

Minutes of Recreation Commission
Meeting Date: May 8, 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, MaryBeth Mackay, and Lan Woodward

Also in Attendance: Resident Madi Storey, Resident Joan Fruzzetti, Resident Gregg Poth, BAMS Representative Brittany Hayes

Lan Woodward, Administrative Assistant, will take the minutes.

The meeting minutes are being tape recorded.

Lan Woodward passed out the Agenda for May 8, 2017 meeting.

Approval of Minutes

Motion to accept minutes of 04.24.17 by Brian Fruzzetti.

2nd Motion to accept minutes of 04.24.17 by Diane Cohen.

Vote 4-0.

AnnMarie Bouzan abstained from motion.

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

New Business

BAMSI

Brockton Area Multi Services, Inc.

AnnMarie Bouzan asked Brittany Hayes if should explain a little bit about BAMSI.

BAMSI provides services to adults and children with developmental disabilities, mental illness, behavioral health, and also public health needs.

Brittany said that there are some people in wheelchairs that do live in Hanson that would like to participate in Camp Kiwanee Clean Up Day on May, 20, 2017. They would like to help out so that they can help the community.

AnnMarie Bouzan mentioned that there were some duties that they could possibly help with such as taking the mats out of the lodge, clean, brush, wash, drying. She also suggested the



cleaning mattresses if they were placed on picnic tables and they could be washed and dried off.

Hanson Cub Scouts Pack 34-Camping/Volunteer Opportunity

The Hanson Boy Scouts Pack 34 are also interested in participating in Camp Kiwanee Clean Up day on May 20, 2017. They would be here from 8:00 a.m. - 12:00 p.m. and then camp at the North End overnight. It would be one tent per cabin on North End.

Report of the Subcommittee

For cleanup AnnMarie Bouzan asked MaryBeth Mackay to ask caretakers about Clean Up Day.

Some duties/tasks for clean up day:

Mattresses out

Spraying mattresses down with cleaner

Hosing off mattresses

Drying mattresses

Loading on truck

Screen replacement

Raking/Trash Pick Up

Fire Pits Set Up

Bathhouses? Shower stalls, curtains, cleaned out, swept down

Cottage-to be cleaned out, floors swept, windows, cleaned, bathroom cleaned

Lodge Facility: cobwebs, dusting, windows

AnnMarie Bouzan checked with Damien's Pizza and is requesting a reduced price. The pizza can be picked up at noon, she was thinking 30 pizzas, 10 cheese, 10 pepper/onion, 10 pepperoni and then said maybe switch to 50 if we were not getting the McDonald's hamburgers. Lan Woodward will contact Hanson Troop Pack 34 to make sure there are no food allergies with the Troop volunteers.

AnnMarie Bouzan followed up with MaryBeth Mackay about the possible contact at McDonald's for the hamburgers. MaryBeth said she was unsure because her contact was in Thailand. She mentioned that they may still be able to donate and that she would keep Rec Commission update.

Dave Hanlon, from Hanson Highway Department will be at Clean Up day with truck and Highway personnel on duty for that day.

Diane Cohen asked if we have enough supplies? Caretaker Gregg Poth has gotten brooms, rakes, additional items that were on a provided list.




A. Bouzan
Diane Cohen

Diane Cohen asked if we could contact the high school to announce volunteer opportunity available or to check with the student advisor.

Resident Joan Fruzzetti mentioned possibly community service.

Grounds Committee

Docks

AnnMarie Bouzan said that the docks are back in, but we did have some issues and they definitely need work.

AnnMarie mentioned Thank you notice sent to Dive Team and other staff that help make the process run smoothly.

Issues

There is a problem with the pilings.

We did not have a person that could get wood. AnnMarie Bouzan asked Town Administrator Mike McCue if Brian Clemons, Maintenance could get the extra wood we needed. He picked it up and the total was \$135.00-

Rob O'Brien said that the dock is not level. You can lift it from below.

Rob said we would need to get chains and chain down. He will be back down next week or week

after to handle this for us.

AnnMarie Bouzan mentioned that the I dock goes down a little and that we should start looking into docks. AnnMarie Bouzan asked MaryBeth Mackay to start researching.

It was mentioned that there may be grants available for the docks.

Diane Cohen said she will check at her meeting at CPC and keep us updated.

Diane Cohen asked if we could look into the dock issues so there are no hazards.

Personnel

Staff needs structure.

AnnMarie Bouzan asked MaryBeth Mackay to look into the inventory of all supplies that we have. Ask if Gregg Poth could start taking pictures of firehouse and download in a file on the computer; tools, chairs, table. See if there is a way we can get stamps or sticks that would go on every single item.

MaryBeth Mackay suggested a Sharpie.

Discussion of importance of attendance and showing up for work or coming in late. There has been a recent caretaker issue.

Tree Removal

AnnMarie Bouzan said we are currently on a waitlist. They will start with trees behind the lodge.

Brian Smith asked if Highway Department could check on the one tree before the caretaker's house, another one he was concerned was was the 2nd tree on the right with the green ribbon.





Diane Cohen

Septic

Please keep this on the agenda so we can keep updates on it.

