

Minutes of Recreation Commission
Meeting Date: May 22, 2017

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

In Attendance: AnnMarie Bouzan, Diane Cohen, John Zucco, Brian Fruzzetti, Brian Smith, Rachael Gross, MaryBeth Mackay, and Lan Woodward

Also in Attendance: Resident Madi Storey, Resident Joan Fruzzetti, Deb Blauss, Resident Margaret Hickey

Lan Woodward, Administrative Assistant, will take the minutes.

The meeting minutes are being tape recorded.

Lan Woodward passed out the Agenda for May 22, 2017 meeting.

Approval of Minutes

Motion to accept minutes of 05.08.17 by Brian Smith.

2nd Motion to accept minutes of 05.08.17 by Diane Cohen.

Vote 5-0.

AnnMarie Bouzan abstained from motion.

AnnMarie Bouzan recommended that everyone sign all pages of the minutes as the meeting begins.

New Business

Yoga in Nature

Deb Blauss had some questions in regards to the procedures for Yoga in Nature.

If Deb Blauss is planning on vacation or is out sick, would it be okay to find a substitute and set up or just plan on closing Yoga for that class?

AnnMarie Bouzan checked to see if the sub would be affiliated with insurance.

Deb Blauss mentioned that she would only ask someone that is insured. She would make sure to bring a copy of insurance to validate.

Rachael Gross asked if it would be possible to provide a list ahead of time with copies of proof of insurance.

AnnMarie added to make sure to notify someone in the office as well.

AnnMarie said she would agree if everyone else did as well.

(R)

John Zucco
Rachael Gross

AnnMarie Bouzan
Diane Cohen
Deb Blauss

Deb Blauss said that she is going on vacation so she just wanted to be sure. She will be out in August.

Deb Blauss said she will let us know in advance the dates not available.

Deb Blauss asked about signs for Yoga in Nature.

AnnMarie Bouzan answered that you could have a sign that you can bring with and then also take with you after the class is over.

Deb Blauss wanted to see if there was any concerns with Facebook page for Yoga in Nature. She asked if Yoga in Nature at Camp Kiwanee would be okay.

It was then discussed if there was an event it can be tagged with the Official Town of Hanson Camp Kiwanee page.

AnnMarie Bouzan wanted to inform Deb Blauss that there will be two days soon where camp will have no electricity and that she'd be informed when this would happen.

Deb Blauss said should could have it outside (weather pending).

She said she was not sure if we would need to notify in advance of no electricity to yoga customers.

Deb Blauss added that there would be access to bath house if it's daylight.

MaryBeth Mackay mentioned to post about Yoga in Nature and tag the posts.

Rachael Gross recommended that Mary Beth Mackay create a schedule of classes.

MaryBeth Mackay asked if she should create a press release? It is not needed.

Rachael Gross said possibly press releases next year explaining upcoming events.

Deb Blauss discussed her sign in sheet, possibly adding head count and it was mentioned to possibly to the way Drama Kids have done their sign in sheet.

Department Head Update

Caretaker-Meeting Update

There will be a Caretaker Meeting Saturday, 05/27/17 at 9:00 a.m.

MaryBeth Mackay mentioned that everyone is going to make it, but Dan Hickey may not.

MaryBeth Mackay added it was a tough thing scheduling because of everyone's job.

Discussed job description and duties so that everyone is on the same page.

Job description will not be able to be voted on until meeting has taken place.

Scheduling two weeks in advance for functions.

Rachael Gross asked if there's an agenda and policy?

AnnMarie Bouzan mentioned to get the policies into effect and have the employees sign on them.

MaryBeth said Chief Miksch talked to here about keeping a close eye on alcohol at the events.

AnnMarie asked Madi Storey how it's been handled in the past.

Madi Storey mentioned that the customers do know they are not allowed outside with alcohol.

Resident Joan Fruzzetti said Chief Miksch would offer classes to caretakers to show them the proper way to handle.

