

**LAKEVILLE PARK COMMISSION
MEETING MINUTES
REMOTE LOCATION
MONDAY, NOVEMBER 16, 2020 @ 6:30PM**

Members Present: Jesse Medford, Scott Holmes, Paula Houle, Mike Nolan, Joe Coscia

Other Attendees: Neli Woodburn (Clerk)

Chairman Scott Holmes opened the meeting at 6:35pm. LakeCam was recording and live streaming the meeting via Facebook. He read an introduction regarding the need for a remote meeting and how the remote meeting will be conducted. Roll call attendance was completed; all were in attendance. There were no additional speakers scheduled; and no public comment was featured. An introduction regarding the need for a remote meeting and how the remote meeting will be conducted was read.

NEW BUSINESS

ANY NEW BUSINESS FOR THE COMMISSION

Commissioner Houle presented an interested party who would like to bring cricket to Ted Williams Camp (TWC). She provided background information about the sport. The gentleman looking to bring this new sport is Mike Patel. He is looking to create a new team with TWC as their home field. Commissioner Houle asked for assistance in figuring out space on the fields for it. Chairman Holmes would like to invite Mr. Patel to the next meeting allowing the Commission time to compile questions around the sport and the space required. The Commission Clerk inquired if Mr. Patel has already visited TWC to review the size of the current fields. Commissioner Houle has met him at TWC previously. The Commission Clerk added some more information around cricket stating side by side soccer fields are usually a good area due to the long pitch and the circle field around it. The Commission was interested in further discussion. Commissioner Nolan wanted to confirm if any permanent structure would be needed or planned. Commissioner Houle believed a removable section would be needed for the pitch, but would be taken away after gameplay. Chairman Holmes suggested meeting Mr. Patel at the fields prior to the next meeting to gain a better understanding of what is needed. Commissioner Houle will set up a time to meet Mr. Patel at the fields and update the Commission on the date/time.

OLD BUSINESS

REVIEW / APPROVE MEETING MINUTES

Meeting minutes from 4/13/20 were provided for review. Commissioner Nolan provided a grammatical error to correct, and inquired on the noted drainage project approval by the 'Building Committee' which was actually the Board of Selectmen. The Commission Clerk confirmed the Town Administrator stated 'Building Committee'.

MOTION by Joe Coscia: Approve meeting minutes from 4/13/2020 as amended.

Seconded by Mike Nolan

Roll Call Vote: Mike Nolan – aye, Jesse Medford – aye, Joe Coscia – aye, Scott Holmes – aye; **MOTION PASSED**

Meeting minutes from 11/9/2020 were provided for review. Commissioner Nolan was not present at this meeting, but provided some spelling/grammatical errors. He inquired on the mower purchase noted to be only for park use; he previously heard this mower would not be exclusive to the parks. The Commission Clerk confirmed this is the manner which Selectman

LaCamera presented it. It was confirmed the meeting minutes were posted on the website for public view during the meeting. Chairman Holmes also provided minor edits to grammar/spelling.

MOTION by Joe Coscia: Approve meeting minutes from 11/9/2020 as amended.

Seconded by Paula Houle

Roll Call Vote: Jesse Medford – aye, Joe Coscia – aye, Paula Houle – aye, Scott Holmes - aye; **MOTION PASSED**

LPL/SEM UPDATES

(Review of Board of Selectmen meeting) Commissioner Coscia had a question on a passed motion in the minutes which stated if an agreement cannot be reached with Southeast Event Management (SEM) by Tuesday; the management contract will go out for RFP. He asked for clarification on the agreement referenced. Commissioner Houle stated there were contract changes the Board of Selectmen want to propose to SEM for a shorter contract period of January 1st to October 31st. The owner of SEM was away and not available to meet as soon as expected. The meeting still needs to take place to review the changes and have SEM agree to them. Commissioner Houle provided the items which are being presented to SEM:

- 1) The management fee. It was recognized SEM is still corresponding with events and interested parties; however they are not in the building. SEM will be asked for a decrease in the rate.
- 2) Reporting to change to every 30 days, not 90 days as noted.
- 3) CORI checks for individuals in or around Loon Pond Lodge (LPL)
- 4) ServSafe verbiage must be addressed.

