

Minutes of Recreation Commission
Meeting Date: June 5, 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 Smith, Rachael Gross, Emma Mousette, MaryBeth Mackay, and Lan Woodward

Also in Attendance: Resident Madi Storey,

Lan Woodward, Administrative Assistant, will take the minutes.

The meeting minutes are being tape recorded.

Lan Woodward passed out the Agenda for June 5, 2017 meeting.

Approval of Minutes

Motion to accept minutes of 05.22.17 by John Zucco.

2nd Motion to accept minutes of 05.22.17 by Brian Smith.

Vote 5-0.

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

Cove Update

Beach Director Emma Mousette notified the Commission that on opening weekend we sold 40 Swim lessons, 10 Out of Town Season Passes, and 17 Season Town Passes. There were also 10 Swim Team Sign Ups.

Rachael Gross mentioned that we should make sure to have everything on record for our 2017 Season.

MaryBeth Mackay would like to create a press release for it.

Discussion on cash payments for day passes \$5.00 and kayak rentals, ½ hour \$4.00.

AnnMarie Bouzan said the Town Administrator Michael McCue will allow us to continue above with cash.

Rachael Gross mentioned that we should post updates on Facebook.

Diane Cohen thinks it would be okay to plan to pay online as well.

AnnMarie Bouzan
Rachael Gross
Diane Cohen
John Zucco
Brian Smith
Emma Mousette

Staff Training

Emma Mousette and Ann Marie Bouzan discussed training

Saturday 06/10/17 10:00 a.m. - 5:30 p.m.

Sunday 06/11/17 10:00 a.m. - 5:30 p.m. Waterfront

The Fire Department was asked to be at the Waterfront

Clean up would be the following week.

Gatekeeper training is around an hour and two. Training will include receipts, log out, cash out.

Notified that the Crane is coming on 06/16/17.

Pilings

It was suggested pilings instead of new docks.

The docks are in good condition. They just need re-carpeting, re-painting. This is common, they shouldn't have to be taken out if pilings are all set and installed the right way.

MaryBeth Mackay said she heard the same from her friend in Maine.

AnnMarie Bouzan said that, as of right now, we should start planning to do:

Price Out

Remove

Refurbishing of Docks

Next year re-do the pilings.

Brian Smith asked how that works? Emma Mousette said that she would research.

New pilings for next year and docks would go in, they will be okay to stay in.

Emma Mousette mentioned that the carpet lasts 5-10 years.

Rachael Gross asked if there was a new dock system that is cheaper?

Diane Cohen added that we would still have to do the pilings.

AnnMarie Bouzan feels that there are so many questions that we will have to narrow in on what needs to be done and move forward.

Sand

AnnMarie Bouzan receive a letter from Phil Clemons regarding trees with roots. There is a little section to go into sand to build it up, possibly put in dirt and grass area. It is healthy for the trees.

Emma Mousette said the Fire Department would have to approve of it as well.

Rachael Gross said to ask Fire Department for their thoughts.

We are on the Agenda for 06/13/17 Conservation at 6:50 p.m.

We want to see if Fire Department can give their input then.

It would be about a day's project for Caretaker Ed Hanlon.

Phil Clemons was very helpful.

Farmers Market

We are on the agenda for Board of Health on 06/15/17.

AnnMarie Bouzan
Rachael Gross
Diane Cohen
Phil Clemons
Ed Hanlon

CPC

Next meeting Wednesday 06/06/17.

Discussion on daycare passes. Should there be a discount pass or season pass to include children (of the passholder) and also the daycare children?

Emma Mousette suggested that each parent is responsible for each of their child's swimming lesson.

Diane Cohen also said that the parents should sign each up.

Emma Mousette said there are 4 registered daycares in Hanson.

Discussion on birthday parties at the Cove.

MaryBeth mentioned what she used to do. It was 50% with reservation and check with balance.

Diane Cohen has concerns about that.

Rachael Gross thinks that we should have a special event policy at the Cove.

Group rates to be discussed at next meeting.

Rachael Gross thinks that group rates should be under consideration and marketed separately.

There was discussion on the limit of people with Season Passes.

AnnMarie mentioned the possibility of a Single Person Season Pass or possibly a Senior Discount Senior Pass.

MaryBeth Mackay asked if Hanson has a Senior Center? MaryBeth mentioned Lakeville Senior Center Members have cards.

Cove Kick Off

We now have a water spigot.

There will be a hydroblaster and dunk tank.

Diane Cohen asked Marybeth Mackay if the popcorn machines and hot dog machines are in working order?

MaryBeth Mackay said Gregg Poth was supposed to look at them.

AnnMarie Bouzan asked if the supplies were ordered yet?

