

Minutes of Recreation Commission

Meeting Date October 29, 2018

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

In Attendance: Diane Cohen, John Zucco, Brian Fruzzetti, Brian Smith, Melissa Scartissi, Joshua Wolff, and Lan Woodward.

Also in Attendance: Resident Joan Fruzzetti and Resident Maureen Twomey.

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 10.15.18.

Motion to approve minutes of 10.14.18 by Brian Fruzzetti.

2nd John Zucco.

Vote 5-0.

Minutes of Recreation Meeting 09.24.18 by Melissa Scartissi to be forwarded along for approval for next meeting.

Department Head Update(s)

Woodman Terrace Update

No Update.

Halloween

Joshua Wolff said Halloween was a nice event. It was very well attended. He has contacted the volunteers and the workers to set up a meeting and to do an evaluation on 11.08.18 at 6:00 pm. He's giving people a week to marinade a bit. He received mostly positive reviews. Joshua Wolff would like to do a less busy weekend. Diane Cohen and Melissa Scartissi think that this could be beneficial if we link to the other town events in the community.

Things for improvement at next event:

Supplying food and drink for volunteer staffing.

Diane Cohen was concerned there was no allotment of time for breaks for volunteers and staff or lunch.

One of the vendors Plymouth Party was never contacted to confirm this event. Joshua Wolff said he didn't get a chance to call.

Recreation Commission emphasized the importance of following up with customers/vendors.

More candy is needed.

Emphasis on adult supervision required.

Mention the costumes are welcome.

An additional bouncy/obstacle for older children.

Two food trucks.

Reducing event to 3 hours.

Transportation: possibly 2 buses.

Sheriff's Department will return if requested.

Recreation Commission requested Joshua Wolff to send thank you notes to Hanson Fire Department, Highway, Sheriff's Department and to please cc: Diane Cohen regarding the notes.

Joshua Wolff said maybe he would call. Recreation Commission requested to send notes.

The Water Department picked up the bouncy house to return. Recreation Commission asked why they had to return? Joshua Wolff said he called Highway Department and Water Department. Brian Fruzzetti mentioned that he could have returned for Camp Kiwanee.

Recreation Commission requested to also send a thank you note to Hanson Water Department and to also cc: Diane Cohen regarding the notes.

Joan Fruzzetti asked Joshua Wolff if he contacted the Whitman Hanson Express regarding cabin winners? Joshua Wolff said he has not. Joyce Kolacz won with the mad science cabin and a trophy was given. Kemmet Electric got 2nd place.

Diane Cohen



Science Program/Museum of Science Kits

Joshua Wolff said this is slowly moving. He spoke to the Whitman Hanson Science Coordinator and he gave Joshua Wolff references to other organizations.

Joshua Wolff wants to hire a vendor to run the program, vendors that would want to go that route with nature and curriculum, and stuff. His plan is to really develop it starting right now so that in the spring it is ready to go and a brochure to be created. He has samples from other towns.

Joan Fruzzetti suggested looking into Webster Printing to donate and also South Shore Vo Tech.

Diane Cohen requested Joshua Wolff write these two suggestions down.

Recreation Commission asked if it was science and/or nature for the brochure? Joshua Wolff said he would like some diverse offerings. He has some special events such as Cornhole.

Joshua Wolff would love to do some specialty camps.

Diane Cohen said these should be set in place for January.

Recreation Commission discussed concerns on having programming before focusing on brochure.

For next meeting Joshua Wolff will do research on nature and science. He said we could do science. It's easier to do.

Diane Cohen asked if Museum of Science was contacted regarding kits? Joshua Wolff said that there were 2 free kits and the others were not. Recreation Commission discussed that if picking 2 to purchase would be cheaper than hiring a vendor.

Recreation Commission asked for details regarding program such as afterschool, number of weeks, transportation? Joshua Wolff said he has been transfixed with Halloween.

Music in Nature

Joshua Wolff said Sunday was the last Drum Circle.

