

Lakeville Park Commission  
Meeting Minutes  
Loon Pond Lodge  
Monday, November 04, 2019@ 6:30pm

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

Other Attendees: Neli Woodburn (Clerk)

Chairman Holmes opened the meeting at 6:34pm

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

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

*Review and Approve Meeting Minutes* – Minutes from 10/21/2019 were provided for review. Chairman Holmes mentioned the recent article in the Middleboro Gazette which overviewed the request for a car show at Ted Williams Camp (TWC), however the article also discussed items which were not the focus of the meeting. Commissioner Coscia inquired if a notice of 30 day notice has now been sent to the representatives of the Lakeville Haunted House (LHH) as of yet; this was discussed at the last meeting. The Commission clerk stated concern around mailing this notice since the group has dissolved at this time and it is unknown if mail would be received. The Building Commissioner spoke with Commission Nolan in regards to this matter and noted an email would be acceptable. The Commission clerk only had one email available for the group, and can send a formal notice to remove all items by December 5, 2019 to provided one month's notice.

Motion by Mike Nolan: Move forward with the email notice to remove all items by 12/5/ 9. Seconded by Joe Coscia

**Voted:** Unanimous in favor – Motion Passed

Chairman Holmes asked for an update on the Gridiron section for the Gazette. The Commission clerk was able to purchase ads with two former employees being sponsored, Chase Gorman and Tim Clerc. Also, he inquired if an updated list of authorized signers was requested from Winberg's; the Commission clerk did not have the list, but will request it this week. Commissioner Medford noted a typo on the minutes; the clerk corrected this error. Commission Nolan inquired on the hand dryers at Clear Pond Park (CPP); Chairman Holmes confirmed it was a bill, not an estimate, and the work was completed.

Motion by Mike Nolan: Approve the meeting minutes from 10/21/2019 with the one error corrected. Seconded by Jesse Medford

**Voted:** Unanimous in favor – Motion Passed

### **OLD BUSINESS**

SEM/LPL UPDATES:

*(Recent Payment Breakdown)* The Commission clerk provided a copy of the most recent payment breakdown from Southeast Event Management (SEM), which covered the first

half of October. The individual event information was available as well. All event paperwork is kept on file.

*(General updates)* In speaking with the Building Commissioner, Chairman Holmes spoke about cleaning out the septic system. The Loon Pond Lodge (LPL) will have this service within the next two weeks; and it was suggested to wait until the spring to complete this at CPP due to the water being shut off for the winter already. The Commission clerk will notate in the calendar this needed service around May of 2020. The Building Commissioner also has this service along with others in documents he can share with the Park Commission. It was discussed on how to share the information and protect the documents to avoid mistaken edits. The Commission clerk will speak with the Building Commissioner on how best to transfer these files. Chairman Holmes notated not receiving the official retained earnings amount as of yet. Also, the Lakeville Fire Chief sent a thank you note to the Park Commission for use of the LPL for a recent MEMA meeting. He additionally stated his thanks on Facebook. Chairman Holmes was able to stop by the MEMA meeting and be introduced to the coordinator. The building was used and then cleaned by the Lakeville Fire Department. The clerk also shared another compliment for the staff of SEM and bartending at LPL from a recent event.

Commissioner Nolan provided an update for the recent car show request. He was able to confer with SEM in regards to the best date for this event. A recent wedding cancellation opened a Saturday which was preferred by the representative; 7/11/19. Commissioner Nolan asked SEM to pencil the car show in for this date. Chairman Holmes requested to have the representative for the car show come back to further discuss more details on the event and possible revenue. SEM can provide bar service for the event and can contact food trucks utilized in the past. It was also noted the Park Commission could handle food for the day by serving hamburgers and hot dogs to the attendees. This would allow all revenue to go directly back to the Commission instead of a certain percentage of the caterer revenue.

Commissioner Nolan presented a question about the recent electricity bill. The new account for the Route 18 Fields was included. It was noted the bills at TWC need better labelling to understand what each meter is measuring. He felt the bill for the new fields was incorrect, and the rate being charged did seem to match the others. Also, the new amount paid to SEM was listed on their recent invoice. Commissioner Nolan asked to confirm this increase; Chairman Holmes stated the increase is noted on their contract. He asked the Commission clerk to forward a copy of the contract to the Commission for review. It was discussed the contract is valid until November 1, 2020 when a new contract will be needed.

