

Minutes of Recreation Commission
Meeting Date: October 16, 2017

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

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

Please note John Zucco was not in attendance.

Also in Attendance: Joan Fruzzetti

Lan Woodward, Administrative Assistant, will take the minutes.

This meeting is being audio recorded.

Approval of Minutes

Minutes to be approved and signed from Recreation Commission Meeting on 09.18.17.

Motion to accept 09.18.17 minutes by Theresa Cocio.

2nd Diane Cohen.

Vote 5-0.

Minutes to be approved and signed from Recreation Meeting 09.25.18.

Motion to accept 09.25.17 minutes by Brian Fruzzetti.

2nd Diane Cohen.

Vote 4-0.

Please note Theresa Cocio was out of the room at time of vote.

Breakfast with Santa Fundraiser

Charles Barends from Hanson Fire Department was at Recreation Commission meeting to discuss the Hanson Fire Department Fundraiser for 12.09.17.

This would be breakfast with Santa along with photos with Santa on 12.09.17 from 7:00 am - 11:00 am.

This would be a fundraiser for the Hanson Fire Department and there would be a portion donated back to the Hanson Holiday Fest which is also on the same date.

It would be a 5:00 am prep and possibly 2 hour clean up. Charles has already spoken to the Board of Health regarding what is needed for Serve Safe and there area already volunteers that would be helping for the event.

Theresa A. Cocio
John Zucco

B. Fruzzetti

AnnMarie Bouzan

Hanson Fire Department can set up and breakdown tables if need be.

Annmarie Bouzan mentioned working with the Hanson Food Pantry and suggested adding a donation to the event flyer.

Annmarie Bouzan asked Recreation Commission if there were any comments/suggestions.

Diane Cohen asked what the charge would be for the breakfast.

Charles said no price set as of yet.

The Hanson Fire Department sends out letters regarding event, the goal would be \$5.00 per person.

Santa pics are usually uploaded with card and password to the website.

Diane Cohen mentioned possibly having detail officer for parking. Parking discussion and also, depending on number of people attending, seating by the hour.

Annmarie Bouzan discussed that there would be staff there to open, for duration of the event, and also to close the event. The Recreation Commission has been asking for the rate of \$120.00 and be no security deposit for the event pending Board of Selectmen Approval.

Motion to approve the Hanson Fire Department Breakfast with Santa Fundraiser Event on 12.09.17 at the reduced rate of \$120.00 upon the Board of Selectmen approval by Diane Cohen.

2nd Theresa Cocio.

Vote 5-0.

Road to Responsibility Training Day 06.01.18

Road to Responsibility had a training day for their staff this month. It was at the approved rate of \$600.00. They would like to have a second training day that would take place 06.01.18. This was discussed at a previous Recreation Commission meeting, but wasn't voted on for the reduced rate pending Board of Selectmen Approval.

Motion to approve the Road to Responsibility Training Day on 06.01.18 at the reduced rate of \$600.00 upon Board of Selectmen Approval by Diane Cohen.

2nd Theresa Cocio.

Vote 5-0.

Rockland Lions Beast Feast 2018

The Rockland Lions would like to have their annual Beast Feast Event at Camp Kiwanee again this year. The date for this would be 04.17.18 from 4:00 pm - 8:00 pm. As in the past, they are requested to have the fee waived for set up in the morning. They would still pay the \$400.00 rate along with the \$1,000.00 security deposit. It is a fundraiser.

Motion to approve the Rockland Lions Beast Feast 2018 on 04.17.18 from 4:00 pm - 8:00 pm with a waived fee for set up pending approval from Board of Selectmen by

Theresa A. Cocio
John Zucco

BP [Signature]

Annmarie Bouzan

Brian Smith.
2nd Brian Fruzzetti.
Vote 5-0.

Open Meeting Law Regulations Effective 10.06.17

AnnMarie Bouzan discussed that there are new Open Meeting Law Regulations Effective 10.06.17. At next meeting we will have print outs and sign out sheet to acknowledge received these new changes.

Service Animals

Discussion by the Recreation Commission regarding Service Animals at Lodge Events.
When revising, there will be mention on the lodge rental application regarding service animals.

Silver City Dancers

Silver City Dancers is interested in having an event at the lodge in June 2018. They are a group who run line dances 2-3 per month and would be interested in having their first anniversary of the group at Camp Kiwanee. They would charge admission in order to cover cost of the rental.

Recreation Commission requested to obtain more information regarding this event including cost of tickets, caterer, would there be bartending services. To be discussed at future meeting.

Maureen and Mark Tanner-Boathouse Lights

The Tanners discussed the issue of the Boathouse lights. They are affecting the neighbors across Maquan Pond. The original 3 light that were put up were decreased to just one light and they requested if possibly having it changed to a motion light with the Recreation Commission.

The current light is on from dusk to dawn.

Brian Smith suggested the possibility of placing the lights on the back of the Boathouses.

Theresa Cocio suggested motion lights.

Annmarie Bouzan discussed the motion light option while passing out to the Recreation Commission the lights from three lights and also the one light.

Annmarie Bouzan will call the electrician and we can try the one light on sensor.

Report of Caretaker Staffing

There was a meeting with Town Administrator Michael McCue and the Caretaking Staff regarding functions, showing up for scheduled times, staying for scheduled times, time clock, and the re-occurrence of no shows for scheduled events from more than one staff member.

Annmarie Bouzan and Michael McCue said something should be done.

