

Minutes of Recreation Commission
Meeting Date July 1, 2019

Call to Order: Meeting was at the Camp Kiwanee Lodge Library. Call to order was at 6:04 pm.

In Attendance: Diane Cohen, Brian Fruzzetti, Melissa Scartissi, John Zucco, Brian Smith, Juvy Hartweg, Joan Fruzzetti, Emma Mousette, Billy Boyle, and Lan Woodward.

Also in Attendance: Madi Storey and Matt Dyer.

This meeting is being audio recorded.

Approval of Minutes

Minutes to be approved 06.17.19.

Previous minutes to be approved 05.13.19 and 06.03.19.

Department Head Update(s)

Concert Series

Billy Boyle discussed the Cultural Grant received through Con Comm for the amount of \$425.00 towards a concert event. This would be a reimbursement event after submitting requested paperwork. Date of discussion is Friday, 08.16.19. The first concert would be Hayley Seballa, it is folk music. Billy Boyle spoke with the manager to see if the entire band would be available. The next step would be pricing, advertising, we could set up Unipay for the event. It would be a 4 hour event with bartending service. We can market on social media, Facebook, WATD.

Brian Smith asked if could be dropped down to an accoustic concert only.

Billy Boyle would like it to be an event and place to enjoy the evening. It could be possible to have a concert every other month. He will be discussing further details next meeting.

Brian Smith asked Billy Boyle about the Coffeehouse information he sent along. Billy Boyle notified Brian Smith that he will reach out to them.

Melissa Scartissi said she could help with the setup of marketing with Billy Boyle.

Platform(s)

Platform is almost completed. Once completed, Billy Boyle will contact the Building Department for inspection.

New Business

Re-Organization

Brian Smith discussed teams as opposed to sub-committees. He discussed the conditions of the cabins and how he and Brian Fruzzetti took time to visit Camp Kiwanee on 06.21.19 and the caretakers scheduled did not arrive. He emphasized that he needed to understand who does what. He said he sees people that don't do a whole lot.

Billy Boyle mentioned that the caretakers did notify they would not be in weather pending, possible miscommunication.

Brian Smith discussed no consistency.

There is a caretakers meeting Wednesday and he will be handling the meeting. He will discuss any issues with caretakers.

Diane Cohen said we are on a clean slate, we can find out where we stand and get that done.

We can declare what needs to be salvage/surplus to Board of Selectmen and take inventory on cabins to be repaired as needed.

Brian Smith would like to walk with Billy Boyle and would like to cut into some bunks.

Joan Fruzzetti said to put in the empty building next to bridal.

Matt Dyer mentioned that Recreation Commission should stick to what is on the actual agenda, which discussion should be about re-organization.

Brian Fruzzetti requested adding teams to Agenda.

Re-Organization

Motion for Diane Cohen to be Recreation Chair by John Zucco.

2nd Brian Fruzzetti.

Vote 6-0

Motion for John Zucco to be Recreation Vice-Chair by Brian Fruzzetti.

2nd Brian Smith.

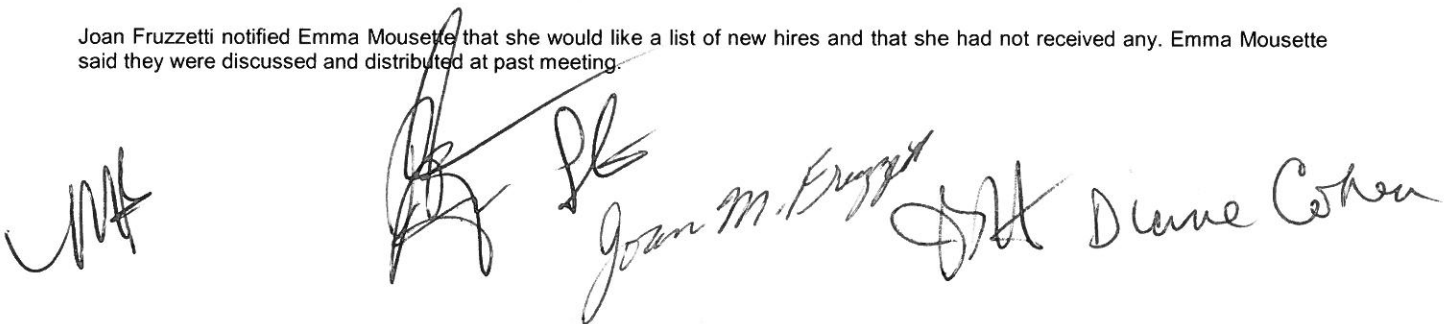
Vote 6-0.

