

Lakeville Park Commission
Meeting Minutes
Loon Pond Lodge
Monday, October 07, 2019@ 6:30pm

Members Present: Scott Holmes, Mike Nolan, Jesse Medford, Joe Coscia, Justin Bradley

Other Attendees: Neli Woodburn (Clerk), Neli Woodburn (Clerk), Neli Woodburn (Clerk), Neli Woodburn (Clerk)

Chairman Holmes opened the meeting at 6:30pm

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

6:30pm - Lakeville Agricultural Commission (*Farmer's Market Update*): Representatives from the Lakeville Agricultural Commission attended the meeting to provide a follow up to the previous meeting. The group recently met with the Town Administrator who explained what the Board of Selectmen would like to see with this project and provided questions which need answers prior to any approval. The questions will require a survey being sent out to residents. The questions were based off of State requirements. The group is still looking to use space at Ted Williams Camp (TWC) on Saturdays from about 10am until 2pm. Chairman Holmes stated the park is very busy on Saturdays with sports which would be beneficial for this; however a conflict may arise if an event is scheduled at the Loon Pond Lodge (LPL). The Selectmen would like the group to provide an alternate site (not TWC) for the market as well. The group did look at Dickran Diran Park and that surrounding area as a possible second location. Chairman Holmes reviewed the other parks under the Commission's management; however, these areas would not work out for a Saturday market. Dickran Diran Park does not have bathroom facilities or parking and a police detail would be needed to allow for safe crossing of the road. Commissioner Nolan suggested speaking with the Church near the park for possible access to their parking lot. The group also stated the market did not have to be on a Saturday and other days could be discussed. The group would like to begin this market with about 12 vendors. Commissioner Nolan suggested another grassy area near the playground which may accommodate the market on a Saturday. Commissioner Bradley suggested adding a question to the survey in regards to what days people would visit most. The Board of Health was also met with and the required documentation needed for this market was reviewed. The Farmer's Market would run every week from June through October. Commissioner Nolan noted the TriFest occurs in August and typically takes up the majority of the space at TWC. This is a weekend event. Commissioner Nolan inquired if there would be an issue if the market would have to skip a week due to this event. The weekly timeframe is to provide consistency of this event. Chairman Holmes stated July and August are quieter months at TWC. The market must be as ADA compliant as possible. The Board of Health agent would be inspecting all the vendors for the market. There would be crafters and artists welcome at the market as well as foods. The group asked if Wi-Fi extenders could be used to ensure vendors can access service for their card machines. Chairman Holmes explained there is Wi-Fi out at the karate studio and at the Lodge which may be sufficient. A power supply would be needed for the vendors as well.

There is access to power at different locations of the park depending where the market will be set. Commissioner Bradley recommended informing SEM of these discussions as well. Commissioner Coscia inquired if the vendors would need CORI checks since the market would be at a park. Chairman Holmes will consult with Town Hall in regards to this. There were no other questions or updates at this time so the members of the Lakeville Agricultural Commission left the meeting.

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

Review and Approve Meeting Minutes – Meeting minutes from 9/23/19 were provided for review. Commissioner Nolan provided some edits to the verbiage of the minutes for clarity. There was a review in regards to the pending Nor'East Hydroseed invoice noted in the minutes. The bills are currently still not paid and the company recently called Commissioner Nolan. The Clerk was informed the budgeted amount for the work was scheduled to be paid with the remaining balance being kept aside for Town Meeting. Chairman Holmes explained the amount budgeted was an estimate, not a confirmed total. He will contact the Town to further discuss how to resolve this issue.

Motion by Mike Nolan: Accept the meeting minutes from 9/23/19 as amended. Seconded by Joe Coscia

Voted: Unanimous in favor – Motion Passed

Motion by Mike Nolan: Accept the meeting minutes from 9/23/19 as amended. Seconded by Joe Coscia

Voted: Unanimous in favor – Motion Passed

The Commission Clerk was able to provide confirmation of what amounts were paid to Nor'East Hydroseed and the dates of the checks. Commissioner Nolan noted the Board of Selectmen approved both of the bids for their full amounts and it is unknown why both will not be fully paid to the company.

OLD BUSINESS

SEM/LPL UPDATES:

The busy season at the LPL has started to subside. No issues have come up with the LPL requiring attention. Commissioner Bradley noted that the operation of the Lodge seems to be going smoothly, however is curious about how lucrative it is. The Clerk is currently compiling numbers to compare revenue over a couple of years. Commissioner Nolan noted SEM just recently received approval for a rental fee increase. The contract with SEM expires in a year come November and the contract will have to be reviewed prior to this end date.

