

**TOWN OF LAKEVILLE**  
**Board of Selectmen**  
**Meeting Minutes**  
**April 23, 2020 – 6:00 PM**  
**REMOTE LOCATION**

On April 23, 2020, the Board of Selectmen held a meeting at 6:00 PM remotely from various locations. The meeting was called to order at 6:03 PM by Chairman Fabian. Selectmen present were: Chairman Fabian and Selectman LaCamera. Also present were Maureen Candito, Town Administrator, and Tracie Craig-McGee, Executive Assistant. LakeCAM was recording the meeting for broadcast.

Chairman Fabian read an introduction regarding the need for a remote meeting and how a remote meeting will be conducted.

**Meet with Park Commission to discuss the structure of the Park Department**

*Scott Holmes, Chairman, Michael Nolan, Jesse Medford and Joe Coscia, members of the Park Commission, were present for the discussion. The Park Commission was called to order at 6:10 PM.* Selectman LaCamera said he, Ms. Candito and Mr. Moniz have met with Mr. Holmes and Mr. Nolan to discuss restructuring the staffing at the Park Commission so that anything outside of the building will be maintained by the Highway Department. There would be a full time maintenance person and full time foreman. The foreman would be paid by the Town and report to the Superintendent of Streets and the laborer would report to the foreman and be paid by the Park Commission. The job for the laborer was posted and has been hired. We have posted the Foreman, but the timing is not good right now. Is everyone okay with the proposed structure? Chairman Fabian said she is okay with the structure. Mr. Coscia said he has reviewed the changes to the structure and it is not consistent on what may have been agreed on. The Park Commission will be meeting Monday night to discuss this. Mr. Medford said they need to review this list line by line first. Selectman LaCamera asked the Park Commission is they agree with the overall position structure with the employees reporting to the Highway Department. Mr. Nolan said he is not sure where the funding will come from for the laborer. Selectman LaCamera said the budget that was put together showed \$35,000 from the Park Commission for a maintenance person. Mr. Holmes said Mike Vickery was at \$40,000 for part-time. Selectman LaCamera said the Town will pay for the foreman.

Mr. Holmes asked if there will be work for two (2) full-time employees in the winter. Mr. Moniz said there is always full-time work to be done for the Parks. Clear Pond has a lot of work to be done, which would be done in the fall and winter. Once the grass stops growing, you move into tree work, fixing fencing, etc. Ms. Candito said maintenance of the equipment for the Park is included, and we won't have to supplement fall and spring with additional seasonal help. Mr. Nolan said they appreciate the Town wanting to help us out. As we talk about the structure, how would we change the structure of the Park Commission with the Highway taking over maintenance of the grounds. Chairman Fabian said the restructuring has nothing to do with the Park Commission and what you do, such as the lodge and sports things. This is basically for the external maintenance of the grounds. Selectman LaCamera said the Park Commission would be responsible for anything inside of Loon Pond Lodge. If you don't do this, with a part time person working 33 hours a week, with 2 brand new fields, what would the plan be to maintain the new fields. Mr. Nolan said they would have hired people. He feels this makes sense as Highway has the skills, people and equipment. Some of the

verbiage of the restructure plan, i.e. capital projects, the Commission needs to be able to control retained earnings for Capital projects. Selectman LaCamera said those are your decisions to make.