AnnMarie requested to MaryBeth to see if Chief Miksch could attend meeting to talk to the Caretakers regarding events.

John Zucco asked if we require police details for weddings?

He was notified that the Police Department currently monitors by driving by the events.

Rachael Gross

*AnnMarie Bouzan
Diane Cohen*

MaryBeth Mackay said maybe he could send a memo.

Re-Vote Job Description Beach Director

AnnMarie Bouzan asked if we had copies of the job description.

MaryBeth Mackay said she only has one.

Discussion of two changes on Beach Director job description:

Performs daily beach and equipment maintenance-Reviews and delegates

Oversees or delegates

AnnMarie Bouzan asked if everyone was okay with these changes

Once updated and copy provided for review for the Recreation Commission it can be forwarded to Wage & Personnel.

Motion to approve once updated copy is provided for review for the Recreation Commission by Diane Cohen.

2nd Motion by John Zucco

Vote 6-0.

Seasonal Employees

Discussion of Seasonal Employees and description.

Office Desk Update

MaryBeth Mackay mentioned that David from the furniture place said they were close to having them done and that they were ahead of what they thought.

The Purchase Order has been sent in for approval.

Dude Solutions

MaryBeth Mackay said she looked into camp software and said they work like hotel bookings, it was called Campground Master.

Cost:

\$795.00 annually for any number of sites, campsites, rooms

\$500.00 per workstations

\$200.00 for point of sale option-pay online

\$1495.00

MaryBeth thinks that we might be able to put in an option for the lodge.

Rec members would want to be able to track applications.

AnMarie Bouzan said that we would have a line for each individual cabin we offer, cottage, all pricing options we have to be there.

Dude Solutions would be \$1470.00



It was asked if MaryBeth called any campsites to see what is currently being used?

She said KOA has their own.

Rachael Gross recommended that we call Camp Wing.

AnnMarie Bouzan mentioned going into the sites and see the process of their booking.

Brian Smith suggested Pinewood Lodge.

Diane Cohen said to reference YMCA.

Rachael Gross asked the turnaround time for the system.

MaryBeth said she will ask around and that Dude Solutions has a maintenance log while Campground Master does not.

AnnMarie Bouzan thinks we should check on 2 companies and take it from there. Printouts at next meeting for Rec Commission to review and compare. July 1st is the start date.

AnnMarie Bouzan said we would need ample time for training.

AnnMarie Bouzan asked if there was an extra cost for Dude Solutions for users?

MaryBeth Mackay said that she will check.

MaryBeth Mackay said that Dude Solutions would be calling her tomorrow.

MaryBeth Mackay said that she did an online demo for Campground Master, but no one had to follow up.

AnnMarie said to research a little more on similar companies out there.

MaryBeth Mackay said there was a 3rd one, but said Campground Masters had a great review.

Diane Cohen asked to compare the two side by side and send along for review.

Sounder Systems

MaryBeth Mackay said that we have options with this.

Discussed options regarding codes.

There was a discussion on updated.

Fire panels were also discussed.

Rachael Gross suggested getting names of 2 companies for comparison.

Personnel Spreadsheet

MaryBeth Mackay said she still needs to add to it.

It was asked that all information on employees to be on it and printouts to be handed out to the Recreation Commission for reference for next meeting including employee numbers.

Timesheet revision is still being worked on as well. Printout of sample for review for next meeting..

Cranberry Cove Media

Sign ups on Media, message board, Board of Selectmen to read as well.

MaryBeth Mackay is now administrator to this page.

Gator Update

MaryBeth said she is having Gregg Poth work on a sign-in sheet.

MaryBeth said she will ask him about this.

John Gross *AnnMarie Bouzan*
Diane Cohen
Rachael Gross

Plumbing Update/Electrical Work Update

Plumbing

MaryBeth Mackay said the plumber was here last week. He placed a better temporary fix on issue.