(TriFest Amended Contract review) SEM provided a copy of the TriFest contract for review. Commissioner Nolan inquired on the difference in fees from past events and noted nothing was checked off on the contract. The Clerk stated SEM was unsure of the pricing structure for the 2020 TriFest weekend since there is another event booked at the Lodge. In the past, TriFest is charged a flat fee for use of the Lodge and field over the weekend. It was not confirmed if SEM has contacted the other event booked for the TriFest weekend. Commissioner Nolan will contact them for further information. Included with the contract was an addendum section outing where TriFest items can be

stored, what areas must be cleared of all race items and other items previously discussed. The Clerk suggested adding a signature line to the bottom to show the director agreeance with the listed addendum. Commissioner Bradley noted the large inflatable archway is used by the swimmers as a point of reference. All items on the addendum seem to be in order; there were no additional notes to list. Chairman Holmes will offer the TWC office building for the race registration as long as the building is not rented out for the event on the same day.

(General updates) Chairman Holmes received a call from the Town Administrator in regards to a complaint about the Bartending Service of New England. This complaint was posted on a wedding site and on Facebook. The complaint was reviewed. A Town Employee responded on social media stating they would take care of it; however, this employee is not part of the Park Commission or Bartending staff. SEM was contacted and Chairman Holmes provided a review of the situation from SEM. The event group was brining outside alcohol into the building which is not allowed and is stated on the rental contract as such. The post was removed from social media at this time. Chairman Holmes will contact the Town Administrator to provide more details on the situation. The Commission would like to hear of these situations prior to a discussion with Town Hall; Commissioner Nolan will reach out to SEM to request being informed of complaints or police being called to the Lodge.

TWC UPDATES:

(EEE threat updates/review) Current closing time at the parks is 6:15pm; upon research Chairman Holmes found sunset time is 6:15pm. Park Closing time will need to move to 6:00pm. Teams/Groups are adhering to the current closing times at the parks. The Commission noted not seeing anyone playing after the close time. Signs will need to be updated and an email sent to the Teams/Groups with the updated closing time. The following week will be updated to a closing time of 5:45pm.

(General updates) The fertilizer was recently applied to the fields. The clover is dying out and making the grass not look as green as usual. In case it is questioned, it is not the grass dying out. The sign at Town Hall is secured with concrete underground. It can be cut out and refitted for posts. The Highway Department could also be contacted for assistance in digging out the sign. TWC will be prepping to close for the season; maintenance staff will begin shutting things down around November 1.

Chairman Holmes noted a security light is on at the Lakeville Haunted House (LHH) area. He inquired who is paying this bill. It was unknown where the bill is sent and why the light is on. No communication has been received by the LHH on reestablishing the group for a 2020 season. The building in the LHH area would need to be repaired if a new group wanted to come in. There is also a large amount of clean-up needed in the area. The Park Commi

ssion felt the clean-up of the area would fall upon them since there has no responses from the old LHH board. A No Trespassing sign was suggested for the area.

SPORTS SEASON:

(General Updates) There were not many updates at this time since it is the 'off' season. Painting of the tennis courts is still a project being discussed. Sports Teams/Groups are following park closings due to EEE. The AJFC seems to be rotating to help avoid field

damage. Chairman Holmes noted one group is concentrating by a field and it is beginning to show signs of damage. The group should be asked to return the tackling dummies to the maintenance building area. They are being left around the field after practice. All paperwork was turned in for the summer clinic at TWC. The representative for this clinic is now knowledgeable with the procedure and the needed documents. The Drifters had reached out for time on Field 5, but wanted to remove the mound there. Due to the low use of this Field, the group can play on it at their times but is not allowed to modify it.

JPP UPDATES:

(Winterization of the restroom) The bathroom unit was pumped out on Friday, however Commissioner Coscia received a call over the weekend stating the unit was not flushing. He visited the park and the unit seemed to be working. The light in the unit has been left on by the Teams/Groups. Commissioner Coscia spoke with the Teams/Groups to ensure this is being handled. He will be contacting the company to receive a tutorial on how to winterize the unit.

(General updates) The FreeLake Softball group has offered to take the bunker rake and drag the fields themselves. An old machine could be given to the group to complete this maintenance as well. The hand washing station was returned to JPP and Commissioner Coscia set it up in the snack stand. Chairman Holmes will talk to Town Hall in regards to possibly selling the bunker rake to the Group. Commissioner Coscia has blocked off a section of the storage shed to ensure non-authorized personnel are not accessing this part of the building. Lights have been left on indicating someone entering.

