

Lakeville Park Commission
Meeting Minutes
Loon Pond Lodge
Monday, December 16, 2019@ 6:30pm

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

Other Attendees: Jed Cornock (Masterplan), Nicole Phillips (SEM), Laurie Perkins (SEM), Rich LaCamera (Selectman), Neli Woodburn (Clerk)

Chairman Holmes opened the meeting at 6:32pm

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

6:30pm – Lakeville Lions request: Not present at the start of the meeting. Chairman Holmes moved forward to the next agenda item.

6:45pm - Master Plan update with Jed Cornock: Mr. Cornock introduced himself to the Commission stating he is the Principal Comprehensive Planner & Contract Coordinator for the Southeastern Regional Planning & Economic Development District (SRPEDD). He was asked by the Lakeville Master Plan Implementation Committee to visit with all Boards/Commissions in town to bring everyone up to date on the Master Plan effort. The Committee is holding an open house at the Assawompset Elementary School on January 11th from 10am to 12pm where they will outline a draft master plan to the community and ask for feedback. As part of the effort Mr. Cornock is providing a list of goals and strategies to the various board/commissions in town. This has been formulated over 2 years; 4 public workshops and meetings with various Town departments included. A copy of the goals and strategies was provided to the Commission. Mr. Cornock led the review focusing on items dealing with the parks. It was noted in the workshops residents wished for other methods, such as walkways and bike paths, to access areas in town. Mr. Cornock asked for an overview of the Park Commission and the areas the Commission manage. Chairman Holmes provided a brief explanation of the Park Commission and the areas managed which include Ted Williams Camp (TWC), Clear Pond Park (CPP), John Paun Park (JPP), and Dickran Dirian Square. Mr. Cornock inquired on events over the winter at TWC which could be expanded on. Chairman Holmes stated Winterfest was held at TWC for about three years; however the group who ran this event was not able to continue. Another winter event was the skating rink by the Lakeville Lions group; however the winter did not provide cold enough temperatures to keep it running. The Loon Pond Lodge (LPL) also had a holiday shop over the winter. There is not much scheduled during this time due to weather constraints. The trails at CPP and TWC were reviewed. The TWC trail is in need of clean up and the Commission does plan to do so. The TWC trail also had exercise stations throughout. Chairman Holmes explained the limited resources at the parks in regards to the Maintenance staff. There are budget constraints which hinder additional staff being hired. Commissioner Nolan explained the Park Commission is an enterprise fund which means the Town does not fund the budget. The Park Commission generates its own revenue for the budget. It has been an Enterprise Fund for approximately 20 years with no intent to return to the Town's budget at this time.

The budget is reliant on the revenue from the LPL and field user fees. Mr. Cornock asked about the expansion currently going on at the parks. Chairman Holmes provided an overview of the two new fields on Route 18. The fields will be for multi-purpose use and are expected to open in 2021. An additional practice area may fit in this space; however the fields and parking will be completed before assessing this addition. Mr. Cornock asked if more field space would be needed in the future. Chairman Holmes did not foresee the need for adding more fields in the area since the two new fields would help alleviate field space issues. Mr. Cornock stated people commented on the current state of CPP and the needs for updates or repairs. Chairman Holmes listed the repairs and additions done over the past couple of years. Additional funding would help speed up some of these projects. Commissioner Nolan explained the reason for out of town guests at CPP is to help with funding. If CPP were to move to residents only, Town funding would be needed. Mr. Cornock was able to speak with the TWC maintenance staff when he was on site handing out pamphlets in regards to Master Plan. He stated the staff explained the large amount of work needed to care for such large spaces. He was also informed a Highway Department employee is provided to the Park Commission for the summer. Chairman Holmes further explained the agreement with the Highway Department for this seasonal assistance and noted the Park Commission pays the employee's salary with benefits from their budget. This employee works at TWC from April 1st until November 1st, approximately. Mr. Cornock felt the biggest problem for the Park Commission seems to be funding and staffing. Commissioner Nolan noted the amount of volunteer work is extremely helpful. The parents and staff of the Teams/Groups at TWC complete a great deal of work on the fields they play on. Chairman Holmes provided an overview of work completed by Teams/Groups at TWC. Each Team/Group comes before the Park Commission for approval of any work being completed. Chairman Holmes further added the field fees collected from the Teams/Groups does not cover the expense of even the maintenance employee salary. Mr. Cornock inquired if the Town would be able to help fund the Park Commission while staying an Enterprise Fund. Chairman Holmes stated it was allowed in the past. The Master Plan will be delivered to the Town in March. After that the Master Plan Implementation Committee will work with the responsible parties to move the plan forward. There were no further questions or comments at this time, so Mr. Cornock left the meeting.