TWC UPDATES: Commissioner Nolan is planning to spend a day at TWC with the maintenance employee to take notes on how to prepare the system for winter. This employee handles prepping the system for the winter each year at TWC, however will not be returning in 2020 due to retirement. Commission Coscia noted the bunker rake from JPP also needs to be moved for the winter.

*(EEE threat updates/review)* Chairman Holmes reached out to the Board of Health for an update on the threat level due to the low overnight temperatures recently. No update was provided for the recent cold temperatures, the last communication from the state

was on 10/29/19. Until the threat level is lowered, it was recommended to update Park closing from Dusk until Dawn. Signs will be updated with this new time.

The Commission clerk returned the conversation to the LPL and the 2020 TriFest event. A price for renting just the outdoor area is needed. The current rate for the area over the weekend is \$700 for a day. This would be a lowered rate from last year since the building is not available for use, only the fields. The representative from TriFest is also requesting to add a new feature to the event this year with a Duathlon. He proposes to have it on Saturday and Sunday utilizing the TWC fields for the first portion of the race. This would be a run/bike/run event. The participants would run the fields at TWC while the swimmers are out. It is expected the runners would then meet up with the swimmers to conclude the race with the bike and end run portions. It was unknown if this additional race would conflict with any sports at the time. Commission Nolan stated more specific details would be needed to ensure proper scheduling. SEM informed Commissioner Nolan, the contract and addendum for TriFest was already sent to the representative; although it was not believe the addendum was approved yet. The current items on the addendum were reviewed. Due to a scheduled wedding, many of the usual items utilized for the event must be moved immediately after and items cannot be stored in the usual areas. Commissioner Nolan walked the area with the representative from TriFest noting the area where temporary items would need to be used and removed that day. Chairman Holmes noted the Park Commission has taken on scheduling most items with TriFest for this specific date due to the wedding scheduled at the Lodge. SEM is expected to reach out to the group renting the building on the Saturday to ensure there will be no conflict; it is unknown if SEM has reached out to the group yet. Registration for 2020 TriFest is opening in two weeks. Commissioner Nolan will reach out to the representative and discuss these details. The discussion returned to the fee to charge the group for the 2020 event. Commission Coscia inquired on the group's use of the LPL bathrooms; the TriFest event does not utilize the indoor bathrooms and provides portable restrooms for participants. It was noted these portable restrooms will need to be set up out of sight of the Lodge. Chairman Holmes also stated the small parking lot and the parking lot at the tennis court will have to be reserved for the LPL guests, not TriFest items.

Motion by Mike Nolan: Charge \$700 for use of the outdoor facilities for the 2020 TriFest event. Seconded by Jesse Medford

**Voted:** Unanimous in favor – Motion Passed

Commissioner Coscia inquired who would be responsible to ensure the TriFest items are removed prior to the scheduled wedding. The Commission felt the responsibility should be on them. It was recommended to have the Commissioners on sight to ensure a smooth transition from the TriFest event to the scheduled wedding. Commissioner Coscia additionally asked of the event utilized speakers or a sound system which could conflict with the scheduled event at the LPL. Chairman Holmes confirmed as a participant ends the race an announcement is made, and a DJ is playing music. The specific times of the LPL event are not listed; the Commission clerk will ask SEM to provide specific times for this event.

*(General updates)* No further updates at this time.