Cabins

Repair list needed on what needs to be done.

MaryBeth Mackay said she gave a list to Gregg Poth. Gregg will then discuss with Ed Hanlon and see if they could handle.

AnnMarie Bouzan requested to have 2 cabins compliant. Add to list 1 on North End, 1 on South End so that we can be covered on both ends.

Security

Cameras, Security Estimates

John Zucco mentioned that Rachael Gross is working on this and will follow up.

Electrician

Brian Smith asked if he can schedule appointments when Caretaker Ed Hanlon is here.

He said he will email Administrative Assistant Lan Woodward if an appointment is available so we can schedule.

Brian Smith said the plumber was on vacation last week. He called carpenter on footing and rail.

Brian Smith asked what Ed Hanlon's hours are.

AnnMarie Bouzan asked Mary Beth Mackay to meet with Ed and get a rough idea on his hours so we can see who is here on certain times.

Brian Smith said he would just need a broad range so he can schedule appointments.

Brian Fruzzetti wants to take the lights down outside. He thinks we need to put new lights up.

Brian Smith mentioned we need to fix the grounding system.

John Zucco recommended that we should try rope lights.

Mary Beth Mackay said this is an older building.

Resident Joan Fruzzetti agrees on rope lighting.

AnnMarie Bouzan thinks that if we updated to that we should wait until all electrical is updated and we can proceed on getting newer lights and have the caretakers re-hang.

Brian Smith mentioned that this was a concern of electrician Mike McLeod.




A. Bouzan
Diane Cohen

Grounds

Brian Fruzzetti said Morgan Power Equipment has the safety equipment he would like ordered:

Helmets

Chaps

Gloves

Brian Fruzzetti said chaps were recommended. The helmets are about \$54.00, chaps are about \$79.00-\$109.00, and safety gloves are about \$20.00 pair. Two complete outfits would be about \$370.00-\$400.00.

AnnMarie Bouzan said to get just one pair.

AnnMarie Bouzan asked MaryBeth to place the order. Their telephone number is 781-293-9361.

Motion to purchase 2 helmets, 2 gloves, 1 pair chaps by John Zucco

2nd Motion to purchase by Brian Smith.

Vote 5-0.

Cove Committee

Diane Cohen is currently conducting interviews with MaryBeth Mackay. She said they are about halfway through, 9 out of 17.

Diane Cohen said that she believes that we will have the staff we need.

Diane Cohen said that we will eventually have to raise the pay and we could discuss pay rates after the season.

Cove Kickoff

Diane Cohen said they are looking into renting two kinds of slip n slides, a busy bee from Country Rental.

Possibly a cotton candy machine, italian ice, maybe 3 hours?

Diane Cohen is thinking of having it from 4:00-7:00 p.m.

John Zucco is available to DJ..

MaryBeth Mackay suggested hula hoops. AnnMarie Bouzan said we may have a supply upstairs at the lodge.

MaryBeth Mackay suggested lawn games, corn hole, and then maybe just leave at the Cove.

Diane Cohen said to purchase games such as corn hole to be rented for Cove or Giant Jenga, Connect 4.

Diane Cohen would love to have a corn hold tournament.

MaryBeth Mackay said there is a company that can do a logo.

AnnMarie said that for food trucks we need a permit.

Diane Cohen mentioned that kayaks, paddleboat could be free at the kick off.

AnnMarie Bouzan said we would need a lifeguard on duty and possibly schedule an extra on that day and possibly a caretaker that day.

Cove Kick off is on June 23.





John Zucco will send a Certificate of Insurance along for possible DJ at the event.

John Zucco asked if we were to do a contest, do we have prizes to give out? Diane Cohen said we would have some from the Cove.

Where would Kick off be if it rains, possibly Pavilion? Administrative Assistant Lan Woodward will check to see if there is an event on June 23, 2017 and notify Diane Cohen.

Cove Clean Up

No date as of yet.

Diane Cohen would like to talk to beach director. She will be working on that.

MaryBeth Mackay said they should have when interviews are done by next Tuesday.

Caretaker Position

The position does not have to be re-advertised. The person would have to fill out an application. This position would include light plumbing/electrical duties.

Keys and Security

We are still working on updates on both of these.

Department Head Update

Caretaker Job Position

MaryBeth Mackay said she emailed the description changes to AnnMarie Bouzan and passed out to the Recreation Commission.

One thing she wanted to add was to be courteous to others.

There should be a description for an assistant and then another.

MaryBeth Mackay mentioned all her suggestions were in red.

AnnMarie Bouzan suggested one big meeting with all caretakers and have them sign off and then the Recreation will sign off on the job positions.

Caretaker Madi Storey asked what her position would be? Assistant Caretaker for functions?

Madi then mentioned they could go over this in their caretaker meeting with MaryBeth Mackay.

AnnMarie Bouzan said that she believes things should be kept up to date with cleaning and upkeep should be maintained.

She asked MaryBeth Mackay to stress this at the meeting.

Madi Storey created documents that listed caretaker duties; wedding opening before and after, wedding party arrival, bathroom cleaning tasks.