MaryBeth Mackay said not yet.

Diane Cohen asked if we can have electrician fix the hanging outlet and lights that are on 24/7.

We need an additional outlet for the mosquito trap.

AnnMarie Bouzan asked if Dan Driscoll was ooked.

Brian Smith said he would contact him and let her know.

There are dead branches on trees at the beach.

AnnMarie Bouzan said she will take care of it.

Emma Mousette asked if they were marked? They are not going to be cutting down trees.

In the Fall the trees will be wrapped properly before Winter Season.

To Be Fixed-Emma Mousette passed out a list.

Do we need a new boat rental form?

Emma Mousette also passed out Cove Opening Meeting Information.

*AnnMarie Bouzan
Rachael Gross
Diane Cohen
J. Smith
J. Smith*

There will be a Cove computer. It will include word, excel, turnover spreadsheet and also email.

Brian Lalli spoke to Lan Woodward. He will be here Wednesday at 10:00 a.m.

Cove T-shirts are in the process of getting ordered.

Discussion on the payments received at the Cove.

Discussion on the ribbons. Emma Mousette got prices at \$109.00 for Rockland Athletics.

Diane Cohen said to ask them about trophies as well.

Emma Mousette will talk to the other members of the league to see their thoughts.

AnnMarie Bouzan asked about the shirts left down at the Cove. There are:

2 medium

2 large

It was mentioned that the staff requested tank tops.

Walker Clay is also looking into bathing suits for us.

How many shirts to be ordered?

2 shirts for all staff

Order 1 or 2 extra each size in case.

Price of Red Cross is \$300.00 for 100+people.

Emma Mousette would like to discuss the purchase order process with AnnMarie Bouzan.

Rachael Gross asked if we can have a list for next year.

Emma Mousette will keep us updated.

Deck Box discussion.

Discussion of mini fridge removal.

AnnMarie Bouzan said to go ahead and move forward to purchase.

Brian Smith asked about the lockers at Cove?

Emma mentioned this is where the staff keeps their belongings during the day.

Brian Smith asked how many we currently have?

Emma said 7 working ones.

We would need 8 to be fixed, repaired.

Emma said she could show Brian Smith and he will take pictures and see what he can do.

Discussion on hot dogs, hot dog rolls, napkins, popcorn, popcorn containers for Cove. Diane

Cohen asked MaryBeth Mackay to please take notes on this.

AnnMarie Bouzan
Rachael Gross
Diane Cohen
Jeffrey
StB

Department Head Update

Caretaker Meeting

MaryBeth Mackay mentioned she is waiting on new hire William Johnston.

Chief Miksch talked about alcohol at events.

New signs regarding alcohol at lodge.

Lan Woodward mentioned the signs range anywhere from \$19.99-\$69.99 each. There are many types aluminum, hanging, plastic, metal, ground signs.

Rachael Gross asked if we have materials on site to create signs, wood?

AnnMarie Bouzan told MaryBeth Mackay to ask Caretaker Ed Hanlon about Wood Signs.

Chief Miksch also discussed needles? If ever found, please call police or EMS and they will pick up.

MaryBeth Mackay said that job scheduling was discussed.

MaryBeth Mackay also mentioned that time off and switching events was discussed as well as dress codes and shirts.

Rachael Gross asked if the Recreation Commission could see a copy of the Caretaker Meeting Agenda?

MaryBeth said she will make copies.

It was asked what the protocol is on calling in sick?

AnnMarie Bouzan asked if they get their own coverage?

AnnMarie Bouzan asked if the Recreation Commission could have a copy of the list of contacts that is being worked on.

Caretaker Gregg Poth took the time to create updated job descriptions. They were passed out the the Recreation Commission.

Task Sheets

Rachael Gross asked if content was given to employees in writing and if it was signed off on.

Diane Cohen asked if the caretakers signed off on the descriptions?

MaryBeth Mackay said no. She said everyone was hired as an Assistant Caretaker.

MaryBeth Mackay said she discussed with Gregg Poth on how to break them down.

Rachael Gross said she would like to see what was discussed in writing.

Rachael Gross emphasized that we need this for the future.

Rachael Gross said we would need a timesheet, updated employee list.

Rachael Gross mentioned that it is hard to process without seeing what is being spoken about.

MaryBeth Mackay said Caretaker Madi Storey put together a Wedding Day Checklist.

Rachael discussed that we need an Employee Packet. We can use this for future employees.

MaryBeth Mackay mentioned that the meeting was an open forum as a group.

It was discussed that the job description was to be signed off on with staff.

Brian Smith added that the job descriptions should not be mixed together.

MaryBeth Mackay said she was working on the ones we already have.

