

Lakeville Park Commission
Meeting Minutes
Loon Pond Lodge
Monday, November 18, 2019@ 6:30pm

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

Other Attendees: Neli Woodburn (Clerk)

Chairman Holmes opened the meeting at 6:36pm

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

Review and Approve Meeting Minutes – Minutes from 12/17/2018 and 11/4/19 were provided for review. Commissioner Nolan provided a grammatical edit for the minutes; the clerk was able to update at that time.

Motion by Justin Bradley: Approve the meeting minutes from 12/17/18 with the edit provided by Commission Nolan.

Seconded by Mike Nolan

Voted: 2 – aye; 2 – abstained (*not present at meeting*) – Motion Passed

Commissioner Nolan provided a grammatical edit for the 11/4/19 minutes; the clerk was able to update the minutes at this time. It was confirmed the bunker rake spoken of at the last meeting would be moved prior to the TWC maintenance employees last day of the season. A small review of the sports teams/group fees for 2020 was provided since Commissioner Bradley was not present at that meeting. Commissioner Bradley agreed on the passed fee increase for the 2020 season. It was also confirmed the fee increase was not yet officially communicated to the teams/groups at TWC. The additional fee for fertilizer on the fields will need to be figured based on team/group usage area and time. The approved fee increase was to cover the loss of the Lakeville Haunted House revenue; where a fertilizer fee (a flat fee) would be to help purchase the needed materials for the fields. It was discussed at the previous meeting; the Park Commission is no longer able to fully cover this cost. The full cost would not be put upon the teams/groups to cover, only a portion. Commissioner Bradley reviewed a method to find the amount each team/group should assist with and will provide a breakdown for the next meeting. Commissioner Nolan recalled when he ran a soccer group; it was the group's responsibility to cover the cost for materials needed on the field. He remembered the TWC maintenance employees providing the list of needed materials and the cost.

Motion by Mike Nolan: Approve the meeting minutes from 11/4/2019 with the one edit corrected. Seconded by Jesse Medford

Voted: Unanimous in favor – Motion Passed

Review and Approve Bills – Bills were provided for review and approval signatures. Chairman Holmes questioned the Verizon cell phone bill being presented. This bill is for the Clear Pond Park (CPP) Director's phone for the season and the number listed on the bill is the account, not the phone number. A credit was noted by the clerk for the Verizon cell phone bill which is not yet shown on the statement. Chairman Holmes

further questioned being charged in April for the phone when it is not being used. A recent Home Depot bill was reviewed.

The Commission clerk noted a motion was on the floor at the last meeting, however no second or vote was present. It was suggested to complete the motion for purchasing locks at this time. Chairman Holmes reviewed the motion and continued to complete it.

Motion by Mike Nolan: Approve the purchase of additional padlocks up to \$250. Seconded by Jesse Medford

Voted: Unanimous in favor – Motion Passed

Chairman Holmes provided an update for Commissioner Bradley for the purpose of the purchase which was reviewed at the last meeting.

OLD BUSINESS

SEM/LPL UPDATES:

(Recent Payment Breakdown) The Commission clerk provided the most recent payment breakdown from Southeast Event Management (SEM) which covers the end of October. It was confirmed this payment breakdown was corrected with SEM due to an error found. The clerk also provided the Loon Pond Lodge (LPL) event calendar for November and December and noted the events are beginning to slow down at this time which is normal. Chairman Holmes discussed hosting a small holiday party for small businesses. It was done a few years ago, however the number needed to break even was not reached. He mentioned this to SEM to see if it may be done again, however no reply was provided yet. Commissioner Bradley felt this would be a larger conversation to have with SEM since the slow season is beginning and methods to increase revenue should be looked at.