Motion for Melissa Scartissi to be Recreation Secretary by Joan Fruzzetti.

2nd Brian Fruzzetti.

Vote 6-0

Joan Fruzzetti notified Emma Mousette that she would like a list of new hires and that she had not received any. Emma Mousette said they were discussed and distributed at past meeting.

The bottom of the page features several handwritten signatures in black ink. From left to right, there is a signature that appears to be 'JZ' (John Zucco), a signature that appears to be 'BS' (Brian Smith), a signature that appears to be 'JF' (Joan Fruzzetti), and a signature that appears to be 'DC' (Diane Cohen). The signature 'Joan M. Fruzzetti' is written in a larger, more legible script across the middle of the bottom section. To the right of this, there is a signature that appears to be 'JH' (Juvy Hartweg) and another that appears to be 'DC' (Diane Cohen).

Brenda MacLean 08.08.20 Lodge Wedding

Brenda MacLean 08.08.20 Lodge Wedding request for re-booking two years after event date instead of the one year request. There is medical issues that must be addressed.

Motion to request 2 year re-book date from 08.08.20 for Brenda MacLean by John Zucco.

2nd Brian Fruzzetti.

Vote 7-0.

Hanson Historical Society Dinner 05.07.20

Hanson Historical Society Dinner 05.07.20 from 6:00pm-9:00pm with setup time of 3:00pm.

Motion to approve Hanson Historical Society Dinner on 05.07.20 from 6:00pm-9:00pm with setup time of 3:00pm pending Board of Selectmen Approval by Joan Fruzzetti.

2nd John Zucco.

Vote 7-0

Bay Circuit Trail Committee 07.18.19

Bay Circuit Trail Committee request for Needles Library 07.18.19 for meeting.

BCTC is one element of the Bay Circuit Alliance, which itself is an integral part of the non-profit Appalachian Mountain Club.

Motion to approve Bay Circuit Trail Committee 07.18.19 request for meeting space at Needles Library from 12:00pm-2:00pm with waiver of fee pending Board of Selectmen Approval by Brian Fruzzetti.

2nd John Zucco.

Vote 7-0.

Matt Dyer suggested leaving some Camp Kiwanee information available on the day of this meeting for hikers that would be passing through.

Business Plan

Juvy Hartweg mentioned to Recreation Commission that Billy Boyle has planning experience. We should create a calendar and parts of business plans to focus on including short and long term goals. There should be steps to getting to a goal:

Executive Summary

12 Page document could be presented in October which could be broken down by steps.

Diane Cohen would like to do as a collaborative effort. She would like to increase its revenue as a top thing going towards recreation and activities.

Discussion on having a 3 year term.

Diane Cohen, Juvy Hartweg, and Billy Boyle can be part of it. They can set up a meeting to discuss with specific dates and measurable goals to present and use as a guide to plan events and budgeting.

The draft could be completed in middle of August and presented to Recreation Commission, edits, then final product can be presented to the Board of Selectmen. August 1st could be the date for draft completion.

Joan Fruzzetti would like to update policies and procedures.

Matt Dyer discussed facilitating where you want to go as a whole board instead of 3 people having to do all the work.

Juvy Hartweg said they will make sure to create the back bone to create the plan.

Matt Dyer suggested a think tank kind of night to give a guide and help and to give some meat to it then bring to Board.

Discussion on meeting for 1st draft presentation, there will be a separate meeting with Recreation Commission and Matt Dyer.

Discussion on next Recreation Commission meeting dates:

Tuesday 08.13.19 at 6:00pm

Monday 08.26.19 at 6:00pm

2020 Dates

Lan Woodward discussed with Recreation Commission upcoming dates for 2020 Easter Bunny Breakfast and 2020 Halloween Extravaganza dates so that they would not be booked.

Discussion on dates currently booked for April 2020 and October 2020.

Recreation Commission Easter Bunny Breakfast 04.05.20

Recreation Commission Halloween Extravaganza possible two dates-10.18.20 or 10.25.20

Brian Fruzzetti would like someone to get in touch with Trunk of Treat. Juvy Hartweg provided the contact name of Barbara Arena.

Recreation Commission discussion on adding Halloween Extravaganza to next meeting.

Recreation Commission discussion on Food Trucks and rates and possible 2 buses for Billy Boyle to look into.

Old Business

Miscellaneous Correspondence

John Zucco discussed Godaddy.com. He notified Recreation Commission that it is not on a managed word press plan. He would like to switch to a managed word plan-the new plan is at \$131.00 year. This would allow updates to be done automatically and that we would need to use someone's credit card for the purchase and they could get reimbursed.

John Zucco also said his son's girlfriend could help with Word Press.