#### SPORTS SEASON:

*(2020 Field Fees)* Commissioner Bradley provided his recommendation for increased fees in the 2020 season via email (he was unable to attend the meeting). A copy was provided for review. Overviews of the fees in 2018 and 2017 were provided and reviewed. Commissioner Nolan noted it has been an extended amount of time since the last increase in field fees. Commissioner Bradley's breakdown provided the cost of fertilizing the fields which is not being covered by the fees collected. Chairman Holmes thought the increase in the field fees was more to cover the loss of the LHH income and a stipend would be requested from teams to cover fertilization. The cost of fertilizing the fields has been paid solely by the Park Commission for the past several years; prior to that the teams/groups would pay for their field's fertilization. It is unknown when the cost moved from the team/groups to the Park Commission; however, this cost was taken on with no fee increase to offset it. Commissioner Nolan noted the U10 soccer field is in need of repair and suggested speaking to the soccer group for assistance with it. The Park Commission will not have the funds to repair the fields at this time. Chairman Holmes stated his concern for the Little League group which is struggling due to low enrollment. Commissioner Nolan suggested having discussions with the different teams utilizing the fields. A review of the current fees charged and a continued discussion about a possible fee increase was present. Commissioner Nolan noted the loss for the fiscal year from the LHH is the same amount as the estimated fertilizer cost. Chairman Holmes explained the reason for the FLAA flat fee versus the per player fee due to the way both town charge differently; this made it difficult to charge per player. This fee was negotiated in previous years. Commissioner Nolan learned Town fields in New Bedford being utilized by sports teams have the teams complete any needed maintenance on the field for their season; this includes paying for any material for the field. Chairman Holmes further noted other Town fields have a budget from the Town to help endure the costs; however, the Park Commission does not. Increases to teams being charged a flat fee was also discussed. It was suggested to either increase the per player fee a small amount but add a flat fertilization fee, or increase the per player fee amount more significantly resulting in no flat fertilizing fee. Commissioner Nolan believed the Park Commission would still be absorbing a good amount of the cost with either option. Chairman Holmes also suggested having an estimate for the fertilization cost to provide to the teams with an amount to charge; if teams do not wish to assist with the cost, the field can be left unfertilized. Teams who do not utilize a field, such as horseshoes and volleyball, were not included in the totals provided. Commissioner Nolan stated concern raising the fees for these non-field teams with an amount which included fertilizer.

*Motion by Mike Nolan:* Increase the per player fee for the 2020 sport season to \$20 per player for all groups at TWC.  
Seconded by Jesse Medford

**Voted:** Unanimous in favor – Motion Passed

*Motion by Mike Nolan:* Increase the flat fee for FLAA from \$2500 to \$3000 for the 2020 sports season. Seconded by Jesse Medford

**Voted:** Unanimous in favor – Motion Passed

Motion by Mike Nolan: Increase the flat fee charged to AAU teams from \$600 to \$1000 per team. Seconded by Jesse Medford

Commissioner Coscia wanted to ensure the reason for the increases to the flat fees. Commissioner Medford noted the AAU teams are out of town while FLAA is an in town team. Chairman Holmes also noted the AAU team fee and the out of town softball teams at JPP should be the same. It was noted the AAU teams tend to use the fields a large amount of time for the amount being paid. Chairman Holmes provided a breakdown on how much per player the fee would increase with the flat fee increase. Not charging the AAU/Club teams a fertilizer fee would make the increase higher than the in-town teams. Commissioner Nolan did not wish to increase the fee too much as it may lead to a decrease in teams playing at TWC. The motion on the floor did not continue to a vote due to the discussion present.

Updated Motion by Joe Coscia: Increase the flat fee charged to AAU and club sport teams from \$600 to \$900 per team with not additional fertilizer fee. Seconded by Mike Nolan

**Voted:** Unanimous in favor – Motion Passed

Until the other fertilizer fee can be established, the fee increases for the 2020 season will not be officially communicated.

Commissioner Nolan stated the need to continue with establishing the needs for fertilizer for the year. It is understood the Park Commission would have to absorb some of the cost, however if a grand total estimate can be calculated then a portion can be taken by teams using the fields. The percentage of cost invoiced to each team would have to be calculated with the field size being used in mind.

*(General updates)* Commissioner

#### JPP UPDATES:

*(General updates)* Commissioner Coscia provided an update on the bathroom. There was a recent issue, but Commission Coscia was able to remedy it. The final pump of the system is now scheduled. He is also planning to winterize the unit this week; purchases will be needed to complete this. Commissioner Coscia has been cleaning up the JPP area for the season. He asked if a lock for a door at JPP was looked into. Chairman Holmes noted the door would need an additional slide to fully lock the door. The bunker rake also needs to be moved, the maintenance employee at TWC should be able to complete this prior to ending his employment for the season. Commissioner Coscia also requested some stone dust for JPP; the Highway Department may be able to assist with this.

Commissioner Medford noted the Building Commissioner will need a set of keys for CPP to enter the area to complete needed maintenance.

#### ROUTE 18 FIELDS:

*(General updates)* The Invoice for the well drilling balance was not available; it currently does not list the proper 'Bill to'. Commissioner Nolan tabled the discussion until the updated invoice is received.