There was discussion with the Recreation Commission on a caretaker staff member changing their schedule immediately with the Town Administrator, but still coming in

Theresa A. Cocio
John Zucco

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Bouzan

Annmarie
Bouzan

although stating they could not which caused double staffing and concern about coverage for events. The coverage was sporadic which is unfair to the other caretakers on duty.

The caretaker has found another position and will not be on the schedule until further notice.

Water Heater

There is an issue with the water heater in the North End. Caretaker Bob Hunt has shut off the heater for now. Discussion in further meeting on replacement.

Windows

Caretakers Bob Hunt and Ed Hanlon have been working on the windows in the veranda on the lodge deck. The glass for the windows is custom glass and Ed is installing them.

Discussion on their next project working on the cabins:

Screens, shutters, doors, new stairs, foundation setting. Upon completion, Building Inspector Bob Curran will inspect to make sure everything is okay.

Diane Cohen spoke with Lowe's regarding the Commercial Grade Screening. We will be able to get samples within 2 weeks and be discounted when purchase in bulk.

Stove at Store (Fezzi)

Request for installing a wood stove at Fezzi. This would be needed during the winter months. There are stoves at Tractor Supply company which start at \$350.00.

The Recreation Commission discussed the installation, blower, permit, vent and pending approval. Recreation Commission will request Ed Hanlon and Bobby Hunt to attend next meeting to discuss detail regarding stove plans.

Dumpster Services

Currently looking into price comparisons for dumpster services to possibly switch services. To be discussed at future meeting.

Drivers-Truck and Gator

We will be getting the truck from the Water Department. Discussion on obtaining licenses of the drivers that will be using both truck and gator. Truck will have to get registered. Copies of licenses will need to be forwarded to Administrative Assistant Meredith Marini. There is a restriction of drivers to Bobby Hunt, Ed Hanlon, and Madi Storey.

Motion to authorize Bobby Hunt, Ed Hanlon, and Madi Storey to operate the Truck and Gator by Brian Fruzzetti.

2nd Brian Smith.

Vote 5-0.

Theresa A. Coiro
John Zucco

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B. P. Fruzzetti

Ammarie
Bounger

Bartending Services of New England

Discussion on guests of 10.08.17 event and obtaining lock and door for the bartending area.

Request to have Bobby Hunt and Ed Hanlon to get pricing on doors and locks. Pricing on framing for doors also brought up.

AnnMarie Bouzan will follow up with the Bartending Services of New England regarding the costs.

Motion to purchase door, frame, and locks in bartending area not to exceed \$500.00 by Diane Cohen.

2nd Brian Smith.

Vote 5-0.

Caretaker Weekly List of Items

Cove projects to do for project day discussed.

Cleaning-tasks to do discussed.

Discussion of possible cleaning companies.

Brian Smith and Theresa Cocio will look into pricing.

North End projects to do for project day discussed.

South End projects to do for project day discussed.

Discussion on costume removal and donating. Check with local schools to see if they would like the costumes.

Motion to donate excess costumes and props to local schools by Theresa Cocio.

2nd Brian Fruzzetti.

Vote 5-0.

Frontier Cabin Fireplace Update

No update as of this meeting.

Time Clock Update

Theresa A. Cocio
Jul Zucco

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BPS

AnnMarie
Bouzan

Time clock is up and running.

Warrant(s) Weekly Update

Warrant copies available for Recreation Commission review/approval.

Comcast Municipal Grants Follow Up

Brian Smith is trying to get in touch with Comcast regarding this.

Farmers Market Update

We have not had any updates regarding this. We will be removing this from agenda.

CPC Update

Diane Cohen updated the Recreation Commission that we qualify for applying for grant for docks at Cranberry Cove to install new pilings and coverings.

She is working on the pre-application forms.

Diane Cohen has the grant so that Recreation Commission could discuss what may be needed.

Annmarie asked if this will be put on the Open Space Agenda.

Motion for Diane Cohen to apply for CPC Grant for docks for Cranberry Cove to install the new pilings and new coverings by Theresa Cocio.

2nd Brian Fruzzetti.

Vote 5-0.

Cornhole Tourney

This is on hold for now. Possibly try for Spring.

History at Play

The original date discussed 12.09.18 has to be changed. Hoping for January 2018.

Adopt a Cabin

This is on hold as of this meeting.

Commercial Analysis Update

There were two bids at Town Meeting. Discussion on AEI Consultants proposal and rates and what would be needed to move forward such as W-9 and insurance, and purchase order. The contract would be signed by Town Administrator Michael McCue. They could start end of October, beginning of November.

Brian Smith discussed what may be needed, any drawings of the lodge if we have.

Security

AnnMarie Bouzan received two proposals from Sounder Systems. We will keep this on the agenda for now.

Theresa A. Cocio
Jel Zucco

B. Fruzzetti

AnnMarie Bouzan

Vote for Vice Chair

It was decided to wait until John Zucco is present to vote for Vice Chair.

Septic

Dandel Construction received the bid. Discussed meeting that occurred on Friday.

Schedule of events include 33 trees to be taken down.

Dave Hanlon from the Highway Department reached out to find out about baby trees that we could get after project is complete. Next meeting is Thurs at 8:30 a.m. with Fire and Water Department and Al Hanscomb.

They will start the project on October 23rd.

Annmarie Bouzan is creating letter of notifications for all the renters.

Department Head Update

Discussion on Public Records request.

Next Meeting dates:

October 30, 2017

November 13, 2017

Motion to adjourn by Diane Cohen.

2nd Theresa Cocio

Vote 5-0.

Meeting adjourned 8:24 p.m.

Theresa A. Cocio
John Zucco

Bill Zucco

Annmarie Bouzan