

Minutes of Recreation Commission
Meeting Date: July 24, 2017

Call to Order: Meeting was at the Camp Kiwanee Main Lodge. Call to order was at 6:00 p.m.

In Attendance: AnnMarie Bouzan, Diane Cohen, Brian Smith, Brian Fruzzetti, John Zucco, Theresa Cocio, and Lan Woodward.

(John Zucco arrived 6:15 p.m.)

(Emma Mousette arrived 7:15 p.m.)

Also in Attendance: Residents Madi Storey, Cameron Bain, Joan Fruzzetti, Chris Cameron, Margaret Hickey

Lan Woodward, Administrative Assistant, will take the minutes.

Approval of Minutes

Please note we had one set of minutes dated 06/19/17 that had changes that would need two pages to be signed and minutes of 06/25/17 that would need to be signed.

Also to be signed are minutes of 07/10/17.

Motion to accept 07/10/17 minutes by Theresa Cocio.

2nd Brian Smith.

Vote 5-0.

New Business Chris Cameron-Friends of Camp Kiwanee

Chris Cameron discussed how it has been about a year and half since working with Camp Kiwanee and would like to jump in again.

She explained that Friends of Camp Kiwanee started about ten years ago and had about six core people that helped with things here and there such as:

Beach parties

Plays

Talent Show

Regular activities-Swim runs or help with Cranberry Cove Kick Off

Clean Up

Christmas Decorations

Stage curtains, lights

Bathroom remodeling

Friends of Camp Kiwanee worked with the Recreation Commission to pull it together. Chris passed out a flyer with information on the Friends of Camp Kiwanee. Administrative Assistant Lan Woodward made copies for the Recreation Commission.

Chris stated that she feels they have a personal connection to Camp Kiwanee and that is why they would like to do it.

Theresa A. Cocio

AnnMarie Bouzan
B. Smith

B. Fruzzetti

AnnMarie Bouzan said she thinks the Board would love it and that we do have things going on. Discussion of possible Cornhole Tournament and Fall Harvest Night/Vendor Night. Brian Smith asked if Friends of Camp Kiwanee worked with the schools? Chris Cameron said no.

Brian Smith asked about an open mic night? Chris believes that would be great. Chris notified the Recreation Commission that there are currently five members:

Chris Cameron
Margaret Hickey
Joanne Blauss
Betsy Forbes
Michelle Hickey

Theresa Cocio asked who makes the decision on what the budget goes to? Chris answered that Friends of Camp Kiwanee decided where the budget goes.

Diane Cohen mentioned the Caretaker's Cottage and Cornhole Tournament.

AnnMarie Bouzan mentioned that she would love to work on things together.

Chris Cameron will check with Recreation to see what dates would be okay.

Brian Fruzzetti mentioned lighting on deck. Chris Cameron let him know he can always discuss with Friends of Camp Kiwanee.

AnnMarie Bouzan said to maybe give us some ideas and we will check the calendar on hours in fall, check with Lan Woodward for these.

AnnMarie Bouzan asked if Diane Cohen and Rachael Gross or Theresa and herself can sit with Chris and Margaret and see what we can do.

Department Head Update(s)

AnnMarie Bouzan discussed there was an email sent to Recreation Commission regarding Resignation of MaryBeth Mackay.

AnnMarie Bouzan said we would still have to take care of this list and go through it.

Caretaker Job Description(s) Sign Off

These were never signed off on or passed out to the caretakers. This will have to get taken care of.

AnnMarie Bouzan asked if someone can come in on a Friday morning to have a Caretakers Meeting to make sure this gets taken care of. Theresa Cocio mentioned she could do this.

Lan Woodward will set a date with the Caretaker Staff.

Diane Cohen mentioned time clock usage to keep things in order.

Theresa Cocio to research and Lan Woodward to purchase, not to exceed \$400.00

Motion to purchase new time clock not to exceed \$400.00 by John Zucco

2nd Diane Cohen

Vote 6-0

Theresa A. Cocio

*AnnMarie Bouzan
for Lto*

John Zucco

Computer Software Update

It was discussed that through Unibank, security deposits cannot be done online.

Discussion on cabin rentals not available to purchase online.

Lan Woodward said she did receive an email from MaryBeth Mackay and Michael McCue regarding the instructions on cabin rental purchase online. She will print it out for next meeting.

There has not been an online sale for this to try it out as of yet.

Discussion on adding extra file for contracts.

