

**TOWN OF LAKEVILLE**  
**Board of Selectmen**  
**Meeting Minutes**  
**January 4, 2021 – 6:30 PM**  
**REMOTE LOCATION**

On January 4, 2021, the Board of Selectmen held a meeting at 6:30 PM remotely from various locations. The meeting was called to order at 6:35 PM by Chairman LaCamera. Selectmen present were: Chairman LaCamera, Selectman Fabian and Selectman Day. LakeCAM was recording the meeting for broadcast.

In accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G.L. c.30A, §20, relating to the 2020 novel Coronavirus outbreak emergency, the January 4, 2021 public meeting of the **Board of Selectmen** shall be physically closed to the public to avoid group congregation. **However, to view this meeting in progress, please go to [facebook.com/lakecam](https://www.facebook.com/lakecam) (you do not need a Facebook account to view the meeting). This meeting will be recorded and available to be viewed at a later date at <http://www.lakecam.tv/>**

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

**Meet with Park Commission**

Present for the discussion were Jesse Medford, Michael Nolan. Scott Holmes (joined at 6:38 PM) and Joseph Coscia, members of the Park Commission. Also present was Neli Woodburn, Clerk. Vice Chairman Nolan called the Park Commission to order at 6:38 PM.

**LOON POND LODGE:**

*(Rental of the building, Rental /Carter's agreements, Contracts)* Selectman LaCamera reviewed the event management contract at the Loon Pond Lodge (LPL) which expired last week. The company submitted 8 months of invoices for the monthly fee simultaneously. Among these invoices were the months of May and June, which is part of the previous fiscal year. May was encumbered, but June was not. The June invoice must wait until Special Town Meeting for approval. The total of the invoices was \$27,200. Selectman LaCamera inquired if the conditions of the contract were going to be enforced. The conditions included a bonus for exceeding the expected amount; this occurred in year 1 and the bonus calculated was \$1,060. Another condition was a penalty for not meeting the expected amount; this occurred in year 3 and the fee calculated was \$8,160. With these conditions, the overall payment to Southeast Event Management (SEM) decreased to \$7,100. The calculations were based on figures provided by SEM. The Town Accountant must have a decision from the Park Commission to pay all the invoices "as is" or adjust the amount with the bonus and deductions per the contract details. Commissioner Nolan agreed with adhering to the contract details and adjusting the amount accordingly. Commission Coscia also agreed with following the contract. Selectman LaCamera also pointed out the contract states a 20% fee to be collected from any caterers used. Over 3 years, the catering revenue collected was \$360,000, the resulting fee should be \$71,449, but only \$64,249 (18%) was received. SEM would still owe \$8,060 in catering fees. The Park Commission must decide if this part of the contract should be upheld as well. Chairman Holmes was informed the 20% was being collected when the change in amount was discovered. Selectman LaCamera noted the per event receipts all state a fee of 18%, not the contracted 20%. The Commission Clerk noted SEM verbally informed the caterers of the 20% fee, but did not have an updated contract to provide

them. SEM confirmed with the caterers they were paying the 20% fee not 18% like the reporting shows. Selectman LaCamera emphasized the documentation from SEM shows an 18% fee collected with no supporting documentation from the caterers. Commissioner Nolan asked to clarify if the amounts being reviewed were the overall fees collected or just the food services amount. Chairman Holmes confirmed the bar service has been paying the 20% fee required. Selectman LaCamera clarified the amount was for catering services over the three (3) years, which was provided by SEM. Selectman Fabian also heard from SEM the caterers were providing the full 20% fee not 18%; she suggested adhering to the contract for performance-based details, but felt the 2% on the catering fee would cause an unneeded debate. Selectman LaCamera noted SEM had reduced work over the past months due to Covid, and had heard (*not directly*) some months might be forgiven or reduced to match this time. He was disappointed to find eight (8) months of invoices were sent at once. He reiterated it was now up to the Park Commission on how to move forward. Selectman Day agreed since the management fee was being charged, the details of the contract should be upheld. If SEM is able to provide evidence of the 20% fee collected, then this portion would be resolved. Selectman Fabian reviewed SEM declined a one-year contract at this time.