It was asked when the permanent fix was.

AnnMarie Bouzan said that Scott will allow this as long as we are aware that it is an issue.

We will now have a water bubbler in bartending area and also getting one in the kitchen. This will be delivered on Wednesday.

Electrical

Brian Smith said there are two jobs that need to be done:

Shut Off

Circuit Breaker Panel

He mentioned that an inspector came in last week. He asked about W-9 and the process of getting fees waived.

MaryBeth Mackay said he would need insurance.

AnnMarie notified him that he can go online to the building department at www.hanson-ma.gov, building department and find online permitting. This information can be entered online and then the process will go from there.

Cabins-Compliant Update

MaryBeth Mackay got a list from Town Administrator Mike McCue. It included ADA update.

Discussion on Handicap Accessibility.

Door work, ramp, handrails, accessibility for Bathhouse.

AnnMarie will check with the Building Inspector.

AnnMarie asked if we can take an hour of Ed Hanlon's time to see what is needed, also for North End Cabins Exterior and time to make some phone calls to move ahead with the project.

Inventory-File Update, Labeling Update

MaryBeth Mackay asked where labels may have come from?

Rachael Gross suggested just using a Sharpie Marker.

MaryBeth Mackay thinks labels will be picked off.

MaryBeth asked Commission Vista Print?

AnnMarie asked MaryBeth that all updates should be done next meeting.

Dock Research

MaryBeth has a friend that lives in West Gardner, Maine. She left a message for him.

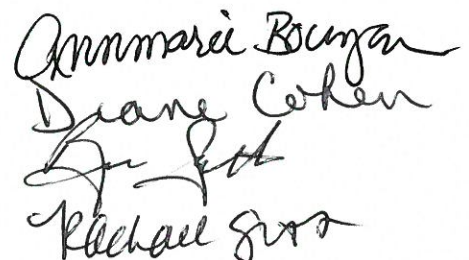
She said pullings move, they reset every year.

Diane Cohen asked what we should do.

AnnMarie Bouzan went online and checked out floating docks.

Joan Fruzzetti said to check with Pembroke.

MaryBeth asked Joan Fruzzetti what they are called.

AnnMarie said the docks were supposed to be leveled and asked for an update from MaryBeth. MaryBeth notified that she wasn't aware that they were coming by. AnnMarie said she will just go by and look and call Rob O'Brien on it. MaryBeth asked who it was. If Rob O'Brien cannot do it, Diane asked if there was anyone else that can handle this? Rachael recommended the Dock Doctors

New Business

Lauren Perkins Cancellation 07.21.17

Lan Woodward mentioned the event on 07.21.17 was requested to be cancelled. The customer was told that there was not a refund and would check with Recreation Commission to see the time allotted to reschedule an event at a different date. She would have one year. Lan Woodward will notify her of the discussion.

Nancy Mitchell Cancellation 10.14.17

Lan Woodward notified the Recreation Commission this event was requested to be cancelled last year. Ms. Mitchell was notified that refund would be possible if another event could be scheduled on this upcoming date. There is an event that just booked for this event. Recreation Commission agreed to this refund with notice that this was agreed upon before the new Recreation Commission was in place.

New Lodge/Cabin Rental Applications with New Logo

The Board of Selectmen approved the new rates effective July 1, 2017.

3 Logos to be put together, logo to be a bit bigger than current logo being used, keep the Town of Hanson Seal.

Lan Woodward will send Rachael Gross current template on file to be worked on.

Frontier Cabin-Fireplace

It was noticed that the iron door is unhinged. It needs to be welded.

Joan Fruzzetti said we would need an arc welder.

AnnMarie will asked Highway Department if they have one.

Program/Events

Diane Cohen, AnnMarie Bouzan, and Madi Storey took a tour of the arts and crafts building during Camp Kiwanee Clean Up.


Diane Cohen discussed possible camps/programs for children.

