitted, and checked.. More research to be conducted with Chris Fennessy in regards to installation, set up, etc.

Discussion on drainage for beach house, lowering tanks. Discussion on trench that was dug by the caretakers.

Update on highway helping with rocks placed on side of the road.

Recycling Dumpster still at Cove. Brian Smith asked if this is taken care of? Josh Wolff asked if it was still there. Diane Cohen said we received a bill for it in this week's warrants to be paid and it still hasn't been taken care of.



South End and Cove Winterization needs to be done as soon as possible, right after Halloween Extravaganza. Recreation Commission requested Joshua Wolff to call for pricing because this is high importance. This would need to get done the week of 10.29.18.

Joshua Wolff would like to organize the Recreation Director Update with added detail. There is no new line items, just would like a titles bolded before it. Lan Woodward mentioned that some of the items are listed so they wouldn't need to be on the agenda twice.

Diane Cohen wanted to notify Joshua Wolff to not be intimidated by the items on the Agenda. Some of them are used as reminders for Camp Kiwanee. If something is not completed, it can be stated no update.

Joshua Wolff requested an attic key. Key to be made.

Lan Woodward has a concern about the office landline being hidden the past two weeks. No incoming or outgoing calls could be placed. We would need the landline for emergency purposes because the Lodge is rented out and also for caretakers that do not have phone access. Joshua Wolff said he has been locking it in his desk because it sometimes gets unplugged and he doesn't want it getting dirty. It was emphasized that it is town owned property and a landline is needed. If the renter chooses to not hear it ring, they can unplug it or just shut the ringer off. They have rented the Lodge for the evening and this includes the office as the bridal changing area. The caretakers or staff that are in next can plug it back in. Recreation Commission requested to please not hide the phone.

Giana Feroli Lodge Event Update

No update. This has been taken care of.

Old Business

Facilities Manager Update

No update as of this meeting.

Warrant Weekly Update

Warrants passed along for Recreation Commission review.

Caretaker Weekly List of Items/Reports

Discussed above.

Caretakers to start working on the screening of the cabins.

Comcast Municipal Grants Follow Up

No update as of this meeting.

Security

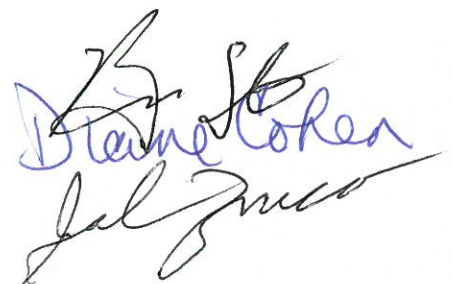
To be continued.

Cove

No update.

Next meeting(s):

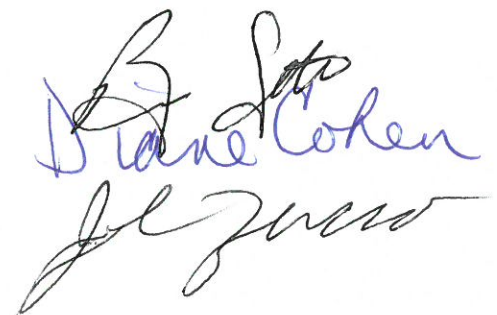
10.29.18



Motion to Adjourn by Brian Fruzzetti.
2nd Brian Smith.
Vote 5-0.

Meeting Adjourned 9:03 pm.

Adjournment

A handwritten signature in black ink, appearing to be 'BF'.A handwritten signature in black ink, appearing to be 'BS'.A handwritten signature in blue ink, appearing to be 'Diane Cohen'.