Chairman Holmes opened the meeting for comments from the Commission. Commissioner Nolan emphasized SEM did complete work during this closed time by responding to all correspondence and providing tours to prospective renters. He also did the 2% calculation on caterer fees a few months back and did not have the same figure being presented now. He suggested asking for proof of the percentage received by the caterers. Commissioner Coscia felt the reduction of work should have resulted in a lowered monthly fee. He also agreed proof is needed to show the full percentage was collected from the caterers. Commissioner Medford concurred with receiving the aforementioned fees entitled. Chairman Holmes asked for any comments from Commissioner Houle; there was audio difficulty and she could not be unmuted. Chairman Holmes questioned the caterer revenue total; it seemed too high. Selectman LaCamera explained the amount is the gross revenue from the caterers over the past three years. Chairman Holmes would like to confirm this total prior to voting on it. Commissioner Nolan reviewed figures on the spreadsheet he received. Selectman LaCamera noted there are multiple spreadsheets and he is referring to the spreadsheet provided by SEM. Consistent reporting was an issue and will be detailed in a new contract. Selectman LaCamera reviewed the need for a decision from the Park Commission to move forward with the contract details adjusting the total amount due or paying the invoices as is.

**MOTION** by Mike Nolan: Enforce the contract reduction of 20%.

Selectman LaCamera reviewed the numbers for this reduction and the bonus owed which results in a reduction of \$7,100 for a payment of \$20,100.

Seconded by Joe Coscia

**Roll Call Vote:** Mike Nolan – aye, Joe Coscia – aye, Jesse Medford – aye, Scott Holmes – aye; **MOTION PASSED** (*Paula Houle did not have audio to vote*)

**MOTION** by Mike Nolan: Further reduce the payment to SEM by the 2% caterer fee, pending review and proof from SEM showing payment of 20% was collected.

Seconded by Joe Coscia

The 2% amount was confirmed at \$7,200 owed to the Park Commission.

**Roll Call Vote:** Mike Nolan – aye, Joe Coscia – aye, Jesse Medford – aye, Scott Holmes – nay; **MOTION PASSED** (*Paula Houle did not have audio to vote*)

Selectman LaCamera will have the Town Accountant compose a letter summarizing the decisions and requesting supporting documentation in regards to the caterer fee.

### Event Manager

Selectman LaCamera provided an update on the Invitation for Quote (IFQ) for the LPL event management which was request by the Park Commission. The IFQ was sent out on December 29, 2020. He knew of two (2) companies who were interested in responding. All responses are due on January 18, 2021. A site visit was offered on 1/8/21 at 10 am. Commissioner Nolan and Selectman Fabian will be on site for the visit. Chairman Holmes believed the bartending contract would be combined with the event management contract; however, the IFQ is not showing this conjunction. Selectman LaCamera confirmed it would not be combined. The IFQ is only for the event management of the LPL. Selectman LaCamera noted the IFQ was provided to the Commission a couple of weeks ago for review and no questions were sent back. Commissioner Nolan reviewed a previous Commission conversation where the contract would have the bar portion included and inquired why it was changed. Selectman LaCamera shared the opinion of the two (2) interested companies who do not see the need for the event management portion. A different approach can be decided on where all items needed (*catering, bar, and management*) will be completed by one (1) company. Chairman Holmes affirmed there are approximately 36 current contracts with the Bartending Service of New England as the bar for the event. Selectman LaCamera acknowledged the Bartending Service of New England does not have a liquor license with the Town as of December 31, 2020. He also felt there was not a need to have three (3) companies involved with an event; one (1) company covering all the needed areas would be more efficient. Selectman LaCamera reiterated the IFQ is only for the event management portion as requested by the Park Commission; Commissioner Nolan did not agree this was the request presented.