Commissioner Coscia inquired if anyone knew the reason the Lakeville Lions wanted to attend the meeting. The Commission Clerk believed it was to speak about their upcoming event. SEM did receive communication stating they were attending the meeting to request the usual price reduction for their fundraising comedy event. A date has been booked for the event. In the past, the Lakeville Lions paid in full for the rental of the LPL and the Park Commission donated back to the group.

Motion by Mike Nolan: Approve a donation back to the Lakeville Lions for half the rental fee (same amount as last year). Seconded by Joe Coscia

Voted: Unanimous in favor – Motion Passed

The Cleaning fee will still be charged for the event. Chairman Holmes noted if the Lakeville Lions were attending for another reason or needed something else for their upcoming comedy show, they should attend the next meeting.

Review and Approve Meeting Minutes – Minutes from 11/18/2019 provided for review.

Motion by Mike Nolan: Approve the meeting minutes from 11/18/19 as submitted. Seconded by Jesse Medford

Voted: Unanimous in favor – Motion Passed

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

OLD BUSINESS

SEM/LPL UPDATES:

SEM was in attendance and began the discussion with the plan to have a Bridal/Vendor show at LPL. The event is scheduled for January 26th. There will be no fee for vendors signing up, and will be more of an event to promote the venue. This is scheduled during a slow period for the Lodge. SEM will clean after the event. There were no objections to moving forward with this event.

SEM inquired about the Car Show being planned for July 2020. A recent article in Southcoast Today listed some incorreced information and SEM wanted to confirm. The event is scheduled for the Saturday, not the Sunday listed. Chairman Holmes further reviewed the information about the event since the article was not accurate. There is a wedding interested in booking the LPL on the date of the Car Show. The bride noted wanting to take photos with the classic cars. The Car Show will have cars on display, vendors selling goods, and the Park Commission would set up a food truck or a food booth. Exact details for the Car Show are still not confirmed, but the group was definitely not looking to rent the LPL as part of the event. The renters will be informed of both events occurring on the same day.

SEM has submitted all renewal applications at this time. These include all items for the Board of Health and renewal of the liquor license. Commissioner Nolan noted a recent issue with the thermostat at the LPL was fixed. The Building Commissioner offered to monitor the Lodge's temperature as he does for other Town buildings. SEM stated the temperature is adjusted dependent on the event, number of people, etc. The Commission Clerk suggested providing the Building Commissioner with the events calendar for the month to make him more aware of possible temperature fluctuations. SEM wanted to ensure they would be able to override the system when needed.

(TriFest 2020 further review) The parking lot use for the race has been confirmed. The small lot will be used for the event at the Lodge that day. The race on Saturday is expected to be completed between 11am and Noon that day; it is the shorter race that day.

(Poll worker training request) A memo was received from the Town Clerk requesting use of the LPL for poll worker training; a copy was provided to all Commissioners for review. This training occurred at the LPL back in 2016. The location for training rotates each year. SEM was informed no special set-up would be needed for this event and 100 to 120 people from neighboring communities were expected to attend. There are no conflicts for the date/time of this training. The cleaning fee was discussed. This fee is charged to all events at the Lodge. The Commission Clerk confirmed there is no event on the following day; but there is an event if the rain date is used. The current fee charged was reviewed.

