

**Minutes of Recreation Commission**  
**Meeting Date September 23, 2019**

**Open Meeting-Attendance**

**Call to Order:** Meeting held at the Camp Kiwanee Lodge Library. Call to order was at 6:05 pm.

**In Attendance:** Diane Cohen, John Zucco, Brian Fruzzetti, Melissa Scartissi (6:15pm), Joan Fruzzetti, Brian Smith, Bill Boyle, and Lan Woodward.

**Also in Attendance:** Emma Mousette

This meeting is being audio recorded.

**Approval of Minutes - (Please sign all pages of minutes)**

Minutes 09.09.19 to be approved

Joan Fruzzetti noted there was a date change needed on previous approval. Corrected Recreation Commission minutes to be approved next meeting.

**Department Head Update(s)**

Recreation Director Update

Recreation Director notified Recreation Commission that there was trash pick-up during the Republic strike.

Brian Smith asked if the Cove dumpster has a pick up date/time. Bill Boyle said he could follow up if Brian Smith has not.

Brian Smith discussed locks on dumpster. He said the lock on dumpster was not correctly locked when he checked today. Bill Boyle said he would make sure it is correctly locked.

Time clock processing, everyone is entered this week into system.

Brian Smith asked about the roofer. Bill Boyle said there is someone coming in on Thursday and that he is checking on pricing for painting graffiti.

Screening update, Cove refrigerator lifted for winter.

Discussion of kitchen door replacement completed by caretaker Ed Hanlon.

Motion to authorize up to \$1,600.00 for kitchen door repair including frame, door, repair by John Zucco.

2nd Brian Smith.

Vote 6-0.

**Events Update**

Discussion regarding Halloween Extravaganza cabin applications.

Ingle Bus will provide 2 buses this year for the event.

There will be food trucks.

No responses regarding volunteers. Volunteers must fill out a CORI Form.

Diane Cohen mentioned reaching out to schools.

There have been no Cornhole registrations as of today. Event will be 21+ since alcohol will be involved.

Brian Fruzzetti asked Bill Boyle who was sponsoring the event.

Bill Boyle notified Recreation Commission that he is waiting to connect with Justin from Hanson Rod&Gun Club to see if the date works.

Diane Cohen mentioned she would like this heavily advertised. She also said we need to look into a prize.

Bill Boyle notified Recreation Commission that Rockland Athletics will be creating a trophy or wall plaque.

Bill Boyle said event will probably have pizza that can be sold at the lodge.

Joan Fruzzetti said both the Cornhole and Halloween Extravaganza need flyers posted in different stores.

Melissa Scartissi asked about a bouncy house.

Bill Boyle said he has not secured it with Country Rental as of yet, if he cannot utilize Country Rental, he does have a back up.

Bill Boyle notified Recreation Commission that if he can get Serv-Safe certified beforehand that we could do our own food here. This week he will be able to tie down some things.

*Diane Cohen*  
*[Signature]*

*[Signature]* *[Signature]*

*[Signature]*  
*[Signature]*

Diane Cohen asked what the next event would be here.  
Bill Boyle said possible movie night in November.  
Discussion on adult prom around February/Valentine's Day timeframe.

Discussion on \$100.00 petty cash for upcoming Recreation Commission events.

Motion to approve petty cash drawer of \$100.00 for Recreation Commission events by John Zucco.  
2nd Melissa Scartissi. Signature Form passed along for Recreation Commission signatures.  
Vote 6-0.

#### Town Meeting Update

Recreation Discussion on Article 3.

Proposed by Recreation Commission: To see if the Town will vote to amend Article 6 of the May 2019 Annual Town Meeting the Recreation Enterprise Fund Expense for FY20 as follows:

	Budgeted	Adjustment	Revised FY20 Budget
1. Salaries	\$120,759	\$61,000	\$181,759 Retained Earnings
2. Indirect Costs	\$ 13,000	\$12,000	\$ 25,000 Taxation
		-----	
		\$73,000	

Or take any other action in relation thereto.

Explanation: This is a housekeeping article to adjust and fund the Recreation Department budget through the end of FY2020.

Discussion on Article 17.

Proposed by the Board of Selectmen: To see if the town will raise and appropriate or transfer from Free Cash a sum of money to the amounts appropriated in Article 10 Line 1 of the May 2019 Town Meeting for Town Wide Fiber improvements or take any other action in relation thereto.

Explanation: Funds will be used to loop Camp Kiwanee into the Townwide Fiber installation project.

Discussion on Article 18.

Proposed by the Tree Warden regarding removal of dangerous and hazardous trees through the Camp Kiwanee property, or take any other action in relation thereto

Explanation: There are several dangerous and hazardous trees in the area of the lodge and North and South End campgrounds which need to be removed under the direction of the Tree Warden Approx. \$25,000

Joan Fruzzetti stated that it should have been under program revenues.

Discussion regarding retained earnings as discussed with Town Accountant.

Joan Fruzzetti stated there is an issue with the wording "Retained Earnings." That's her only objection.

Bill Boyle asked Recreation who would be reading the Article at Town Meeting.

Brian Fruzzetti said that the Recreation Commission has the power to vote on who reads the proposed Article.

Motion to allow Non-Resident Bill Boyle to read proposed Article at the October 7, 2019 Town Meeting by John Zucco.

2nd Melissa Scartissi.

Vote 6-0.

Diane Cohen  
John Zucco

Bill Boyle

Brian Fruzzetti  
g m f

## **New Business**

### **Paint Night**

Melissa Scartissi said she spoke to KC crafts regarding a possible paint night fundraiser at lodge. She said it would be more like crafts. She charges \$35.00 and we set the price afterwards.

Discussion on \$50.00 cap for the event.

Possible date of 12.12.19, minimum of 15 bookings. Bill Boyle will follow up with her.