Chairman Holmes noted the caterers hold the ServSafe certification. Commissioner Houle stated the certifications were asked for from the Commission Clerk and could not be found. The Commission Clerk confirmed all required documentation such as ServSafe is provided to the Board of Health and therefore additional copies are not held in other locations. She added this might be a reference to the caterer contracts which many were signed when the LPL began holding events. When asked these could not be located. Further discussion around ServSafe certification continued. Commissioner Nolan added his notations for the contract had the ServSafe verbiage under the vendor portion, not SEM. He provided edits to the contract approximately 4 to 5 months ago to the Board of Selectmen. He also pointed out (in reference to item #1) the current contract lists a reduction in the management fee when SEM does not meet a certain amount which would happen this year. The Commission Clerk further questioned the reporting change noting SEM provides a breakdown of the events and revenue two times during the month; on the 15th and on the 30th or 31st. It is believed there is miscommunication about this reporting; the reporting twice a month versus the year-end reporting. It was noted the previous Board of Selectmen did not request to view these reports which were provided directly to the Park Commission. Commissioner Houle continued with the proposed amendments to the contract:

- 5) A separate contract for the cleaning company. Commissioner Houle reviewed the MA law in regards to the Town holding contracts with all vendors. Commissioner Nolan noted the Board wanted input on the cleaning contract and the Town holding all the contracts was discussed previously.

Commissioner Houle mentioned to the Selectperson the Town has not been handling the maintenance or repairs even though the property falls under the Town; this has been the responsibility of the Commission. Chairman Holmes confirmed this has been the responsibility of the Park in the past; however, certain items have been taken care of by the Building

Commissioner. Commissioner Nolan noted the daily upkeep has been under the Park Commission while larger repairs have been taken on by the Town. He then pointed out the current contract states the management company will pay for any damages as a result of an event. The Park Commission has taken on the cost for damages over the past three years. Left out of the contract was the Bartending agreement, Caterer fee verbiage, and repairs/maintenance verbiage. Commissioner Coscia wants to ensure the Park Commission is able to review the contract prior to it being signed; Commissioner Houle will ask about this. Commissioner Nolan noted he stated his interest in being involved with this contract previously and still wishes to be a part of the discussion. Commissioner Coscia suggested having another meeting with the Selectperson to review these items and include Commissioner Nolan and Chairman Holmes for further details.

TWC UPDATES:

(LMMA update) Commissioner Nolan spoke with Mr. Marando; the LMMA group began use of the Lodge this week. The group will continue to use outdoor space while the weather permits. SEM had a tour over the weekend and noted the Lodge was cleaned up. The Commission Clerk also received feedback from a Town employee who entered the building for repairs; no LMMA equipment was left in the building.

(Haunted House Building update) Certain Commissioners and the Clerk toured the Haunted House building over the weekend. The amount of items left behind was more than expected. Commissioner Nolan discussed the clean-up of the outside area which was halted due to funding. At this time, the Town has asked for no extra expenses to the budget. Commissioner Nolan has not order additional dumpsters for clean-up due to this. He also inquired if contacting the interested parties was discussed at the last meeting; Chairman Holmes stated he did not contact anyone since a decision on next steps was not made. Commissioner Nolan stated the Building Department does not feel it is salvageable and the Fire Chief believes it is a Hazard. Personally, Commissioner Nolan would like to see it renovated as a historical building. Commissioner Coscia agreed looking into repairing the building was a better option and looking into its Historical value may help fund the repairs. Due to the amount of items in the building, videotaping the contents was suggested. The electricity may need to be turned on again to light the building for any inventory; the fee to do this was not known. Commissioner Nolan noted a wire is down and would need to be fixed for the power to turn back on; there was not a reason to repair this line before since the power was off. The Town electrician may need to visit to inspect the wires inside.

(General updates) The Horseshoe League has reached out asking permission to add water spigots to the area and sprinkler heads to water the grass between the clay pits. Funding for this project will be provided by the Loon Pond Horseshoe Club. A diagram of the proposed additions was also provided by the Club. Commissioner Nolan did not object to this addition to the Horseshoe area. Commissioner Coscia inquired about the increased water usage; Commissioner Nolan stated the water comes from the well and this additional usage would only increase the cost slightly.

MOTION by Mike Nolan: Allow Loon Pond Horseshoe Club to complete the both parts of the proposed water addition. Seconded by Jesse Medford
Commissioner Coscia asked if there are buried powerlines in the area which must be handled. Commissioner Nolan informed the group they must call Dig Safe prior to any work.

Roll Call Vote: Mike Nolan – aye, Jesse Medford - aye, Joe Coscia - aye, Paula Houle - aye, Scott Holmes – aye; **MOTION PASSED**

The Commission Clerk will inform the group of the approval per the design provided.

The TWC Maintenance Employee has returned and the group is currently handling leaf clean up at the park.

SPORTS UPDATES:

Commission Nolan noticed soccer teams practicing on the fields. He inquired if the FLSC provided the needed documentation for use of the fields; the Commission Clerk confirmed the group provided the documents except for the groups own Covid plan. Chairman Holmes also noted the newest checklist would need to be sent to them. The Highway Department has also asked for the nets to be removed for easier maintenance of the fields. Chairman Holmes suggested giving the FLSC specific dates the nets must be moved off the fields so proper maintenance can take place. Commissioner Nolan will contact the president of the group to discuss these items.