Motion by Jesse Medford: Allow the poll worker training at the Loon Pond Lodge for the date requested (rain date included) with only the cleaning fee charged. Seconded by Mike Nolan

Voted: Unanimous in favor – Motion Passed

(General updates) SEM did receive the signed contract for TriFest. The director would like to bring in a food truck for the race. SEM informed him if the food truck brought in is not on the vendor list at LPL they would need to contact SEM. He was also informed of the needed items from the Board of Health for any new caterer on site. This was discussed last year as well; however no food truck was hired. There is a concern of hiring a food truck for this race since the LPL is booked out the same day. Further details are needed around this. SEM has two food trucks approved and on the vendor list. These food trucks can be set at TWC to generate revenue from the caterer without an event due to the number of visitors for sports play. Commissioner Coscia was concerned this would take away from the Group/Team's concession stand profits. The soccer group has had a food truck at the fields on Saturdays in the past.

Commissioner Coscia noted the cover on one of the thermostats at the LPL was broken. SEM noted they have not seen a guest at any event attempt to change the temperature themselves. Guests tend to inform the bartenders if the room is uncomfortable. It was mentioned the covers have been repaired more than once. The covers can be replaced at this time and charged to an event if they are found to be broken. SEM offered to research the cost of new thermostat covers and if there are any better options.

SEM would like to review 2022 pricing. They expect to start fielding calls for 2022 dates soon. The only change in pricing suggested was an increase to Saturday wedding rentals, which is the most popular day. They will attend a meeting in January to further discuss this rate. SEM was thanked for their work and they left the meeting.

TWC UPDATES:

(Snow Removal position) Commissioner Nolan spoke with Doug Berry about the snow removal position and he was interested. There was a concern about the snow blower not working and Commissioner Nolan will take some time to repair it. Paperwork was filled out for the position, and an employment letter was sent to him by HR.

Motion by Mike Nolan: To bring back Doug Berry for the snow removal position this year. Seconded by Joe Coscia

Chairman Holmes noted the rate for the position was posted and Mr. Berry accepted the position. He will need to communicate with SEM for the event schedule.

Voted: Unanimous in favor – Motion Passed

(Part-Time employee review) Commissioner Nolan believed one of the part-time TWC maintenance employees was seasonal and stopped working for the winter around Thanksgiving. The other TWC maintenance employee would traditionally stay on through the winter to handle smaller indoor maintenance items. Hours for the maintenance staff were reduced last winter to 8 hours per week. The part-time position is a 0 to 18 hour position. Possible work available for the off-season was reviewed. Commissioner Nolan noted since he oversees the employees at TWC he did not feel

two employees are needed during the winter for the full amount of part-time hours. He suggested having them on call if any work is needed and keeping them both on the books as active employees. Once the spring begins, there will be more work for both positions. Commissioner Nolan would like to provide the employees with a specific schedule. Currently, the employees work whenever they are available.

(General updates) The sign on route 18 is too dark for visitors to notice in the evening. Solar lights were suggested since there is not electricity available to use. Solar lights are also less expensive to set up. Commissioner Coscia recommended the solar lights as a temporary solution and trying to hook up regular lights in the spring. Regular lights will provide more illumination overall.

SPORTS SEASON:

(2020 fertilizer cost proposal) A proposal was created by Commissioner Bradley and provided to the Commission for review. The 2020 field use fees have been increase. The additional fertilization fee must be determined and the date for the Annual Sports meeting needs to be set. Discussion on how to communicate the additional fees was present.

Motion by Mike Nolan: Send out communication to the Teams/Groups of the increase of field use fee to \$20 per player and the flat fees to AAU and Little League as previously discussed at past meetings; holding off on the recommended fertilizer upcharge.

There was additional discussion on when this communication should go out. The motion to approve the field use fees was already passed at a previous meeting; the approved 2020 fees were reviewed. It was recommended to also inform the Teams/Groups of the additional fertilizer fee which is still being calculated and noting it should not be a large expense. Commissioner Coscia recommended the Clerk draft this communication for review before the next meeting.