Sounder System Contacts

Code discussion and discussion on pay for caretakers.

Discussion on emergency contacts.

Comcast Services Update

Additional information is needed to see if they can come in with better pricing.

Discussion on WIFI for Lodge, Cove, Pavilion, Gatehouse.

Brian Smith will reach out to his contact at Comcast and get back to us.

Gatehouse Key

AnnMarie Bouzan discussed keys for Gatehouse and refrigerator with Caretaker Madi Storey.

Mention of Emma Mousette's desk for the Cove. Emma would need to meet with Ernie at Whitman Hanson to pick desk out to be delivered. Diane Cohen will follow up.

Scheduling Plan Update

Discussion on contacting Bartending Service with weekly staff on for events.

A/C Update

No information at meeting.

AnnMarie Bouzan will look into this and call.

Pavilion Update

Diane Cohen asked about the Pavilion update.

AnnMarie Bouzan said the Building inspector will be going up to check on the pavilion.

American Red Cross Update

No information at meeting

We will need verification of the dates for their drives.

New England Reptile

Dates of 08/01/17 and 08/08/17

AnnMarie Bouzan will get the contact information for this event.

Theresa A. Loid
AnnMarie Bouzan

[Signature] *[Signature]*

[Signature]

Removal of Scenery Props

This is now all set.

Chris Cameron asked about the props. Discussion on the scenery/props and an update.

Caged Area Update

Diane Cohen spoke to Ed Hanlon about this. Ed said it is a work in progress. Ed discussed possibly get new sets of doors for old store to move things in there.

Discussion on checking on the old store from building department to see if store is safe.

Signs Update

Discussion on new door that was installed which delayed Deb Blauss and Chris Fruzzetti to work on signs.

Frontier Cabin Fireplace

Diane will follow up on this and send Lan Woodward and email on the door estimate.

Alarm Procedure and Pay Structure Printout for Review

No information on this

New Business

Blueberries

Diane Cohen said Graham Correia will be here on Mondays 9-5 with blueberries. He mentioned after blueberries there will be peaches, cantaloupe, apples.

Emma Mousette will post to Cove Facebook 9-5 cash only.

Hiring Additional Caretakers

Town Administrator Michael McCue listed the following 3 people for employment:

Hayden Prescott-Assistant Caretaker

Colin Bain-Assistant Caretaker

Robert Healey-Lifeguard (pending certification)

Motion to hire 3 Additional Employees by Diane Cohen.

2nd by Theresa Cocio.

The new hires will need to go to Treasurer/Collector's Office and contact Stacey Reed for an appointment to fill out the appropriate paperwork.

Discussion on Facilities Manager and Event Planners.

Brian Smith will work on description of Facilities Manager.

John Zucco and Rachael Gross will work on Event Planner description.

AnnMarie Bouzan discussed the importance of a Recreation Director.

This will be placed on next agenda.

Theresa A. Cocio
AnnMarie Bouzan

[Signature]

[Signature]

Septic-All Hanscom

Al Hanscom said there is a clear understanding of what we need to do.

Discussion of two septic systems.

Discussion on the original design, grease trap-kitchen; assessment of the grease trap.

We would be installing a larger absorption system, if grease trap needs to be replaced, we will replace.

There is a provision in Title V reduce normal size by 25%. Board of Health has agreed. This will save on some costs. This would apply to bath houses as well. There will be alarms to sound or light or both if power or pump has failed.

Gravity pump to septic tanks and leaching fields. It can support heavy vehicle traffic.

Brian Smith mentioned handicap bathrooms. Is there a capability for this?

Depending on elevation they would see what elevation it would have to be.

AnnMarie Bouzan discussed possibly adding bathroom to cabin? Brian Smith mentioned it would be a CPC discussion.

Al mentioned that he will make sure to explain to Steve at Land Planning regarding plans since they will be working together on this.

Al will also send AnnMarie Bouzan a memo and Theresa Cocio as well.

AnnMarie Bouzan asked if septic would still be in same cottage area?

Cottage, lodge, South end would be one. Crushed asphalt finish will have a nice wearing course, similar to beach area at Cove for parking.

PERC test Friday a.m. in morning weather permitting.

Al said we will have bids to be presented.

Discussion on having area to be clean for events. Al said it can be limited to Monday-Thursday with certain level of clean up so it's a neat appearance. There will be an offsite staging area.

Brian Smith asked for a timeline? It can't be done until October Town Meeting.

Al said it would have to be done before Christmas.