The pumping cost and amount was reviewed. This first maintenance will help indicate how often this should occur during the season. Commissioner Coscia would like to try to find out many flushes can occur prior to pumping. There should be an alarm which indicates when a low number of flushes are left. Commissioner Nolan recommended measuring the unit for a possible cover for the winter. The Town Plumber was contacted and will be looking at the area to provide an estimate for burying the water line for the unit. He did suggest having the ditch dug by one of the teams to lower costs. The plumber will also look at winterizing the well pump. Commissioner Coscia would like to add stone dust to the parking lot at JPP. The Highway Department can be consulted on the purchase. The Teams/Groups at JPP can assist with spreading the material. Commissioner Medford added purchasing some for CPP at the same time to possibly reduce the cost. The Highway Department will work on trimming the area by the entrance at TWC. While speaking of TWC, Chairman Holmes asked if the maintenance employee could be informed to remove the stump by the road. Chairman Holmes will reach out to the Building Commissioner for assistance in securing the storage area which should not be accessed. Commissioner Bradley added he should also look at the LHH area.

ROUTE 18 FIELDS:

(Change order from Nor'East Hydroseed) The fields are looking good. Commissioner Nolan will provide photos to upload to social media. The area is still being worked on. Weeds can be handled when starter fertilizer is put down. One application of starter fertilizer can be done before the growing season ends at a cost of \$850 for both new fields. The

ongoing grounds keeping budget will need to be increased to include these new fields and possibly JPP.

Motion by Mike Nolan: Allow Nor'Easts Hydroseed to apply starter fertilizer and handle field weeding at the listed cost of \$850 for both fields. Seconded by Justin Bradley

Voted: Unanimous in favor – Motion Passed

Groups/Teams may need to assist with fertilization costs of the fields. Chairman Holmes recommended reviewing the costs and coming up with a fee for Teams/Groups who utilize the fields for fertilization costs.

(Bill from DM Well drilling) This bill has not been paid yet. The delay in receiving payment is not known. Both Commissioner Nolan and the company have contacted the Accounting Department in regards to the payment. An additional invoice was received recently and reviewed. Commissioner Nolan stated the pump capacity did need to be increased and additional items needed; however, not at the cost of this additional invoice. Commissioner Nolan will be discussing the invoice for this work with the Soccer Group who was interested in donation funds for the project.

ANY OTHER OLD BUSINESS:

Commissioner Nolan inquired on the status of the possible shed for voting equipment. Chairman Holmes stated it was still being discussed and provided an overview of the situation which occurred when voting equipment was being put away. A shed was proposed to avoid this issues in the future in lines with the Park shed which is at the office. Funding for this shed would not fall under the Park Commission. Commissioner Nolan felt the size of the current shed would not be big enough for the equipment. Chairman Holmes did not wish for an additional shed to go any bigger. The Commission is receptive to the shed proposal so discussions will continue with Town Hall. Possible renovations to the TWC office were also discussed with Town Hall since the Commission Clerk will not have a space at Town Hall in the future.

NEW BUSINESS

CORRESPONDENCE:

(Voting Memo Review) The recent memo from the Town Clerk in regards to voting dates was provided for review. The November voting date is in the calendar at this time. Set-up does not require a full day before, so the Lodge is available for morning rental allowing for afternoon set-up. Chairman Holmes has communicated this to the Town Clerk. SEM cannot rent the LPL on days of elections. A memo will be created and provided to the Town Clerk detailing this.

A local Boy Scout Troop is searching for a meeting space for an upcoming meeting. Their usual space is not available. This is a one-time request. The building is rented for the date requested; however, the Clerk will review with SEM if the Lounge may be available.

Motion by Mike Nolan: Allow the Boy Scout Troop to hold their meeting in the lounge of the Loon Pond Lodge as long as it is available and the troop cleans up afterward. Seconded by Jesse Medford

Voted: Unanimous in favor – Motion Passed

The group can be given a vendor code and provided instructions on how to open and close the building.

Commissioner Nolan spoke with an individual who is interested in holding a car show at TWC. He would like to attend the next meeting to further discuss this possibility.

ANY NEW BUSINESS FOR THE COMMISSION:

There was no further new business to discuss.

ITEMS FROM THE CLERK

(Desk location update) This was discussed earlier in the meeting; however, moving to the TWC office does not seem to need to happen before the winter. Establishing better Wi-Fi access will be needed prior to moving to the office. The Clerk would like to meet with the IT person to review what is needed.

Next meeting scheduled for Monday, October 21, 2019 @ 6:30pm at the Loon Pond Lodge at Ted Williams Camp.

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

Voted: Unanimous in favor – Motion Passed

*****Meeting adjourned at 8:34pm*****