

Lakeville Park Commission
Meeting Minutes
Loon Pond Lodge
Monday, October 21, 2019@ 6:30pm

Members Present: Scott Holmes, Mike Nolan, Justin Bradley, Jesse Medford, Joe Coscia
Other Attendees: Robert Knight (Car show), Robert Barboza (Middle Gazette), Neli Woodburn (Clerk)

Chairman Holmes opened the meeting at 6:34pm

Chairman Holmes inquired if anyone was recording the meeting; No one was recording

6:30pm: Robert Knight (Car show) – Mr. Knight attended the meeting to express his wish to bring a car show to Lakeville as a community event. There would be a 'gasoline' alley which would consist of a variety of vendors along with a top 50 car show with multiple awards including best in show. A DJ will be hired by the group who has worked with Mr. Knight on past car shows in the area. Mr. Knight has run a number of car shows in different surrounding areas. An engine show will be included as well as inviting local Police and Fire Departments to be involved. Mr. Knight and his group would run the entire event with the Park Commission able to receive revenue from food sales. The Park Commission could handle the food available for participants which would allow the revenues to go back into the park. The group would only charge cars in the show using those proceeds to pay for the DJ and awards. They do not intend to gain any profit from the event and would like to make it an annual community event. Mr. Knight has volunteers to assist with clean up at the end of the event. Ideally, Mr. Knight would like to run the car show the 2nd weekend of July. A Saturday or Sunday would work, however Saturday is preferred. The car show can move to a two day event once it is established. Mr. Knight added the Park Commission can also earn revenue from the event by selling vendor space. Commissioner Bradley inquired on the amount of space the car show would need. Mr. Knight did not want to use any ballfields, but would be utilizing the open grass areas and intends to fill the space with participants and visitors. Visitors would not be charged an entry fee. Commissioner Nolan explained the Lodge is run by a management company (SEM) and would handle setting up bar services for the day as well as food vendors. He also mentioned the recent talks with the Lakeville Agricultural Commission to hold a Farmer's Market which would also bring vendors to the area. A review of the busy weekend schedule at Ted Williams Camp (TWC) was provided since it would affect the availability of dates for the car show. Commissioner Bradley asked if there was flexibility with the dates to avoid conflicts with any already scheduled events at the Loon Pond Lodge (LPL). Mr. Knight felt there was enough time to confirm different dates as needed. Commissioner Coscia expressed concern if an event was scheduled at the LPL on the dates request; the Commission may want to hold the date with no other events scheduled on the day. There is no rain date planned as of yet. Mr. Knight feels the venue would make for a successful car show and has set up a small car show during the Poker Run at TWC previously. A review of where the cars would set up was provided; Mr. Knight further emphasized not using the ball fields for the cars or vendors. The vendors could set up closer to the tennis courts with the cars on the grass opposite. The event would run about 8am to 4pm with awards at being given out at 4pm and public access beginning around 10am.

Due to Mr. Knight's extensive presence within the car community, he is able to reach out to vendors for the event. Registration of the cars is completed the day of the event with specific car signs provided for the day. Mr. Knight estimated 200-400 people to attend the event. Commissioner Coscia stated concern about available parking for those attendees. Chairman Holmes added the attendees would not be staying the entire time and there would be a good amount of in/out traffic. The Commission clerk was able to confirm events are booked each Saturday in July, however none on Sundays (except the last Sunday in July). Commissioner Bradley recommended informing any possible renters about the car show if the LPL is being rented on the scheduled date so an informed decision can be made. Commissioner Nolan noted the liquor license at TWC does not allow for participants or vendors to bring their own items into the park. Mr. Knight did not see this as a problem. Whether SEM or the Park Commission handles the vendors and fees still needs to be decided. Chairman Holmes asked for more time to further research and think about the information provided to gather the appropriate questions to be able to move forward with the event. The Commission agreed it was a good community event to bring to TWC. Mr. Knight will attend another meeting to further discuss the event.

Review and Approve Bills – Bills were provided for review and approval signatures. Commissioner Bradley inquired about the Cranberry Chamber of Commerce bill. Chairman Holmes explained it was the membership fee and provided some benefits of being a member. The Commission clerk further verified SEM agreed being a member of the Cranberry Chamber was good advertising for the LPL. The Park Commission has been a member for several years.

Review and Approve Meeting Minutes – Minutes from 12/3/2018 were provided for review, as well as a set of minutes from 4/29/2019 which were completed by the Town Coordinator in the absence of the Commission Clerk. The Commission Clerk noted the different styles of the minutes and asked if the Commissioners would prefer a certain method. The Commission agreed to keep the minutes as they are currently being written.

Chairman Holmes explained the electrician bill included was for the installation of the hand dryers at Clear Pond Park. This will help reduce the amount of paper towels used at the park and additionally reduce the risk of clogs due to paper towels. Commissioner Coscia noted the septic at Clear Pond also needs to be pumped. Chairman Holmes advised checking with the Building Commissioner since the Town may have a contract for this service already.