AnnMarie Bouzan mentioned the trees, are there still issues? Al said there are about 6 more that need to be taken down.

AnnMarie Bouzan said Conservation is on board with this and the tree warden would be involved.

AnnMarie Bouzan asked Al to keep us updated.

Al said he would touch base in a month or so.

Weekend Work Hours by Commission

Discussion on how there have been no calls answered by the Recreation Director for staff, events and security which have raised some concerns for the Commission.

Discussion on importance of having someone there to make sure all is okay.

For now, Lan Woodward can check in to events to help avoid these issues for the staff, events.

This would mean Lan Woodward would have to add additional hours for now.

Theresa A. Cocio
AnnMarie Bouzan

Al

Brian Smith

Motion to increase Lan Woodward's hours to stop at events for staff and issues by Diane Cohen.

2nd Theresa Cocio.

AnnMarie Bouzan abstained from vote.

Vote 5-0-1.

Boathouse Keys

AnnMarie discussed there are a set of keys that are in working order.

Requested we could update the tags on these.

It was asked Chris Fruzzetti to tag the keys.

Gatehouse

Diane Cohen had a discussion with an historical restoration company that can come in about \$400.00 and tell us what is needed for the Gatehouse.

AnnMarie Bouzan asked if we can get diagram and paperwork for the grant?

Diane Cohen said pictures, descriptions, licensed and bonded electricians, plumbers.

Diane Cohen will email Lan Woodward the name of the company.

Diane Cohen asked that if the Recreation Commission wanted, she could have them take a look at everything.

Diane Cohen asked to have someone let them in. She asked Cameron Bain to open for them.

Brian Smith asked if we should clear out?

Madi Storey said it is more organized to move around in there.

Cameron Bain said upstairs is clear.

Emma Mousette said we should clear it out.

Diane Cohen asked Emma Mousette to have Ed Hanlon take a look to see if he needs anything out of the Gatehouse.

AnnMarie Bouzan said to have refrigerator moved to lodge.

AnnMarie Bouzan said there are a list of priorities.

Brian Smith asked if the caretakers can take this out?

Madi Storey said too heavy for the gator.

AnnMarie asked how gator is working?

Cameron Bain said not well.

Diane Cohen asked if we can get season out of it and then ship to John Deere when season is over?

Cameron Bain said clock is at 500 hours.

AnnMarie Bouzan said it should have many more hours on it.

AnnMarie Bouzan will asked Fire Department on gators maintenance.

Warrant/Weekly Updates

Copies of Warrants issued for Recreation Commissions Review.

Any maintenance supplies, etc. would need vote of commission over \$100.00.

Theresa A Cocio
AnnMarie Bouzan

Chris Fruzzetti

Diane Cohen

Cove

Dumpsters/Cove Recycling Etc.

Emma Mousette will call on the dumpster.

The one ordered was too big. Diane Cohen asked that we downsize.

Brian Fruzzetti asked to wait until Gatehouse is cleared.

AnnMarie said once clear to let her know and then Brian Smith can call Republic regarding Cove Dumpster.

Madi Storey said if there are not any smaller they can just haul it up at the end of the night.

Brian Smith said he will call on this instead of Emma.

Lan Woodward will send him a copy of the most recent invoice.

Theresa said maybe Dooley for services?

John Zucco mentioned Thompson.

Weds-Sun Caretakers could help with trash from 7:00-8:00.

Cove Update

2 red kayaks out of commission after this summer.

Ed Hanlon and Robert Hunt build a new storage area.

Theresa Cocio suggested paddle boards for Friends of Camp Kiwanee.

Discussion on pilings. Diane Cohen said we need to research this. Docks need to be painted and re carpeted and new piling by end of season.

Mention of Emma's Desk. Emma would need to meet with Whitman Hanson to pick desk out to be delivered.

AnnMarie Bouzan said to stop by there. Diane Cohen said she would be there tomorrow.

Diane Cohen asked about lifeguard course. Emma mentioned it is going great and we will have 5 guards.

Brian Smith asked if they would be returning?

Emma said yes.

Next Meeting(s):

Monday 08/07/17 6:00 p.m.

Monday 08/14/17 6:00 p.m.

Motion to Adjourn by Brian Fruzzetti

2nd Diane Cohen.

Vote 6-0

Meeting Adjourned at 8:44 p.m.

Theresa A. Cocio
AnnMarie Bouzan *B. Smith* *B. Fruzzetti*