Discussion on pillows which start at \$40.00. Diane Cohen feels that is a lot around Christmas, perhaps offer something around January, March.

Diane Cohen discussed having a medium at lodge, discussion on Bridgewater Triangle and unexplained activity.

## **Old Business**

### **Warrant(s) Weekly Update**

Warrants passed out for Recreation Commission review.

### **Recreation Commission Teams-Cove/Facilities/Media/Policies**

Facilities: Brian Smith asked about Time Clocks. They were discussed under Recreation Director updates.

Media: John Zucco discussed website updates, volunteer, Unipay link, and sidebar. Bill Boyle updated Recreation Commission on the Town of Hanson Camp Kiwanee Instagram which would be found under that name.

Brian Fruzzetti said last year changing tables were discussed and were about \$150.00.

Motion to approve 2 changing tables for lodge up to \$350.00 (no vote placed).

John Zucco requested Bill Boyle to check the status of the website names for renewals.

### **Policies and Procedures**

Bill Boyle notified Recreation Commission that he has the most up-to-date suggestions for the Policies and Procedures. He said that the Commission may continue to send suggestions to Bill Boyle. He will send to Town Counsel for review.

Brian Fruzzetti was told by the Board of Selectmen that it does not go to Town Counsel and it's up to the Recreation Commission. The Recreation Commission oversees Camp Kiwanee. It is an oversight committee.

Bill Boyle notified Recreation Commission that the Town Administrator would like the Town Counsel to review the Policies and Procedures. They will send back with input.

Diane Cohen asked that everyone work together with what needs to be established for the next couple of years.

Joan Fruzzetti stated that they are supposed to do this every year and it never had to go to Town Counsel.

Joan Fruzzetti stated that management section needs to be re-worded.

Bill Boyle passed along the Recreation Job Description for Recreation Commission review.

Brian Fruzzetti asked if we were paying for Town Counsel? He would like to know who does.

Diane Cohen then asked if Town Counsel is reviewing, does the bill come out of our budget?

Brian Smith and Diane Cohen would like more time to review.

Bill Boyle notified Recreation Commission that once he has the okay from everyone, it will get forwarded.

Brian Smith asked about the energy audit? It has been stated at previous meetings that we have received audit along with the Town Hall.

Brian Smith asked about receiving bi-monthly budgetary reports.

Bill Boyle requested that Recreation Commission review the Recreation Director job description. He suggested that if Recreation Commission would like to revise the job description it would have to be presented to Wage and Personnel.

Brian Smith then stated that he would be looking at an expense report to review just to see where we are each month.

Bill Boyle stated that if Town Accountant can send them along, it can be added to the agenda bi-monthly.

Bill Boyle stated that the current Recreation Commission are placing numerous tasks to complete in his job position that the previous two Recreation Directors were not tasked with.

*Diane Cohen*  
*John Zucco*  
*Brian Smith*  
*Bill Boyle*  
*Joan Fruzzetti*  
*John Zucco*

Brian Fruzzetti said that when they sat down with him, they told him he has plenty of support, but he chooses not to reach out. Brian Fruzzetti stated has no problem doing background work, but since Bill Boyle does not choose to reach out, he will throw it back at him.

#### Business Plan

The revised Business Plan was passed out to Recreation Commission. It is a good foundation that we can revise further.

Joan Fruzzetti stated that she would like to know who is getting paid which rates under caretakers, there's just the word caretakers listed.

Bill Boyle notified Recreation Commission he would not be placing names in the Business Plan.

Joan Fruzzetti notified Bill Boyle that there should be paperwork on who volunteered and that he should get a hold of them and also notify events to Board of Selectmen so that they can be announced at their meetings.

Diane Cohen said Business Plan should be presented to the Board of Selectmen after next meeting possibly end of October/November.

#### Serv-Safe Workshop

Juvy Hartweg is not in attendance, waiting on Juvy Hartweg regarding class. Bill Boyle is going to look into seeing if he can get the certification beforehand.

#### Photography Sessions

This is a no go, it is too costly.

#### Cove

##### Cove Update

Emma Mousette passed out Cranberry Cove End of Year Season Report to Recreation Commission. Enclosed: Season Highlights

Topics to Discuss for Next Season

Staff Reviews

Recommendations for Beach Director

Cranberry Cove Planner 2019-2020

Brian Fruzzetti said to get prices for new kayaks and get a grant for it

Discussion on proper storage for kayaks.

Melissa Scartissi asked if we have job descriptions. The Town of Hanson has approved job descriptions.

Emma Mousette forgot to print out the finance page of the report, she said the Cove broke event and she will send that page along.

#### Cove Docks

No Cove Dock update from Beach Director.

Diane Cohen asked Bill Boyle if he could check with Hanson Fire Department to see if they could handle the winterizing of the docks. They would need to be floated out and last season we paid FWM to handle.

#### Cove 3 Year Comparison Report

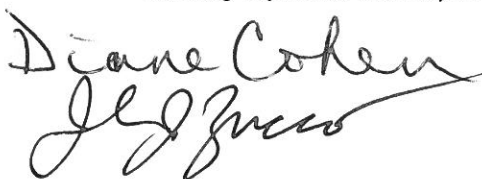
No Comparison Report submitted.

Motion to adjourn by Brian Fruzzetti.

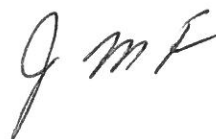
2nd Melissa Scartissi

Vote 6-0.

Meeting adjourned at 8:10 pm.

  
Diane Cohen  
J. J. Fruzzetti

  
J M F

Next Recreation Commission Meeting Date(s):  
10.21.19 at 6:00pm

**Adjournment**

Deane Cohen  
JHJm

AB St

JMF