

Lakeville Park Commission
Meeting Minutes
Loon Pond Lodge
Monday, January 06, 2020@ 6: 30pm

Members Present: Scott Holmes, Mike Nolan, Jesse Medford

Other Attendees: Neli Woodburn (Clerk)

Chairman Holmes opened the meeting at 6:38pm

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

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

Review and Approve Meeting Minutes – Minutes from 1/7/2019 provided for review. A review of the Pump Track discussion was present. It was found the space needed for this recreational bike track exceeds the available space at Ted Williams Camp (TWC).

A review of the numerous electric bills charged to the Park Commission was present. Many of the bills show a low cost since they are not in use during the off season. The Commission Clerk revealed there are outstanding electric bills from the Lakeville Haunted House. The electric company reached out to Town Hall with the outstanding balance. The Commission Clerk reached out to the Lakeville Haunted House (LHH) to forward the bill to the appropriate person, however did not hear back from them. The bills were mailed to the LHH and now are being returned to the electric company by the post office. Commissioner Nolan stated his surprise an account was set up for the group for lights used on Town property. It was not clear how and when this account was established. The Commission Clerk will further research this with the electric company.

Motion by Mike Nolan: Approve the meeting minutes from 1/7/19 as submitted. Seconded by Scott Holmes

Voted: 2 ayes; 1 abstained – Motion Passed

OLD BUSINESS

SEM/LPL UPDATES:

(General updates) Mr. Mike O'Connell spoke with Chairman Holmes prior to the holidays. He was informed the best plan for his next event was to speak with both Southeast Event Management (SEM) and the Park Commission since the event uses more than just the rented building. He did reach out to the Commission Clerk; however the agenda was already posted at that time. The bike event is already in the calendar to save his dates. The annual Town election is scheduled for the day after the bike event, therefore the end time of the event will need to be confirmed so a set up time can be provided to the Town Clerk. It was unclear if the event would be renting the whole building or a portion; however, SEM did decline a rental of the smaller room due to this booking. The Commission Clerk will invite Mr. O'Connell to the next scheduled meeting. The fees and revenue from the previous year's event was reviewed.

Commissioner Nolan did not have any issues to review at this time. SEM has a new employee working for them at the Loon Pond Lodge (LPL). It is currently the slow season for events and nothing further was occurring at the Lodge.

TWC UPDATES:

(General updates) Commissioner Nolan noted the LHH's time to remove items from the storage building has now expired and inquired on next steps. The Commission Clerk confirmed the

LHH contact was informed this past due date was not being extended for safety reasons. No response was received from the group, and Commissioner Nolan stated it did not look like anything had been removed from the area. Chairman Holmes reviewed the plan was to remove the lock on the building (which belongs to the LHH) and replace it with one from the Park Commission. Commissioner Nolan recommended getting a dumpster to clean the area as well. The Building Commissioner had noted a group which may be able to provide volunteer work to help clean the area; Commission Nolan will reach out to him to confirm. The TWC Maintenance employee can begin work in the area. Chairman Holmes noted the TWC employee must contact Commission Nolan prior to the next payroll submission. The Clerk will place a note on his next paycheck with this information. Commissioner Nolan has not been able to reach the employee via phone.

SPORTS SEASON:

(Meeting date for 2020) Commissioner Bradley was not present to lead this discussion. A copy of the draft email updating teams/groups with the 2020 season fee increase was provided and reviewed. Chairman Holmes noted it has been approximately 7 or 8 years since this fee has been changed and this can be noted on the email. Further information on the field maintenance fee which will be added to the season can be reviewed at the Sports meeting with all the Teams/Groups. This fee is still being calculated. The email can be updated with this upcoming fee and further explain it is only for Teams/Groups who utilize a grass field not courts. Chairman Holmes felt the meeting date could not be scheduled without Commission Bradley who is overseeing sports scheduling. The Commission Clerk will reach out to him for his Saturday availability for this meeting. This sports team/group meeting does not replace a normal Park Commission meeting. Tentatively, the next Park Commission meeting would be January 27th, with the sports meeting held on a Saturday around that time. Organization of this sports meeting was reviewed. Schedules for the LPL and school vacation were reviewed for possible conflicts with the meeting.