IS  JSH Diane Cohen

Matt Dyer recommended that John Zucco contact Town Clerk to file a disclosure about son's girlfriend about helping and billing for Word Press assistance.

Brian Fruzzetti would like to be placed back onto Facebook.

It was mentioned that Meredith Marini discussed at last meeting that since there is full staffing, the social media pages should be updated by employees. The Recreation Commission would not need to have administrative privileges as originally requested to tentatively monitor.

Brian Fruzzetti would like to oversee the sites. Brian Smith asked what would happen if Billy Boyle did not stay? Lan Woodward mentioned she is on both sites as well as discussed at previous Recreation Commission meeting.

Emma Mousette emphasized concerns of sites when Recreation members were admins. Brian Fruzzetti discussed with Emma Mousette the apology and being able to move on from it.

Juvy Hartweg does not want to go against the Town Administrator. If it poses a problem, the Commission and/or Board of Selectmen could approach it again.

Melissa Scartissi agreed.

Brian Smith mentioned Republic Dumpsters. He said we are currently spending \$3,800.00 for 10 yard trash and 2 yard recycle, but we could switch to a 6 yard recycle that would be collected one time a month vs. weekly.

He said he does this all the time and we get the proper signage regarding recycling and it works.

Matt Dyer has a concern with the hygiene. Lan Woodward mentioned the food tins and cardboard cake holders.

Brian Smith said each can be rinsed before placing in the recycle bin and the caretakers could monitor this.

He said we could get rid of recycling bin if we had to and just throw in with the trash.

Billy Boyle said he would not like to make that change.

Motion to switch to once a month recycle pickup from Republic Services with 6 yard recycle instead of 2 yard recycle by Brian Smith.

2nd Joan Fruzzetti

Vote 7-0.

Brian Smith asked Emma Mousette if she got a lock for Cove?

She said no.

Brian Smith asked if someone could purchase a lock.

John Zucco wanted to make sure we post on media and website that the Cove will be open July 4th.

Melissa Scartissi asked about the kitchen stove. Diane Cohen said she has not heard from them, but he will reach out to them and follow up.

Communication Memo

Communication Memo from Town Administrator was emailed during the week and passed out and read to the Recreation Commission regarding Open Meeting Law.

Diane Cohen discussed forwarding information to Billy Boyle regarding North River Watershed.

She also discussed forwarding information regarding Conway School. The contact there is CJ Jammers.

Brian Fruzzetti requested to have Recreation Teams listed on Agenda.

John Zucco discussed Bridal Shows by Kelly 11.10.19.

Joan Fruzzetti stated she printed an incorrect rate sheet. Lan Woodward asked what site it was from so that it can be fixed if incorrect.

Diane Cohen would like two signs for Cove.

Brian Fruzzetti would like another no trespassing sign.

Caretaker Weekly List of Items/Reports

Email from Brian Fruzzetti including newly formed grid created by Brian Smith distributed.

Brian Fruzzetti thinks there are ridiculous things going around.

Discussion on caretakers and duties.

Madi Storey explained to Recreation Commission on summer list cleaning schedules, designated days such as lodge days. Billy Boyle will communicate and coordinate with morning maintenance caretakers on things that would need to be completed.

Time Clock Discussion.

Time Clock should be installed at Cove, possible time clock for Fezzi.

Juvy Hartweg notified Recreation Commission that she spoke with Beth Sloan, Town Clerk, regarding non-profits for community fundraisers. She would like to reach out to certain non-profits regard Cornhole. She has a couple of boards already.

Juvy Hartweg also wanted to know what activities we could come up with for Cranberry Cove. Discussion on cardboard boat regatta.

Handwritten signatures of committee members at the bottom of the page. From left to right, they appear to be: 'LMS', a signature that looks like 'Brian Smith', another signature, and 'JSH Diane Cohen'.

Joan Fruzzetti mentioned the cement blocks in the Cove parking lot and see if highway or Landers could do, and what the cost would be.

Brian Smith asked if highway could do this.

Discussion on reaching out to Hanson Rod and Gun Club. She said if we can have them help and maybe invite them to a meeting, we need hands and more networking.

Brian Smith said he plans on visiting North End next week.

Warrant(s) Weekly Update

Warrants passed out for Recreation Commission review.

Brian Fruzzetti would like the name change on American Red Cross invoices.

Policies and Procedures

No update.

The can be updated and add it as part of the business plan.

Osso Videographer

No update.

Comcast-Municipal Grants Follow Up/Security

Billy Boyle spoke with Ryan in IT who is currently in the process of doing fiber at the municipal buildings. Based on timeline, it would be possible to have October/November 2019. It would start with internet at office first and eventually be at the Cove.

