

**Lakeville Park Commission
Meeting Minutes
Remote Location
Monday, November 02, 2020@ 6:30pm**

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

Other Attendees: Neli Woodburn (Clerk)

Chairman Holmes opened the meeting at 6:33pm. LakeCam was recording and live streaming the meeting via Facebook. Chairman Holmes read an introduction regarding the need for a remote meeting and how a remote meeting will be conducted. Roll call attendance was completed: Commissioner Nolan was not present. There were no speakers scheduled for the meeting.

NEW BUSINESS

ANY NEW BUSINESS FOR THE COMMISSION: There was no new business presented for discussion.

OLD BUSINESS

REVIEW / APPROVE MEETING MINUTES:

Meeting Minutes from 4/13/2020 were provided for review. Chairman Holmes stated Commissioner Nolan would need to be present to approve these minutes. The Commission Clerk asked for any edits/updates to the minutes; Chairman Holmes requested all edits be emailed to the Clerk and the minutes will be set to approve at the next meeting.

LPL/SEM UPDATES:

(General updates) Commissioner Houle reached out to Southeast Event Management (SEM) and spoke about the contract. The current contract will expire at end of day on December 31, 2020 and the group has not yet received a new contract. Chairman Holmes confirmed the contract is not completed. Commissioner Houle inquired why the Commission is not presenting the contract for this service; Chairman Holmes confirm the Board of Selectmen sign the contract. He provided background on the original management contract. He noted Commissioner Nolan has been a part of the contract discussion and believes he has seen the most recent version. The plan is to meet with the Selectmen to discuss the contract and the Park's budget. Chairman Holmes noted three members will need to be present for this meeting which is tentatively scheduled for next Monday. All Commissioners stated they would be available on the Monday evening proposed. The upcoming special Town Meeting (set for November 30) will be discussed as well; the Town is proposing a transfer of \$50,000 from free cash into the Park Budget to help finances through the spring. The two options for the management contract are to negotiate a new contract with SEM or have the service go out for RFP as it did before. It was unknown if the contract portion of the meeting will be in executive session. Commissioner Coscia believed the Commission voted on going out for bid for a new contract, but the details were not recalled.

TWC UPDATES:

(LMMA request updates) The most recent regulation has decreased the number allowed for indoor events to 10. Chairman Holmes has been in contact with the Board of Health for further clarification on the LMMA group's ability to complete normal practices. Commissioner Coscia inquired if the groups are in different rooms at the Loon Pond Lodge (LPL), could he hold a second class in the building. Chairman Holmes noted the communication with the Board of Health has referenced the building, not per room. He will ask for further clarification on this question. The Commission Clerk received correspondence from LMMA which stated they can adhere to the 10 person limit, they will ask parents to wait outdoors, and will stop grappling at

this time. She also shared Commissioner Nolan's opinion on the matter (which was emailed to her) which is to allow the group use of the building as long as the Board of Health approves, all required documentation is received, and grappling is stopped. The remaining Commissioners were in agreement as long as the Board of Health approves. Chairman Holmes noted the LMMA group is still paying rent on their location at Ted Williams Camp (TWC) even while not using it and holding classes outdoors. Commissioner Coscia wanted to ensure a base rate is set for use of the building; he suggested \$150 per room per week. Commissioner Medford emphasized this amount would be almost double his normal rent amount per month and felt this is not feasible for the group. Commissioner Coscia corrected his recommendation to \$150 per room per month, not per week. This rental amount does not include the cleaning fee required per week. The group will also continue to hold classes outdoors if the weather permits. The studio can still be used to hold one small class. Mr. Marando's recent volunteer work at TWC was reviewed. Chairman Holmes stated this volunteer work is part of the contract for the studio. Commissioner Coscia would like to have this work taken under consideration as part of the lowered rate for the LPL. The Commissioners agreed this specific rate is only for LMMA with consideration of the additional work provided by the group. The Commission Clerk suggested taking the monthly amount and having a daily room rate since the group may or may not use the building every week. The daily rate would be approximately \$7.50 per day based on 20 days. Commissioner Coscia recommended noting it both ways dependent on the use for the month; he further noted the Commission is flexible with this.

MOTION by Joe Coscia: Approved use of the Loon Pond Lodge by the LMMA for 4-5 days a week at the rate of \$150 per room per month plus cleaning costs.

Seconded by Paula Houle

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

The Commission Clerk will inform the group of the rate and begin editing a rental contract for this purpose.

(Haunted House discussion) The Park Commission now officially owns the contents of the Haunted House building. The Commission needs to make a decision on how to proceed. Chairman Holmes asked the Commission their thoughts on possibly having a Haunted House back at TWC; a couple of individuals have stated interest in doing so. An inventory of the building would need to be completed during the day since there is no electricity at the building. Commissioner Coscia suggested using a generator and construction lights to get into the building for inventory. Chairman Holmes returned the discussion to possibly having a haunted house attraction again. Commissioner Medford and Commissioner Coscia felt it would be a good event to bring back, but in a different capacity. The building needs to be secured so no one can access it and the outside must be cleaned up for safety. Commissioner Houle also felt a Haunted House event would be fine as long as the building is not used. She also felt any cloth items may violate health issues and does not want the Commission to be held liable. Chairman Holmes will further clarify this with the Board of Health. One of the individuals interested in the Haunted House did offer to clean up the rest of the area if the props in the building were given to him. The Commission Clerk inquired if the contents must be inventoried for official purposes; Chairman Holmes was not certain. The Commission Clerk spoke with one of the individuals interested in the Haunted House; this person wanted to make it more commercial and hold seasonal events, not just a Halloween one. He was not interested in the building or contents, but offered to remove everything for use of the space. He was looking for a commitment for 2021; the clerk's opinion was it would not be available for 2021. This was due to the clean-up still required, inventory of the building contents, making decision on the

