

Lakeville Park Commission
Meeting Minutes
Remote Location
Monday, November 09, 2020@ 7:00pm

Members Present: Joe Coscia, Jesse Medford, Scott Holmes, Paula Houle, Rich LaCamera, Lia Fabian, Brian Day

Other Attendees: Neli Woodburn (Clerk),

Selectman LaCamera opened the meeting at 7:04pm. LakeCam was recording and live streaming the meeting via Facebook. Selectman LaCamera read an introduction regarding the need for a remote meeting and how a remote meeting will be conducted. Roll call attendance was completed: all members of the Board of Selectman were present.

Chairman Scott Holmes opened the meeting for the Park Commission. Roll call attendance was completed: Vice-Chairman Mike Nolan was noted as absent. Chairman Holmes received notes from Vice-Chairman Nolan to review at the meeting.

Selectman LaCamera pointed out the Superintendent of Streets, Franklin Moniz, had intended to be present at this meeting but is away at this time.

MEET WITH BOARD OF SELECTMEN

Review of current Budget

Selectman LaCamera began the review of the Park Commission's FY21 budget. The most updated budget numbers were shared with the Park Commissioners prior to the meeting. The major issue with the budget at this time is the lack of revenue. This is directly related to the shutdown of the Loon Pond Lodge (LPL) due to the pandemic. At the June Town Meeting, \$47,000 was moved from Retained Earnings to cover costs in the FY21 budget. The recommendation from the Town Accountant is for the Town to subsidize the Park budget with \$50,000 to assist with maintenance costs into the spring; this is set for the upcoming Special Town Meeting. Another subsidy may be required after the spring. The goal of the Board of Selectmen is not let go of any staff. There are also basic expenses such as heat and electricity which need to be covered. Selectman LaCamera recommended the Park Commission keep watch of their spending at this time. Selectperson Lia Fabian recommended a representative from the Park Commission attend the Special Town Meeting (schedule for November 30th) in case the public has questions about the park budget. Chairman Holmes will try to attend as the representative for the Park Commission. He also noted the Park Commission will do all it can to cover the expenses for the upkeep of the areas. The hope is to use funds from the CARES act (after Jan 1st) to cover the Commission's lost revenue; however, this is not confirmed. Selectman Day inquired where the revenue was this time last year to show the loss at this time. Chairman Holmes estimated it was around \$40,000 to \$50,000 in revenue last year; the Commission Clerk was able to confirm last year's revenue was \$50,000. Selectman LaCamera stated the budget for next year will be coming due soon with discussion slated for January.

Selectman LaCamera discussed the plan for the Town to hire a Foreman in addition to the Laborer already hired for the parks. The Superintendent of Streets has now recommended a different approach; make the current Highway Department Foreman a position which covers both Highway and the parks, and hire an Equipment

Operator/Laborer dedicated to the parks. This will still cover the staffing need of the parks. The Forman position was posted for approximately 8 months with no qualified candidates applying. The Board of Selectmen will move forward with this new recommendation; the position is budgeted within the Highway Department funding. A new mower is needed for the parks. A new mower will be purchased for use only at the parks and will be financed with Town funds. Chairman Holmes confirmed the current machine has been problematic in recent years, and it was something the Park Commission was going to purchase before retained earnings were needed to subsidize the budget.

Selectman LaCamera asked if anyone had any other items to discuss before moving on to the management contract. No one had additional items to discuss.

Renewal of Southeast Event Management Contract for the Loon Pond Lodge

Selectperson Fabian began the discussion by reviewing the current contract standing with Southeast Event Management (SEM) which has been extended to December 31, 2020. She provided the options at this time are to further extend the contract with SEM or go out to RFP for the service. If the decision is to remain with SEM the contract can only have a couple of changes. Selectperson Fabian recommended an extension of the SEM contract should be for a longer period of time than 3 months. She also noted the owner of SEM, Bill Fuller, offered to attend the meeting however it was believed this initial discussion without him present would be best. Commissioner Coscia felt an RFP would be the best option so the contract can be edited as needed and to view competitor bids. No noted there are no problems with the current company. He inquired if the contract can be amended in the short term. It was not known what could be changed on the contract before needing a whole new RFP. Some issues the Board of Selectmen had with the current contract were reviewed. Updated reporting could be amended in an extension. It was noted the liquor license was coming up for renewal on January 1st. Selectperson Fabian stated since nothing is being actively booked at the LPL at this time so going without a contract while waiting for an RFP could be possible. The Commission Clerk stated all communication with events booked in 2021 (*nearly fully booked*) and any tours of the facility for booking in 2022 and onward is still being completed by SEM during this time. Selectperson Fabian still felt an RFP could be executed but was concerned on bids due to the uncertainty of holding events even in 2021. Chairman Holmes recounted the original RFP took a lengthy amount of time due to creating a contract each party approved of. He estimated the whole process took six months to complete. He felt extending the contract with SEM for another year was a more plausible solution. He added the original RFP required many hours for weekly meetings to create the current contract and he would not be available this time around to assist with it due to work conflicts in January. Selectman LaCamera provided clarification, if the contract was being extended it would need to have the same November timeframe as the original. The date could not change. Therefore, an extension would be needed until October 31, 2021 with another extension in November. Selectman Day believed the RFP was the decision during previous discussions and changes to the contract to be made. Selectman LaCamera agreed with Chairman Holmes that there is not sufficient time to complete an RFP before the December 31, 2020 deadline. Selectperson Fabian expressed completing an RFP now would not take as much time as the original since the original can be referred to for information. She