(Open Space Committee meetings) Commissioner Medford, who is also a member for the Open Space Committee, was approached by Town Hall to move the current meetings for the committee to the LPL. He was informed the use of the LPL was approved for meetings. Chairman Holmes confirmed while a discussion was present at a past meeting in regards to this request, no approval or agreement was provided by the Park Commission. The Open Space Committee meets the 1st Wednesday of each month. This is not often a busy evening for rentals, so a conflict is not anticipated. The clerk had previously contacted SEM on the possibility of meetings at LPL, and was provided a small list of guidelines they suggested. Commissioner Nolan stated he felt the Town should be able to use the building for a meeting. A possible conflict with rentals and a meeting was discussed. While the Commission would like to offer the building for a Town meeting, the normal business at the LPL should not be interrupted. Commissioner Nolan added the Park Commission decided to keep control of the LPL to ensure Town and municipal meetings could take place there. The clerk provided the guidelines suggested by SEM. One item which was noted was a 24 hour notice to any group holding a meeting would receive if paid rental came in. The clerk suggested updating this to 48 hour notice to ensure following meeting laws for an updated agenda. Commissioner Bradley suggested allowing meetings at the LPL on a case by case basis; allowing the Open Space Committee use of the building would be easier since Commissioner Medford could ensure all guidelines are followed. The remaining guidelines were reviewed. Chairman Holmes stated the guidelines seem reasonable, however needing some slight edits. Commissioner Medford agreed the guidelines presented were acceptable and confirmed the meetings are on average one hour long. The Open Space Committee currently meets at the Council on Aging.

Motion by Justin Bradley: Allow the Lakeville Open Space Committee use of the Cassidy Warburton Room at the Loon Pond Lodge for their monthly meetings in accordance with the guidelines presented. Seconded by Mike Nolan

The guidelines will be updated with the 48 hour notice and provided to both the Open Space Committee and SEM. Commissioner Bradley noted this access to the building for meetings will be piloted by the Open Space Committee with the possibility of opening it to others after some time.

Voted: Unanimous in favor – Motion Passed

(General updates) Commissioner Nolan noted he passed by the building one evening and found the building lights on and temperatures were high or low throughout the building. After speaking with those who access the building, it was still unclear why everything was left on at that time. Additionally, it was noted one of the thermostats in the building is on Celsius and will not turn to Fahrenheit. The covers for the thermostats are also broken. He suggested these be repaired prior to the winter season.

Chairman Holmes added the Building Commissioner is currently set up to receive notifications for Town buildings in case something does not work correctly. He can be set up to monitor the LPL; however it may require upgraded thermostats to do so. Commissioner Nolan offered to contact him.

Commissioner Nolan provided an update on the 2020 TriFest. The fee for outdoor use was approved at the last meeting, and SEM has now provided an updated contract to the TriFest representative, Mark Walter. Mr. Walter noted the contract stated no use of the parking area closest to the LPL, and is now asking to use the parking area up until it is needed for the schedule event at the LPL. The calendar shows an event at the LPL beginning at 1pm.

Motion by Mike Nolan: Allow TriFest to use the parking lots closest to the Loon Pond Lodge, for parking not equipment, until 1pm. Seconded by Justin Bradley

Chairman Holmes suggested signage in the area informing anyone who parks there all vehicles must be moved by 1pm. Commissioner Nolan agrees and further stated the Commission should still plan on being at TWC to help navigate the TriFest and event. It is expected all participants at the TriFest will be finished prior to this timeframe.

Voted: Unanimous in favor – Motion Passed

TWC UPDATES:

(EEE Threat updates/review) The EEE threat has been lifted at this time. Email communication came from the Board of Health lifting the current restrictions, and Chairman Holmes forwarded this to the Commission.

(General updates) Commissioner Nolan spent a day with the TWC maintenance employee to assist and view how the systems are prepared for the winter. Assistance was provided by the Highway Department, which will need to be negotiated going forward, since some equipment needed is not owned by the Park Commission. Commissioner Nolan provided an overview of the maintenance done throughout the park. He also made notes about the process as well as some recordings. This will be filed for future use.

