

**Minutes of Recreation Commission**  
**Meeting Date July 29, 2019**

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

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

**Also in Attendance:** Matt Dyer.

This meeting is being audio and video recorded.

**Approval of Minutes**

Minutes to be approved 07.15.19.

Previous minutes to be approved 05.13.19 and 06.03.19.

Motion to approve the minutes of 07.15.19 by Brian Fruzzetti.

2nd Melissa Scartissi.

Vote 4-0.

Motion to approve minutes 05.13.19 and 06.03.19 by Brian Fruzzetti.

2nd Melissa Scartissi.

Vote 4-0.

**Department Head Update(s)**

**Concert Series**

Hayley Sabella and Kaiti Jones are all set for 08.16.19 from 6:00pm-10:00pm.

Unipay is set up for payments. There have been 70 engagements, 10 yes responses, and a reach of 5,000 people so far on social media. Not sure of seating setup as of yet. Children 12 and under would have free admission.

There are flyers that have been put up. Bill Boyle will be sure to canvas the South Shore. We will also be utilizing the board at Town Hall.

Joan Fruzzetti said to place flyers at town hall. Billy Boyle notified Joan Fruzzetti that he has, she said to put a stack in front of the Treasurer/Collector's Office and people will take them.

Diane Cohen asked if any Recreation Commission members were attending? Juvy Hartweg is attending.

Recreation Commission discussion on child supervision. Billy Boyle said there can be an additional staff member scheduled to monitor and also extra space in front of the stage area.

Possible activity room in the Lodge library.

Matt Dyer mentioned that if there is a room to send a child, they will send them based on his experience. That's his experience in the last decade.

Brian Fruzzetti asked Billy Boyle about placing event on the front page section of Camp Kiwanee website instead of Cranberry Cove.

Brian Fruzzetti also asked Billy Boyle if he has reached out to John Zucco?

Bill Boyle said there has been an added tab highlighting Concert Events at Camp Kiwanee, but he can also place the flyer on the front page. He said if he should have any questions he can reach out to the Town of Hanson IT Director or John Zucco if needed.

Bill Boyle notified Recreation Commission that the flyers were done in office. The budget would probably be \$1,200.00 instead of \$1,300.00. We will be able to submit forms for reimbursement for the cultural grant received as well for the amount of \$425.00.

**Filming**

Bill Boyle notified Recreation Commission that there has been no update regarding the paranormal contacts, but we did have a scout from an upcoming Netflix movie contact the office for use of certain areas of Town of Hanson Camp Kiwanee. The areas included would be the Frontier Cabin, Boathouse Area, and Cove. They have visited 4 times and in discussions with the Town Administrator as well. Possible dates of 08.28.19-08.30.19 with possible set up 08.27.19. They are filming during days.

Discussion on possibility of dock rental, they originally were going to build.

Joan Fruzzetti said they should use the fishing area, asked why they can't just utilize that area?

Melissa Scartissi said the film company would be the ones that would let us know what area they would plan to use.

*Diane Cohen*

*MS*

*Joan M. Fruzzetti*  
*MS*

## **New Business**

### **Drama Kids 2019/2020**

Drama Kids class renewal for upcoming season 2019/2020. Same class day of Monday 5:30pm-6:30pm 09.16.19-05.11.20, 20% to Town of Hanson Camp Kiwanee.

Motion to approve Drama Kids Classes that are held Mondays 5:30pm-6:30pm from 09.16.19-05.11.20 by Brian Fruzzetti.

2nd Melissa Scartissi.

Vote 4-0.

### **Bridal Shows by Kelly Date Change**

Bridal Shows by Kelly date change request of 03.29.20. Same times of event from 12:00pm-4:00pm, waiver request of lodge rental fee \$400.00. Cost of caretaker staff \$90.00, \$40.00 bar permit fee, \$1,000.00 security deposit, and also a copy of their insurance for event pending Board of Selectmen approval by Melissa Scartissi.

2nd Joan Fruzzetti.

Vote 4-0.

Diane Cohen said we should have some pictures up on Camp Kiwanee website before March, possibly showing the seasons.

### **Hanson Youth Cheer Camp August 2019**

Hanson Youth Cheer Camp requesting use of lodge for camp Monday-Thursday 9:00am-3:00pm 08.19.19-08.22.19. Billy Boyle mentioned that we have the American Red Cross Blood Drive that Wednesday, so possible use of library or Pavilion for that day.

