

Lakeville Park Commission
Meeting Minutes
Loon Pond Lodge
Monday, February 25, 2019@ 6:30pm

Members Present: Scott Holmes, Mike Nolan, Justin Bradley

Other Attendees: Karen Atwood (Lots of Love Trust), Darlene Donnelly Lee (Resident), Nicole Philips (SEM), Laurie Perkins (SEM), Neli Woodburn (Clerk)

Chairman Holmes opened the meeting at 6:42pm

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

Karen Atwood attended the meeting along with Darlene Donnelly for the Lots of Love Trust. The Trust is holding an event at the Loon Pond lodge (LPL) on March 8th, and would like to request a discount on the rental fee. Chairman Holmes explained the Commission's process for any fee rental discounts is the group must pay the rental fee in full prior to the event and any approved discount would be provided as a donation after. He also reminded them the Park Commission is a non-profit group as well. Ms. Atwood explained how the Trust was created, and the main goal is helping families dealing with terminal illnesses or hardships. The upcoming event is a fundraiser for the Trust playing a Left Center Right dice game. Tickets are being sold for the event, and the winner will receive a cash prize dependent on the amount raised. The Trust has been able to assist during holidays such as Easter and Christmas for families dealing with hardships. Chairman Holmes ensured contact information was received for the Trust so the Commission can provide an update when a decision is made. The Trust would not have the items needed for such a fundraiser so if other groups see its successfulness and chose to hold one as well the items can be shared. Ms. Atwood asked for further promotion of the event; SEM has already posted the event on Facebook for more advertisement. A further description of the event and game was provided including cash prizes for the winners. Chairman Holmes thanked Ms. Atwood and Ms. Donnelly for their time and confirmed they will be updated once a decision about the pricing is made.

OLD BUSINESS

SEM/LPL Updates:

SEM Did not have any additional updates at this time. They suggested the Commission compile a list of items to discuss for the next meeting they attend. Chairman Holmes asked about instructions for a door panel; however the original book went missing. An online version was found and provided. SEM suggested changing the master code since the original copy in the instructions went missing. Commissioner Nolan requested a better method of communication in terms of snow removal at the LPL due to a recent issue. SEM now has the phone number of the employee hired. A hand written calendar is now available to review for any employee; however, a suggestion was made to remove the snow at LPL as soon as possible and not have it scheduled if an event is booked. Chairman Holmes advised the employee to reach out to SEM if snow is in the forecast. This way an

appropriate timeframe for snow removal can be planned. SEM wants to ensure the snow is removed as soon as possible so the Lodge is available for last minutes rentals as well. Commission Nolan also wanted to confirm SEM has the phone number for the highway Department to ensure proper plowing at TWC. SEM does have the needed number.

Motion by Justin Bradley: To enter into Executive Session pursuant to M.G.L. c.30A, §21a(3) To discuss the deployment of security personnel or devices, or strategies with respect thereto; and return to open session.

Seconded by Mike Nolan

Roll Call Vote: Mike Nolan – aye, Justin Bradley – aye, Scott Holmes – aye

~~ Entered into Executive Session at 7:00pm

~~ Returned to Open Meeting session at 7:38pm

Tents: Commissioner Nolan began researching either renting a tent from a company for the season or purchasing a tent. Grant's and Winberg's were not able to provide a rental for the size TWC uses; Winberg's suggested combining two smaller tents for a larger size. Grant's Rental has a used tent for sale at this time. Commissioner Nolan is further speaking with Old Colony to inquire about constructing a permanent structure at TWC. Chairman Holmes emphasized getting on the school's project list as soon as possible since it could take time for them to get to it.

Review and Approve Bills – Bills were not available at the meeting. The Clerk will reach out to the Commission to sign the bills during the week.

Review and Approve Meeting Minutes 1/22/19& 2/16/19 – Edits were provided for the minutes on 1/22/19. Commissioner Bradley asked for further information in regards to the Police Station request from the minutes. It was confirmed the road will be cut for the connection to service.

