

Minutes of Recreation Commission
Meeting Date: March 27, 2017

~~Diane~~¹
Diane Cohen
AnnMarie Bouzan
B. Ch...
John Zucco
Sondra Allen
Brian Fruzzetti

Call to Order: Meeting was held in the Library and Main Hall of Needles Lodge at Camp Kiwanee. Call to order was at 6:00 p.m. Meeting was audio recorded.

In Attendance: Rachael Gross*, Diane Cohen, John Zucco, Sondra Allen, Brian Fruzzetti, Lan Woodward, Brian Smith**

*Please note Rachel Gross acting as chair for AnnMarie Bouzan

**Please note Brian Smith will be arriving late

Also in Attendance: Mike McLeod, McLeod Electric, Resident Madi Storey, Resident Joan Fruzzetti

Lan Woodward, Administrative Assistant will take the minutes.

The meeting minutes are being tape recorded.

Approval of Minutes

Rachael Gross recommended that everyone sign all pages of the minutes as the meeting begins.

She mentioned that she will be jumping around the agenda so that Subcommittees can be discussed last, so we can get the quick pieces of new business handled.

Damages to Floor in the Main Hall

Rachael Gross explained that it was brought to our attention that some of floors had some minor damage from the step dancers at the St. Patrick's Day event that took place last Friday.

Since we usually have an annual buffing and coat done to the floors, Lan Woodward has already received an estimated quote from Brian Ayre, LLC who handles this for the Lodge that covers the library, office hall, foyer, bathroom hall, and also the main hall.

Lan Woodward mentioned that they did this around the time of April 27, 2016 last year. She requested a written quote. It is estimated around \$2500.00 which is the rate we have used in the past. Lan Woodward mentioned she would find out how many days this would take and Dianne

Handwritten signatures of Rachael Gross and AnnMarie Bouzan in blue ink.

said if he handles on a Monday that would be better. She will find out what he has done in the past.

Dianne Cohen was surprised he handles the areas mentioned above. Dianne also mentioned she was surprised that the dancers did not use the stage, not the floor.

Rachael Gross said maybe next year if they are to do again, they could be up on the stage.

Rachael Gross suggested we could figure out on the next meeting. She is wondering if it is even necessary to do the floors every year. She believes that they are in great shape. She said that we may be able to get away with doing every year if we are careful with the damages.

Dianne Cohen agreed, she said that in the library it is already beautiful.

Joanne Fruzzetti pointed out some of the scratches that she noticed in the library.

Discussion of Rental Rates

AnnMarie Bouzan and Rachael Gross compiled some of the current rates and said we definitely need to get this situated, but we would really like some input. She mentioned that she thought the rates were a little confusing.

Dianne Cohen asked if the rates include the caretakers fee? Rachael Gross thinks it would from her understanding.

Lan Woodward compiled rate sheets and copies for the meeting and asked the copies be passed along. The compilation includes what she has found in the system and information that we forward to the customers. It kind of explains the package. It will show you an explanation, it will tell you what it includes. If you look below on the sheet, if you would like more hours, it will show you with explanation.

Rachael Gross read over over the rates to everyone. She thinks it should state that includes the ceremony. She also explained that there is a 10% Hanson resident discount. There is also a deduction of waiver/fee that is for company workshop, nonprofits.

Lan Woodward said that would be up to Commission to decide and/or make changes. We are in process of looking into a program for the computers with Town Administrator Michael McCue as well. It would provide us with a more up-to-date system with the application process.

Rachael Gross asked if there was a timeline for that? Lan Woodward was not aware. Rachael Gross said she would email Town Administrator Michael McCue for more information. She is curious as to what we are looking at for a time frame.

Diane Cohen
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AnnMarie Bouzan
B. Bouzan

Rachael Gross believes showers should be based on size of room. She suggested that we could possibly rent just the library or have two separate events being handled in different rooms.

Rachael Gross thinks we should come up with a list of suggestions, changes, revisions, and discuss at next meeting.

CPC Funding Opportunities

Rachael Gross said that AnnMarie Bouzan went to the CPC Funding meeting on March 7th or March 8th and they have an opening on their Commission. They would like for one of the members of our Commission to apply and so we need a volunteer, she actually would like to nominate Diane Cohen.

Diane Cohen thinks it would be great to know how that works, so that we can get it to work here.

Rachael Gross agreed.

Brian Fruzzetti mentioned that you would learn a lot there because they have grant writers and they have everything there and one of the biggest things, because I was at the same meeting, is apparently between them and other people in town they've wanted to come in and try to help over the years.

