

Lakeville Park Commission  
Meeting Minutes  
Loon Pond Lodge  
Monday, January 27, 2020@ 6:30pm

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Members Present: Scott Holmes, Mike Nolan, Joe Coscia, Justin Bradley (@7:17pm)

Other Attendees: Mike O'Connell (Spark/RHR), Ken Lalli (AAU), John Marando (LMMA), Neli Woodburn (Clerk)

Chairman Holmes opened the meeting at 6:36pm

Chairman Holmes inquired if anyone was recording the meeting; LakeCam was recording

Chairman Holmes addressed Mr. Ken Lalli to begin the meeting. Mr. Lalli requested to wait for the additional Park Commissioner, Justin Bradley, to be present since his concern was in regards to sports scheduling.

Mike O'Connell (*Mix Tape Event 2020*) – Mr. O'Connell was present at the meeting to discuss the 2<sup>nd</sup> annual Mix Tape Bike Event. He currently has the Loon Pond Lodge (LPL) booked for the weekend of April 4<sup>th</sup>, however the actual bike event is held on the Sunday. Maximum participant of 250 is expected for this year's event (currently 165 registered); last year was 150 in total. Mr. O'Connell has already spoken with the Lakeville Police Chief, submitted paperwork to the Board of Selectmen, confirmed the Lakeville Fire Department is also involved, and reached out to the DOT. He coordinates with 13 agencies in the area for the event. Chairman Holmes suggested reserving future dates over the next couple of years if the event will continue; this ensures the desired dates are secured. Mr. O'Connell stated he would like to move the event to the new fields on route 18 once they are completed. He would be able to utilize a tent as the main area and not need to reserve the LPL; leaving it open for other rentals. Mr. O'Connell provided an overview of the event for Commissioner Coscia who was not familiar with it. Unlike the Triathlon, this event is primarily off road and does not disturb the normal traffic flow in the area. The event is both on pavement and off road. Chairman Holmes confirmed the fees will remain the same as last year for this event, but did notify Mr. O'Connell there will be a small increase the following year. Mr. O'Connell can communicate any additional questions or concerns to the Commission Clerk. Mr. O'Connell left the meeting at this time.

Ken Lalli (AAU) – Commissioner Bradley was not yet in attendance at the meeting, however Mr. Lalli began to speak with the Park Commission in regards to AAU baseball at Ted Williams Camp (TWC). He explained his reason for attending the meeting was not to argue on decisions already made, but to provide valuable information on AAU teams for the future. He felt most people believed AAU teams were out of towners; however Mr. Lalli is a resident of the town and dedicated his time to improving sports in town. Half his team is Lakeville residents; however he does have some out of town players. He has been coaching AAU teams for the past 15 years and enjoys utilizing TWC fields. He continued to explain how some town teams do not use TWC in order to avoid paying the fees charged for upkeep. He felt the AAU teams should be more welcome to use TWC, and not have to take the "brunt" of a lack of income. He spoke about the recent communication about the rise in the 2020 season fee, which included a \$300 increase to AAU. He further compared AAU teams to travel soccer teams, and discussed travel teams using the fields not even from MA with a lower fee. Chairman Holmes confirmed no fee has been established for the travel team requesting field time. Last year the fee was \$600, which Mr. Lalli paid but was only able to utilize the field 4 times while other AAU teams were able to use it every weekend. He inquired what the AAU teams will get for this increase fee for the season. Also, the summer season is longer than the fall season; he asked if the fee will be the same even if the timeframe of the season is different. Additionally, the AAU scheduling