AnnMarie Bouzan discussed the Event Coordinator Position. Something to think about for Town Meeting.

AnnMarie Bouzan
Rachael Gross
Diane Cohen
Gregg Poth
Ed Hanlon

Rachael Gross discussed staff throughout the events and that she feels this has to be done.

Madi Storey then explained the process we went through.

MaryBeth said she discussed this with staff.

AnnMarie Bouzan discussed where staff would go throughout the event?

MaryBeth Mackay said the back room.

Rachael emphasized that we should have staff on the whole time.

Brian Smith suggested upstairs.

Madi Storey asked if we should hire more employees.

It was discussed that until we had more staff, we could pay staff to be on call.

MaryBeth Mackay asked if she could have a copy of Gregg's job descriptions. It was mentioned they were passed out.

Motion to accept the new job description by:

Brian Smith

2nd Diane Cohen

Vote 5-0

AnnMarie Bouzan mentioned to MaryBeth Mackay that these are to be for Wage&Personnel upon completion to see Meredith Marini and Michael McCue.

MaryBeth Mackay asked if she could show someone first.

Office Desk

MaryBeth Mackay is not sure the status.

It was requested that she call to find out the status.

MaryBeth Mackay said she doesn't understand the purchase order process.

Is he looking for a check? MaryBeth Mackay said that he has never worked with a municipality.

AnnMarie Bouzan said this needs to be figured out.

Dude Solutions

MaryBeth Mackay said that they can do online calendar, but cannot do online payment reservation system.

They can customize to see list, but no reservations.

Campground Master

MaryBeth Mackay did not get a proposal. She said she got a lot of spam.

MA Camp Association

MaryBeth Mackay asked them who they recommend.

Campground MA

MaryBeth Mackay is waiting for response.

RMS North America

AnnMarie Bouzan
Rachael Gross
Diane Cohen
12/14/16

MaryBeth Mackay mentioned that they do not have a rate sheet.
 She said she has gotten names and websites but it hasn't gone through.
 Diane Cohen looked up CampGround Master. It is \$810.00.
 Rachael Mackay would like to see the prices and proposals.
 John Zucco looked one up called campgroundautomation.com
 MaryBeth Mackay said there is so much on her plate.
 Rachael Gross said to reach out and let the Recreation Commission be aware of this.
 MaryBeth Mackay then gave Rachael Gross two companies to look into:
www.campgroundmaster.com
www.rmsnorthamerica.com

Diane Cohen asked about Sunrise? MaryBeth Mackay said she never received a response.
 MaryBeth Mackay does not want to be rushed into software.
 Rachael Gross said we need to do follow ups.
 Rachael Gross said she would just handle it.

Sounder Systems

MaryBeth said Molly sent her new forms that needed to be faxed. MaryBeth said she faxed them Friday, today and the faxes aren't going through.

Gator Update

MaryBeth Mackay said that the gator sheet is in use and created.
 AnnMarie Bouzan asked if the Recreation Commission can see a copy.
 MaryBeth Mackay said it is locked in the Stone Building.
 AnnMarie Bouzan mentioned Rec Commission should see a copy on a two week basis.
 Madi Storey offered to go get the sheet?
 AnnMarie Bouzan said that was not needed.
 Emma Mousette asked about the Cove being able to use the Gator?
 AnnMarie Bouzan said to check with Ed Hanlon and Gregg Poth.
 Diane Cohen asked if they are all licensed and insured?
 MaryBeth Mackay said Ed, Gregg, Chris.
 AnnMarie Bouzan will check with Meredith Marini.

Personnel Spreadsheet

This was handed out. Still waiting on some employee numbers.

Cabins Compliance Update

Discussion with Brian Smith
 Bath House would be major work.
 In the future one in North, One in South, unisex bathroom, shower, with ramps.
 Not sure if this can be done this year, we need to wait on the septic.
 Portable Restrooms discussion. Start with a cabin designated as handicapped on both ends.
 Diane Cohen discussed permanent ramp vs. portable.

AnnMarie Bouzan
Rachael Gross
Diane Cohen
John Zucco

We still would have to build a ramp.

Inventory Filing Update

MaryBeth Mackay said they are labeling with marker for now.

MaryBeth Mackay said Gregg Poth is taking pictures and sending to her.

Diane suggested in the thumb drive as well.

Rachael Gross asked if we have a staff camera?

MaryBeth Mackay said she was just talking about that with Madi Storey.

Photos on Media Sites.

Rachel Gross said she could help MaryBeth on how to setup and use photos .

John Zucco will gladly contact the photographers he knows.

Rachael Gross feels that we should get photographers and florist information.

She asked to be added back to the media sites.