Sondra Allen said thank you to Diane Cohen for volunteering for that and she responded that it was once a month. She made sure of that. She can't do anymore than that.

Rachael Gross asked if she was okay on moving forward with that and Diane Cohen said yes. She just wanted to know where she goes, what does she do to apply. Rachael Gross said to go check with the Town Clerk at Town Hall. Brian Fruzzetti agreed. Joan Fruzzetti said to check for form on the computer and check with Meredith Marini, Administrative Assistant.

Receive Policy and Procedures

This was next on the agenda. However, we did not have that yet as of the meeting, we did not have the copy, so, once we have that, which should be at the next meeting, we need to sign the last page and return to Lan Woodward.

Diane Cohen
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Rockland Lions Club Asking for Set Up Time at 8:00 a.m.

Rachael Gross asked if Lan Woodward could explain.

Lan Woodward explained that the Rockland Lions to an event here every year, this year it is called the Beast Feast, it's a fundraiser, and it goes from 4:00 p.m. - 7:00 p.m. Each year they apply for the request for waiver/deduction fee because they would like to come in early to prepare. So, what they do is they request the waiver, it will get forward to Michael McCue, Town Administrator, it went to the Board of Selectmen for approval and they agreed. Lan Woodward explained when they applied for event in December 2016 there was a stipulation stating that if they wanted to request the waiver and a letter and that is what they did and Lan Woodward said that it should also be brought up at the Recreation Meeting for discussion so everyone is aware of. They have a couple of times that are stated, one is 8:00 a.m. and another says 9:00 a.m. so Lan Woodward is looking into what time they decide on.

Diane Cohen asked what the date of the event was and it is April 22nd. She asked what day of the week that was? It is Saturday. Diane Cohen also asked if they were the only thing booked that day? They are, she then said great.

Camp Kiwanee Clean Up

Rachael Gross mentioned this but said it was in the talks of doing that day, but thinks we need to change the date of that.

Diane Cohen suggested the day after the Lions Event. Rachael Gross is concerned with the timing on that and if we had enough time to market it.

Rachael Gross thinks that next year it would be awesome to have this on Earth Day, but her concern is that we just got our new Facebook page and we only have another week before our next meeting, will we have enough time to get what we want to do as a group such as getting volunteers...Diane Cohen stated that it was going to be tough. She said maybe we could put that out the the Girl Scouts? Rachael agreed. Diane Cohen also mentioned kids at the high school that would need service hours?

Rachael Gross asked if we have an official opening day here at the Cove?

Diane Cohen said school ends with no more snow days, hopefully, the 21st which is a Wednesday, June 21st and it's a half day of school. So, usually we open the Cove on the last day of school and she didn't know if it might open at 1:00.

Rachael Gross asked if we did clean up day first of June, end of May, after Memorial Day weekend.

Diane Cohen
AnnMarie Bouzan
B. Bouzan

Diane Cohen said that she is kind of going into the subcommittee report, just so we know, they decided that they would have sign ups for the swim lessons and swim team, etc. on June 3rd and June 4th, which is the first weekend in June. They decided 10:00 - 1:00 because on both days we have functions coming into the Lodge and she figured that would be a reasonable time frame.

Diane Cohen suggested that if we could have a clean up day prior to that either in between sign ups and the opening day at the Cove or prior to signups.

Rachael Gross feels that we should do it the weekend before Memorial Day weekend, May 21st which is a Sunday? Diane Cohen said it was her daughter's college graduation and asked if we could do the 20th instead. Rachael asked Lan Woodward to update on events that are at the lodge May 20th and May 21st, 2017 and vote on it next meeting.

Rachael Gross mentioned that we should come up with some sort of summary of the event so that we can get our feelers out and market it non traditionally and formally getting volunteers and also we can talk about, again we will report it to the subcommittee, but we will also have this logo that we can put together like a mini flyer for the event including whatever we need for it.

Diane Cohen asked if anyone objected if she called the high school and check on the students that have to do service hours before they graduate. Rachael Gross said that is great, but confirm the date first. Diane Cohen said she has no problem signing off those hours for the kids, so whatever our Commission can sign off on. Rachael Gross said okay.

Lan Woodward will email the Commission on the events on May 20th and May 21st. Rachael said they could then start some informal planning for it.