AnnMarie Bouzan mentioned that they did have programs in the past.

Research would have to be done on insurance, staff, and possibilities. This will not be possible this year.

We did have a Science Club reach out beginning of year. Lan Woodward will reach out to them to see what openings are available.

Joan mentioned she saw an article on the program done.

Diane asked about paddle boarding program, one time tours. MaryBeth said she left a voicemail to her contact.

The Small Business Association and Rotary are having Family Day at Town Hall Green. AnnMarie asked if possibly we could merge to make bigger.

Administrative Assistant Meredith Marini said she can run it by them.

Rachael Gross suggested guided nature walkers. She would like to see re-occurring events that people can sign up for.

MaryBeth suggested a ½ bird ½ reptile show. MaryBeth said it could be outside or at pavilion.

Rachael Gross would like to see a calendar.

Rachael Gross asked MaryBeth to put something together that can show Recreation Commission all the options that are out there. She asked for a printout for presentation in writing so that the Recreation Commission can review and vote on future events.

Rachael asked for a list or calendar so it takes the guesswork from the Recreation Commission. Please include in the re-occurring events yoga. Make sure it doesn't interfere with ongoing programs.

There will be no charge for people to come, but we can accept donations.

Rachael asked for calendar to be printed out for each to review at next meeting.

Diane Cohen recommended team building event for children, maybe a small rock wall.

Old Business

Erin Finnell Follow up

Refund to be issued to Erin Finnell.

Farmers Market Update

Rachael Gross sent sample applications for a guide, policies as well.

AnnMarie Bouzan mentioned that she had a meeting at beginning of June with Board of Health.

Rachael Gross said to make sure Board of Health has everything.

AnnMarie Bouzan mentioned that new Board of Health employee will be starting on Wednesday and she will ask what the Marshfield process is.

AnnMarie Bouzan asked if we can get vendors here?

Rachael Gross said to:

Work on application

Check wit COI requirements

Workmans Comp

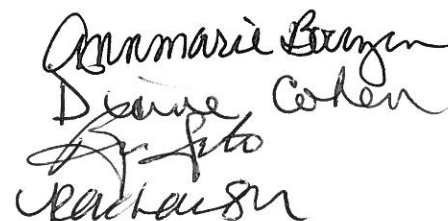
If Farm only no BOH requirements

Figure out Board of Health process and work on application by next meeting

Rachael will send paperwork to Lan Woodward in .doc format because it is currently in .pdf format.

Caretaker Safety Equipment Update

MaryBeth said it has been ordered.

Staff Shirts Update

Lan Woodward said that the polo shirts were not available in green suggested, they will be ordered in Navy.

CPC Update

Diane Cohen went to her first meeting.

She would like to get a professional historical company to go to the Caretaker's Cottage to see what is needed. The state has a list, some things may be free. It is \$300.00 for a consultant. Before she starts with the grant process, she said we would need to vote on that \$300.00 for the consultant.

AnnMarie Bouzan asked if we have gotten any pictures?

Diane Cohen said we need a consultant and she will call on the list provided.

AnnMarie let Diane know that she will help in any way if Diane needs it.

Brian Smith said he could call a contact he has. Diane asked if Brian could forward to her if possible.

Motion to vote on \$300.00 for consultant for the Caretaker's Cottage by John Zucco.

2nd Motion for \$300.00 for consultant for the Caretaker's Cottage by Rachael Gross.

Vote 6-0.

Camp Kiwanee Clean Up Day Review

Diane Cohen said they got a lot done.

MaryBeth Mackay to create a press release for newspaper.

AnnMarie mentioned list to Lan Woodward to create thank you letters.

We will work on creating a list for next years clean up day.

Hiring of Staff

A list of hiring of candidates recommended from Town Administrator Mike McCue, Diane Cohen, and MaryBeth Mackay was handed out.

The list of names were read, Diane Cohen will abstain from one vote.