SPORTS SEASON:

(2020 Field Fees) A review of the update fees was present at the beginning of the meeting. Commissioner Bradley inquired which teams utilize a field needing fertilization; it was confirmed as Soccer, Baseball, Lacrosse, and Football. There are currently 4 soccer fields (approx. 4 acres). Commissioner Bradley reviewed his method for figuring out the amount each team/group should be responsible for. It was confirmed the AAU groups would not be included for this fee since their increase for 2020 included it.

JPP UPDATES:

(Bathroom Winterization) Commissioner Coscia was unable to attend the meeting; however he sent an update with the clerk. The bathroom unit is now set for the winter season with the last pump out completed as well. The bill for this service was signed at this meeting. He is currently collecting quotes for a cover for the unit. The only other item from Commissioner Coscia was moving the bunker rake, which was discussed at earlier in the meeting.

Commissioner Bradley returned the discussion to Sports season and asked if the movement of the AJFC group helped keep the fields in better shape. The state of the fields was not known at this time. It was noted the teams were moving as requested. Chairman Holmes suggested checking field 1 since it was used the most, and this team did not move as requested. Commissioner Bradley wanted to try to find an area which can be lined for the older football team. Chairman Holmes confirmed there was an area lined in the past; however baseball placed a fence in this area. Also, he asked if Commissioner Bradley could speak with AJFC to ensure all their equipment is pushed to the maintenance building at the close of the season and not left out on the field. Commissioner Nolan confirmed he asked the same of the FLSC.

(General updates) Returning to updates for JPP, Commissioner Nolan confirmed the ramp was able to be secured to the unit. A discussion on how the unit was winterized took place.

ROUTE 18 FIELDS:

(DM Drilling invoice) The company called inquiring on this bill. The corrected invoice has now been received and can be signed. The amount increased due to updates on the work as it occurred. The pipe and wire increased to 300ft from 60ft, and the pump increased in horsepower. Commissioner Bradley requested to take the invoice to see if the Lacrosse group can assist with this cost. Commissioner Nolan also reviewed the estimate from Nelson Excavating to prep the area for parking which was reviewed at the last meeting. Commissioner Nolan will confirm who can sign the estimate to move forward with the work; however, another representative from Lacrosse had spoken about having the group cover some of this work, not the well. After a Lacrosse meeting, the board would approve paying for this work unless a certain amount of time is guaranteed to the group. The Park Commission could not provide the guarantee requested. Commissioner Bradley believed the Lacrosse board would need to further review this since money was raised for the field. Since the work needs completion, the Park Commission decided to move forward and pay for the work. The use of the fields was discussed including practice versus game fields as well as next steps with the materials on hand. Commissioner Nolan suggested trying to fit a practice field in the area. Utilizing the field closest to Loon Pond was discussed; however this area

becomes flooded easily in the rainy season. Commissioner Nolan will reach out to the Town Coordinator in regards to signing the estimate provided by Nelson Excavating; he already has the company's W9 and insurance certificate.

BUDGET REVIEW:

(General updates) Chairman Holmes provided budget numbers for review. He provided a more detailed explanation of the numbers listed. A decrease in bar revenue was noted and further discussed. Chairman Holmes asked the clerk to compile a comparison of the number from a November to November timeframe since that is when the SEM contract began. Included with the numbers was a further breakdown of the CPP season. Chairman Holmes pulled items from other accounts to provide a more detail look at the costs of CPP for the season. Some costs were estimated. New cash handling procedures have been set by the Town and will need to be implemented next year. Chairman Holmes asked the Town for assistance with trying to reduce the amount of physical cash on hand. These new procedures will affect some accounts next season. An error in the totals was noted and verbally corrected. Payroll amounts for CPP were further explained since the previous year's totals showed a larger amount. This was due to hiring extra maintenance but not having the ability to shift the payroll to the TWC account appropriately. Chairman Holmes stated further reviewing the budget to find areas where expenses can be reduced is needed.