North End

List of inventory for CPC

MaryBeth was supposed to get a list from Ed Hanlon, she said he was going to be working with Bob Hunt on this.

MaryBeth Mackay met with Accountant on SoftRite review. She mentioned she wasn't sure what she would be using it for.

MaryBeth Mackay mentioned she had a meeting with the Treasurer/Collector.

Diane Cohen asked about Unipay and MaryBeth said they are waiting on times and number of children.

It was mentioned they can just put in the number option.

Seasonal Passes, Swim Team, Boat Rental, lessons.

Program/Events-List/Calendar

MaryBeth Mackay could only find stand up paddleboard.

They are 4 student max at 12 years or older.

They are called thecovepaddleboarding.com

They would need a place for storage..

Emma Mousette asked if they would need a Lifeguard? Kate Ross would be responsible.

3 days 1.5 hours \$100.00

Rachael asked if we could negotiate the fee down?

They are currently at Lakeville and Marion and at 20% payment.

It was asked to advertise on Facebook, Express, Cove.

Motion to Accept Paddleboarding from TheCovePaddleboarding.com by Diane Cohen.

2nd John Zucco.

Vote 5-0.

Annmaria Buzyn
Rachael Gross
Diane Cohen
John Zucco
Emma Mousette
Kate Ross

Rachael Gross asked if we have a calendar to look at?

MaryBeth Mackay said didn't create one because there was just one.

Rachael Gross would like the Recreation Commission to see dates visually to see what is rented.

Emma Mousette mentioned to do this on Google Docs so everyone can share.

Rachael Gross said we would need this with a possible color code yellow, red, green.

Rachael Gross suggested profit driving, ticketed events possibly for Fall?

Rachael Gross said for now we would just need a calendar.

MaryBeth Mackay will have to create 4 calendars.

Rachael Gross said she could show MaryBeth Mackay and Emma Mousette how to use if needed.

New Business

Pets/Lodge Events

Discussion of having a pet at a ceremony or event.

AnnMarie Bouzan will check with the Board of Health regarding this.

Surplus-Highway

Discussion on asking Board of Selectmen to declare Surplus items.

Slop Sink

Discussion on Slop Sink for Caretaker Usage.

Motion to accept Slop Sink Connect by Brian Smith.

2nd John Zucco.

Vote 5-0.

Lost Equipment

Discussion on missing equipment.

MaryBeth Mackay said she was notified it has not been found.

AnnMarie Bouzan asked if we have a logn on sheet for major power tools?

MaryBeth Mackay asked if this should be for all tools?

AnnMarie Bouzan asked MaryBeth to get pricing for a caged area.

Frontier Cabin

Notified of the two boards.

North End Water Heater

Paul the Plumber reset and showed Ed Hanlon the process.

Diane Cohen asked if Gregg Poth could be showed as well.

AnnMarie Bouzan
Rachael Gross
Diane Cohen
John Zucco
Gregg Poth
Ed Hanlon

AnnMarie said to have MaryBeth ask Ed to show Gregg Poth.

Safety Clothing

Discussion on Morgan Power Equipment return and credit

Farmers Market

We shall have an update after the Board of Health Meeting.

CPC Update

Gatehouse Cottage needs a person to come in and determine materials not just what needs to be done.

Discussion of www.macris.com

Trees

AnnMarie Bouzan spoke to Kenny Mitchell regarding this. It is going to be within the next couple of weeks.

It is about \$3,400.00 a day, big trees behind lodge.

Frontier Cabin

No response on ARC welder.

Report of the Subcommittees

Brian Smith passed out copies of estimate from Dan Driscoll Electric.

Discussed of proposal.

Motion to approve electrical work with Dan Driscoll Electric for \$5,500.00 by John Zucco

2nd Diane Cohen.

Vote 5-0.

Brian Smith passed out copies of estimate from G. Lincoln & Sons Construction for deck/staircase work.

Discussion of proposal.

Motion to approve deck/staircase work by G. Lincoln & Sons Construction by John Zucco.

2nd Diane Cohen.

Vote 5-0.

MaryBeth Mackay brought up Beach Director Change.

This should go into a Word Document to Administrative Assistant Meredith Maraini for Wage&Personnel to accept.

It was discussed Comcast has a contract with Town Hall. See if we could have services here.

MaryBeth Mackay said she would follow up.

AnnMarie Bouzan
Raymond Zucco
Diane Cohen
John Zucco
Gregg Poth

Motion to Adjourn by John Zucco.
2nd Motion to Adjourn by Brian Smith
Vote 5-0.

Meeting adjourned 9:20 p.m.

Next meeting:
06/19/17

John Zucco
Brian Smith
Bob
Boony
Richard
John
Dave