Commissioner Nolan is planning to mow the fields again during the week. The grass seems to be growing well. Poles were moved to block any possible access to the fields at this time.



Nelson Excavating provided a quote for work needed on the fields, including prepping the area for a parking lot, spreading gravel, moving loam, etc. It is a local sole proprietor with his own equipment to complete this work. Chairman Holmes noted more poles would need to be moved to mark off areas visitors should not park in when opened. The work quoted did not include moving poles, but he can be asked to do so. Commissioner Nolan was concerned if the budget will allow approving this quote and moving forward with the work. Chairman Holmes reviewed the current amount in the Capital Expenditure account. The work can be funded from this account.

Motion by Mike Nolan: Hire Nelson Excavating for the work quoted at \$4500. Seconded by Jesse Medford

**Voted:** Unanimous in favor – Motion Passed

Chairman Holmes noted needed the company's insurance certificate and W-9 to submit with the invoice at time of payment.

Chairman Holmes noted no special Town Meeting is currently being scheduled so extra funds needed to be transferred could not occur. It is unclear if one will be scheduled in the future.

Commissioner Nolan asked if the remaining balance for Nor'East Hydroseed was paid. Chairman Holmes explained the funds for this project could not be taken from another account at this point. Accounting is advising him a new invoice will be needed with the remaining balance and a vote needed stating which account will be deducted.

Motion by Mike Nolan: Pay the remaining \$1600 balance to Nor'East Hydroseed from the Capital Expense account, pending an updated invoice. Seconded by Joe Coscia

**Voted:** Unanimous in favor – Motion Passed

Commissioner Nolan noted there is some more small work the company needs to finish up at this time.

BUDGET REVIEW:

*(General updates)* Chairman Holmes will have more information for the next meeting. Other small budget items were already discussed during the meeting.

ANY OTHER OLD BUSINESS:

Chairman Holmes requested the clerk to review past agendas for the next meeting to ensure items are not outstanding.

Chairman Holmes will request a print out of the retained earnings amount again, he did not receive previously. He is scheduled for a meeting with the Town Administrator and Town Accountant to review the numbers from the LPL. SEM and the clerk are already compiling numbers for comparison.

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### **NEW BUSINESS**

CORRESPONDENCE:

*(Clear Pond Request Update)* The request from the metal detecting group to use CPP for a small event was further researched. The clerk was able to confirm with the Town Administrator both insurance and Town Council did not object to this group using CPP during the off season. A waiver from the Town was suggested even though the group has their own waiver they have participants sign. A specific date and time was not yet

mentioned, just one day was needed. An approved person would have to unlock and lock the area for them. It has already been stated to the group there are no bathroom facilities and no running water.

Motion by Jesse Medford: Allow the metal detecting group access to Clear Pond Park for their one day event. Seconded by Joe Coscia

**Voted:** 2 ayes, 1 nay – Motion passed

The Commission clerk will reach out to the group to schedule a date and will further research the waiver needed. The clerk asked for a Commissioner to be the contact person once a date is scheduled; Commissioner Medford was chosen..

***ANY NEW BUSINESS FOR THE COMMISSION:***

Commissioner Nolan returned the discussion to the LPL which had small damage to the outside of the building during the recent wind storm. The Town contractor is already scheduled to replace the siding missing. Also, a tree fell damaging some electrical, however it has been repaired.

An application for a yearly building inspection was provided and signed. The clerk will submit so the inspection can be scheduled.

***ITEMS FROM THE CLERK***

*(Middleboro Gazette Update)* The Middleboro Gazette update was previously discussed in the meeting.

The Clerk will be meeting with the IT representative this week to show him what is needed for connection at the TWC office.

Chairman Holmes was able to finish adding the closing mechanism to the doors of the outdoor bathrooms. He also requested permission to order more locks to further secure the electrical boxes on the premise.

Motion by Mike Nolan: Approve the purchase of more locks up to \$250

Motion was not completed with a 2<sup>nd</sup> and vote. This vote will be presented again at the next meeting.

Next meeting scheduled for Monday, November 18, 2019 @ 6:30pm at the Loon Pond Lodge at Ted Williams Camp.

Motion by Mike Nolan: Adjourn the meeting. Seconded by Joe Coscia

**Voted:** Unanimous in favor – Motion Passed

\*\*\*\*\*Meeting adjourned at 9:00pm\*\*\*\*\*