

Minutes of Recreation Commission

Meeting Date December 3, 2018

Call to Order: Meeting was at the Camp Kiwanee Lodge Library. Call to order was at 6:01 pm.

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

Also in Attendance: Resident Joan Fruzzetti, Selectman Matt Dyer, and Resident Melissa Vlachovic (6:30pm).

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 09.24.18.

Motion to approve minutes of 09.24.18 by Brian Fruzzetti.

2nd John Zucco.

Vote 5-0.

Minutes to be approved and signed from Recreation Commission Meeting 10.29.18.

Motion to approve minutes of 10.29.18 by Brian Fruzzetti.

2nd John Zucco.

Vote 5-0.

Department Head Update(s)

Current Programming

Yoga

Drama Kids

Both programs are running.

Future Programming

Music in Nature Proposal

Music in Nature Proposal passed along to Recreation Commission.

Next date(s):

12.28.18

01.11.19

02.01.19

Hours of program are 6:30pm - 8:30pm with 30 minutes opening prior for set up. One caretaker to be scheduled to open and cover program.

Joshua Wolff decided that they can use sound equipment for the program and would be able to store drums/equipment at lodge.

Recreation Commission discussion on additions to contract about equipment and storage, also disposal of equipment if not removed after a specific date. Joshua Wolff notified Sean that he could use storage box already on stage to be locked for his equipment.

Recreation Commission discussion on profit of program. Joshua Wolff said he will send a fee at the end of program.

Diane Cohen asked about advertising. Joshua Wolff said he is totally fine with that.

Diane Cohen asked if we would be advertising to Hanson residents? Joshua Wolff said that was the plan.

Discussion of 80/20 if there was not enough made to cover program(s). There should be a minimum of \$15.00 hour in event caretaker costs are not covered by attendance.

Joshua Wolff said he is okay with that and this to be added to the final draft.

Matt Dyer said to keep into consideration the cost of caretaker(s) and running the lodge, important to factor in the running of the lodge.

Motion to accept Music in Nature Proposal for the dates of 12.28.18, 01.11.19, and 02.01.19 with the revised proposal to include 80/20 with a minimum of \$15.00 hour to cover caretaker costs if not covered by program attendance and also storage bin disclaimer, equipment usage by Brian Fruzzetti.

2nd John Zucco.

Vote 5-0.

Teen Adventure Crew

Joshua Wolff notified Recreation Commission that there is no one enrolled in this program. He is going to do some marketing and have it be announced with morning announcements.

Brian Fruzzetti asked if there should be a deadline date to register? Date of 12.19.18 so that refund could be processed in the event of no sign ups.

Movie Night

Movie night is 12.15.18 from 7:00pm-9:00pm with Polar Express.

Joshua Wolff is going to ask Drama Kids about pre-movie games, if they cannot attend, he will put some games together.

Joan Fruzzetti reminded Joshua Wolff to get paper cups for cocoa that are child safe.

Brian Fruzzetti followed up regarding popcorn machine light and if it was fixed? Joshua Wolff said no, he will reach out to the caretakers.

Recreation Commission asked if machine has been properly stored in the attic? Joshua Wolff said no, he will do that now that it's not busy.

Brian Smith discussed purchasing a small closet that locks, something similar to Rubbermaid storage closet, storage bin. Joan Fruzzetti mentioned these can be found at Home Depot or Lowes. Joshua Wolff will look into.

Nature Program

Joshua Wolff visited South Shore Natural Science Center 11.28.18. He observed and toured and took back great ideas for spring.

Recreation Commission asked if we have a spring program? Joshua Wolff said in the spring.

Discussion on bird exhibit, storybook walks, themed trails and nature classrooms that were there. Discussion also on curriculum them, it was a good learning experience.

His next step is to attend a Project Wild workshop. He reached out, but there are no upcoming workshops.

Joshua Wolff asked Matt Dyer for suggestions on further development.

Matt Dyer discussed arboretum, it would be easy to build, also discussed ideas for Smitty's bog.

Joshua Wolff said he will start off slow.

Diane Cohen asked what this will look like? Joshua Wolff said short sessions from K-4, toddler. He has curriculum material and that we will have materials and will hire a nature educator.

Joshua Wolff thinks he can have a nice, modest start to this in the spring.

Recreation Commission asked which months? Joshua Wolff said March/April/May.