Joshua Wolff said they stayed later than they should have and it was a misunderstanding. He misinterpreted it wrong.

Caretaker Bill Johnston was scheduled as agreed by Recreation Commission at 10.15.18 meeting to cover 4:00pm setup and 5:30pm-7:00pm program. He was not notified that he had to stay until 10:00pm. This is unfair to employee and lack of communication.

Recreation Commission reminded Joshua Wolff that he should be clearer on details for programming.

Joshua Wolff said that he talked to the caretakers regarding this and told them it is okay to tell people to clean up and close the doors. There were 25-30 people in attendance. Recreation Commission asked Joshua Wolff about how we are checking on what he has to pay and the head count.

Joshua Wolff said he would talk to Bill Johnston.

Joshua Wolff said he was blanking on the due date for payment. He said he needed numbers week to week so he could confirm.

Recreation Commission requested a generic form that includes printing name, signature, date of event, number of people attending.

Diane Cohen asked if he was returning. Joshua Wolff said he's going to re-evaluate Music in Nature.

Recreation Commission notified Joshua Wolff that if it is working out no evaluation is needed and that dates of availability are confirmed.

Recreation Commission said to please communicate clearly and notify that dates are subject to change depending on rentals.

Movie Night Date

Next movie night is 11.09.18. The movie is Coco.

The information on movie night is on a flyer on his desk, and that he forgot to print out information regarding research on other companies for movies.

Discussion on publishing movie showing. Swank may be worth doing during summer months June and July.

Joshua Wolff said he would like to have a movie night during holiday season.

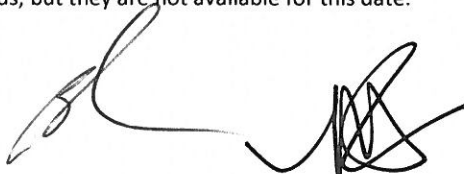
Diane Cohen said to look up and set up.

Recreation Commission asked what we would have for concession hot dogs, popcorn, water?

Joshua Wolff said no to hot dogs. Popcorn and water is okay.

Joshua Wolff tried contacting Drama Kids, but they are not available for this date.

Movie is at 6:00pm



Brian Smith stated there should be one caretaker. Lan Woodward notified Brian Smith that it was approved at 10.15.18 Recreation Commission meeting. Joshua Wolff and one caretaker will be covering the event.

Teen Adventure Crew

Joshua Wolff sent information to schools. Parents should be getting emails. Principal Tranter is putting in his newsletter. Skyzone is scheduled for 12.27.18 which is during school vacation week.

Joan Fruzzetti asked about the hours because they are not shown in the listing. Joshua Wolff will follow up.

It will be a 9:30am drop off and 2:30 pm pick up. Permission slips would be needed and a waiver.

Diane Cohen emphasized that a permission slip would be needed for Joshua Wolff to distribute which would include pick up time, emergency numbers, etc.

Joshua Wolff said he will reach out to somebody that has an all inclusive they can provide so that he won't have to do it himself. Flyer and permission slip for next meeting.

WH Open Mic Night

Joshua Wolff said there is no one registered yet.

Brian Smith asked how many people have contacted him? He said 2: one through Facebook and one phone call.

Joshua Wolff said he might reach out to Devin.

Diane Cohen said to put it out to musicians who aren't necessarily in band.

Brian Smith said to please contact Mr. Dondero tomorrow.

Recreation Commission requested Joshua Wolff to reach out to Whitman.

Brian Smith asked if this was just WH specific? Joshua Wolff said he doesn't know.

Brian Smith discussed concerns about number of people attending. Joshua Wolff said he didn't do the math, he's trying to think what the thought process was.

Melissa Scartissi went onto Facebook to check the status of event listing on the Town of Hanson Camp Kiwanee site. There are a total of 11 people interested in this event. Melissa Scartissi requested that we contact these 11 interested? Joshua Wolff said he could do that.

Recreation Commission asked Joshua Wolff to see if event can be placed at Town Hall sign or on electric board.