future of the building, and any other items which will need to be completed. She stated if the Commission disagreed with her assessment, she can contact the person again. Chairman Holmes agreed with the limited amount of time the Commission has available, the area would not be ready in 2021. Commission Coscia suggested determining the amount of area any Haunted House is approved to use including parking space. The Commission Clerk further added if the person could not get a commitment for 2021, he would be moving on to other ventures. Once the area is cleared out, a RFP may be needed to bring in another Haunted House if the decision is to do so. The Town would need to be involved in any new group coming to open a Haunted House type event. Commissioner Coscia inquired on the last contract with the LHH group; the Commission Clerk can share the contract with the Commissioners to review.

(General updates) The Commission Clerk received notes from Commissioner Nolan to present at the meeting. Commissioner Nolan's notes were:

- 1) A clarification of bills from Winfield Solutions; two bills were recently received for fertilizer and a fee for application. He confirmed with the company the application fee was an error; only the fertilizer fee should be paid.
- 2) The archway adjacent to the LPL was taken down. Commission Nolan attempted to contact the former employee this was gifted to, but has not received a response yet.
- 3) The Highway Department provided notice, the Town decided to withdraw the advertisement for the Supervisor of Parks position and to hire an Equipment Operator instead. Commissioner Nolan felt this change was fine due to the good relationship with the Highway Department. Chairman Holmes further questioned if this new position will be working at TWC or be working at the Highway Department.
- 4) Shaw Construction will be out as soon as the weather clears to repair the drainage at the Soccer parking lot area. This does not include the wood fence type structure which is being built by the Highway Department.
- 5) Clear Pond Park (CPP) projects are needed for the list to submit to the Highway Department. Commissioner Nolan has sent the list with the other parks at this time.
- 6) Repairs to the small outside bathroom have been completed; just waiting on new fixtures.
- 7) The flag at the Pickleball area was taken down by the TWC employee and stored. The Commission Clerk informed the group and they asked it be disposed of properly. A new flag will be needed if the group chooses to put one up next season.

Chairman Holmes added a donation was provided to the Lodge of a dance floor. It is a 40 x 40 portable dance floor. It came from LeBaron Hills who utilized it for a few years before a permanent dance floor was installed. Chairman Holmes suggested going through the pieces to find any which are too damaged to keep and clean the ones which are usable. Commissioner Houle inquired if the floor can be set up outdoor for events; Chairman Holmes felt it could be used as long as it does not get wet. An additional fee can be charged for this item since an employee would have to set it up and take it down. Chairman Holmes reviewed previous outdoor events which rented dance floors. The amount of time it takes to set up and take down will need to be determined so a fee can be calculated. A further discussion with SEM about the dance floor will be needed. The TWC Maintenance employee can clean the dance floor over the winter.

SPORTS UPDATES:

(General updates) Teams/Groups are finishing up their season. The Volleyball nets are still up although no one has observed them playing at the courts recently; Chairman Holmes will be

turning off the lights for the courts at this time. The Commission Clerk will reach out to the volleyball group about the lights being turned off for the season and to remove the nets.

CPP UPDATES:

(General updates) Chairman Holmes reviewed the Police Chief has removed the security camera in the area. A list of projects for CPP is needed to provide to the Highway Department. The pump and bathhouse needs to be shut down for the winter; this will be added to the list for the Highway Department.

JPP UPDATES:

(General updates) Commissioner Coscia inquired if the Cub Scout representative reached out. He met with them at John Paun Park (JPP) for meeting space and believed they were interested. The Commission Clerk did not receive anything from them, but will reach out. An insurance binder is still needed from the group as well.

The portable restrooms were set to be removed today. The bathroom unit will be winterized over the next week. Commissioner Coscia will reach out to the DPW Director to possibly move the unit out of JPP for better winter storage.

ANY OTHER OLD BUSINESS TO REVIEW:

Chairman Homes asked all the attendees for any other old business; no one had anything to present. Chairman Holmes reviewed the need to clarify some state regulations with the Board of Health.

OTHER BUSINESS

ITEMS FROM THE CLERK:

(General updates) The Commission Clerk did not have further updates.

CORRESPONDENCE:

There was no correspondence to review.

ANY OTHER BUSINESS FROM THE COMMISSION

Commissioner Coscia would like to review and update the sports contracts over the next month. He would like to define the timeframe for a season. He suggested posting the field schedules on the website as well. Chairman Holmes reviewed there were three seasons for the sports teams in the past and noted some teams do pay for two seasons. He felt two seasons should be defined since the middle summer portion is not busy. Commissioner Coscia also proposed looking into holding a Park Commission fundraiser next year.

Commissioner Houle asked for an update on a request previously received in regards to checking Loon Pond for endangered species. The group was asking permission to take a canoe out on the water to photograph plant life and possibly take samples. Chairman Holmes noted permission is not needed to go out on the water.

Next meeting scheduled for Monday, November 16, 2020 @ 6:30pm via remote access.

MOTION by Jesse Medford: Adjourn the meeting. Seconded by Joe Coscia

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

*****Meeting adjourned at 8:03pm*****