Archery Program

Joshua Wolff said he spoke with the caretakers and that they are all interested in taking archery certification class. He reached out to coordinator to come to lodge for training. There are 2 classes in December and one in January.

Joshua Wolff asked if we would be paying caretakers training and would they get their hourly rate of pay? Yes.

Diane Cohen
[Signature]

[Signature]
[Signature]

Science Program/Museum of Science Kits

No Update.

Joshua Wolff said this is very dependent on staffing.

No update on Museum of Science Kits

Other Items

Event Coordinator Position

Recreation Commission discussed the objective of having programs and events at Camp Kiwanee. The Recreation Director should have recreation at the lodge. Brian Fruzzetti feels we are not there right now.

Joshua Wolff thinks that we can develop into that.

Brian Fruzzetti feels we can check back on this at the beginning of next year. The Recreation Commission would like to take some time to research this.

Joshua Wolff said that he spoke to Town Administrator Michael McCue and also to Meredith Marini regarding this.

Joshua Wolff envisions it being a position with steps. He asked if we were in agreement that we need to be able to hire part/time staff?

Brian Smith discussed the original job description and that is currently being run by Lan Woodward and caretaking staff.

Diane Cohen said we would need a whole new position for programming staff. The original description is needed for caretakers/lodge functions.

Joshua Wolff said it was to circumvent.

Recreation Commission would like residents to be aware of what is needed for programs and then eventually make money. We need programming first then programming staff. We need to provide organized programming. As for fishing, archery, we have staff already here then as it expands and more people respond then program staff would be hired.

Diane Cohen said she understands what Joshua Wolff is saying, but given what we are seeing with Open Mic Night and Teen Adventure Crew there has been no response. It would not be difficult to give extra hours to current staff.

Joshua Wolff said he gets what Diane Cohen is saying. He said based on previous meetings, his vision was after school vacation. He said coming from experience he doesn't think you can offer these things with caretakers.

Recreation Commission said couldn't we offer programs with what we are currently prepared to handle? Position would need to go to Town Meeting for approval of new position as well.

Joshua Wolff understands that too. He looks at caretakers, but he visualized a little bit of disparity of programs vs. afterschool programs.

Matt Dyer discussed programming and that having it to show what is being done for recreation. Programs are what Joshua Wolff was hired to do.

Melissa Vlachovic said she was at Camp Kiwanee in the past for summer programs such as guitar lessons, swim lessons, drama. Guitar lessons were done by a local resident. Reach out to community to bring ideas such as guitar, arts/crafts, painting.

Joshua Wolff asked how we would pay for this? We could reach out to volunteers.

Recreation Commission would like to see what Camp Kiwanee can offer with use of camp, use of lodge, as a valuable resource.

Discussion on using vendors for now.

Joshua Wolff said there are a lot of ways to do it.

Brian Smith said more staffing wouldn't work since we have no programs. He said if we could add music and art it would add so much.

Melissa Vlachovic asked if it was a money issue. She feels all that is offered is sports and would like a well rounded child. Ideas such as drama, artisans, activities can be researched, paint night can be done.

Diane Cohen emphasized that the jobs is to provide recreation in a safe and well structured facility.

Diane Cohen
Joshua Wolff

Brian Smith
Melissa Vlachovic

Matt Dyer said that there is an employee here that can do this. Paints can be bought or schools may help you with supplies, that's part of having a Recreation Director. Reach out to the Boy Scouts/Girl Scouts for ideas such as birdhouses. They are always looking for community events/volunteering.

Joshua Wolff said he could do that.

Recreation Commission asked if we have a plan for next steps? Joshua Wolff thinks they are on the same page and objectives are programming. Joshua Wolff feels he reached a roadblock because he doesn't have staff to hire.

Discussion on paint nights, wood workshop, lego night, it could be 1 day after school for 6-8 weeks.

Joshua Wolff said he could work on that.

Melissa Scartissi said we have no programming right now, we would need to prove that there is a staffing need. If programs become regular, then we can move forward.

Joshua Wolff to do first program. He said he can entertain kids for about an hour and that he would need one caretaker to assist. He is open to 10-15 kids.

Melissa Vlachovic asked if Joshua Wolff needs a list of ideas? She said she would help if there is a paint night. The Hanson PTO ran it. The cost was \$40.00 for parent and child and it covered supplies.

Joshua Wolff says he has an idea on it.

Brian Fruzzetti said to ask caretakers and staff about talents while creating recreation programs for lodge.