(General Updates) There were no further updates at this time.

JPP UPDATES:

(General updates) Chairman Holmes suggested to table this agenda items since Commission Coscia, who is overseeing John Paun Park (JPP), was not is attendance. Commission Nolan noted there is no activity at JPP during this time of the season.

ROUTE 18 FIELDS:

(General updates) Commissioner Nolan stated his concern around a small pond starting at the fields which may cause an issue especially if freezing temperatures begin. He will contact the company, Nelson excavating, to review this situation. Chairman Holmes stated concern about equipment needed to fix this issue getting into the field area at this time. Rocks will need to be moved to allow space for this to happen.

ANY OTHER OLD BUSINESS: No further old business to discuss.

NEW BUSINESS

CORRESPONDENCE:

The Commission Clerk received a request from a new soccer group looking to play on Sunday mornings. The current soccer group on Sundays play in the afternoon, however FLSC does utilize the fields on Sunday mornings. Chairman Holmes also spoke with the representative from this group and noted they are only looking for four dates to play (within early April to the end of June). The TWC field would be their home field for four games. Commissioner Nolan noted only one group uses the full size field. The FLSC will need to be contacted to ensure there are no conflicts for these games. The Commission Clerk provided the normal per player fee to the group and inquired if another fee would be charged since they are from out of town.

Chairman Holmes suggested calculating a fee per game for the group since they are requesting a small amount of time on the field. The Commission Clerk will reach out to the FLSC in regards to the new group scheduling.

ANY NEW BUSINESS FOR THE COMMISSION:

The current Capital Plan for the Park Commission was provided for review. Chairman Holmes along with the Commission Clerk met with the Town Administrator and Selectman LaCamera recently to review expense/income information to understand the workings of the Park Commission. A draft of the budget was also reviewed at this meeting. It was explained at the meeting, the budget of the Park Commission does not depend on Town funding and is separate from the Town's budget. The draft of the Park Commission budget was provided and reviewed, however it is not ready for submission at this time. There was a question in regards to the budgeted amount for the New Fields which was paid in the previous fiscal year. The Town would like to know what the Park Commission will need to spend money on since a Town Meeting is expected in the spring. Chairman Holmes noted he will not be able to attend the Department Head meetings for the next two months, and will ask if Vice-Chairman Bradley can attend. If not, another Commissioner could attend. Review of the Capital Plan began starting with items for Fiscal Year 2021 (FY21). Commissioner Nolan explained a new mower will be needed for the new fields. The slopes in this area make the current mower difficult to use. Also, the current Kubota will not last much longer as well as the Massey Ferguson Tractor. The equipment at TWC is approximately 30+ years old. There are funds in the equipment budget and capital improvements; however, some of these funds are for new field construction. A number of smaller equipment items are also in need of replacement. Funds will be needed to purchase a number of equipment replacements in the next year or so. Additional lighting at TWC was previously discussed as a Capital Plan, however Chairman Holmes noted there is more lighting at TWC but the switch and hook up locations are not known. Chairman Holmes stated a mower could be purchased now under the Equipment budget; the purchase would need to be completed prior to fiscal year end (June 30th). Some items in the Capital Plan were listed a few years ago. Needs and wants for TWC have changed since then and Chairman Holmes suggested updating the Capital Plan for the realistic needs of the Parks now. Items were reviewed for upcoming park needs including finishing the work on the new fields. Items were also prioritized to calculate which year it should be listed in. A Capital Plan will list the wants/needs of the Park over the next five years. The needed drainage for the parking lots was reviewed. These projects were sent out to bid, however the estimated cost for each was much higher than expected causing the project to stall. Commissioner Nolan would like to revisit the bid process for better options in cost. A bathroom facility for the new Route 18 Fields was noted as a need in the next year or so. Commissioner Nolan felt the bathroom could be moved out in the future more and have portable restrooms in the area to start. This will allow people to visit and see the new fields which can help with a later fundraising effort for a bathroom facility. A bathroom at the new fields was not intended to be added to the Park budget, but be listed on the Capital Plan as a request. Fundraising efforts by the Park and teams would be the main source of revenue for this project. Commissioner Nolan also stated the tennis and basketball court repairs seem to be a project in need of more immediate completion. The listed repairs at JPP were discussed due to the age of the building on site and if funds should be used on it. The Building Commissioner should be consulted on the stability of the building at JPP. Chairman Holmes felt the listed amount for the tennis court repairs was more than the needed amount. Commissioner Nolan suggested some edits to the amounts listed on the Capital Plan to reduce the overall cost in the year. The Clear Pond Park (CPP) basketball courts listed may need a complete reconstruction of the area due to the current state of damage. The CPP tennis court was also discussed with the option of making Pickleball a part of that court. There are funds leftover from paving at TWC. These funds can be utilized if the drainage is completed in the parking lot. Parking lot lights were listed and estimated for