(Request for new sports group to use field in 2021) Commissioner Houle presented this item earlier in the meeting.

(General updates) A review of the teams/groups still playing was present; Commissioner Medford noted the volleyball nets were down at this time.

CPP UPDATES:

(General updates) Commissioner Medford compiled a list of projects and needed maintenance at Clear Pond Park (CPP). He provided a review of the list which included removing fallen trees, fence repair, new beach sand, outdoor speaker system installation, repair and purchase picnic tables, repair basketball area, repair roof of storage shed, new gravel for parking lot, remove stumps to create a path from ADA parking spaces, and add permanent 'No Parking' signs to the street. Commissioner Nolan noted some of the items listed can be handled by the Highway Department while other will be the responsibility of the Park Commission to accomplish. He will add the items applicable to the Highway Department to the main list and send it to them. Tailings could not be used at the CPP parking lot since it will cause drainage issues.

JPP UPDATES:

(General updates) Winterization of the bathroom unit has begun. Commissioner Coscia would like to speak with the DPW Director to possibly move the unit to a better winter location. The unit's water hose needed to be replaced. The softball group cleaned out the snack bar of items no longer needed; he will speak with the Highway Department to move the items to the dump. The fields will be locked up. A plan for the parking lot area needs to be completed and perhaps the Highway Department can assist with this project. Commissioner Coscia did not hear back from the Cub Scout group about using the area for meetings. (The Commission Clerk had to sign out of the meeting and re-enter due to technical issues)

ANY OTHER OLD BUSINESS TO REVIEW:

Chairman Holmes inquired on the status of the drainage repairs at the soccer parking lot. The last update was the company planned on returning to fix issues; no work has been done yet. Commissioner Nolan will reach out for more information.

(Update on snack bar vendors) Commissioner Houle reached out to vendors to possibly take over the snack bars at the parks. She contacted four possible vendors: two declined, one would

take it under consideration next year, and the last vendor expressed interest. Commissioner Houle is working with two options; first is having a vendor take on only CPP, and the second having a vendor handle all three snack stands. Commissioner Coscia noted the JPP snack bar is completely run by the softball group and felt it should not be in consideration of a vendor taking over. He also stated baseball handles the stand at TWC. Commissioner Nolan stated the concession stand at CPP does historically make revenue for the parks and he felt a vendor should not take it over. He also provided how the snack stands at TWC ran in the past. It was clarified that CPP as a whole loses money each year, but the snack stand historically generates funds. Commissioner Medford agreed with Commission Nolan, he would not like to privatize the snack stand at CPP. He also suggested just having food trucks attend large events at JPP and TWC; SEM has used some in the past and the same 20% fee can be charged on the earnings. Chairman Holmes asked how much the park could make with a vendor taking over the stands; Commissioner Houle felt a percentage is not the best option since it varies but instead charge a flat rental fee of the building. Commissioner Medford felt the idea of a flat fee would provide a consistent revenue stream for CPP. The number of employees needed to run the CPP stand was reviewed. The Commission Clerk was able to confirm the CPP snack stand generated \$3000 in revenue it's last year, however this figure does not include the employee's salary to run it.

MOTION by Paula Houle: Move forward with vendors for either snack stand option: only CPP or all three. Seconded by Scott Holmes
Commissioner Nolan noted if this moves forward it will have to go out for RFP.
Commission Coscia requested to amend the motion to remove JPP from the options; Chairman Holmes confirmed this motion needs to be voted on at this time.

Roll Call Vote: Mike Nolan – no, Jesse Medford – nay, Joe Coscia – no, Paula Houle – aye, Scott Holmes - aye; **MOTION DOES NOT PASS**

Chairman Holmes thanked Commissioner Houle for the work and time she put into researching this option. He felt this could be revisited if the concession stand at CPP has another year of lost revenue.

OTHER BUSINESS:

ITEMS FROM THE CLERK:

The Commission Clerk received correspondence about Elder's Pond and inquired on what group is in charge of it. Chairman Holmes noted it is a water source for the city of Taunton.

CORRESPONDENCE:

There was no other correspondence for review

ANY OTHER BUSINESS FROM THE COMMISSION

There was no other business presented for review.

Next meeting scheduled for Monday, December 07, 2020 @ 6:30pm via remote access.

MOTION by Joe Coscia: Adjourn the meeting at 8:37. Seconded by Scott Holmes

Roll Call Vote: Mike Nolan – aye, Jesse Medford – aye, Joe Coscia – aye, Paula Houle – aye, Scott Holmes - aye; **MOTION PASSED**

*****Meeting adjourned at 8:37pm*****