Motion by Justin Bradley: Accept the 12/3/18 minutes as written. Seconded by Mike Nolan

Voted: Unanimous in favor – Motion Passed

Chairman Holmes inquired which phone the current Verizon bill was for; the clerk confirmed it was the line at the LPL. Furthermore, Chairman Holmes reviewed the work done at Clear Pond Park was the low side of the cost. The electrician estimated a higher cost prior to the work. Commissioner Coscia asked if the outdoor bathrooms across from the LPL were updated with hand dryers. Chairman Holmes confirmed they

were not updated and the electrician suggested upgrading the electrical system for this project. Due to the expected cost, this upgrade is not moving forward at this time.

Motion by Mike Nolan: Accept the 4/2019 minutes as presented.

Seconded by Mike Nolan

Voted: Unanimous in favor – Motion Passed

OLD BUSINESS

SEM/LPL UPDATES:

(MEMA Request) The Lakeville Fire Chief reached out requesting use of the LPL at no fee for a MEMA meeting occurring on October 30, 2019. An early morning meeting is already scheduled for this date; however the MEMA meeting would occur afterwards. SEM was consulted in regards to use of the building and agreed having the meeting at the Lodge would be good. The Fire Chief further stated the building will be cleaned up afterward to ensure no extra staff or cleaning service would be needed. This meeting was also held at LPL last month. It is unknown at this time if this would be a monthly request.

Motion by Mike Nolan: Grant a waiver on fees for the Fire Department's use of the Loon Pond Lodge on morning of October 30, 2019 to host a MEMA meeting. Seconded by Jesse Medford

Voted: Unanimous in favor – Motion Passed

(General updates) Commissioner Nolan provided an update on a recent water heater problem at the Lodge. There was no hot water in part of the building beginning on Saturday evening; however, this did not affect any weekend events. The Building Commissioner was notified and he will contact the company (JaySan) for needed repairs. Additionally, Commissioner Nolan noted the Lodge is very busy with weddings this month.

(Payment breakdown) The most recent event tally sheets were provided for review. These sheets come directly from SEM providing a breakdown of revenue per event and an overall tally for half the month. Chairman Holmes provided a more detailed review of the information. He is looking to meet with the Town Accountant to review and edit the expense/revenue accounts so they can meet more of the current need by providing a more detailed account of the expenses and revenues for each area of the parks. The Commission clerk mentioned a new cash handling procedure was sent out to the department heads and would need to be reviewed for CPP's next season. CPP is the main source of cash revenue; others come to the Commission by check. Commissioner Bradley would like to further review the revenue amount coming in per month to ensure the budget is on track.

Commissioner Nolan inquired if the amount in Retained Earnings was provided yet from the Town. Chairman Holmes did not have the official amount at this time, but expects it soon since any request from the account would need to be on the next special Town Meeting. He did reach out to the Town Administrator for this amount.

TWC UPDATES:

Chairman Holmes installed motion detector light switches in the TWC outdoor bathrooms (across from LPL); however the lights are now remaining on with no shut off.

He will contact the electrician for further assistance. He would also like to purchase and install door controls to keep the doors from being left open. The doors have been found open with lights on often. The estimated cost for the door controls is \$34 each item; two will be needed.

(EEE) Signs were updated at TWC to show the updated park closing time at 5:30pm. Chairman Holmes has been monitoring dusk times to adjust the closing time appropriately. He will also reach out to the Board of Health to confirm the threat level status and to ask for notification when it is lifted.

(General updates) No further updates at this time.

SPORTS SEASON:

(2020 Field Fees) Commissioner Bradley requested to table this item at this time. He felt there is enough time to discuss this in more detail at a future meeting. Commissioner Coscia asked when this item would be put back on the agenda; it was felt this discussion should occur prior to December so teams can make any fee adjustments needed.

(General updates) Commissioner Nolan asked for confirmation if an AAU team is scheduled to use the field on Saturdays. The U10 soccer field was made wider than before, without approval, and it is very close to the baseball fields. This causes an issue when a group is playing on the field and soccer is utilizing the soccer fields. Commissioner Nolan handled a slight issue with this scheduling over the weekend.

(Changes to field contracts) Commissioner Coscia is working on updated the fields contract for teams at John Paun Park (JPP). He would like to add items to the contract which directly affect teams at JPP. He is also adding an item around Town notifications and adherence to them; for example the early closings due to the EEE threat. Once the updated contract is completed, he will share it with everyone. Chairman Holmes believes some of the items could be updated on the other contracts as well. Commissioner Coscia also suggested adding a flat park usage fee to the contract; this would be in addition to the current per player fee. The additional fee would help relieve the increasing cost of field maintenance needed per year. Commissioner Bradley confirmed this discussion would need to be more detailed to include the size of the team/group and the amount of area being used. Teams who utilize the field once a week should not pay the same 'usage fee' as ones who play multiple times per week. Further discussion around the fee was tabled for another meeting. Chairman Holmes requested the current field contracts be sent to the Commission for review.