Hanson PTO Polar Plunge

No update.

Mass Cultural Grant

No update.

Booking Software

No update. Joshua Wolff is going to table that.

Invoices

CPU invoice was distributed for Recreation Commission review for payment. This cannot be processed because there was tax added to it. This needs to be adjusted.

Bus invoice at \$440.00, www.godaddy.com for the 3 year plan, and Metivier Invoice.

Metivier Invoice was still not revised with itemized dates. Recreation Commission requested Joshua Wolff have this itemized with dates so that if any services were for July could be paid before having to go to town meeting.

Starland invoice and Skyzone Invoice. Recreation Commission asked Joshua Wolff is there was a refund if not enough participants to each event. Starland does offer refund and Skyzone does as well, it is within 7 days.

Joshua Wolff passed out his job description for Event Coordinator and notified Recreation Commission it will be voted on at next Wage&Personnel meeting.

Diane Cohen

BL

WJW

2018 Goals/Recreation Director Update

Joshua Wolff is looking for objectives, it would be helpful.

Diane Cohen reminded Joshua Wolff that Town Administrator Mike McCue was given a list as stated at last meeting.

Programming, relationships with Camp Kiwanee staff and other town departments, leadership skills.

Diane Cohen asked if he has requested this from Mike McCue? He said he has not.

Discussion on job description being tweaked.

Brian Smith has a concern on facilities and maintenance caretakers, Jack O'Leary, Bobby Hunt, and Ed Hanlon.

Recreation Commission said there is a concern with maintaining a proper relationship with staff.

Recreation Commission discussion on events, cleaning, general maintenance.

Joshua Wolff said he spoke with Chris Fennessy about writing on whiteboard in Fezzi. It is Joshua Wolff's plan and he will put things on board for maintenance care and projects. For items they cannot do, he will reach out to Chris Fennessy or get a contractor. As of right now, that is his understanding and how he's moving forward.

Brian Smith asked who directs Ed, Jack, and Bob? Joshua Wolff said he's created kind of more thorough job descriptions and is going to uniform it out.

Brian Smith asked if Joshua Wolff meets with them? Joshua Wolff said he has talked to them about Monday morning meetings.

Brian Smith feels there should be a weekly update meeting.

Recreation Commission concerns because there is currently no one directing the morning caretaker staff.

Discussion on time clock usage for all staff.

Brian Smith would like to set up a Caretakers Meeting for 11.08.18 at 4:00pm.

Diane Cohen has made it clear that job descriptions need to be changed. Things to look at would be experience/expertise and what needs to be done.

Recreation Commission concern on staff and respect, there is a trust issue.

Caretakers have expressed that there are communication/relationship issues and they are concerned.

New Business**Miscellaneous Correspondence**

No update.

FY2020 Budget

Discussion on budget for Fiscal 2020 to be completed by Department Head. The deadline for submission is November 27, 2018.

Starting November 12, 2018, budget data is to be entered. Also requested is a budget narrative. Recreation Commission

Budget Meeting Schedule is set for 12.11.18 at 9:30 am. The budget to be discussed with Recreation Commission.

Capital Improvement Plan

Discussion on Capital Improvement Plan of Capital Needs and Requests by Recreation Commission which is to be completed by Department Head. The response date is November 27, 2018. Capital Improvement Committee begins the review of Capital requests in December 2018. January 2019-April 2019 Capital Improvement Committee will meet with departments and committees.

Recreation Commission discussion on Capital Improvement Committee. The Committee meets on Mondays.



Recreation Commission to discuss kitchen project.

Diane Cohen feels Recreation Commission should plan a Budget Meeting.

Chris Fennessy to be included in the Capital Improvement plans for Recreation Commission.

Osso Videographer

No update. Diane Cohen will reach out to them. She did receive an abutters list from Lee Gamache, Assessors Department.