The above motion was seconded by Joe Coscia

Voted: Unanimous in favor – Motion Passed

Commissioner Coscia will be creating a specified contract for JPP which will list the fields the group is approved for.

JPP UPDATES:

(General updates) John Paun Park is now closed for the season. Commissioner Coscia was able to further winterize the bathroom unit and all is set for the season. A tarp was used to cover the unit and protect it for the winter. The intent is to utilize the trap to cover the unit for a couple of years.

Commissioner Coscia would like to have the storage building at JPP inspected to determine if repairs can be completed to make the building more usable or if the building needs to be taken down. The Building Commissioner will need to be contacted for this inspection.

ROUTE 18 FIELDS:

(General updates) Commissioner Nolan believed the well drilling company received their check for the work completed. Nelson Excavating should be at the fields to begin some work and start the parking lot area. Chairman Holmes noted the new field was relatively

dry after the amount of rainfall in the area; other fields were very wet or flooded. Commissioner Nolan thanked the Freetown Lakeville Soccer Club for paying for the well drilling at the new fields.

BUDGET REVIEW:

(General updates) Selectman Richard LaCamera was in attendance at the meeting for the budget review. Chairman Holmes did not have the most up to date budget proposal with him. He will be attending a budget workshop with the Town Administrator to review all the items proposed along with the Town Accountant. Afterwards, a meeting with Selectman LaCamera will take place. Selectman LaCamera would like to work together with the Park Commission and help combine maintenance needs with the Park and Town. The Town is looking to have one person in charge of custodial services throughout the Town buildings and the Park buildings could be included. The Town is also looking to create a Repair/Maintenance plan for the buildings. This is in addition to the usual Capital Plan. Various employees throughout the Town can assist in completing these repairs and maintenance. Selectman LaCamera noted any items for procurement will now only go to the Town Administrator. This is to streamline this process and not receive conflicting information by speaking with more than one person. She is the Chief Procurement Office for the Town. Selectman LaCamera also suggested changing the part-time Highway/Park employee to a full-time Highway employee who handles the park items. Commissioner Nolan stated conversations about this position have begun with the Superintendent of Streets. Chairman Holmes explained the Commission did previously vote to hire their own employee to replace this position. Selectman LaCamera stated his belief was the benefits for this position should not be paid by the Park budget and is a Town responsibility; further discussion would be needed about this subject. He reviewed recent minutes for information in regards to TriFest and read updates for CPP. He personally believes the Town should move to make CPP residents only again. He felt a majority of stress at CPP was due to accommodating such a large amount of visitors. He reviewed the budget proposal and calculated CPP takes \$50,000 to run. Chairman Holmes explained that amount would cover the payroll for the CPP season; however there are expenses at CPP which are listed under regular maintenance costs so this amount is not exactly accurate. Selectman LaCamera felt a supplement of around \$25,000 from the Town's budget would cover the loss of out of town fees to make CPP resident only. Residents would still need to pay a fee. Commissioner Coscia felt there would not be enough residents who wish to visit CPP to keep it open. Commissioner Medford agreed the biggest complaint about CPP was it is open to everyone. He believed if it became resident only more people would visit. Chairman Holmes felt making CPP resident only would be a good thing for the town. It was noted the return of Doug Berry as Director brought people back to the Pond. The Commission was interested in further discussion about this subject. Commissioner Nolan explained one of the reasons CPP was open to the public was due to former residents who still lived in neighboring towns. In the past couple of years, the number of non-residents has increased especially those from non-neighboring towns. The Capital Plan is going to be updated; anything over \$10,000 should be listed on this plan. Additionally, a list of any repair/maintenance items under \$10,000 should be created so the Town can try to prioritize those and try to provide assistance. Selectman LaCamera pinpointed the parking lots at TWC as an issue and