Recreation Director Objectives

Discussed under Event Coordinator Position Item.

Invoices

www.godaddy.com hosting. Joshua Wolff would like to add SSL certification 2 years at \$104.98.

This would just be for the www.officialcampkiwanee.com site.

Motion to approve the addition of SSL certification at the 2 year rate of \$104.98 from www.godaddy.com for the www.officialcampkiwanee.com website by Brian Fruzzetti.

2nd Melissa Scartissi.

Vote 5-0.

FWM Invoice for Dock Winterization at \$4,485.14.

Motion to approve FWM Invoice for \$4,485.14 by Brian Fruzzetti.

2nd John Zucco.

Vote 5-0.

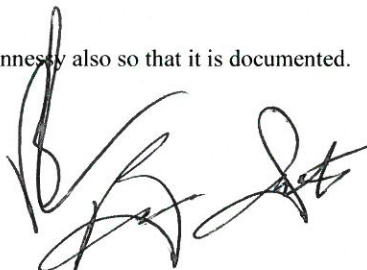
Brian Smith asked Joshua Wolff about the long distance charge on Verizon invoice. Joshua Wolff said he saw and was a little confused by it. Recreation Commission asked if they were called when he noticed the charge? Joshua Wolff said no, he will reach out to them

Metivier Plumbing invoice still remains unpaid. Joshua Wolff said he has reached out to him and has not heard back. Diane Cohen emphasized they have been waiting on payment for this invoice. Joshua Wolff said he's been going through Chris Fennessy. Brian Fruzzetti requested that Joshua Wolff reach out to Chris Fennessy to take care of this.

Paul the Plumber invoice still remains unpaid. Joshua Wolff said he reached out to Paul 3 times regarding itemizing. Diane Cohen requested that Joshua Wolff contact Paul again.

Brian Fruzzetti requested to cc: Michael McCue and Chris Fennessy also so that it is documented.





Facility Update

Capital Improvement discussion regarding estimates from Chris Fennessy.

Stove estimated budget of \$50,000 which would include removal, disposal, hood, gas shut down, supplies, installation, venting, new range.

Fire alarm upgrade estimate of \$25,000 which would be radio signal, detectors, code stations, wiring, sprinkler system.

Cove/Septic estimate \$15,000.

2nd Floor Renovation estimated at \$15,000 which includes clean up, disposal, new offices.

Wood Stove Fezzis estimated at \$3,000-\$3,500 to install by code and work permitting.

Capital Improvement plan is due as soon as possible. Joshua Wolff can see if we can bundle.

Joan Fruzzetti discussed matrix that she had from previous years. Joshua Wolff said no one shared that with him.

Joshua Wolff said maybe sometime we could sit and prioritize.

Discussion on grant writing. Diane Cohen asked if Joshua Wolff could reach out to Bridgewater State for student on grant writing.

Woodman Terrace Update

No Update.

Mass Cultural Grant

No Update

Booking Software

No update.

Hanson Business Network St. Patrick's Day Event

St. Patrick's Day Event on 03.16.19 6:00pm - 10:00pm with setup start time of 12:00pm.

Previous amount was no charge in 2017,

2018 at \$160.00 with \$250.00 security deposit.

Discussion on hours and caretaker staff coverage as well as cost of running lodge.

Matt Dyer said the network is well established and to look at past bills for average cost to get an idea of cost(s) to run lodge, facility, A/C, heat. Recommendation on looking into automation for heat, a/c. Last person in office should keep at 60 degrees when leaving.

In the future, MA Save energy audit for Camp Kiwanee. To add to upcoming agenda.

Motion to approve Hanson Business Network St. Patrick's Day Event on 03.16.19 from 6:00pm - 10:00 pm with setup start time of 12:00pm at \$175.00, \$250.00 security deposit pending Board of Selectmen approval by John Zucco.

2nd Melissa Scartissi.

Vote 5-0.

Fiscal 2020 Budget

Review of recommendations.

Recreation Commission and Matt Dyer discussed having Facility Manager Chris Fennessy present regarding building section.

Budget review

Motion to accept Fiscal Year 2020 Budget with \$5,000.00 increase to building taken from program staffing by Brian Fruzzetti.

2nd John Zucco.

Vote 5-0.

Diane Cohen
John Zucco

Brian Fruzzetti

Fiscal Year 2020 Capital Improvement Plan

Discussed above.

New Business

Miscellaneous Correspondence

Discussion on food truck commissary. Joshua Wolff to look into Board of Health and Food Truck information.