For Seasonal Caretakers:

William Johnston

Robert Hunt

Motion to hire Seasonal Caretakers by Brian Fruzzetti.

2nd Motion to hire Seasonal Caretakers by Rachael Gross.

Vote 6-0.

John Zucco *AnnMarie Bouzan*
Diane Cohen
for John
Rachael Gross

For Lifeguards/WSI:

Alex Hobart
Caroline Woodward
Connor Holland

Motion to hire Lifeguards/WSI by John Zucco.
2nd Motion to hire Lifeguards/WSI by Brian Fruzzetti.
Vote 6-0.

For Beach Director:

Emma Moussette

Motion to hire Beach Director by Brian Smith
2nd Motion to hire Beach Director by Brian Fruzzetti.
Vote 5-0.
Diane Cohen to abstain from vote.

For Lifeguards:

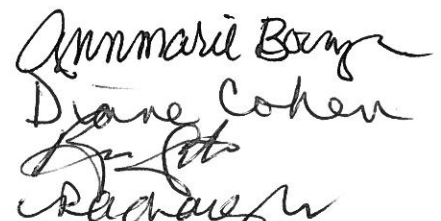
Phoebe Bonney
Joshua Baker
Kristina Woodward

Motion to hire Lifeguards by John Zucco.
2nd Motion to hire Lifeguards by Brian Smith.
Vote 6-0.

Gatekeepers:

Abigail Dever
Maeve McDonough
Madison Adams
Courtney Woodward
Casey Hobart
Emily Hunt

Motion to hire Gatekeepers by Rachael Gross.
2nd Motion to hire Gatekeepers by Diane Cohen.
Vote 6-0.



MaryBeth will call all tomorrow.

There is paperwork night with the Treasurer/Collector on Tuesday 05/30/17 from 5:00-7:00 p.m. at the Town Hall in the Board of Selectmen's Meeting Room.

Please note Lan Woodward will be helping Stacey Reed.

AnnMarie Bouzan offered to help the Cove Committee if needed.

Cove Clean Up Day

The Staff can do this.

Raking is included.

The Beach Director can make sure that this is handled.

Discussion on being able to have Emma Moussette being working on Tuesday, May 30, 2017.

Motion to have Emma Moussette working as of May 30st, 2017 by Diane Cohen.

2nd Motion to have Emma Moussette working as of May 30st, 2017 by AnnMarie Bouzan.

Vote 6-0.

Cove Swipe Card Update

MaryBeth will remind Jeanne Sullivan about Unipay.

Cove swipe is not feasible because of internet accessibility.

AnnMarie suggested a hot spot.

AnnMarie said payments will be check only.

Is it possible to have day passes paid online? Diane Cohen asked Mary Beth to look into this.

Cove Kick Off

June 23, 2017

John Zucco needs to fill out a form and forward to Town Administrator to sign for DJ.

Items looked into:

Hydroblaster

Slip Slide-would not work, would need grass for this

Dunk Tank

Food-Possible Food Trucks

Cotton Candy

Popcorn Machine-We have one

Italian Ice

Rachael mentioned a company called Bittersweet Lemonade which has lemonade, kettle corn, smores bars.

AnnMarie Bouzan said Ben&Jerrys had donated in the past. Rachael said she would get in touch with her contact out of Braintree, MA office.

MaryBeth asked if we have a freezer?

John, Diane volunteering.

John Zucco *Rachael Smith*
AnnMarie Bouzan
Diane Cohen
Ben & Jerry's

Next Meeting Dates:

Monday June 5, 2017 6:00 p.m.

Monday June 19, 2017 6:00 p.m.

Motion to Adjourn by Brian Fruzzetti
2nd Motion to Adjourn by Brian Smith
Vote 6-0.

Meeting adjourned 8:38 p.m.

Next meeting:
06/05/17

 Rachael Zm
Annmarie Boyer
Diane Cohen
A. L. Zm