restated her feelings that moving forward without a contract into January would not be detrimental since there are no physical events occurring. Selectman Day inquired if there were any events booked for the beginning of the year; the Commission Clerk confirmed there are no events through the end of the year and none currently for January or February 2021. The need for a company on contract during this time was questioned. The Commission Clerk explained there are still a number of phone calls, emails, and messages which SEM handles at this time from booking new event to still assisting with already booked ones. Selectman Day wondered if the Town could assist with handling this type of work if an interim period occurred. Chairman Holmes inquired if SEM has billed the Commission since June; the Commission Clerk confirmed no invoices have been received from SEM and they are still providing services even though they are not in the building. Selectman Day noted invoices could still come in to be paid during this time. The Commission Clerk continued explaining the work SEM has provided to renters in the past and the work they are still completing at this time. She added if there was a period in-between contracts, she would not be able to handle the amount of additional work it would create since she is a part-time employee. Commissioner Coscia suggested moving forward with extending the SEM contract through the end of October and put together an RFP next year prior to the extension's expiration. Selectperson Fabian still felt doing the RFP now while the LPL is closed would be the best time. Selectman Day inquired about an RFP for the cleaning company; Selectman LaCamera explained this is another discussion to have however there is not a specific timeframe to complete it in since there is not a current contract. Commissioner Houle inquired if the monthly fee would remain the same if the contract is extended; Selectman LaCamera explained the fee could not be changed for an extension. Chairman Holmes clarified the fee for SEM approximates the cost of the Commission running the LPL with an employee. The fee does not include time spent by Commissioners making sure the LPL is running properly. In the past Commissioners have come in to do work at the LPL including cleaning after an event. Selectman Day was concerned the fee was structured to include these items; however some of the work is not being completed during this shutdown period. Commissioner Medford conveyed he was leaning toward the extension with SEM instead of an RFP during this time. The original RFP, which was not during a pandemic, only produced one bid to consider. He felt an RFP could be considered prior to the next extension expiration. Commissioner Coscia noted the original RFP was three years ago and felt it hard to believe there would only be one bid again. Selectperson Fabian explained the RFP was spoken about much earlier in the year; however the pandemic caused major delays due to the uncertainty of the upcoming months. Selectman LaCamera explained the fee could be discussed with SEM since there is no work being done at the building. He further reviewed notes which have been received for changes to the contract; this includes defining exactly what can be used by the management company at the LPL, Town use of the LPL, Town sponsored functions, separating the management company contract and the bartending contract with changes to the bartending agreement as needed. It was also noted the Caterer percentage must be correct since the contract states a rate of 20% but only 18% was collected. Further changes were reviewed such as the fee due to this time of lessened work. Selectperson Fabian has been in contact with Mr. Fuller of SEM and he is very willing to work with the Board of Selectmen and Park Commission with this contract. Improved reporting was noted as another item for

improvement on the contract. More items for the contract were listed: ServSafe certifications provided, CORI checks to be added, cleaning service (this must be further discussed and detailed with another contract), repair/maintenance of the building must be more detailed, liability insurance must be provided, termination clause added in case the manager is convicted of a crime or felony, and a waiver of the fee due to Covid-19. Selectman LaCamera would like to move forward with the decision made by the Park Commission and not have the Board of Selectmen make a that choice.

Motion by Paula Houle: move forward with an extension of the contract into October with modifications especially to the fee charged during this time. . Seconded by Jesse Medford

Amendment by Rich LaCamera: Complete the extension as motioned and go out for RFP no later than July 1, 2021. Seconded by Jesse Medford

Further discussion occurred as Commissioner Coscia inquired which fee would be charged on the extension. Selectman LaCamera was not certain and further discussion would be needed in regards to the fee terms. Selectperson Fabian further suggested a timeframe to negotiate the fee with SEM and if a fee cannot be agreed on, go out for RFP. Selectperson Fabian has discussed most of the proposed changes to the contract with SEM and suggested they watch the publicized meetings for more information. Selectman LaCamera was concerned about making the timeframe for a negotiation with SEM too lengthy; Selectperson Fabian confirmed she could have an answer by next Tuesday (11/17/20). Selectman Day wanted to ensure Town Council would be made available to review any extension or new contract. Selectman LaCamera would like to have a verbal agreement with SEM before contacting Town Council. Commissioner Houle volunteered to help review and complete the contract/extension with the Board of Selectmen and SEM. Selectman LaCamera returned the discussion to the motion still on the table. Selectperson Fabian reviewed the motion:

Motion by Paula Houle (with amendments by Rich LaCamera): Extend the SEM contract until October 31, 2021 with changes to be negotiated. If an agreement cannot be reached by Tuesday (11/17), the management contract will go out for RFP. If an extension is approved, an RFP will be out by July 1, 2021. Seconded by Jesse Medford

Commissioner Coscia inquired if the contract will move to a yearly timeline. Chairman Holmes reviewed the extension must remain on the current timeframe, but an RFP would allow for a change in the term.

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

Motion by Lia Fabian: Extend the SEM contract until October 31, 2021 with changes to be negotiated. If an agreement cannot be reached by Tuesday (11/17), the management contract will go out for RFP. If an extension is approved, an RFP will be out by July 1, 2021. Seconded by Brian Day

Roll Call Vote: Lia Fabian – aye, Brian Day – aye, Rich LaCamera – aye; **Motion Passed**

Motion by Scott Holmes: Adjourn Park Commission meeting at 8:04pm. Seconded by Joe Coscia

Voted: Jesse Medford - aye, Joe Coscia - aye, Paula Houle - aye, SH – aye; **Motion Passed**

*****Park Commission Meeting adjourned at 8:04pm*****

Motion by Brian Day: Adjourn the Board of Selectmen meeting at 8:04pm. Seconded by Lia Fabian

Voted: Lia Fabian – aye, Brian Day – aye, Rich LaCamera – aye; **Motion Passed**

*****Board of Selectmen Meeting adjourned at 8:04pm*****

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