For now, no vote on job descriptions yet, will wait until after meeting of all the caretakers.




A. Bouzan
Diane Cohen

Desk Update

MaryBeth obtained a desk from the Whitman Hanson School.

She said it is something until we find something.

AnnMarie said maybe call some stores and notify what we are looking for.

Joan Fruzzetti said try Whitman Center Consignment and also said there is another store on Broadway befor 53.

MaryBeth Mackay said that's a start.

Brian Smith asked if this was a question of money for the store he recommended? He wanted to stress that this was still an option.

Diane Cohen asked if MaryBeth liked those desks? She said she wasn't sure. She liked the middle one.

We would need to bill this before June 30th.

Brian Smith will call and get measurements again. MaryBeth doesn't remember. Brian said he might still have them.

AnnMarie Bouzan double checked our office supplies line to be safe.

AnnMarie said to purchase make sure to get a bill before June 30th because of the fiscal year.

MaryBeth Mackay said that her chair is fine.

Brian Smith looked up desks on his cell phone and passed the photo to MaryBeth Mackay.

Joan Fruzzetti asked what would you do with the desk we have now. It was mention we could keep the wooden one if we moved to the other department.

Motion to purchase 2 desks at \$2,500.00 once we have correct measurements by Brian Fruzzetti.

2nd motion to purchase by Brian Smith.

Vote 5-0.

Personnel Spreadsheet

MaryBeth Mackay is still working on, has to put in on a spreadsheet.

She will have a separate tab for seasonal.

New Business

Road to Responsibility 2018 Event

Administrative Assistant Lan Woodward mentioned that Road to Responsibility is interested in doing another workshop here at the Lodge in June of 2018. They are going to request a waiver/deduction of fees for this event that would be forwarded to the Board of Selectmen for Approval.

Erin Fox-16th Birthday Luau

Erin is interested in having a 16th birthday party at the Cove from 6:00-10:00 p.m.

Diane Cohen thinks that it be an issue. Would we hire lifeguards for this event?

What would be the price of 2 lifeguards? Caretakers would be involved as well. There would be beach clean up, trash, electricity.

There would be no options if it rains.

Brian Smith asked about concern with neighbors.

Diane Cohen feels 7:00-10:00 would be the max. Diane said she would like to ask fire and police department, that there were not enough details yet.

AnnMarie mentioned that it has never been done in the past.

Diane Cohen said she would like more information.

Wall Painting Replacements

AnnMarie Bouzan mentioned three paintings were moved from the Lodge. We will work on replacing them.

Old Business

Farmers Market

Cove Parking Lot 4th Saturday each month 9:00-1:00 or 9:00-12:00 starting June.

Madi Storey wanted to mention her concern if it was to be held at the Lodge if it rains. There is not enough time for before and after to set up for the brides/event.

We would do weather permitting only.

We can get a sign for this too.

We can also get a copy of an application to use as guide for the event.

Dude Solutions

MaryBeth Mackay got a proposal emailed and issued copies to Recreation Commission.

The first meeting was cancelled because there were internet issues at Lodge at time of the meeting.

MaryBeth Mackay believes it is pricey.

AnnMarie Bouzan suggested to look into a couple more programs.

MaryBeth Mackay said maybe hospitality software.

Brian Smith recommended campground software.

John Zucco looked on Google. He said there are plenty of different software programs.

AnnMarie Bouzan asked MaryBeth Mackay to look up two more for comparison and pricing.





Septic Update-Avery

MaryBeth Mackay mentioned Lan Woodward looked up the rates we had service last year.

For 2016:

07/15/16 \$330.00

09/03/16 \$330.00

12/05/16 \$330.00

All above were 2200 gallons

South End:

09/08/16

Cove:

07/16/16

AnnMarie Bouzan asked MaryBeth Mackay to keep the Recreation Commission updated on this.

MaryBeth Mackay said she would keep an eye out.

Make sure all caretakers are aware as well.

Shirts

We made a decision on the polo. John Zucco had the polo on that we would like to purchase.

The t-shirts, after passed out samples obtained from Lan Woodward, it was decided on the Hanes Cool Dri.

No decision on the hooded sweatshirts based on the sample we received. We will look into those at a different time.

4 t-shirts

2 polos

For each caretaker

CPC Update

Meeting on 05/10/17

We will keep on agenda for current updates

Contracts

MaryBeth Mackay to contact Margaret Hickey regarding Cranberry Cove Facebook. The page should be turned over to MaryBeth Mackay as an admin on the page.





Staff

Document when we have scheduled staff..if you do not show it gets put on other employees.
Reviews will have to be made this season.

Camp Kiwanee Yoga

Suggest that she revise wording on Facebook page.
MaryBeth Mackay will ask so there aren't any future issues.

Gator

Discussed restrictions on Gator.
Discussion on creating a log for this so that usage can be documented.
Brian Fruzzetti asked if there was an issue with the Gator?
AnnMarie Bouzan mentioned there was an issue with tracks on the softball field. Pictures of field tracks were shown by cell phone.

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

Meeting adjourned 8:25 p.m.

Next meeting:
05/22/17


Diane Cohen