ANY OTHER OLD BUSINESS:

Chairman Holmes was advised to draft a memo to the Selectmen in regards to the soccer parking lot. Commissioner Nolan confirmed plans were made for the parking lot and at this time the Police Building Committee has completed all their work. Since the Board of Selectmen now has a new member and reorganized, presenting this needed work again may be favorable. The Building Commissioner stated the black silt fence can be removed from the area. A memo was presented from the Town Clerk to add a shed to the office area at TWC for voting equipment. The memo provided photos of the existing shed and dimensions of the new one. The suggestion is to place this new shed adjacent to the existing one. Chairman Holmes confirmed there is a window in that area, and it is the only window to that area of the office. Behind the office building is not ideal either due to electrical wires, piping, septic, etc. They are looking to add this shed as soon as possible. It was recommended to measure the area for the shed being suggested. A continued conversation with the Building Commissioner was recommended. Another suggestion was to purchase a trailer for the voting equipment which can be moved and stored anywhere. Chairman Holmes agreed with the shed as long as it does not block the window. It was agreed to gather more information prior to making a decision.

Motion by Justin Bradley: Table the discussion around a new shed at TWC until a further discussion can be had with the Building Commissioner. Seconded by Jesse Medford

Voted: Unanimous in favor – Motion Passed

Commissioner Medford revisited a discussion at a previous meeting about the Arts and Music Festival not presenting a request to utilize Dickran Diran Square for the event. He confirmed with the group, permission is provided by the Board of Selectmen for this even though it falls under the Park Commission.

NEW BUSINESS

MIDDLEBORO G & E REPORT:

Chairman Holmes was recently updated some wires were down in the area of the Lakeville Haunted House. The electric company would like to know if this should be repaired now or wait until spring. Commissioner Nolan will speak with the TWC staff for further information and reach out to Middleboro Gas & Electric to determine when the work should be completed.

CORRESPONDENCE:

(Clear Pond request update) The group is still looking to hold this event in December if the weather is agreeable. A request for the use of the area and a waiver was provided from the Town. The clerk will need to update the forms for use of Clear Pond Park instead. Chairman Holmes requested the forms be sent to Commissioner Medford for review and approval. The representative from the group asked if the Commission has a cap on the amount of people at the event. The Commission agreed a maximum number of 50 people for this event.

Lakeville Haunted House was provided a 30 day notice to remove items from the area. The notice was sent on November 5, 2019 and a response was received on November 13, 2019 requesting more time. They would like until early spring to remove the items. Commissioner Coscia sent a recommendation to the clerk to request a plan from the group with a completion date to be reviewed and approved. Commissioner Nolan suggested another 30 days can be added to the notice. The Commission was concerned about the clean-up needed around the building in addition to the removal of any items the group is intending to keep. A suggestion was made to offer a dumpster to the group to clean up the area as well. No update on another group taking over the LHH has been provided. Commissioner Nolan added a dumpster at this time of year may not be as expensive. Also, there is concern if another group take over the LHH, the EEE threat may be present and force it to close. Commissioner Nolan suggested having the area cleared out, and if a new group taking over the agreement has the ability to start from scratch. It is unknown what is stored in the building at this time. Chairman Holmes noted the upcoming holidays and does not expect much work being completed until after the New Year. The safety of the area is a concern leading the Commission to want this completed soon. It was agreed to allow an additional 30 days until January 5, 2020 to remove all items from the area, and to ask if the group would be willing to clean the area if a dumpster is provided.

ITEMS FROM THE CLERK

The clerk confirmed a key is needed for the Knox box now attached to the LPL. Chairman Holmes stated one is available in the office.

Next meetings scheduled for Monday, December 02, 2019 @ 6:30pm and for Monday, December 16, 2019 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 8:47pm*****