

Minutes of Recreation Commission
Meeting Date August 13, 2019

Call to Order: Meeting held at the Camp Kiwanee Lodge Library. Call to order was at 6:02 pm.

In Attendance: Juvy Hartweg, John Zucco, Brian Fruzzetti, Melissa Scartissi, Joan Fruzzetti, Billy Boyle, and Lan Woodward.

Also in Attendance: Matt Dyer, Hanson Board of Selectmen Member, and Tracey Seeyle, Whitman Hanson Express Reporter.

This meeting is being audio recorded.

New Business

Concert Series Payments

Discussion of cash procedures for Recreation Programs. Warrant to be created for \$100.00 which would be cash fund for upcoming Recreation Programs that would be for the drawer. At the close of program, the balance of \$100.00 would be turned over to the Treasurer/Collectors office by Bill Boyle by turnover process.

Motion to approve Concert Series Payment and warrant for \$100.00 to Bill Boyle for Recreation Programs by Juvy Hartweg.

2nd Melissa Scartissi.

Vote 5-0.

Melissa Scartissi asked Bill Boyle how many ticket sales so far. Melissa Scartissi would like to find out total.

John Zucco said to push event on Facebook.

Bill Boyle updated the Recreation that the event is posted on Facebook town pages such as Halifax, Kingston, Plymouth, and Hanson. There are signs in stores, markets, and there is a radio spot on WATD. Hayley Sabella will also be on WATD this evening at 8:00pm.

Joan Fruzzetti said Hanson Connect posts last 7 days.

Town of Hanson Camp Kiwanee Rental

Liliana Kondracki from SpyMom, LLC discussed filming a Netflix Action/Family/Comedy at Town of Hanson Camp Kiwanee. It is also being filmed at Hanover High School. It is called The Sleepover.

Film summary discussed with Recreation Commission. The areas of Town of Hanson Camp Kiwanee that would be used are the Frontier Cabin, Boathouse and Trail by Cranberry Cove.

Liliana Kondracki said there would be some minor changes needed for the film, but anything that is done can be restored. Changes such as Frontier windows, fireplace to be moved, dock by the Boathouse. She notified Recreation Commission that details have been discussed with Town Departments as well such as Police and Fire, Town of Hanson Camp Kiwanee, and Town Administrator. Catering Registration Forms have also be completed and submitted to the Board of Health

Gators would be used for their equipment and there will be a tent around cabin for interior equipment. They have security and will hire some Police Department officers. Discussion on parking is still ongoing.

Juvy Hartweg asked how Liliana Kondracki came up with the budget. She said she took a look at the combination of rates, cost of caretakers, which she mentioned that they would reimburse the cost of caretaker staff, to send them an invoice.

\$6,000.00/day for shoot (3 days - \$18,000.00)

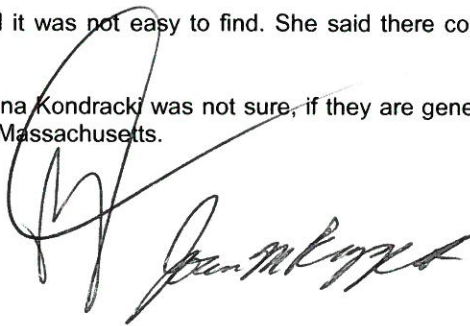
\$1,000.00/day for prep/wrap day (7 days - \$7,000.00)

Brian Fruzzetti asked about the Dock being used? Liliana Kondracki notified Brian Fruzzetti that it was being rented.

Matt Dyer asked how she heard about Camp Kiwanee and asked if it was an easy search and also whether she would have any advice on how the Recreation Commission could market the facility.

She notified Matt Dyer that she did research and it was not easy to find. She said there could be a better way to market it.

Melissa Scartissi asked if credits were given. Liliana Kondracki was not sure, if they are generous they would insert the Town of Hanson or some type of thank you to Massachusetts.



Bill Boyle notified Liliana Kondracki that he would like to do a screening at the Town of Hanson Camp Kiwanee. She said he would be more than welcome to do that.

Discussion on prep dates and also film dates and upcoming Recreation bookings.

Motion to approve The Sleepover by Spymom LLC to utilize Town of Hanson Camp Kiwanee for prep and filming for their upcoming film during the dates of 08.21.19-09.03.19 by Juvy Hartweg.

2nd Melissa Scartissi.