Brian Fruzzetti mentioned the blood drives he has been to they are usually outside. Lan Woodward notified Recreation Commission this is held in the lodge with resting areas, it was not done by vehicle.

Discussion of waiver of lodge fee, but cost for caretaker staff of \$75.00 per day of camp.

Motion to approve Hanson Youth Cheer Camp lodge use 08.19.19-08.22.19 9:00am-3:00pm with \$400.00 waiver of lodge rental fee, and cost of \$75.00 per day of camp pending Board of Selectmen approval by Joan Fruzzetti.

2nd Brian Fruzzetti.

Vote 4-0.

Discussion on upcoming date(s) of Board of Selectmen meeting.

Matt Dyer said that they do not meet until the 20th, but there could be a special meeting with 3 Board of Selectmen regarding the Cheer Camp. He said he will reach out to the Vice Chair, Kenny Mitchell.

Diane Cohen notified Recreation Commission that she will be out of town until August 9th, but if she is not here, Bill Boyle can attend.

### **Holiday Rentals**

Brian Fruzzetti requested agenda item of Holiday Rentals. He notified Recreation Commission that it was actually John Zucco.

Discussion on holiday rentals. He recommends that we up charge \$500.00 based on John Zucco's experience with holidays such as Memorial Day, Labor Day, 4th of July.

Town of Hanson is closed on these holidays. If change to events, vendors would also be allotted to use lodge during those holidays as well.

Brian Fruzzetti said he is going with what John Zucco says.

Joan Fruzzetti said Cove is open on July 4th.

To be discussed with policies and procedures and rates to be discussed and revisited February 2020.

## **Old Business**

### **Miscellaneous Correspondence**

Bill Boyle notified Recreation Commission regarding correspondence regarding Special Town Meeting Warrant and upcoming article deadline of Friday, 08.16.19. These would need to be forwarded to Meredith Marini via email and hard copy which include explanation, amount, and funding source. Money articles must be submitted to Finance Committee and Town Accountant.

Joan Fruzzetti asked Bill Boyle to check with Todd Hassett, Accounting Department about where the \$75,000 free cash went.

Discussion of \$95,000 not appropriated. Bill Boyle said there is a breakdown which included requested, advised, agreed upon.

Diane Cohen asked if we are prepared to show what it is for.

Bill Boyle discussed tree removal near lodge, wiring.

Matt Dyer said instead of just doing one article he recommends breaking down into several warrants, in case something doesn't go through.

Diane Cohen

JB

JB



Juvy Hartweg discussed having a financial sheet. Bill Boyle notified her accounting can provide this at any time. She asked if we can obtain a copy for Business Plan.

Discussion on attending an upcoming Finance Committee meeting with the Board of Selectmen at the 08.27.19 meeting so there is a better understanding of what our budget is and to have a discussion on septic project.

Recreation Commission requested that we place several placeholders which include trees, wiring, stove, plantings, HVAC, roof.

Recreation Commission requested Bill Boyle to obtain 3 estimates.

Bill Boyle discussed electrical issues and that an electrician visited Town of Hanson Camp Kiwanee to take a look at some of the issues.

Diane Cohen asked if any issues were caused by vandalism? Bill Boyle notified Recreation Commission that it is not vandalism, there are old wires and a pole that has always been an issue in the past.

Diane Cohen requested Bill Boyle to make a list and get some estimates.

Bill Boyle also notified Recreation Commission that John Carter has not responded regarding roof.

Brian Fruzzetti requested that we find out from Accounting Department about Enterprise Account. He would like Bill Boyle to ask if we can keep, but incorporate a revolving Enterprise or General Fund.

Diane Cohen said great idea, but we would need to talk to Finance Committee first.

### **Caretaker Weekly List of Items/Reports**

Bill Boyle notified Recreation Commission items that have been completed by the Town of Hanson Camp Kiwanee caretakers which included South end cabin bends, #12 vacant, tree that was taken care of that fell onto road.

Caretaker Bobby Hunt discussed cabin 12 with Bill Boyle. The corners settled and starting to bow, he said we can jack up the cabin to help the floor settle.

Diane Cohen asked if the caretakers can handle the project? Bill Boyle said he would discuss it with them.