Commissioner Nolan requested further clarification on the plan for the running of the LPL with one company since the IFQ is only for management. Selectman LaCamera stated it was up to the Commission whether to go with one or multiple companies for vendors, but this would negate the work already completed. Selectman Fabian added the first step is to find a company/person to manage the events. The company hired for event management could then take on the catering and bartending for all events dependent on their abilities. Selectman Day believed it is common to have a list of vendors for an establishment like the LPL to fit the renter's needs. He noticed it was not the procedure of having a variety which led to issues, but the bookkeeping and execution of it. Most of the contracts for 2021 did not have a caterer listed yet. Selectman Fabian stated if the first step of finding an event manager is not completed, then an employee will need to be hired for this position. Commissioner Nolan requested the list of vendors the IFQ was sent to. Additionally, he wanted to confirm already booked events would be able to keep any vendors they have contracted; these will be honored. Commissioner Nolan continued by pointing out one of the selling points of the LPL was the variety of vendors available. He reviewed some interesting caterers from past events and did not believe the LPL would attract as much business if this was reduced. Selectman LaCamera noted one (1) company may be able to still provide this variety in catering. RFPs for catering and bartending will not go out until the IFQ is completed. Once responses are back on January 18<sup>th</sup>, the next steps can be planned. Selectman Fabian would also like to wait until the 18<sup>th</sup> to see the responses and go forward from that point. Commissioner Nolan felt the caterer and bartending needs to be established as soon as possible. Selectman Day agreed and believed they should be done in parallel. Selectman Fabian emphasized the need for event management. Currently she is assisting the Park Commission Clerk by handling the correspondence and has had a person volunteer to help; however, knowing if a company is taking over or if someone must be hired is needed. Commissioner Nolan believed bids would be lower for the event management portion by a company who has the caterer or bartending contract (*or both*). The event management IFQ being first can lead to a higher cost for this service.

Selectman LaCamera believed having a variety of caterers is creating a complicated situation. Selectman Fabian reviewed previous conversations in regards to hiring someone for this management position and the reasons it would not be feasible due to number of hours required. She added finding an event management company is the more difficult part. Chairman Holmes also felt the IFQ being first will result in a higher fee as opposed to a company who has the bartending or catering contract. A bundle of all three (3) areas is possible. It was the decision of the Park Commission many years ago to go forward with a variety of vendors; this has been the process since. While this process provides a wide range of choices, it is also cumbersome. Chairman Holmes is looking to keep costs low and feels this is not the best way to do so. The responses received on the 18<sup>th</sup> can be rejected if a different choice is made. Selectman Fabian would like to have most of this handled by the time a new Town Administrator is hired. Commissioner Coscia suggested moving forward with the current IFQ and reviewing the responses on the 18<sup>th</sup>. Bundling all the services can be discussed after that time. Selectman Fabian proposed scheduling a meeting or having two (2) Commissioners appointed to review the responses. No events will be interrupted during this time. It was noted the first events of 2021 may not occur due to the current regulations. Commissioner Nolan inquired if the pricing is already set for bartending and catering does this need to go out for RFP; this is currently at Town Council for review. It is not clear if the current contracted caterers needed to bid for the position or not. Commissioner Nolan wanted to know how to answer these types of questions at the upcoming site visit. It was advised to only speak to the event management position in the IFQ. Selectman Day further inquired about the loss of additional interest if the catering/bartending option is offered after the quote for management is accepted. This was difficult to answer with current procurement laws not specific to this situation.

### Maintenance

*Nathan Darling, Building Commissioner, was present for the discussion.* Selectman LaCamera said the current partnership with the Highway Department and Parks is going well. There were no suitable applications for the Park Maintenance Supervisor at this time. This position is budgeted and will continue into the FY22 budget. The Superintendent of Streets was not on the meeting but relayed information to Selectman LaCamera beforehand. He wanted to ensure anything to do with the infrastructure of the parks should be brought to his attention for a plan to be created. Not all projects at the parks can be completed this year. Selectman LaCamera noted the current Park budget was in a deficit. Commissioner Coscia has compiled a list of projects needed at John Paun Park (JPP) which the Highway Department has. One of the outstanding items is the building at JPP, which has been looked at and it was determined the bottom portion can be saved. Other large projects at JPP will be postponed. Selectman LaCamera felt one park project which needs to be addressed is the Haunted House area. The building has been inspected by multiple parties and must be taken down. Selectman LaCamera stated the proposal at this time is to provide the funding to demolish the building. This would probably be the only large project completed this year.

Clear Pond Park (CPP) was the next area of discussion. Selectman LaCamera said the Highway Department was recently at CPP doing clean up, but the responsibility of maintenance to the outside area was not determined. The Superintendent of Streets proposed hiring two (2) part time seasonal Highway Department workers to handle maintenance at CPP. He will provide a full proposal for the Commission to review. Selectman Day asked if the Park Commission's project list could be provided; Chairman Holmes confirmed this list is with the Highway Department, and will be shared with the Board of Selectmen as well. Selectman LaCamera wanted to make everyone aware the recent building work/repairs at the parks have been paid for by the Town. He indicated the need to pass in the proper forms for work requests. Needed electrical repairs at JPP were not completed yet; Selectman LaCamera will follow up. The discussion returned to the proposed demolition of the Haunted House building. Commissioner Coscia asked to confirm the building is not salvageable.