Vote 5-0.

Business Plan

Sample Draft plan passed along to Recreation Commission. Recreation Commission would need to revisit next year. Discussion on base start of \$275,000.00 with annual 5% goal. Original discussion was at 10% goal which Brian Fruzzetti argued for a goal of possibly 3%.

Matt Dyer said that in the event of a shortfall the town would be hesitant to bail the Camp out again.

Recreation Discussion on printouts regarding breakdown of budgets which included original budget and actual expenditures.

Discussion on sections of business plan to be worked on.

John Zucco said another way to increase would be corporate use of facility once we upgrade tech wise, we need serious internet.

Brian Fruzzetti discussed concerns with negativity around the Camp over the past years.

Discussion on Team Building and discussion on figures.

Juvy Hartweg will create a graph.

Recreation Discussion on ways to increase revenue such as programming, kayak rentals included in Season Pass Membership, mini snacks at Cove, water, ice cream.

Matt Dyer said that the kayak rentals aren't advertised as they should be.

Brian Fruzzetti stated that the Cove advertising is very lax including things such as the Regatta, what is included?

Juvy Hartweg said there is no advertising, we don't have that appropriated.

Brian Fruzzetti said it costs nothing, Facebook is free and that Juvy Hartweg was at a different level. He wants to know what is included in Fund Day and Regatta.

Joan Fruzzetti said Brian Fruzzetti means put it on a poster, that's all he's asking.

John Zucco thinks website is bogus. There is no information on both.

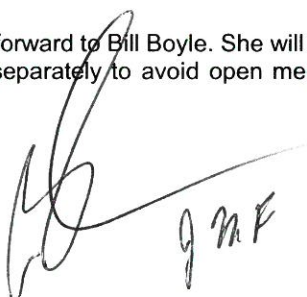
Juvy Hartweg said we don't have someone to do this, Brian Fruzzetti said they do, there is talent here and he has done advertising. He would like to know what he is getting for \$5.00, is he getting a hot dog, bouncy house? It's that simple.

Melissa Scartissi asked Bill Boyle to take a look at the Facebook advertising for Cove Regatta and Fun Day. She has concerns on spelling and grammar.

Juvy Hartweg said it should be written in our expectations. We all need to connect. Document so that it is communicated next year. It should go from Emma to Bill to Rec.

Matt Dyer said advertising should be done and written down in the plan. There are currently no flyers. It should be identified.

Juvy Hartweg said she will type up some things and forward to Bill Boyle. She will include curb expenses as well. Reminder that information to be sent to Bill Boyle separately to avoid open meeting law violation as discussed by Town Administrator Meredith Marini.



Policy and Procedures

Brian Fruzzetti made changes/additions and suggestions for Policies and Procedures and marked them in red. Printouts passed along by Bill Boyle for Recreation Commission review. He would like to make sure all employees use the same time clock. He has experience in this and wants to be sure that Ed Hanlon clocks in, if he doesn't and gets injured it could be an issue, such as if he fell down a hill. Discussion on time clock for Cove and also in Fezzi. Discussion on time clock being moved because of access to time clock and events.

Recreation Commission to read through procedures and forward suggestions/additions/edits/changes to Bill Boyle and he will then create a baseline.

Reminder to Recreation Commission to please send emails to Bill Boyle and Diane only so we can adhere to policy and not violate any type of open meeting laws.

Brian Fruzzetti said he could take notes if Bill is too busy, Bill Boyle notified Recreation Commission to forward anything along to him and he will create the baseline and he would like to make sure to stay away from any open meeting law violations and that everything goes through the proper channels.

Joan Fruzzetti stated that Lan Woodward posted something twice on her August 2019 google calendar. Lan Woodward said she would look, but doesn't believe she did, it was probably a reminder to post an agenda for an upcoming meeting and that there are reminders as well as events on her calendar so that things are completed properly. Joan Fruzzetti said that she posted something twice and she should've printed it out to show everyone, dates of August 21, 2019 and August 27, 2019.

Discussion on having completed in time for Town Meeting which is 10.07.19.

Matt Dyer said that this should be reviewed annually both policies and procedures and business plan.

Motion to adjourn by Brian Fruzzetti.

2nd Juvy Hartweg.

Vote 5-0

Meeting adjourned 8:05 pm.

Next Recreation Commission Meeting 08.26.19 at 6:00pm.

Adjournment