Motion by Mike Nolan: Approve the Meeting Minutes from 1/22/2019 as amended. Seconded by Justin Bradley

Voted: Unanimous in favor - Motion Passed

Motion by Justin Bradley: Approve the Meeting Minutes from 2/16/19.

Seconded by Mike Nolan

Voted: Unanimous in favor - Motion Passed

TWC UPDATES:

Chairman Holmes updated everyone, Conway backed out of the drainage work. The company was not able to keep the project as a sole proprietor, additional employees would be needed. The project will now go out to bid as soon as possible. The Building Commissioner requested one Park Commissioner assigned to work with him and the Town Administrator on the project. Due to the timing, a delay in waiting for the next meeting is not ideal. Commissioner Bradley

volunteered to work with them. A discussion of the level of authority which will be provided was present.

Motion by Mike Nolan: Authorize Commissioner Justin Bradley to approve a bid up to \$25,000. Seconded by Scott Holmes

Voted: Unanimous in favor - Motion Passed

Also, the drainage at the Soccer Fields will not be funded by the Police Station Building budget. The Selectmen will now have to discuss how to handle the needed funds for the project. The Building Commissioner suggested the Park Commission create a memo to present to the Selectmen explaining the need for the project to be completed as soon as possible due to the increase activity in that specific area beginning in April. The Clerk will compose a memo and share it with the Commission for edits prior to submission.

The Master Plan Committee is holding a meeting on Saturday. It is suggested to have at least one Commissioner in attendance. Commissioner Nolan and Commissioner Bradley will try to attend.

Sports Season:

Finalize Electric Bills for Teams - Information no available, tabled for next meeting.

Overview of attendees at meeting & teams who did not - Information not available, tabled for next meeting. Chairman Holmes explained a note should be sent out to the teams who did not attend the meeting; they will need to attend a Park Commission meeting prior to the season start.

CPP - Director Job Posting Review – A posting was provided for review. Chairman Holmes believes the posting presented was not the most recent version. The Clerk will reach out to HR for the most updated copy from 2018. Chairman Holmes would also like to add to the posting the Director should ascertain all lifeguard certificates and provide copies to the Clerk for secure record keeping. He did not believe these changes will need approval from the Board of Selectmen, however asked for it to be reviewed by the Town Administrator.

JPP Updates – No new updates at this time. The softball group reached out to Commissioner Nolan asking for a copy of the plans so they can see what size pad is needed and where all the connections need to come in. Chairman Holmes also spoke with Blooperball letting them know when the unit is in place; their help keeping it locked up at night will be needed.

Rt. 18 Fields – There will be a small meeting tomorrow including Lacrosse and soccer representatives. All information from this meeting will be presented at the next Park Commission meeting.

Chairman Holmes stated all the AEM machines are now on site. Additional pads for the units will be ordered through the Fire Department. The suggestion for having a class on the AED machines along with CPR and First Aid training. A recommendation was presented to include CPP lifeguards and all maintenance staff to ensure their certification for an additional two years. Chairman Holmes further

recommended the Park Commission to pay for the staff's training. Sports teams could also be included depending on the size of the class.

Another bathroom stall at LPL broke, parts are currently on order.

Chairman Holmes would like to purchase a heating tray for the hot dog machine at TWC. The part is available online at a cost of \$12.99 per tray.

Motion by Mike Nolan: Approve the purchase of the heating tray for the hot dog machine. Seconded by Justin Bradley

Voted: Unanimous in favor - Motion Passed

Commissioner Nolan continued the discussion on the tent. He has reached out to a number of different companies for perhaps a heavier duty canopy type item. If a regular tent is the decision for the season. A quote was provided for a used one (\$4950). The issue of employees available at TWC to put up/take down the tent was discussed. At this time, there are only 5 annual events to consider, SEM has been declining tent rental requests at this time since it is not useable. The option of a permanent structure was compared against a tent. Old Colony handling this project would be beneficial and perhaps the Park Commission can provide them space for events in return. A further discussion on this possibility is needed.

Next meeting scheduled previously scheduled for Tuesday, March 12, 2019 @ 6:30pm 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 8:11pm*****