Cove

Cove Update

Emma Mousette notified Recreation Commission that there are 5 Lifeguards that are taking the WSI course this week:

Josh Baker

Alanna Phillips

Jonathan McCarthy

Madeline Nagle

Abigail Byrne

The cost of the course is \$540.00 by Chuck Hickey. The cost to purchase the WSI certificates for course completion would be \$37.00 each for a total of \$185.00.

Motion to approve payment to Chuck Hickey for \$540.00 for the WSI Course by John Zucco.

2nd Melissa Scartissi.

Vote 7-0

Motion to approve payment of \$185.00 for purchase of WSI course completion certificates by Brian Fruzzetti.

2nd Juvy Hartweg.

Vote 7-0.

Discussion on WSI pay rate approval for the 5 WSI trainees once certified by Melissa Scartissi.

2nd Joan Fruzzetti.

Vote 7-0.

The rate would reflect on which position they are working for dates scheduled.

Emma Mousette requested new lifeguard hire of Anna Kusla.

Motion to hire Anna Kusla as Lifeguard by John Zucco.

2nd Joan Fruzzetti.

Vote 7-0

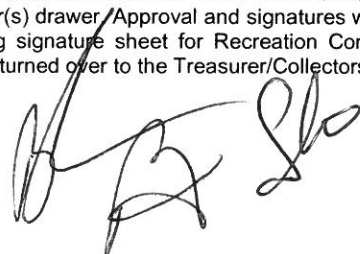
Emma Mousette notified Recreation Commission that employee shirts by Walker Clay are not in stock for last year's model. Requested approval of purchasing shirts.

William Boyle requested same regarding purchasing employee shirts for staff by Walker Clay.

Recreation Commission said it would not be an issue for either.

Cove Petty Cash Procedures

Discussion on petty cash procedure for each season of Cove. Warrant to be created for \$100.00 which would be petty cash fund for the Cove that would be for the gatekeeper(s) drawer. Approval and signatures would be required by Recreation Commission for this procedure. Lan Woodward passed along signature sheet for Recreation Commission signatures. At the close of Cove for the season, the balance of \$100.00 would be turned over to the Treasurer/Collectors office by Emma Mousette by turnover process.



Motion to approve Petty Cash Procedures and warrant for \$100.00 to Emma Mousette for Cranberry Cove Petty Cash for Cranberry Cove Season 2019 by John Zucco.
2nd Melissa Scartissi.
Vote 7-0.

Billy Boyle mentioned Cove meeting that with Emma Mousette and Margaret Hickey regarding swim lessons. To lifeguard or WSI Margaret was not certified, discussion on being hired as vendor as long as proof of insurance would be provided. Since there is a current WSI course and we have enough staff, we would be able to proceed down that avenue.

Emma Mousette notified Recreation Commission that it would not be a 5 week session for swim lessons, it would be broken up into 3-2 week sessions at the same rate.

Cove Rates
Discussed above.

Cove Docks
Emma Mousette notified Recreation Commission that the docks were all set with the exception of the turnboard being off. She said Caretaker Bobby Hunt would be able to move it for her.

Joan Fruzzetti pointed out that there is no swim team information on social media.

River Hawk came to Cove to do an as-built plan. Conservation had this put in as one of the conditions to the contract. They said that it would be pointless to do if they could map where it is. They are waiting to hear from Phil Clemmons to see if the as-built condition can be dropped.

Cost for River Hawk \$800.00
Filing Fee \$100.00
Waterways \$100.00

Cove Trees
David Hanlon. Tree Warden, spoke with Billy Boyle regarding trees at Cove that must be taken down. They are a safety concern. The beach would have to be closed for the day and water department would be able to take out the roots. Sand would be an expense. They would need to check with contractor for availability. The start would be Cove trees then the front of road. There is a request for a letter of endorsement from the Recreation Commission for the tree removal. Billy Boyle created a letter, he mentioned to Recreation Commission but if they wanted to they could draft their own specific letter. Letter distributed for Recreation Commission signature.

Matt Dyer requested speaking wto Conservation regarding this. Billy Boyle notified Matt Dyer that Dave Hanlon is already handling this.

When date is set, Recreation Commission requested to post it on social media, post signs, and post in the Whitman Hanson Express.

Motion to adjourn by Juvy Hartweg.
2nd Brian Fruzzetti.
Vote 7-0.
Meeting adjourned 8:07pm.

Adjournment

Next meeting(s):
08.13.19 at 6:00 pm Tuesday
08.26.19 at 6:00 pm Monday

WMS



Diane Cohen