meeting is the same day as the Park Commission Sport meeting. Mr. Lalli would like to attend both, but cannot. He explained the AAU meeting requires the team to present their schedule with the field they will be playing on. Due to the scheduling of the Park Commission meeting, field time is not yet confirmed for this AAU meeting. This causes scheduling issues. Mr. Lalli wanted to ensure the fees are being charged equally, and requested to know what will be provided for the increased fee. Chairman Holmes explained the last per player fee increase mentioned was increased 7/8 years ago, not 2 years ago. He confirmed the AAU did increase. The increases were approximately 1/3 per fee charged plus additional funds to assist with fertilization costs which all teams will be paying in some way. AAU was charged \$100 for this new cost, some teams will be charged much more. All groups will not pay this fertilizer cost since some areas utilized are not maintained in such a way. He further explained the schedule from last year was unfair, and it was due to the scheduler providing more time for other teams. He apologized for the schedule and confirmed it will not happen again. The Park Commission wishes to provide field time to all teams equitably. It is unsure if any other AAU teams are requesting time for this 2020 season as of now. The Commission did attempt to schedule the Sports meeting earlier this year; however it is unknown when the AAU team scheduling meeting is. Mr. Lalli asked since he is unable to attend the meeting, will he be able to submit his schedule request; Chairman Holmes confirmed he can and noted the email stated if another representative is available they can attend instead. Mr. Lalli is looking for a game on Saturday and perhaps a day to practice. Chairman Holmes encouraged Mr. Lalli to submit his requested time to the Clerk. Mr. Lalli thanked the Commission for their time and left the meeting.

Mr. John Marando from Lakeville Mixed Martial Arts (LMMA) was present at the meeting. The rental contract for the studio at TWC is expiring soon. Chairman Holmes has contacted the Board of Selectmen regarding this lease, but has not heard back from them as of yet. Mr. Marando confirmed the insurance paperwork is up to date and on file at Town Hall. The Lease expires at the end of February. Chairman Holmes confirmed the Board of Selectmen will be signing the new lease, not the Commission. It is the 20<sup>th</sup> year for the LMMA. Hand dryers were recently installed in the area of the studio to help reduce paper towels. The Commission has been updating the bathroom areas with these dryers throughout the parks. Unfortunately, the small outdoor bathroom at TWC will require updated electrics for this project, and the estimate was high. Mr. Marando stated he knows some individuals who may be able to donate this work. Commissioner Nolan inquired if the studio had a water leak recently. Mr. Marando noted it was a broken spigot outside the building which broke. He was informed by the TWC maintenance staff; it was shut off and then repaired. A high water bill resulted from this. Also, a bill was received from Silvia HVAC for work at the studio; Mr. Marando confirmed this work and asked the bill be forwarded to him for payment. It was unsure if the bill was already paid, but Mr. Marando will reimburse the Commission as needed. The rental amount for this next contract is not known at this time. Mr. Marando was open to a raise in the fee since the amount has not increased in several years. It was increased only slightly at the last lease. Commissioner Nolan confirmed the parking lot project is back in the works for the studio area. Mr. Marando may have someone who can donate time/work to the project. Chairman Holmes confirmed it would have to be a sole proprietorship to be able to do so. Mr. Marando asked if the parking lot would be lined; Chairman Holmes stated if the lot ends up paved, it would be lined. Chairman Holmes will reach out to the Board of Selectmen again in regards to the new lease with the LMMA and will contact Mr. Marando to come in to sign. Chairman Holmes discussed the current clean-up project in the area of the old Haunted House at TWC. Mr. Marando offered volunteer work with this project for anyone at the studio in need of hours. He would like to review what is needed in the area; Commissioner Nolan agreed to tour the area with him. Mr. Marando left the meeting.

Commissioner Coscia inquired if there were any usable picnic tables in the Haunted House area which could be sent to John Paun Park (JPP). Commissioner Nolan confirmed all the wood

items being cleaned up were rotted. Chairman Holmes stated tables could be ordered since none have been ordered in a few years. Currently, there are two tables at JPP.

Commissioner Nolan asked if the Town would be setting the rental amount for the LMMA, or is it a topic for the Park Commission to discuss. Chairman Holmes believed the Park Commission should discuss the amount.

Commissioner Coscia further inquired about the status with the Lakeville Haunted House and items left behind. Chairman Holmes was in contacted with the previous president of the group and requested he remove the lock from the building; however, the lock is still on the door. Removing the lock manually would require removing the clasp on the door. Commissioner Nolan noted there is a large amount of work to be done around the building at this time, so unlocking it is not pressing. Work was started on the area around the building. In previous talks, the Lakeville Building Commissioner did not believe the building was salvageable at this point.

*Review and Approve Bills* – Bills were provided for review and approval.

*Review and Approve Meeting Minutes* – No Minutes were available for review.

