

LAKEVILLE PARK COMMISSION MEETING MINUTES
POLICE STATION, 323 PRECINCT ST, LAKEVILLE, MA
THURSDAY, NOVEMBER 02, 2023 @ 7:00PM

Members present: Brynna Donahue, Paula Houle, Michael Smith, and Melisa Turcotte.

Members not present: Scott Holmes.

Other attendees: Peter Murdy (Clerk), Doug Berry (CPP Director).

Melisa Turcotte called the meeting to order at 7:02 pm.

The Chair announced that LakeCAM was recording the meeting and asked if anyone else was doing so. No one was.

ITEM 1. RECEIVE AND DISCUSS REPORT FROM DOUG BERRY ON 2023 CPP SEASON.

Doug Berry reported that 2023 was a good season at Clear Pond Park. There were twelve rain days, resulting in lost concession stand and gate fee revenue, but they were able to run all scheduled events. The raft was completely rebuilt and a new rescue board was purchased.

The finances for the season are as follows:

Income			FY Jun	FY Jul-Aug
Season Passes	\$12,210.00		\$4,620.00	\$7,590.00
Gate Fees	\$7,869.00		\$659.00	\$7,210.00
Concession	\$5,071.30		\$392.00	\$4,679.30
Swim Lessons	\$1,065.00		\$390.00	\$675.00
Group Outings	\$350.00		\$75.00	\$275.00
Family Activities	\$150.00		\$0.00	\$150.00
Transfer from Town	\$17,500.00			
TOTAL INCOME		\$44,215.30		
Expenses			FY23 Jun	FY24 Jul-Aug
Analytical Balance	\$320.00		\$80.00	\$240.00
New England Ice Cream	\$1,548.81		\$711.07	\$837.74
Supplies Park Activities	\$4,825.31		\$972.49	\$3,852.82
Rubbish Removal	\$294.31		\$0.00	\$294.31
Electricity	\$250.17		\$28.13	\$222.04
Rescue Board	\$861.00		\$861.00	
Home Depot	\$1,251.35		\$1,251.35	
Personnel				
Director	\$8,936.00		\$1,745.60	\$7,190.40
Guards	\$28,822.50		\$2,642.50	\$26,180.00
Attendants	\$15,082.30		\$2,187.14	\$12,895.16
TOTAL EXPENSES		\$62,191.75		
I/E		-\$17,976.45		

The Commission discussed how the \$18,000 deficit might be reduced. Doug said that CPP averages about 224 hours per week for guards and attendants, and that cannot be reduced. There are only a few ways to raise revenue: raise entrance fees, get more season passes, ask the town for additional support (the town already contributes \$17,500).

- Michael Smith suggested asking the town to increase its contribution.
- Brynna Donahue suggested making season passes available to non-residents. She also asked about the procedure for putting a request for more money on the town warrant. Melisa Turcotte said a request needs to go through the Select Board.
- Doug Berry said he would like to see more group outings. Currently they average about 10-12 birthdays.
- The Commission briefly discussed marketing strategies.
- Adding events such as kayaking classes was also discussed.

Paula Houle asked about the pumphouse. Doug Berry reported that the town plumber had fixed some old pipes. The pump is fine and everything is working well.

Michael Smith told Doug Berry that he should begin preparing a wish list for the next season to present to the Commission.

Michael Smith asked about T-shirt costs. Doug Berry said he purchased about 38 T-shirts and he budgets about \$400-\$600 each season for these.

Michael Smith noted that some of the expenses, such as rescue board, raft repair, etc., should have come out of the \$28,000 repurposed from the tennis courts as one-time expenses not contributing to the deficit.

Melisa Turcotte asked about swimming lessons. Doug Berry said there were about 25 kids enrolled for swimming lessons. These took place for six weeks, twice per week, two hours each lesson. Melisa said that the commission might want to review the charge for this.

Doug Berry said that he would like to see the contracts for lifeguards and attendants changed to require a certain number of hours. There needs to be more responsibility and commitment.