Rachael Gross said she will not be here for next meeting, but will give some suggestions to AnnMarie Bouzan on what we can do to make this event a little more different than what we normally do, maybe get a band to come in for free or a DJ to come in for free or we could have some fun music some activities for kids, maybe a food truck to show up and if people wanted to buy food they could buy food and we could keep it consistent with the Earth Day theme because there are some really cool trucks that have more of that vibe. John Zucco said that is a rare Saturday that he has off.

Hanson Historical Society Event May 4, 2017

Lan Woodward explained that is is also another event that happens at the Lodge every year. It's a dinner, they come in, they a dinner that is catered, it's done by the Norton's, and since it's on a weekday, AnnMarie mentioned that I should mention it to the Recreation Commission

Brian Gross
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Diane Cohen
AnnMarie Boney

since the Recreation Commission should be aware of any activities and events that occur Monday - Thursday.

Old Business

Septic Funding

AnnMarie mentioned that Town Administrator Michael McCue is asking the accountant about getting a loan so that we don't have to do phases.

Rachel Gross feels that would be the goal because of the potential for us to disrupt the Camp more than once.

Brian Smith mentioned that it is a cost savings too.

Diane Cohen said that it is a good that it is a cost saving. Her only issue is that is if we have things that we want to use budget for if we would have any kind of say of how long the "loan" is stretched out that it gets taken out of our budget to pay back.

Tree Removal

Rachael Gross asked if we have any information on that? She did not have any information. She said she thinks a tree fell and they cleaned it up and they saved and the boy scouts get some wood.

Lan Woodward mentioned that there is a tree that when you enter Camp Kiwanee, it was damaged on the day of a storm, there was a huge branch that was hanging from it. Highway came to take a look at the damage and said that it was hazardous and Newcomb Tree. So, there is extra wood from that can be used, so that may be what they are talking about? Rachael Gross answered yes.

Rachael Gross said thank you for clarifying.

Fence Installation

We received a notice from ConCom which is being forward to Swezey Fence in regards to the links we are requesting to be added. There is an issue regarding the links that would be added with the water levels.

Diane Cohen asked what ConCom is. It is Conservation Committee.

Sondra Allen asked where exactly the fence would be wrapped around and if it would face that beach.

Diane Cohen
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Bill Zucco

Road to Responsibility October 2017 Event

Lan Woodward mentioned that we received a call from Road to Responsibility. They are interested in doing a workshop at the Lodge on a Thursday in October. Lan Woodward mentioned that Thursdays are the days that wedding rehearsals are handled, around 5:00 - 8:00ish, so she let them know, they said they could do the workshop from 8:30 - 4:00 or 8:00 - 4:30. It would be about 60-70 people so they would not need a caterer, they are non-profit, they've done this workshop here in 2010 and 2013 and it was also during the week. Lan Woodward said to Road to Responsibility that she was going to talk to the Recreation Commission to let them know they are interested in having the event here. She hasn't booked it or anything. The charge they had was \$600.00 for both of those years so I believe they would apply for the waiver/deduction fees. They are non-profit.

Rachael Gross said that would be something they should do.

Diane Cohen asked if it has to be a Thursday? Lan Woodward said yes, that is the day they requested.

Diane Cohen asked what type of group this is because she has never heard of it.

Sondra Allen believes they help with jobs for special needs.

John Zucco mentioned that they train people with disabilities.

Rachael Gross believes that we can try to book as much as we can because we don't make any money on rehearsals.

Hiring of Lan Woodward, Administrative Assistant

Sondra Allen suggested we handle the hiring of Lan Woodward before going into the Subcommittees.

Diane Cohen made a motion to hire Lan Woodward as Recreation Administrative Assistant.

Sondra Allen will second the motion for the Recreation Administrative Assistant.

Voted 6-0.

Diane Cohen
AnnMarie
Bouzan
B. P. Smith

Report of the Subcommittees

Enterprise

AnnMarie Bouzan worked with the Accountant and she looked over the figures of what the town accountant had for available funds and she came up with a mock excel spreadsheet. She just wanted to have something on the table so that when MaryBeth MacKay the new Recreation Director starts. AnnMarie Bouzan also said she will try to sit with Todd Hassett this Tuesday to see if he can offer any other suggestions.

AnnMarie Bouzan created categories but Rachael's printer did not print out as well as she expected, so she will have AnnMarie Bouzan know when she gets back and email the sample or Rachael Gross can email it, she will just forward it.

Rachael Gross asked who was on the Enterprise Subcommittee? Brian Fruzzetti said he believes he is and also Brian Smith, but they have not received anything, so Rachael Gross will forward that information to both of them.