### **OLD BUSINESS**

#### **SEM/LPL UPDATES:**

*(Lakeville Art Council event)* The Lakeville Arts Council has booked their craft fair event for 2020 as well as dates for the next few years to ensure the wanted timeframe is saved for them. The Commission Clerk confirmed the fee charged last year was one day rental fee for the two day event. The group rents space out to crafters who wish to be at the event. The cleaning fee was charged to the group last year, which was their first year holding this event at the Lodge.

*Motion by Joe Coscia:* Keep the fee for the Lakeville Arts Council 2020 craft event the same as 2019 (\$600 plus cleaning fee). Seconded by Mike Nolan

**Voted:** Unanimous in favour – *Motion Passed*

*(Open Space meeting)* The Open Space Committee is currently utilizing the Loon Pond Lodge on a trial basis for their public meetings. Currently, Commissioner Medford is also a member of this Committee and has been able to open the building for the meetings. Due to a conflict, Commissioner Medford will not be able to attend the next meeting and is unable to unlock the building for the Committee. The next meeting is scheduled for February 5<sup>th</sup>. It is being requested to provide a temporary code to another member of the Committee or to LakeCam to unlock the building for the meeting. Chairman Holmes further noted the person would also be responsible for ensuring the building is secured at the end of the meeting. The Commissioners were not available to open the building for the meeting. A list of closing procedures can be created for whoever is designated to be responsible for the evening. The member of the Open Space Committee who is made responsible for the meeting at the LPL can meet with someone to review what is needed to open and close the building. The Commission Clerk volunteered to meet with someone from Open Space to review this process. All codes can be changed after this temporary one is used.

*(General updates)* Chairman Holmes purchased replacement parts for the bathroom units at the LPL. There was a weekend event, so the items had to be purchased prior to the meeting. Chairman Holmes recommended ordering extra parts to keep on site in case of further issues with the other units.

*Motion by Mike Nolan:* Purchase two additional units for the toilets and one for the urinals at the Loon Pond Lodge. Seconded by Justin Bradley

**Voted:** Unanimous in favour – *Motion Passed*

Chairman Holmes reviewed the recent election at the LPL. The event took place during a rainy day which made the tile in the foyer wet and slippery. Chairman Holmes would like to purchase some rubber mats for the foyer to make the area safer for visitors during inclement weather. Commissioner Nolan will contact the representative who provides custodial supplies to the Park Commission areas and find out what options there are. The Town would like a report on projected Capital Expenses going forward for each building. Commissioner Nolan added they also would like a listing of maintenance needed on all buildings as well. A list of buildings at each park would be needed.

It was noted there was no light on at the side door of the LPL. Chairman Holmes attempted to find the switch for the light in the back; however, could not find one. He believed the light was not connected at construction. He also noted the lights for the gazebo are no longer on a switch as well. There was a switch for these lights in the past, but there is now a plate in its space. Chairman Holmes has a request out for the Town electrician to look at these items and to repair the outside light prior to the next election at the LPL.

The Park Commission is currently being charged a small fee to keep power running to parking lot lights which are not on at this time. There are three banks of lights on three different poles. A set pointed toward the tennis courts, a set pointed to the parking lot across and a set pointed to the LPL parking lot. Chairman Holmes has not seen the lights on since the Lakeville Haunted House. The circuit breaker was moved from its original location and the meter was not showing power being used. The switch for the lights could not be found. Commissioner Nolan suggested waiting a few moments for the lights to warm up. The Commission Clerk stated the meter for the lights shows use every August (seen in 2018 and 2019). An annual August event may know where the switch for these lights is and uses each year. Chairman Holmes would like to have a switch for the parking lot lights inside the building instead of outside. If the lights do not turn on, the next step is to call Middleboro Gas & Electric to replace the lights.

Commissioner Nolan reached out to the general contractor in regards to some door repair needed at the LPL and will meet with him on Wednesday. The weather stripping on the door is being monitored right now in case more is needed during the winter weather.

#### TWC UPDATES:

*(General updates)* Chairman Holmes researched possible landscape lighting for the signs. He provided copies of possible units for the Commission to review. A streetlight can be added by the electric company, however this will cost more overall including the monthly fee for the power. Solar powered lights were reviewed as an alternate. There is power near the sign, so it is possible to have a regular light hooked up. Commission Coscia stated the solar power lights will only shine for a small amount of time. The lights are not needed all night, but would be useful for later events around 4pm to 8pm. Chairman Holmes reviewed the different lights he found. The usefulness of each type of light was discussed as well as how it would work in the area needed. Commissioner Nolan suggested purchasing lights for the flagpole as well. Chairman Holmes agreed.