Hanson Community Christmas

Hanson Community Christmas has requested use of lodge 12.12.18 (sort night) and 12.13.18 (pick up night) both from 5:00pm-9:00pm with set up at 3:00pm. This has been done in the past at \$0.00 and with staff and Recreation Commission member(s) volunteering pending Board of Selectmen approval.

Motion to approve Hanson Community Christmas Event with the dates of 12.12.18 and 12.13.18 from 5:00pm-9:00pm with 3:00pm set up pending Board of Selectmen Approval by John Zucco.

2nd Brian Fruzzetti.

Vote 5-0.

Hanson Fire Department Breakfast with Santa

Hanson Fire Department has requested use of lodge 12.08.18 from 7:00am-11:00am for Breakfast with Santa. There is a 5:00am set up and 1:00pm end time. This has been done in the past for \$0.00 waiver for lodge and \$120.00 for cost of caretaker staff.

Discussion on charge for this event. Discussion on volunteers for event.

Diane Cohen feels they should not have to pay for this community event. Brian Smith stated they have paid for this in the past and have had no issue, and if we do this we are setting a precedent.

Motion to approve Hanson Fire Department Breakfast with Santa on 12.08.18 from 7:00am-11:00am and set up time of 5:00am and end time of 1:00pm with \$0.00 lodge fee and \$120.00 fee for caretaker staff pending Board of Selectmen Approval.

Vote 4-1.

Woodworkers Group Plymouth, Ma

Recreation Commission Chair requested Joshua Wolff to follow up on this previous email so future programs/events can be planned. He wasn't sure what this was and doesn't remember Woodworkers and said if she happens to find the email to forward it to him again. He said he might have followed up with them.

Diane Cohen would like to start planning for Summer programs/events. To be continued at next Recreation Commission meeting.

Resignation(s)

Resignation of Theresa Cocio from Recreation Commission.

Motion to accept resignation of Theresa Cocio by John Zucco

2nd Brian Fruzzetti.

Vote 5-0.

Winterization

Winterization to be done by Paul the Plumber tomorrow. Diane Cohen requested Joshua Wolff to keep her updated on this.

Joshua Wolff said that he left a message with Paul and he told him Monday or Tuesday.

No update on heating and generator maintenance. No update on septic pumping. Joshua Wolff to look into pricing, calls to be made before Winter season.

Dumpster still at Cove. Brian Josh Wolff asked if it was still there. Diane Cohen has concerns caretaker is calling on dumpster removal since it has not been taken care of. Residents/Non-residents have been throwing items in the dumpster. Joshua Wolff mentioned that he was calling on it and had no idea caretaker was calling as well. Recreation Commission asked about lease and requested copy of lease by Joshua Wolff.

Surplus/Salvage Item

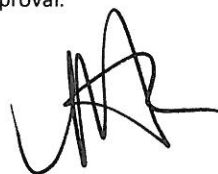
Motion to declare circular saw obtained from South Shore Vo-Tech High School as surplus/salvage by John Zucco.

2nd Brian Fruzzetti.

Vote 5-0.

Joshua Wolff to send information to Meredith Marini for Board of Selectmen approval.

Diane Cohen



Gator Maintenance

Gator Maintenance-no update as of this meeting. Joshua Wolff to find out pricing and a good time to schedule from the caretakers. To be continued at next Recreation Commission meeting.

Mattresses/Cots

Discussion of cleaning out mattresses for winter season.
Discussion of cots to be continued for next season.

Old Business**Facilities Manager Update**

No update as of this meeting.

Warrant Weekly Update

Warrants passed along for Recreation Commission review.
Copies passed out for Recreation Commission review to be forwarded to Joshua Wolff for his files and references.

Caretaker Weekly List of Items/Reports

Discussed above.

Comcast Municipal Grants Follow Up

No update as of this meeting.

Security

To be continued.

Cove

Docks have been winterized and anchored until next Season.

Adjournment

Next meeting(s):
11.19.18

Motion to Adjourn by Brian Fruzzetti.
2nd Brian Smith.
Vote 5-0.
Meeting Adjourned 8:32 pm.

Diane Cohen 