Social Media

Logo

Rachael had two logos to vote on for the new logo, we had two logos, one with cranberry, one with brown. The picture was passed along, Rachael Gross suggested the cranberry. This logo would be used on social media, it would be used on the website once that gets up and running and letterhead. It would not replace your traditional, historical images like on the sign and things like that, it would be used for advertising, it's really simple but she feels like for what we are doing here it doesn't lean toward weddings, it leans toward camping and the community.

Brian Fruzzetti made motion to use the cranberry logo.

Brian Smith seconded the motion to use the cranberry logo.

Voted 6-0.

Diane Cohen
Annmarie
Bouyer
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Facebook

The Facebook page has been taking off well. We have a lot of likes. Rachael Gross asked if everybody has invited friends to like it. She asked if we could just continue to share and like that would be great. We are also working on twitter and instagram.

Lan-Tel Communications

Rachael Gross and John Zucco met with Lan-Tel Communications. They are in process of getting an estimate for getting surveillance improvements. Also, may be a phase process because of what we do need.

John Zucco gave a brief summary of what was handled at the meeting.

Resident Mike McLeod of McLeod Electric mentioned that the wiring inspector told him to get rid of the camera on the porch of Lodge. He said he wanted to mention it at a meeting.

Personnel Updates

Rachael Gross received from AnnMarie and Lan Woodward general job descriptions for the positions at the Cove, so gatekeeper, WSI, lifeguard, beach director, and caretaker. We need to review these descriptions on our own time. Lan Woodward printed out the job descriptions for each and distributed. We also received a list of applicants, but it was not on the agenda today.

Diane Cohen had questions on part-time caretakers, some of them do they work year round? Some are year round, some are seasonal. She wanted to know which have to reapply? Lan Woodward said to check with Human Resources Department at Town Hall, Stacey Reed.

Rachael Gross wants to know if we can open up the job if we don't have enough applicants? Brian Fruzzetti answered that there's a stipulation stating until filled.

Rachael Gross stated we have to vote on the job descriptions next meeting.

Rachael Gross would like to talk about marketing dollars for Facebook posts and an upcoming meeting.

Diane Cohen
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Br. P. Gross

Cove Committee

Sondra Allen submitted an ad to the Community Access to advertise for lifeguards on Friday. She will call to see if it was received. She has not seen on the channel yet.

She talked to Chris, one of the part-time caretakers about the condition of the paddle boats that are out behind what we used to call the general store. He told her that they would need repair and that they are unsafe for the water.

Diane Cohen asked if we could get rid of them? Sondra Allen said she wasn't sure what the process of that is. Rachael Gross suggested that we find out how many we have and if one of them could see how many would have to be replaced, maybe there's a brand or something we can figure out where to order them based on that. Sondra Allen said okay.

Sondra Allen is going to meet with the Board of Health on the 4th to talk about possibly selling some form of concessions at Cranberry Cove. Maybe not every day, but just prepackaged snacks and sodas, and possibly water and possibly hot dogs.

Rachael Gross asked what days are high volume? Weekends. She then asked how many people at a time are at the Cove peak hours? They couldn't say more than 100. She mentioned that if you contact a vendor to handle it, they would deal with the Board of Health.

Regarding Docks: Sondra Allen spoke with Mike Means (part of dive team), he said the dive team is already prepared to meet Hallamore on May 22nd in the morning. Sondra Allen will confirm

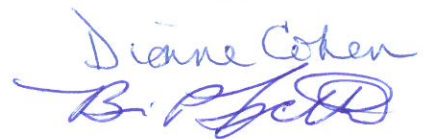
Sondra Allen also checked around Lesson Prices: She spoke to Whitman, Abington, Pembroke. Pembroke is not offering classes this Summer.

Rachael Gross asked if Pembroke would want to use the Cove? Diane Cohen said she wasn't sure when they would do that.

Mike McLeod mentioned Pembroke can use Oldham Pond.

Diane Cohen spoke to police chief and will use electronic bulletin board to advertise for the sign up and he asked what to put on it. She also asked him about getting a town cell phone for the cove.

Mike McLeod asked about Family Camping Weekend. Rachael Gross mentioned that they decided to not move forward with the event due to the fact that we could not financially support it, but we did keep that weekend available for them. We did have another event come in, we



Dianne Cohen
B. P. Cohen

gave them the first right of refusal, they chose not to move forward because they did not have the availability to raise the funds at this time.

Adjournment

Motion to Adjourn: John Zucco

Seconded: Brian Fruzzetti

Adjourned Approved 6-0

Minutes recorded by John Zucco and Lan Woodward

Meeting closed at 7:41