Add to upcoming agenda Spring/Summer Rentals

Items Vote/Revote

Completed above.

Hanson PTO Polar Plunge 01.27.19 (rain date of 02.03.19)

Hanson PTO would like to change rate of event from \$120.00 to \$60.00.

Caretaker needed from 7:00am-1:00pm at Cove. Melissa Vlachovic said they would arrive 7:00 only if there is ice on pond, if there is no ice they would arrive 8:00am-8:30am.

There will be oven barrels on beach. She's been in touch with Rob O'Brien at Hanson Fire Department and Hanson Conservation. She has also been in contact with Police and major departments in town.

There will be a porta potty in parking lot area.

Motion to reduce Hanson PTO Polar Plunge 01.27.19 (rain date of 02.03.19) rate from \$120.00 to \$60.00 with times of 7:00am-1:00pm pending Board of Selectmen approval by Brian Fruzzetti.

2nd Brian Smith.

Vote 5-0.

Commissioner's Report

Reminder of Commissioner's Report deadline. To be reminded at next meeting.

Cornhole Tournament

To be continued at next meeting. To keep on agenda.

Bridal Shows by Kelly

To be continued at next meeting when John Zucco in attendance.

Old Business

Facilities Manager Update(s)

Update above. Thank you note to be sent to the Hunt Family for planters.

Warrant(s) Weekly Update

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

Gator Maintenance

Gator Maintenance-no update as of this meeting. Joshua Wolff has to coordinate. He said there is no hurry on this. Brian Smith reminded Joshua Wolff that Padula had handled this last year. Brian Smith requested to cc: him on email correspondence.

Commissioner's Report

Reminder regarding Commissioner's Report 01.11.19 deadline.

Diane Coker
John Zucco

Joshua Wolff
Brian Smith

Osso Videographer

Diane Cohen spoke with Osso Videographer. They will notify when they have plans.

Bridal Shows by Kelly

Rustic wedding shows. They are on Sundays. Discussion on use of lodge and promotion materials for Camp Kiwanee.

Caretaker Weekly List of Items/Reports

Cabins CPC.

Discussion on broken ping pong table in lodge. Table fell while moving with caretaker on duty. Incident report needs to be filed for 10.26.18. Matt Dyer emphasized incident reports need to be completed within 48 hours of incident.

Recreation Commission asked where the 2nd table was. Joshua Wolff said it was still in Pavillion.

Comcast Municipal Grants Follow Up

No update as of this meeting. Brian Smith forwarded Comcast information to Joshua Wolff.

Security

To be continued.

Cove

No Update.

Adjournment

Next meeting(s):

12.10.18

Review form to be filled out regarding Recreation Director and passed into Michael McCue by Wednesday, 12.05.18. It does not have to be anonymous.

Next meeting(s):

12.17.18

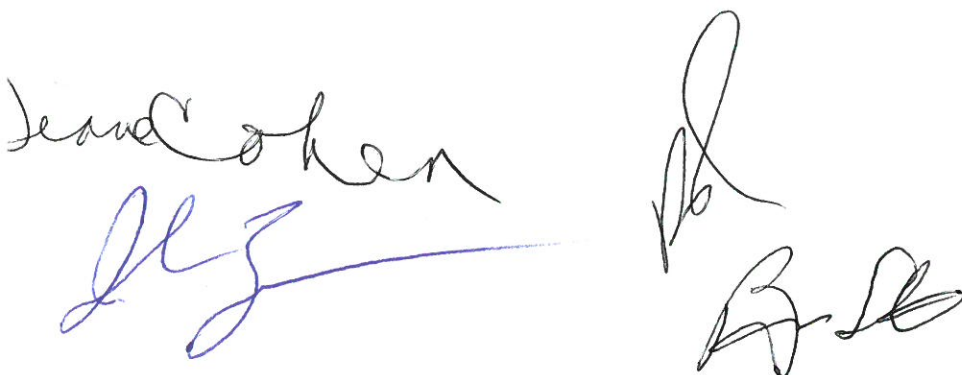
01.07.19

Motion to Adjourn by Brian Smith.

2nd Brian Fruzzetti.

Vote 5-0.

Meeting Adjourned 9:02 pm.

The block contains two handwritten signatures. On the left is a signature in blue ink that appears to read "Diane Cohen". To its right is a signature in black ink, which is more stylized and appears to be "Brian Smith".