JPP UPDATES:

(General updates) Commissioner Coscia mentioned the need for a latch or the like on a door at JPP. Chairman Holmes will reach out to the Building Commissioner with this issue and ask for the best next steps. Commissioner Coscia would also like to try to use some funds to repair the storage building on site. The Building Commissioner will be contacted for this as well. A walk through the building may be needed to determine how much work must be completed. Softball is winding down for the season; Commissioner Coscia will reach out to the group to confirm their last day. He will begin working on winterizing the bathroom unit. He also suggested waiting until the spring to move the water lines for the bathroom unit underground. He will be meeting with the FreeLake Softball group and begin talks about improving the parking arear at JPP.

Posts may be helpful in guiding visitors to correct parking spots; he anticipates a cost associated with this and will update the Commission.

ROUTE 18 FIELDS:

(General updates) Commissioner Nolan provided pictures of the fields showing the start of the grass. Commissioner Coscia stated concern around individuals attempting to use the fields before they are ready and suggested to lock the gate to deter visitors. Signs would also be helpful stating the fields are closed at this time. Chairman Holmes suggested moving the down telephone poles back to a position where it would block vehicles from driving on the fields. An estimate of 18 months is needed for the grass to fully establish on the fields.

The next phase of the project is determining the plans for the areas surrounding the fields. A parking area and a seating area would be needed. Once a plan is decided, the amount of funds needed from retained earnings can be estimated. Chairman Holmes added the need for a mower with capability of mowing on a hill will be needed for these fields.

REVIEW OF MEMBERS ON ACCOUNTS:

Commissioner Coscia recently encountered the inability to purchase something for the park since his name was not updated on the store's account. He found there were a number of names listed on the account which should no longer be there. Chairman Holmes suggested contacting the business for a list of names on the account at this time and editing as needed.

REVIEW OF SEPTEMBER ACCOUNTING REPORT:

Numbers were reviewed throughout the meeting. No additional information was present.

ANY OTHER OLD BUSINESS:

Chairman Holmes purchased the key box, which was approved at a past meeting, and it needs to be installed at the office. He also spoke with Tim Dellarocco in regards to maintaining the playground sign and the circle area around the fire pit. Mr. Dellarocco will move forward with the work in the fall; however he is also waiting for another company to assist with the plaques on the sign.

Commissioner Nolan discussed the Haunted House area with the Building Commissioner recently. If a new group were to take on the Haunted House, the whole area would need to be redone. Currently, the area needs to be cleaned out with items left by the resigned LHH group. Chairman Holmes reached out to the group for the key to the building and noted a light was on at the building. He was informed another member of the group changed the lock on the building to a more heavy duty lock. Also, they are currently speaking with a group looking to take over the LHH. Chairman Holmes emphasized any new group to take over the LHH must speak with the Park Commission prior to entrance to the area. Commissioner Nolan added the Building Commissioner stated a notice to the group would be needed providing them with 30 days to remove their items. This notice, either in writing or via email, is needed prior to cleaning out the area.

NEW BUSINESS

CORRESPONDENCE:

(Middleboro Gazette Gridiron) The Middleboro Gazette reached out with the annual Gridiron Section ads. The list of names was not available, but the Commission clerk will reach

out for the list. In the past 2 ads were purchased advertising the Loon Pond Lodge. Chairman Holmes asked if any Commissioners knew players so the Park Commission can chose them. Two names were provided of CPP employees who play on the team. The clerk will provide the list to the Commission once it is received, and everyone can respond with any names to possibly sponsor.

Motion by Mike Nolan: Approve to sponsor two players in the GridIron section again this year. Seconded by Joe Coscia

Voted: Unanimous in favor – Motion Passed

The recent Basketball Tournament at TWC sent a thank you note to the Commission. It was provided for all to view.

An updated voting memo from the Town Clerk's office was provided for review. The State Primary date for 2020 was changed from the 15th to the 1st of the month. Proper accommodations will be made for setup of voting, however the full day is not guaranteed for setup to allow for morning meetings/events at the Lodge.

ANY NEW BUSINESS FOR THE COMMISSION:

Commissioner Nolan inquired if the invoice from fields was fully paid. At last update a major portion of the invoice was paid leaving a small amount outstanding. An issue with accounting and the appropriate of the funds for the project is leading to a delay in full payment. The Commission clerk confirmed no other payment was sent to the company at this time.

ITEMS FROM THE CLERK

No other items from the Commission clerk at this time.

Next meeting scheduled previously scheduled for Monday, November 04, 2019 @ 6:30pm at the Ted Williams Camp Office at Ted Williams Camp.

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

Voted: Unanimous in favor – Motion Passed

*****Meeting adjourned at 8:02pm*****