Bill Boyle also notified Recreation Commission that there is another North End project that they are working on that the building inspector had concerns on.

North End railing of Frontier Cabin Screen House was worked on and picnic tables are being collected and sorted by broken, repairable. Tables to be moved back after family reunion this past weekend. Lodge day is tomorrow and caretakers will be cleaning North and South End.

Joan Fruzzetti asked if the cabin door has been fixed? Bill Boyle notified Joan Fruzzetti they fixed it immediately after it needed to be repaired.

Joan Fruzzetti asked about moss on roofs? Bill Boyle said this is potentially a project for Lodge Day(s) based on caretaker capabilities. Diane Cohen agrees.

Brian Fruzzetti requested a matrix to be created based on file Madi Storey created of checklist which would provide Recreation Commission on when things are done, will be done, or potentially done, for example, if they concentrate on cabin 2.

Bill Boyle has been working this in, once we are out of season, we will have more time.

Joan Fruzzetti would like an updated document.

### **Warrant(s) Weekly Update**

Warrants passed along for Recreation Commission review.

Joan Fruzzetti asked why there were 2 National Grid bills? She was notified that there are 5 different accounts.

### **Recreation Commission Teams-Cove/Facilities/Media/Policies**

Brian Fruzzetti handling updates. Brian Fruzzetti said Brian Smith is calling Republic for the approved 4 yard as discussed at past meetings. He requested that it is dropped to right of dumpster.

Brian Smith is having a carpenter at Town of Hanson Camp Kiwanee 08.02.19 for a North End Walk-thru.

Brian Smith would also like to do a walk-thru with Bill Boyle.

Brian Fruzzetti said Brian Smith is your guy for questions.

Policies to be discussed 08.13.19.

No update on Media or Cove.

### **Policies and Procedures**

This will be worked on with the business plan. Business Plan meeting is scheduled for 08.13.19.

Juvy Hartweg discussed reviewing one aspect such as cabin rentals, read and understand.

Joan Fruzzetti said every paragraph should be reviewed and that we don't need discussion on them. She said you need to review them anyways.

Brian Fruzzetti notified Recreation Commission that it is important to get done and it needs to be completed once a year.

Discussion of on-call procedures, holiday rentals, cabin rentals with disclaimer.

Brian Fruzzetti said a lot of it can be put together ahead of time.

Juvy Hartweg would like everything to be more thorough.

*Diane Cohen*

*JSB*

*gmk*  
*W*



## **Business Plan**

Meeting planned for 08.13.19. Draft of business plan for next meeting.

## **Halloween Extravaganza 2019**

No response from food trucks as of today. Bill Boyle will be sure to call them tomorrow.

Discussion on cabin rates last year. Possible cabins in the North End.

Brian Fruzzetti notified Bill Boyle that he knows that Hanson Business Network would like to speak with him, the person there is Josh Singer.

Diane Cohen said we should put something together for the beginning of September and start reaching out to possible volunteers such as Drama Kids, teenagers.

Discussion of prizes for best cabin, scariest cabin.

Bill Boyle would like to get a sponsor for prizes.

Juvy Hartweg requested that Bill Boyle reach out to the Beth Sloan at Town Clerk to be sure we are following protocol.

Matt Dyer said to reach out to the Friends of Camp Kiwanee and that it would be a great way to utilize their status.

Diane Cohen requested Bill Boyle reach out to the Friends of Camp Kiwanee for possible monetary donation for a prize.

Brian Fruzzetti said he would forward along past paperwork to Bill Boyle.

## **Cornhole Tournament**

Bill Boyle notified Recreation Commission that he will be following up with Justin from Hanson Rod & Gun Club this week. He discussed concern that they may not want to sponsor the whole event. He discussed that we pay the \$600.00 to Wicked Good Corn hole and they could possibly handle the prizes. He is going to check with Beth at Town Clerk's office.

Brian Fruzzetti notified Bill that he knows Justin is waiting for a phone call from him. He said they are always donating and his motto is Hanson First. As long as he has a plan, Justin will have no issue.

Diane Cohen mentioned possible having a setup for a kid's corn hole as well.

Juvy Hartweg said that once Bill Boyle reaches out he can find out their level of commitment.

