

**Recreation Commission Meeting
June 14, 2022
6:30 p.m.
Needles Lodge
Camp Kiwanee**

Members present: Frank Milisi, Audrey Flanagan, Sheila Morse, Caroline Mills

Also present: Madi Storey, Emily Brain, Roger Means, Jen Harriot, Jack O’Leary

Approval of Minutes

May 23, 2022 open session minutes

Motion by Vice Chair Flanagan to approve minutes

Second by Commissioner Morse

Chair Milisi abstains

Voted 3-0-1

New Business

Hanson Public Library, Lizzie Borden event – tabled to next meeting. Looking for more information. Who is collecting tickets/money & is the \$695 the split amount or total amount?

Hiring of event caretakers – Only received 3 high school applicants. These applicants were interviewed by Dori Jamieson and Lisa Green, one was also interviewed by Chair Milisi. Madi Storey stated with their ages that they will always need an adult with them at events due to the alcohol on the tables. They will not be able to clear alcohol from the tables.

Motion by Vice Chair Flanagan to hire Ella Nagle, Taylor Grossman and Francesca Luongo

Second by Commissioner Morse

Voted 4-0

Facilities Manager Rate – tabled for next meeting. We think we need to combine this role into the Caretaker Job Description as is with the Head Caretaker if we are using the Caretaker hourly salary to base on. There is already a salary base with Wage & Personnel for Facility Manager. Chair Milisi will find out more on that.

Caretaker rate increase – would like to know what the maximum pay rate could be for the caretakers and allow us to stay in budget. Vice Chair Flanagan will analyze the current pay rates and possible additional bump and present to the board at the next meeting. In the meantime, we will move forward with the increase to \$15.00 per hour.

Motion by Vice Chair Flanagan to increase the caretaker per hour rate to \$15.00

Second by Commissioner Morse

Voted 4-0

Appointment of Event Coordinator – Chair Milisi abstains from discussion.

Rena Brown was the only applicant for this position. Commission was unsure if she had been interviewed by Dori Jamieson & Lisa Green. Would like to have more information regarding Rena Brown’s availability for the position. It does require nights and weekends unlike her current

schedule as Caretaker. Tabled to next meeting when we can have more information about the interview and recommendations from Dori Jamieson & Lisa Green.

June 27, 2022 Defibrillator Training – The Fire Department will conduct a training on how to use the Defibrillator on June 27th at the Lodge. It is encouraged that all caretakers attend the training. The caretakers are not at all obligated to use the Defibrillator in emergencies, but the training would be good to have. Jack O’Leary also asked about CPR training. Chair Milisi will ask Dori Jamieson to ask the Fire Department about adding CPR training into this. Chair Milisi will also ask Dori Jamieson to contact all Caretakers about the training.

Discussion on Vendor Agreements – Vendor Contracts will need to be discussed at an upcoming meeting. Vice Chair Flanagan will request financial information from Dori Jamieson to discuss for the next meeting.

Discussion on Camp Employees Policies and Procedures – Dori Jamieson had 2 updates to the Policies. One to specifically state that you need a valid driver license to drive the Gator. And also that no employee should enter the Lodge or any locked building unless they are scheduled to work unless authorized by reporting authority. Commission added that reporting authority was vague & needed to be identified as: Administrative Assistant, Head Caretaker, Facility Manager and/or Event Coordinator.

Motion by Vice Chair Flanagan to accept the Policies and Procedures with the amendments

Second by Commissioner Morse

Voted 4-0

Discussion on requesting \$10,000 from Historic Commission/CPC – Chair Milisi & Commissioner Mills will move forward with the request for these funds to secure Strategic Planning for the Camp. Commissioner Mills will lead this process.

Motion by Vice Chair Flanagan to request \$10,000 from CPC for Strategic Planning

Second by Commissioner Morse

Voted 4-0

Summer Schedule meetings – Next meeting is July 11, 2022 and August 15, 2022

Old Business/Correspondence

Discussion on the Tarps on the Cove – Roger Means met with Gil Amado at the Cove. There does not appear to be any Bee activity on the beach. Roger & Jack did not see any wasps, while Gil said he saw a few. Roger suggests we take the tarps off before we open the Cove.

Motion by Vice Chair Flanagan to remove the tarps from the Cove

Second by Commissioner Morse

Voted 4-0

Discussion on Swim Lessons at the Cove – Margaret Hickeys Swim Camp did not generate enough sign-ups to have the Camp. She would like to pivot and do a smaller “drop in” swim program. Margaret would also like to do swim lessons.

Motion by Vice Chair Flanagan to accept Margaret Hickey’s new plans

Second by Commissioner Morse

Voted 4-0

Team Reports

Nothing to report

Departmental Update

Chair Milisi reviewed the Budget. We are still looking good for the rest of the Fiscal Year.

Caretaker Report

Madi Storey:

Sweetheart Tables – Madi does not think she will get them from Restaurant Depot. She asked if she needed approval to purchase from somewhere else and the Commission determined that it was already approved to purchase at a previous meeting.

Madi will find out from Dori Jamieson when the new caretakers will start as she would like to have a Caretaker Meeting the first week in July.

Madi asked about when we could spray the Lodge for bees. They are starting to become a nuisance around the lodge. Madi will work with Dori to get that scheduled.

Madi asked when the Stove would be ready – the caterers would like to use it. Roger updated that we are still waiting on the Plumber and then there would be a few other steps. ETA is TBD based on the Plumber.

Madi also wanted to confirm that we will not be offering Field Weddings anymore. It was confirmed that we will NOT offer Field Weddings anymore and that if a renter would like to use the Field for a wedding – the renter would be responsible for renting chairs & the set-up and breakdown of the Field. Camp Caretakers will not be responsible for that.

Madi asked about Caretaker hours when they not scheduled. The Commission clarified that Caretakers should not be working hours they are not scheduled for. The schedule is done in advance & allows for all caretakers to have equal hours. Roger stated that he does need to work additional hours when meeting contractors, but he will let Madi know moving forward when that is. Since Madi is doing the schedule, it was confirmed by the Commission that Madi needs to know the additional hours being worked.

Shirts for staff was discussed – Madi will get the Google Spreadsheet updated with what is needed. Vice Chair Flanagan will get an order in with Rockland Athletics.

Motion to order shirts not to exceed \$500 by Vice Chair Flanagan

Second by Commissioner Morse

Voted 4-0

Roger Means:

Roger gave the update on the Bees at the Cove and the Tarps.

He also updated that he had to close an opening at the Culvert per Gil Amado.

Roger provided keys to the Commission for the Cove Gate & Cove bathroom. The Commission will be volunteering to close the gate weekdays during the summer.

Motion to Adjourn by Vice Chair Flanagan

Second by Commissioner Morse

Voted -0

Respectfully submitted,

Dori R. Jamieson

Admin. Asst.

Meeting adjourned: 8:30 p.m.