\$17,500, however this item has been on the Capital Plan for a number of years and it is unclear what it should cover. Areas where additional lighting could be beneficial were discussed. The numbers listed for Fiscal Year 2020 will not be edited. The following items were listed:

Fiscal Year 2021 - Irrigation work/new field work, new pickup truck, Kubota replacement, and for drainage work; totaling \$85,000.

Fiscal Year 2022 – tennis court repair and paint, parking lot lights, repairs to JPP, and a new leaf vacuum; totaling \$71,000.

Fiscal Year 2023 – Resurface of TWC Basketball courts, repave CPP Basketball courts, and bathroom unit for the new fields; totaling \$99,000

Fiscal Year 2024 – Replacement mower, and repaving of Karate Studio parking lot; totaling \$52,000.

Fiscal Year 2025 – Parking lot light upgrades, and parking lot paving; totaling \$50,000.

The 6-month accounting reports will be emailed to the Commission. Chairman Holmes provided a review of the budget draft at this time. Most changes made were in the payroll section of the budget. New payroll rates were not yet provided, however estimates were made for budgeting purposes. Chairman Holmes provided a review of how these estimates were reached. Revenues for Clear Pond Park (CPP) were reviewed. Chairman Holmes requested receipts calculated to better estimate the food cost for the CPP concession stand; the Commission Clerk will gather the needed information. It was suggested by the Selectmen the Town may possibly fund CPP to make it a resident only area. This would only be partial funding to make up the loss of out of town visitor income. This suggestion has not been approved at this time; further discussion is still ongoing. If this suggestion passes, the staff at CPP could be decreased for the season. The draft budget can be emailed to the Commission for further review. It is not currently in balance as more line items must be reviewed. Chairman Holmes provided a request to the Town Accountant to further detail the budget accounts for better reporting purposes, and splitting the bills by area. Reducing cash handling at CPP was discussed. Upgrading to a Square system to accept Debit/Credit cards was suggested. CPP supplies for the concession stand will need to be paid via established accounts at merchants or a credit card will be needed for the CPP director. Supplies are often needed on a day to day basis. Commissioner Nolan was concerned about staff coverage and the budgeted payroll amount allotted. The current numbers are not definite and may change. Funds which were used in FY2019 are shown in the FY20 budget. Chairman Holmes will further speak with the Accountant about these numbers.

The contract with the Lakeville Mixed Martial Arts (LMMA) studio is expiring soon. The Commission Clerk inquired if there is an update on a new contract. Commissioner Nolan asked to have the owner of LMMA come to a meeting to discuss the contract. A portion of the contract includes work being done at TWC. The Commission Clerk will reach out inviting him to a meeting. The current contract was discussed.

Pricing for TV channels at LPL was reviewed. A sports package cannot be added to the basic package currently there. A suggestion to utilize streaming services for sports games was presented.

ITEMS FROM THE CLERK

No further items from the Clerk

Next meeting scheduled for Monday, January 27, 2020 @ 6:30pm at the Loon Pond Lodge at Ted Williams Camp.

Motion by Mike Nolan: Adjourn the meeting. Seconded by Jesse Medford

Voted: Unanimous in favor – Motion Passed

*****Meeting adjourned at 8:39pm*****