Mr. Darling stated this would depend on what the building would be used for. Issues of the building were noted: compromised roof, compromised flooring, asbestos, and compromised structural integrity due to work done. The building could be taken down with a new structure in its place; for example, a new garage in order to move this from the middle of the park. It is estimated the demolition cost would be \$50,000 and a new prefab building for the area would be approximately another \$50,000 - \$60,000. He is looking at creating a five-year capital plan to repair buildings throughout the parks. It was confirmed the electrical work requested at JPP is currently being looked at, and some issues have come up which resulted in the project being put on hold temporarily while it is further reviewed. Commissioner Coscia inquired if the Haunted House area could be used for small businesses such as LMMA or a dance studio; something for the youth in the community. Mr. Darling could not answer this question due to contracts with businesses and liability. However, it would require extensive repairs to the building with the asbestos needing to be handled first. He added if a new garage building was placed in this area, security cameras would be required. He also emphasized the need to utilize the land immediately if it is cleared out to ensure it does not overgrow. Commissioner Nolan agreed the building should be demolished, although he would like to keep it since it is an original building of TWC; however, the scope of the work is too vast. It was also noted the area does not have a parking lot directly adjacent to it. Selectman LaCamera indicated a decision is needed soon to add this to this capital plan. Also, there is a safety issue as the Police Department has reported a number of break-ins to the building. Selectman Day asked if there was any maintenance needed to the new fields to ensure progress does not back track. Commissioner Nolan stated the area will continue to be maintained and the only item left to complete there is a parking area. Due to the current state of the budget, this project is on hold. Commissioner Nolan would like to reach out to some companies to donate work to this area. Commissioner Nolan also asked if all Town Departments are being asked to reduce their budgets; Selectman LaCamera clarified the budgets are not being reduced, but there are limited resources to complete capital projects this year. Not all projects can be completed due to these limited funds. Selectman LaCamera provided a review of recent funds allocated to the Town from the CARES act, but this does not cover lost or additional revenue.

#### DISCUSS THE FY 22 BUDGET

Selectman LaCamera said the budget for FY2022 is needed immediately. He estimated the revenue, should restrictions be lifted, would be similar to the prior year. He also reviewed the use of the fields at the parks; should this be open to any group who is willing to pay or should it be limited to residents. He reviewed the recent issues with Pickleball which resulted in legal fees with Town Council. He provided the City of Taunton as an example to review. He also reviewed recent interactions with someone looking to take over the Haunted House area for profit. He questioned if the Park Commission wishes to continue to focus on the revenue throughout the parks. The issues at Clear Pond Park were also presented. Selectman LaCamera stated if the issues are funding to make the pond residents only, discussions can be held. These were options presented and can be further discussed by the Commission. Commissioner Nolan stated the Park Commission has done its best and clarified even though the Commission would like to make CPP residents only, this could not be accomplished fiscally. Selectman LaCamera suggested a proposal be submitted for assistance and Commissioner Nolan emphasized past Boards were not willing to assist fiscally. Further, the Park Commission has always given preference to local teams/groups when renting the fields. Selectman Fabian provided an overview of the Enterprise Fund in regards to user fees being charged to supplement the budget; and how this places a burden on the Commission to raise these funds. She felt it was an appropriate time to decide what the vision of the parks should be; should it be revenue driven or a resident centric area.

Chairman Holmes expressed his appreciation to the Board of Selectmen for offering assistance to the Commission; this was not the case with past Boards. He reviewed some of the fees charged for use of the fields. Selectman Fabian suggested a plan be written for the parks to be approved by the Board of Selectmen and put on record for any future Boards to follow as well. Selectman Day would also like to ensure help for the Park Commission and perhaps having further discussions to decide if an Enterprise Fund is still the best option. Selectman LaCamera reminded everyone the budget must be compiled by the end of the month, and the discussion around the Enterprise Fund would need to be later. He further pointed out the Transfer Station is subsidized by the Town, even though it is an Enterprise Fund as well.

### **Adjournment**

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

VOTED: To adjourn the Board of Selectmen's Meeting at 8:56 PM.

Roll call vote: Selectman Fabian – aye; Selectman Day – aye and Selectman LaCamera – aye.