It was agreed that in January 2024 the Commission and Doug Berry will work on these things:

- Fees for 2024
- Lifeguard and attendant contracts
- Maintenance and equipment needs ("wish list")

Doug Berry left the meeting at 7:34pm.

ITEM 2. CLERK NOTES – UPCOMING EVENTS.

The Clerk had no input

Melisa Turcotte reminded the Commission of the Town Meeting on November 13, 2023. There would be a warrant item for an unpaid T-shirt bill. Also, the CPC request for up to \$25,000 for an engineering plan for John Paun Park was on the warrant. Marc Tisdelle would be petitioning to speak on behalf of the John Paun Park.

Melisa Turcotte will change the park signs to announce the town meeting.

ITEM 3. REVIEW AND VOTE TO APPROVE MINUTES OF OCTOBER 19, 2023.

The Commission made a couple of corrections to the minutes.

Motion by Paula Houle to approve the minutes of October 19, 2023, as corrected. Motion seconded by Michael Smith. Motion carried unanimously.

ITEM 4. DISCUSS AND POSSIBLE VOTE ON QUOTE FOR REMOVAL OF TREE NEXT TO THE HORSESHOE CLUB SHED.

The quote from Southcoast Tree Service approved at the last meeting did not include prevailing wage. An updated quote has not been received yet. The quote from Barnes Tree Service did include prevailing wage. The Commission will wait until the next meeting to make choose between a revised quote from Southcoast of the existing quote from Barnes.

ITEM 5. DISCUSS AND POSSIBLE VOTE ON OFFICE ROOF AND CEILING REPAIR.

Melisa Turcotte reported that Paul Nee reached out to Environmental Response Services about the mold on the Park Office ceiling. The cost for remediation would be \$1080. However, it looks like the roof is leaking somewhere, so unless that is repaired, the problem will reoccur.

It was agreed that the Commission will submit a work request for repair or replacement of the roof. In the meantime, Melisa Turcotte will clean the affected area with bleach and water.

ITEM 6. UPDATE ON EV CHARGING STATION AT TWC.

Melisa Turcotte reported that the grant came through for the EV charging station at Ted Williams Camp, and it will probably be installed in the spring of 2024. Nate Darling has a plan that identifies where the current underground wires are. Melisa reported that here will need to be handicapped space on each side of the chargers, which will leave only three parking spaces left. She suggested making the whole lot handicapped accessible, and the Commission agreed.

It was noted that the Park Commission is neither paying nor receiving money for the EV station. It is just a convenience feature.

ITEM 7. REVIEW PARK FINANCES.

The Commission reviewed the Park financials through for FY24 through October.

Park Enterprise Summary FY24			
	Budget	Actual	Difference
Revenue	\$225,889.00	\$127,476.68	-\$98,412.32
Personnel	\$137,279.00	\$74,250.50	\$63,028.50
Expenses	\$88,610.00	\$21,840.95	\$66,769.05
R/E	\$0.00	\$31,385.23	
As of:	11/2/2023		

ITEM 8. REVIEW AND POSSIBLE VOTE TO APPROVE ANY SPORTS AGREEMENT APPLICATIONS.

No applications pending.

Brynna Donahue brought up a recent complaint received via email regarding conduct in one of the leagues playing at John Paun Park in which a player reported repeated harassment. Brynna asked if a code of conduct could be added to the league agreements.

Michael Smith said that the Park Commission cannot get involved in the personnel issues of the leagues. Addressing conduct issues is the responsibility of the organizations.

Melisa Turcotte said that this should be discussed with the league in question when it applies for the 2024 season, as there have been too many complaints about harassment with this league. She further

noted that leagues such as the Soccer Club have a code of conduct derived from the umbrella organization they are under, but smaller leagues don't have that.

Michael Smith said that the Commission is not suppose to field complaints about behavior in the leagues, but Melisa Turcotte responded that bad conduct effects the reputation of the Parks Commission.