Mr. Nolan said any projects like building new fields should be a joint venture between the Park Commission and Highway. Selectman LaCamera said you have your retained earnings and capital items. All that remains the same. We need to take it to the next step and talk about capital improvements to be made there not funded by the Park Commission at Ted Williams Camp and Clear Pond. We need to get a list of projects and a price. The Town needs to provide additional funding for some of those projects. Mr. Nolan said we have been struggling for years, picking one project a year to do. There are so many other things that need to be done. Chairman Fabian said she has spoken with Mr. Moniz; by doing everyday maintenance we give longer life to things, like parking lot maintenance. Mr. Moniz said the soccer and karate studio parking lots are being taken care of. The soccer parking lot will need continued maintenance, as well as, the Loon Pond Lodge parking lot. In the fall you bring in material, regrade and fix any drainage issues. Chairman Fabian said by assigning these tasks to the Highway Department, they have the equipment and material and we will be doing a much better job of taking care of our parks, and not leave it to the Park Commission to raise the money each year. Selectman LaCamera said an example is where we have stepped up to fix the soccer and karate lots together. If we can get the priorities, we can talk about funding from both sides to make the Parks better. Clear Pond needs a lot of work. Using Highway resources and some seasonal maintenance people, we should be able to get some work done and then do more work in the off season. If Highway doesn't do that, you would have to hire contractors to do the work, which is not cost efficient. Mr. Nolan noted that the Park Commission is hands on and do a lot of the work themselves. Selectman LaCamera said this is a chance for the Park Commission and the Town to address conditions there that have been ignored.

Mr. Coscia said looking at the list, the two (2) seasonal maintenance people, where are they now. Ms. Candito said the way it is structured, when you hire your seasonal people, they do a lot of tasks, including some maintenance. There are not dedicated people for maintenance. We would want two (2) dedicated people doing maintenance for Clear Pond Park. Mr. Holmes said the maintenance/snack staff people at Clear pond Park clean restrooms, pick up beaches, do trash, weed whack etc., as well as the snack shack. Is that what seasonal maintenance is? Ms. Candito said just maintenance of the grounds. Mr. Nolan said we can work out the details with Mr. Moniz. Ms. Candito said you would be specializing the job descriptions for the staff. Mr. Holmes said when we hire for Clear Pond, they are being paid one rate and are not supposed to be working at other parks. Ms. Candito said this would clear the path for them to do all the work. Chairman Fabian said the Clear Pond part will require more planning, but it is doable. We are committing to help and get a regular maintenance schedule.

Mr. Holmes said he has spoken to the Park Commission Members and they welcome the Town's help. We realize that there are a lot of things that we will not get to because we don't have the funds. We need to work out the communication between the Park Commission and either Mr. Moniz or the foreman. He is happy for the help and it is appreciated. Chairman Fabian said if the Park Commission notified Mr. Moniz about special outdoor events, he will prepare the grounds. Chairman Fabian asked if the Selectmen were looking for a vote from the Park Commission. Ms. Candito said we want to make sure that everyone is on the same page, but no vote is required. We are just looking for the commitment to work together and get this done. Discussion occurred regarding the trash removal at each park. Mr. Coscia asked how do we keep up the communication between us and Mr. Moniz. Mr. Moniz said the day to day maintenance won't have communications. As far as special projects, whoever is in charge of that area will email me. All the special projects will be done fall to spring.

Moving picnic tables, you just let me know what needs to be done and we can schedule it in. He does need some notice, unless it is out of the norm.

Mr. Nolan said there are several projects in the works that Mr. Moniz will take over. We haven't spoke about taking over the new fields, where a lot of work needs to be done. Some of the leagues have made donations to have work done on the fields. Mr. Moniz said he would like to work with Mr. Nolan at first to find out the vision and what work needs to be done. He can work with the individual Park Commissioners on their parks. Mr. Holmes asked about fertilization of the fields? Mr. Nolan said Highway will take that over next year. We will work it out with him and order what he needs. Mr. Moniz said if that is a specific line item in your budget, he would rather move that line item into the Highway Department. Selectman LaCamera said the other Town Buildings have fertilizer in their own budgets, so that is up to the Park Commission. Regarding maintenance of the equipment, that will be the responsibility of the Highway Department. We do need to purchase a new lawnmower. Discussion occurred regarding replacing the lawnmower. Mr. Nolan said some of the landscape equipment will need to be available to our part time people. Ms. Candito said it will be stored where your part time employees will have access. Selectman LaCamera said the town will pay for the soccer field drainage. Mr. Moniz has paving work scheduled for the week of July 13<sup>th</sup>. We can do the drainage and get the parking lot ready, but it can't sit for two (2) or three (3) months. Mr. Moniz said he doesn't want to put in the drainage with processed material top on it as it will go in the drain. It will be another \$5-6,000 to regrade it before paving if it sits. Mr. Holmes asked if they should use the parking lot until it is paved. Mr. Moniz said yes, it that is feasible. When they do the project, he can have them prepare it for paving.