would like to discuss them further; a short-term and long term solution should be decided. Chairman Holmes noted the soccer parking lot used to drain off into the woods, which is now where the Police Station is located. This building raised the land level and now the water cannot drain like it used to. The Park Commission paid to have a drainage plan created, and then the work went out to bid. The prices which came back were much higher than expected and could not move forward at that time. Selectman LaCamera verified the amount of funds in retained earnings for the Park Commission. Chairman Holmes explained a large portion of those funds are for finishing the new fields and the bathroom unit at JPP. Commissioner Nolan asked to discuss the recent Board of Selectman meeting in regards to TriFest. He provided a bit of history around the fees charged for this event which started at \$2 per participant when the race first started; it is now \$5 per participant. Selectman LaCamera reviewed the amount of money being generated from this race and the one held in Freetown. The group is not a non-profit entity. Commissioner Nolan stated the contract for 2020 has already been provided to TriFest and did not believe the fee should change at this time. Also, the group will not be using the building which is different from past years. The fee for 2021 could be discussed at a later time. Selectman LaCamera is reviewing the management contract at the LPL to ensure the group is compliant with the terms. He noted a marketing plan is supposed to be created by the group and reports sent on a regular basis. Chairman Holmes confirmed the Park Commission receives the reports twice a month. A yearly guaranteed minimum amount is supposed to be met by the group as well. Selectman LaCamera reviewed the Town's use of the LPL for official events such as elections, which is listed in the contract. The contract is reaching its end date on November 1st, and discussions should begin about a new contract. Selectman LaCamera asked about the cleaning company used at the LPL. Commissioner Nolan stated the Commission is open to any suggestions for a better, less costly cleaning. Chairman Holmes explained this was the only company willing to do this cleaning job at a fair price and a few were looked at. Each event is charged the applicable cleaning fee whether the rental is donated or not. Selectman LaCamera stated the Town would pay the cleaning fee for Town events as needed. Commissioner Nolan asked Selectman LaCamera if he had received complaints that the parks area is not available for the Town to use; no complaints were directly received. Commissioner Nolan noted the Commission is open to discuss using the space for Town events. There were no further questions or comments; Selectman LaCamera left the meeting.

REVIEW OF OUTSTANDING ITEMS:

The possible shed for Town voting equipment was tabled at this time. Chairman Holmes spoke with the Building Commissioner, but the discussion has not continued. The Commission Clerk inquired about the sign at Town Hall moving to TWC. The sign could be cut and removed from its footing. The Highway Department was not able to assist with it at this time; too many other projects going on. Adding the sports package to the existing cable at LPL can move forward; the Commission Clerk will reach out to Town Hall to add the sports package. Handicap signs are not up yet. Field light replacements did not occur this year. Expansion to the LMMA building may not be able to occur; no confirmation was provided yet.

The Commission Clerk received a response from the Lakeville Haunted House (LHH) in regards to the extension provided (into January 5th) to remove all items from the area.

They would like to extend the time further into spring to remove their items. The group is still in touch and still hoping to hand it over this spring to a new group. Commissioner Coscia noted the LHH area is a hazard and did not wish to extend the timeframe for removal of items. Temporary fencing was suggested to block the area from visitors. The Commission did not wish to change the previously approved motion extending the time to January 5th. The Commission Clerk asked if the rubbish removal frequency should change at this time to reflect the slower season; it was agreed to call the company to do so. The person running the possible Car Show should be invited to a meeting within the next month.

ANY OTHER OLD BUSINESS:

There was no other old business presented for discussion

NEW BUSINESS

CORRESPONDENCE:

No correspondence was present to discuss.

ANY NEW BUSINESS FOR THE COMMISSION:

No other new business was presented for discussion.

ITEMS FROM THE CLERK

The Commission Clerk noted she will be on vacation the next week. Chairman Holmes added the list of what the cleaning company does for the regular cleaning of the rooms. The kitchen is not part of the cleaning paid for. Chairman Holmes also noted his vacation time next week. The Clerk will update the route 18 sign for the holidays.

Next meeting previously scheduled for Monday, January 06, 2020 @ 6:30pm at the Loon Pond Lodge at Ted Williams Camp.

Motion by Mike Nolan: Adjourn the meeting. Seconded by
Jesse Medford

Voted: Unanimous in favor – Motion Passed

*****Meeting adjourned at 9:05pm*****