Brynna Donahue said that she recommended the player complaining report the incident to the police. Michael Smith said this was the right thing to do. He said that if we hear a complaint, we also need to hear the other side, and the Commission is not in a position to adjudicate complaints.

ITEM 9. REVIEW AND UPDATE CURRENT PROJECT LIST.

The Commission reviewed the list of open projects. Updates are in **bold**.

JOB	STATUS	UPDATES
Security Cameras	Michael Smith working with Bob McNally to arrange installation. Latest concern is security for the cameras themselves. (One was stolen from JPP.)	Will be put up in spring 2024.
Horseshoe Shed Tree Removal	Waiting upon updated quote with prevailing wage.	
JPP Toilet cleaning and removal	Transit pins on order.	Pins received.
Loon Pond Lodge contract renewal	RFP out to bid.	Bid received and under review.
Shaw Park Butterfly Garden	Brynna researching	Determined not to be feasible.
New Lights for Volleyball Courts	Waiting on an updated quote from South Coast Alternative Power Solutions.	
League Agreements	Will be scheduling meetings with one league at a time.	
Office Repairs	Roof leaking. Water stain and mold on ceiling. Work order submitted.	Need to submit work order to fix roof leak first.
No Alcohol signs	Purchased; need to be put up	Signs have been put up.
New Sand in Volleyball Courts	Will be done in the spring 2024.	
Repair of Bocce court	\$400 approved for this; Bob Beech to do.	

Repair of foot bridge behind LPL	Paul Nee will be doing this.	
Facia boards at TWC bathrooms	Work request has been submitted	Paul Nee will be wrapping in aluminum.
TWC Baseball hat	Waiting on Lions Club.	
Eagle Scout Project	Bench to face fields and be located between the monument and the road. Melisa to sign off on project.	Melisa Turcotte signed off on project with clarifications.
Lakeville Day	Scheduled for Sunday, May 5, 2024.	

Michael Smith brought up the need for improved lighting on Rt 18 sign. Melisa Turcotte said the existing plexiglass covering is foggy and should be replaced.

ITEM 10. CAPITAL PROJECTS UPDATE.

North Fields – Before work can begin, the town is looking to clarify where things stand with Natural Heritage. Nate Darling is working on this and does not see it as an issue, because a permit was previously issued for the project. If necessary, another turtle sweep would cost \$600.

The fencing has gone out to bid, and three local companies have responded.

There was a brief discussion about maintenance of the fields once everything is done and what the leagues will be responsible for.

Melisa Turcotte noted for the record that no permanent building (sheds, bathrooms, etc.) will be permitted on the property.

CPP Shed – The shed will be completed in the next couple of weeks.

Playground – Melisa Turcotte reported on the financial status. There is \$17,833.62 left for the project. A handicapped accessible table, two new swing seats and two playground rules signs will cost about \$3,500, leaving \$14,333.62.

Melisa reviewed options for the walkways. Paved walkways from the parking lot to the playground and from the old playground to the new would cost from \$16,600 to \$27,500. Using concrete for the walkway from the parking lot to the playground would reduce the cost to \$12,244. The Commission will vote on which option at the next meeting.

ITEM 11. UPDATE ON LOON POND LODGE CONTRACT.

Boston Tavern was the only bidder for the next contract. The bidder will pay for all utilities: electric, gas, rubbish, water and phone. 100% of hall rental fees will be turned in to the Park Commission. The Commission will receive either 14% of the food and bar receipts or a flat fee of \$9,500/\$10,000/\$15,500 per month.

The Commission discussed the pros and cons of the fixed fee and the percentage fee.

The Commission will discuss further and make a recommendation at the next meeting.

ITEM 12. ADJOURN.

Melisa Turcotte reported that the Trunk or Treat went very well. There were over thirty trunkers and over 300 kids. She thanked everyone for their help.

The next meeting will be November 16, 2023, at 7:00pm at the Police Station.

Motion by Michael Smith to adjourn. Motion seconded by Brynn Donahue. Motion carried.

Meeting adjourned at 9:08pm.