**Review quotes and vote to award contracts for the drainage projects at the Karate Studio and Soccer Field at Ted Williams Camp**

Chairman Fabian read the memo from the Park Commission regarding the Karate Studio Project.

Upon a motion made by Chairman Fabian and seconded by Selectman LaCamera, it was:

VOTED: To award the bid for the drainage project at the Soccer Field at Ted Williams Camp to J.M. Shaw Construction, Inc. at a price of \$27,875.

Roll call vote: Selectman LaCamera – aye and Chairman Fabian – aye.

Upon a motion made by Selectman LaCamera and seconded by Chairman Fabian, it was:

VOTED: To award the contract for installation of a catch basins and associated grading for the Karate Studio Parking Lot to Clancy Construction, Inc. at a price of \$26,500.

Roll call vote: Selectman LaCamera – aye and Chairman Fabian – aye.

The Park Department adjourned their meeting at 7:08 PM.

**Discuss and vote to extend real estate tax deadline to June 1, 2020**

Chairman Fabian said the Board needed to vote on the extension of the real estate tax deadline to June 1, 2020. The Treasurer/Tax Collector wanted to make sure that we do this for residents.

Upon a motion made by Selectman LaCamera and seconded by Chairman Fabian, it was:

VOTED: As a result of the outbreak of the 2019 Novel Coronavirus, the Governor's March 10, 2020 declaration of a state of emergency, and the powers granted to the Board of Selectmen under Chapter 53 of the Acts of 2020:

1. I Move for purposes of the first paragraph of Section 57 of Chapter 59 of the General Laws, that the date May 1, 2020 be extended to June 1, 2020.
2. I Move for purposes of the seventh and eighth paragraphs and the tenth and eleventh paragraphs of Section 57C of Chapter 59 of the General Laws, that the date May 1, 2020 be extended to June 1, 2020.
3. I Move for purposes of the seventh paragraph of Section 57C of Chapter 59 of the General Laws, that the date April 1, 2020 be extended to June 1, 2020.
4. I Move for purposes of the third paragraph of Section 59 of Chapter 59 of the General Laws, that the date April 1, 2020 be extended to June 1, 2020.
5. I Move to waive the payment of interest and other penalty in the event of late payment of any excise, tax, betterment assessment or apportionment thereof, water rate or annual sewer use or other charge added to a tax for any payments with a due date on or after March 10, 2020 and made after its respective due date but before June 30, 2020, notwithstanding section 57, 57A and 57C of Chapter 59 of the General Laws, section 2 of Chapter 60A of the General Laws or any other general or special law to the contrary.

Roll call vote: Selectman LaCamera – aye and Chairman Fabian – aye.

### **New Business**

There was no New Business discussed.

### **Old Business**

There was no Old Business discussed.

### **Any other business that may properly come before the meeting**

There was no Other Business discussed.

### **Adjournment**

Upon a motion made by Selectman LaCamera and seconded by Chairman Fabian, it was:

VOTED: To adjourn the Board of Selectmen's Meeting at 7:14 PM.

Roll call vote: Selectman LaCamera – aye and Chairman Fabian – aye.

### **List of documents provided at the Board of Selectmen Meeting of April 27, 2020**

1. Agenda cover page
2. Agenda cover page; list of structural changes to Park Maintenance and Operations; Agreement between Town of Lakeville and The Bartending Service of New England, LLC; Event Management Agreement- Loon Pond Lodge
3. Agenda cover page; memo from Park Commission; bid summaries; emails from Superintendent of Streets regarding reference checks
4. Agenda cover page; proposed motion