**Motion by Joe Coscia:** Allow Chairman Holmes to decide on the lights needed for the area. Seconded by Mike Nolan

**Voted:** Unanimous in favour – Motion Passed

Purchasing a used pickup truck for the Park Commission was listed as a need under the Capital Expenditures provided to the Town. The Fire Department stated needing to purchase a new pickup truck, and Selectman Powderly suggested the used truck go to the Park Commission. Chairman Holmes has asked for an update on this possible plan, but no response has been received. He will continue to ask for an update.

Discussions about completing the parking lot projects are ongoing. There are conflicting opinions about which parking lot should be completed first. The plan is still for the Town to fund

the repair to the soccer parking lot and the karate studio parking lot will be funded by the Park Commission. Commissioner Nolan received electronic copies of the drainage plans and sent them to a company for review. Bids for the project would have to start again. Funds are set aside for this project; however, the funds reserved are from the original estimate. Commissioner Bradley felt the karate studio parking lot was the worse of the two and should be completed first.

The Wi-Fi signal from the LPL needs to be extended to the TWC office. The Commission Clerk has been in touch with the IT department in regards to this need and it may just need to be pointed more toward the office. Commissioner Bradley offered to get a Wi-Fi extender to help boost the signal. Currently, the signal is lost when in the TWC office.

Repairing the water line near the old well building was listed as a 'to-do' item, however Chairman Holmes noted this will not be completed at this time.

Commissioner Nolan spoke with the Building Commissioner recently in regards to the septic pumping and grease trap maintenance at the LPL. Service may be needed at this time and the Building Commissioner will look into it.

Commissioner Nolan reviewed the previously mentioned water bill at the Maintenance Building which was much higher than normal. The cause for the increase was found. The spigot on the building was broken and leaking for an undetermined amount of time. The LPL water bill this month now shows a large increase as well. Chairman Holmes noted there was a recent bathroom issue where water was continuously flowing.

Commissioner Nolan returned the conversation to work at the LHH area. The dumpster is on site and the TWC maintenance employee began clean-up work. He also consulted with the HR Department in regards to rehiring a recent maintenance employee. There are a couple of questions around this including the fact the position was seasonal. Also, the person was injured and must be cleared for work before the possibility of returning. Commissioner Nolan will be reaching out to a local church again to gain some volunteer work for TWC. Insurance for volunteers working on Town property was questioned and this will be further researched.

#### SPORTS SEASON:

The Annual Sports Meeting is scheduled for Saturday, February 8<sup>th</sup> at 9am at the LPL. Chairman Holmes reviewed the process for this specialized meeting. There are possible conflicts for field times which will have to be further reviewed; AAU baseball/softball and soccer due to a new team looking to book time. This new soccer group was invited to attend the meeting. Lacrosse will be returning for the same time as last year.

*(Contract review)* Copies of the Field/Court rental agreements were provided for review. Commissioner Coscia created his own agreements for the groups at John Paun Park (JPP) using the original as a base. Chairman Holmes recommended giving teams/groups a laminated field pass with the approved times/areas. Commissioner Bradley further recommended having a laminated schedule available for reference as well. A copy of the schedule will be needed in the office as well for the maintenance staff.

*(Electricity Assessments)* Electricity assessments were provided for review. The Commission Clerk reviewed the assessments and some updates to the assessments due to the corrected labelling at JPP by the electric company. The parks began shutting down at dusk due to EEE around August, so no night games or practices were allowed during this time. A review of which teams played at night was present. Commissioner Coscia suggested moving the switch for the lights at JPP to an outside location with a lock. It is currently inside the concession stand area. Moving the switch would decrease traffic in the concession stand which is used during the season. A switch for the bathroom unit would be useful as well. The cord is currently being plugged and unplugged for use. Middleboro Gas and Electric can be contacted to further detail where each meter is being used. The pump house electric was reviewed. This area is used by



three different groups. The fees charged last year were reviewed as a comparison. Ballfield lights and the Concession Stand lights are fully charged to the FLAA who is the only group using lights in these areas. Horseshoe lights are also separately billed and forwarded to the group. The amount charged to the Volleyball group was reduced due to the park closing during their season.