Discussion on advertising soon. Diane Cohen said there are no more approvals that are needed. Bill Boyle can run with it, we just need it out there so people can start planning.

## **Ice Cream Social**

Juvy Hartweg said this is a no go and requested that we add Serv-Safe Workshop onto the next agenda. The cost for someone to run a program is \$55.00 per person. Discussion on adding a possible fee. Diane Cohen asked Bill Boyle to check with the Board of Health to see if they would like to partner together for this class.

Juvy Hartweg notified Recreation Commission that if a staff member is Serv-Safe such as the Beach Director or Recreation Director, they can assign, direct, and serve. Diane Cohen mentioned that Emma Mousette is serv-safe certified, discussion on selling ice cream possibly next year.

Melissa Scatissi said possibly a snack shack.

Matt Dyer said that the Commonwealth could possibly support the certification class.

## **Comcast-Municipal Grants Follow Up/Security**

Bill Boyle said they are still putting together the final scope of work and everything is on track since last update.

## **Cove**

### **Cove Update**

Emma Mousette notified Recreation Commission that there have been 127 Season Passes sold as of 07.29.19.

Session 2 and 3 Swim Lessons are going well. There are also rain date make-ups for Session 1. There will also be rain dates for Session 2 if needed, but no makeup dates for Session 3.

Emma Mousette suggested possible refunds divided by the class amounts by session.

Discussion on possible class credit(s) for next year based on number of children.

Matt Dyer asked about having a special weekend for mak-eups. This cannot be done since most of the staff will be back to school.

Chair Diane Cohen asked if there has been any feedback regarding lessons?

Emma Mousette said the new instructors are well-liked, but there have been some complaints regarding the shorter sessions. Emma Mousette does believe that moving forward it will be a good thing.

Brian Fruzzetti asked about advertising. Emma Mousette said she has been advertising, one method was the Moms of South Shore.

There have been a couple of kittens at the Cove. The Cove Staff are still trying to catch them. She notified Recreation Commission that Animal Control has been notified and involved.

There has been a summer fish kill-nothing to be concerned about, this is due to the weather, rain, and increased heat.

Diane Cohen

JS

B

NS JMF

Cardboard Boat Regatta set for 08.17.19 from 10:00am-12:00pm. We have all the supplies except cardboard. Melissa Scartissi asked if we will advertise? Emma Mousette said she will advertise for the Regatta which will include Facebook event, South Shore Moms and Macaroni Kids. It will be up this week. Cost \$15.00 per team. Diane Cohen said that is reasonable. Emma Mousette notified Recreation Commission that last Friday there were 150 people in the water. Discussion on having on-call lifeguards and if there should be a pay rate for being on-call. Recreation Commission on changing policy next year for on-call lifeguards, policy to be set for notification within 48 hours for responses from staff that would be available. Joan Fruzzetti would like a printout of all the Cove staff along with pay rate for each staff member.

#### **Cove 3 Year Comparison Report**

No update.

#### **Cove Hours**

Beach Director discussed the added hours last weekend 10:00am-7:00pm instead of 12:00pm-6:00pm. She notified Recreation Commission that there have been requests for changing hours on the weekends. Recreation Commission discussed hour change. Melissa Scartissi agrees there should be a change for the weekends. Discussion on 10:00am-5:00pm for the rest of the summer. The Season Passes do state hours of 12:00pm-7:00pm. Joan Fruzzetti mentioned it could be this year. Emma Mousette said it would have to be decided upon by the Recreation Commission. Brian Fruzzetti discussed concerns regarding payroll. Recreation Commission decided that it was too late for this year, possibly next season. Future discussion for next season.

#### **Cove Parking**

No update.

#### **Cove Fun Day**

Cove Fun Day is scheduled for 08.26.19 with the rain date of 08.27.19. Hanson Fire Department will be at the event with the foam pit and fire truck. Emma Mousette asked new instructors for new ideas. Diane Cohen asked if we would have rentals like opening day? Emma Mousette said it may not be a good idea based on the number of people attending.

Motion to adjourn by Brian Fruzzetti.  
2nd Melissa Scartissi.  
Vote 4-0

Meeting adjourned 8:00 pm.

Next Recreation Commission Meeting 08.13.19 at 6:00pm.

#### **Adjournment**

Diane Cohen

gjf

gjf

MS

gjf