

Brian Smith
Rachael Gross
Sandra Allen
Ann Marie Bouzan
Brian Smith

Minutes of Recreation Commission
Meeting Date: February 16, 2017

Call to Order: Meeting was held in the Main Hall of Needles Lodge at Camp Kiwanee. Call to order was at 7:00 pm. Meeting was audio recorded.

Committee Members

in Attendance: Annmarie Bouzan - Chairperson, Rachael Gross - Assistant Chairperson, Diane Cohen - Recording Secretary, Brian Smith, John Zucco, Sondra Allen, Brian Fruzzetti

Staff in Attendance: Gregg Poth - Caretaker

Others Participating: Michael R. Miksch - Chief of Hanson Police Department

Others in Attendance: Joan Fruzzetti

Discussion of Security: Introduction of Michael Miksch, Chief of Hanson Police
Overview of security procedures, policies, and equipment at the camp.

Agenda: John Zucco - Motion to approve minutes for meeting of February 3, 2017. Brian Smith seconded. Vote 7-0 to approve minutes.

Action Taken

by Votes: Amended Update to Policies and Procedures for Selectman Acceptance:

Motion: Rachael Gross
Second: Diane Cohen
Vote: 7-0

Rental Applications: Motion to contact person named on contract regarding refund of \$1750.00 deposit for 6/11/17 wedding date; request made by other person not named on contract. No motion needed. Ask Lan to contact person named on contract.

Motion to deny refund of \$2500 for 8/19/17 date rental.

Motion: John

Seconded: Rachael

Vote 7-0

Motion to refund \$250.00 for extra hour of lodge rental.

Email request made on 2/6/17.

Motion: Rachael

Seconded: Diane

Vote 7-0

Discussion: Review of Projected Budget through 6/17
Ask Town Accountant to break down specific headings for further detail. Go back to Excel spread sheet for added detail. CK is self sustaining. Town gives us money for administrative positions because they are union positions.
Possibility of becoming a non-profit.

Scheduling of next meeting. 6:00 start time Thursdays

Family Camping Event - 6/30 - 7/2 Invite coordinator next meeting.

Tree Removal - Wyman's coming in to discuss preservation possibilities.

Goals for Camp Kiwanee review for next meeting.

5 Day Space Program Request - Asked Lan to write a letter with details regarding program.

Request for Easter Weekend Service/Breakfast - Asking for Residential rate as a non-profit. Catered event from 8-11. Cove for

Security Suggestions Made by Michael Miksch - Hanson Chief of Police
2/16/17

Suggestions: Announce audio recording of meetings.

Cameras at door: SD card records audio and video so must be legally posted to notify patrons. Camera and lights outside should be updated (wiring - GFI plugs, extension cords).

Have a more secure system at front door and cameras to cover each side of the main lodge (perimeter) and fire pit area. Another camera at front door. DVR system. Should be hooked into a generator and not have the date reset if power goes out. No cable at CK, only DSL. Costly and would have to go through procurement process. Have to prioritize. We have a bare minimum system that suffices for now. System of 4 external hard drives for \$450.00.

Cameras should have 30 days of retention footage to be in compliance. Now only have 1 week. Load footage onto thumb drives, date, and file drives. Have someone oversee files. Possibility of outside vendor to maintain security system (Lantell). MUST have signs posted notifying of audio and video recording.

Have a caretaker or CK representative on site or at least on call during functions to enforce rental agreement. Rental agreement should contain a statement related to use of cameras at CK, 2018. No one from camp should leave if people are still in parking lot. Have to work through caretaker hours policy (19 hours). Possible amendment to rental/wedding contract or start new policy for inclusion of security personnel costs in 2018. "Eyes and Ears" on premises is most important. Use staff we have and be here later to watch depending on "busyness". Good idea for overnight personnel. Have a threshold of max people to determine security needs. Get a cell phone: Verizon voice no data - \$24.99 per month. Police on site at CK enforce laws not rules. Uniform for personnel, subtle logo.

Enclose the fire pit area. Most significant issue will be outside alcohol being brought in and drank on premises. Bar service and town is responsible. Should be a "No Alcohol" policy in rental agreement. Alcohol is only allowed in lodge. Clearly state it and work with the bar service.

Contact Sounder (alarm installer) to re-do alarm codes. Keep list of codes and personnel with access to codes. Issue keys and keep record of who has keys. Person has to sign for keys on a form. Keep forms on record.

Inventory and label all valuable property of Camp Kiwanee. (Grounds equipment, tools, table and chairs, etc.) Donations need to be documented and approved by selectmen for acceptance into inventory. Submit to Todd - Town Accountant.

Have staff trained in CPR and AED use.

Monthly calendar being sent to Police Department with name of renter, color, make, model of car.

Chief has offered services in training staff to handle security situations on premises

Revisions to Updated SPP for Hanson Recreation Department
2/16/17

Took out "No hunting or trapping." Should be added back in under "Grounds" #15.

Statement of "No mobile campers or trailers allowed." Under grounds #16

#13 Residents getting free night. Specify wording. 1 free night per rental period, subject to availability.

For functions and cabins no cash policy. Possibility of a "drop safe" for cove money coming into main cabin.

Under Rentals - #11 change "caretaker" to "staff". Staff to be present at all events and rentals.

Donated Use of Facility - Refer to waiver form regarding fee for set-up and clean-up.

Baptism. Need a waiver request form to be brought to Selectmen.
Ask for set-up/clean-up fees. Asked Lan to get more information
and have them fill out form.

Request for space for guitar lessons. - Not insured. So probably not
going to be allowed as a business. Ask about the possibility of
Hanson Recreation promoting/sponsoring it. Get a legal opinion.

Cove Hiring Application Process - Need to post positions.
Seasonal Employees work 16 weeks. 2nd week of June through
2nd week of September

Adjournment: 9:52 Motion to Adjourn
 Motion: Brian Fruzzetti
 Seconded: John Zucco
 Vote: 7-0