*(General Updates)* No further updates at this time.

#### JPP UPDATES:

*(General updates)* Commissioner Coscia closed up the gates to the field areas to ensure no unauthorized activity on the fields. Signs are an option for the areas as needed. Commissioner Coscia would like signs stating no dogs on the ballfields. The bathroom unit is still closed up and covered. In the spring, the large storage building will need to be inspected by the building inspector for continued use. There are items to start working on with the FreeLake Softball group in the upcoming weeks.

#### ROUTE 18 FIELDS:

*(General updates)* All the tailings were spread in the area and all the screened loam was gathered into one pile. Some work was done to help alleviate water pooling on the fields; more work will be needed to help create proper drainage in the area. Once the LHH area clean is completed, the employees will work on removing the 'junk' from the tailings. A person asked Chairman Holmes if they could remove the wood pieces out on the fields. It was noted pieces of wood were in the tailings. No one had an objection to this volunteer work.

#### ANY OTHER OLD BUSINESS:

Chairman Holmes noted he is still hearing there is a group looking to take over for the LHH. He informed the previous group anyone replacing them would need to meet with the Commission first. The building in the LHH area would need to be reviewed. Funds would not be used to fix it if the building is not safe. A new group would encounter a large amount of expenses to make the area usable again.

There was no additional old business brought to the attention of the Commission.

### **NEW BUSINESS**

#### ANNUAL TOWN MEETING ARTICLES REQUESTED:

Chairman Holmes asked if anyone felt the Commission had a need to add an article for Town Meeting. Primarily this would be to transfer funds if needed. Commissioner Nolan inquired if additional funds are needed for equipment previously discussed. There are currently funds in the equipment budget which should be utilized prior to the end of the fiscal year. Chairman Holmes was informed any equipment under \$50,000 requires three estimates, and under \$10,000 use best business practices. Items with a company on the state bid list can be directly purchased. This Town Meeting is scheduled for June. A review of funds available in the current budget was present. Some funds are already set to be used in different areas such as the new fields.

#### CORRESPONDENCE:

*(Special Olympics at CPP request)* The Commission Clerk received an email requesting use of Clear Pond Park (CPP) for a Special Olympics event. The tentative date for this event is March 21. The original location for this event did not work out and they are looking for a new venue. The group has insurance and will set up all items needed for the event including a tent. Emergency personal will be hired as well as lifeguards. The event registration begins at 9am

with the plunge happening at 11am. The estimated amount of participants was 230 with another 100 spectators. A concern about the number of people at CPP was stated as well as parking issues. The number is expected to decrease with the change in venue. Chairman Holmes stated the group will have to stress street parking will not be allowed once the parking lot is full. A suggestion of asking the golf course for use of their parking lot was presented. The CPP lot can handle approximately 100 cars. The Commission Clerk will speak to the group in regards to the parking. Commissioner Medford should be the contact for this event. The group wanted to ensure a tent at the basketball area is approved. They would not drill the tent down into the concrete. Commissioner Bradley suggested a walk through with the group to review these items. The Commission Clerk will reach out to Commissioner Medford to confirm his return date to handle this event.

A letter was received in regards to lack of lighting outside the CW Room at the Loon Pond Lodge. This subject was already discussed during the meeting. The Board of Selectmen also received a copy of the letter. The request is in and now must wait until it can be completed. The walkway to the Lodge also causes an issue with rain pooling at the bottom. This was an issue with construction when paving occurred. Recently trees were down on the road at TWC and Chairman Holmes along with Commission Coscia was able to remove them.

#### ANY NEW BUSINESS FOR THE COMMISSION:

Commissioner Coscia inquired on field 3 at JPP and the flooding issues. A suggestion to divert water downward did not move forward; Commissioner Coscia inquired why. Commissioner Nolan noted the area is protected land and the area would have to be completed reconstructed to make it drain properly.

Chairman Holmes began a review of the budget; copies were provided for review. An updated budget was received from Town Hall changing some of the numbers listed. No revenues were changed, but expenses were updated in the categories of FICA/Medicare, workman's compensation, property/liability insurance, and indirect charges. Chairman Holmes requested a breakdown of indirect charges which were increased by \$5,100. This budget item is for the Park Commission's use of Town Hall due to being an Enterprise Fund and is calculated based on a percentage of the budget. No response was received before the meeting. These changes further put the budget out of balance. The budget was further reviewed as well as the capital plan items for the year. The items would require use of retained earnings. Commissioner Bradley inquired on the grounds keeping budget amount since this should be partially covered by the team/groups at TWC. Income cannot offset expenses in the budget. There must be an income line for the item and an expense line. The amount to be charged to teams/groups has not been calculated yet and is unable to be added to the budget. Commissioner Bradley noted the budget is being affected by the bar revenue deficit seen; Chairman Holmes added the loss of the LHH revenue is also an issue. The bar revenue deficit was questioned with SEM and all bar numbers from the event were provided for calculation. The current SEM contract was reviewed in regards to reaching minimum amounts of revenue. Other revenue budget line items were reviewed as well. The CPP budget was noted and the discussion with Selectman LaCamera to possibly move to a resident only platform with funding assistance from the Town. Commissioner Nolan noted the budget cannot be completed with these items left unconfirmed such as CPP. Chairman Holmes continued with the payroll portion of the budget. A fourth TWC position was budgeted in the last fiscal year; however no one was hired for it. The CPP payroll budget could be reduced if the Town provides financial assistance and the pond changes to residents only. Chairman Holmes questioned the CPP Director payroll amount and the actual expense; the payroll was over budget. This payroll was further reviewed. Other CPP payroll was under budget due to the rain days during the season. The proposed CPP budget numbers were reviewed and are not confirmed at this time since the Town may assist with funding. If CPP moves to residents only, the revenue accounts will decrease this season in other areas

such as Concession Stand, Swim Lessons, and Daily Gate fees. The deficit for CPP this past season was discussed. Chairman Holmes has requested further categories in the budget to separate expenses by area. This will provide more detailed numbers for the season. This will not be completed prior to the budget being submitted, but can be changed afterward. Commissioner Bradley suggested setting up the CPP budget for a regular year since it is not confirmed assistance will be provided from the Town. He added the Non-Resident rate could be raised again for the 2020 season. Further review of the budget will be needed to ensure it balances including calculating the fee teams/groups will be charged for fertilization of the fields which will assist in the revenue portion.

#### HIGHWAY DEPT PROPOSAL:

Currently, the full time maintenance employee at TWC is part of the Highway Department and retiring. It was previously discussed the Commission would hire a replacement and not utilize a Highway Department employee. In talks with the Town and Superintendent of Streets, it was noted if the Park Commission hires their own employee the usual assistance of the Highway Department throughout the year will not be provided. Highway equipment will not be available for use by a Park Commission employee. If a Highway Department employee is hired for TWC, the Superintendent of Streets would take on control of the employee and scheduling of maintenance at the park. A part time maintenance position was still needed for TWC. Discussion with the Highway Department and Town are still ongoing. A job description was requested for the position. The other part time maintenance positions at TWC would remain under the Park Commission. Commissioner Nolan did not feel it was the best decision for the Parks to not have control of the maintenance work being completed at TWC. New equipment purchases were now in question if the Highway Department would be using their own items to complete maintenance. The Park Commission would still pay for this employee payroll even though they are under the Highway Department. Commissioner Bradley felt going with the Highway Department employee was the best option but also noted it was not supporting the Park Commission by taking away control for no apparent reason. Commissioner Coscia wanted more flexibility with this position and more details around what the Highway Department would take on for the Park Commission. He added questions in regards to the Highway Department taking away this employee when the need arises. Commission Nolan added discussion with the Park Commission on where the employee should go and what should be done would not occur during the year. The idea behind full control of this employee was the Superintendent of Streets is available full time during the week to oversee any needed items; the Commission is a volunteer group with full time jobs outside the parks. Chairman Holmes will update everyone with more information as it is provided.

#### **ITEMS FROM THE CLERK**

The Commission Clerk did not have any further items to present.

Next meetings scheduled for Monday, February 10, 2020 @ 6:30pm at the Loon Pond Lodge at Ted Williams Camp.

Motion by Mike Nolan: Adjourn the meeting. Seconded by Justin Bradley

**Voted:** Unanimous in favor – Motion Passed

\*\*\*\*\*Meeting adjourned at 9:45pm\*\*\*\*\*