

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

Members Present: Scott Holmes, Mike Nolan, Justin Bradley, Ken Olivieri

Other Attendees: Neli Woodburn (Clerk)

Vice-Chairman Nolan opened the meeting at 6:35pm

Vice-Chairman Nolan inquired if anyone was recording the meeting; LakeCam was recording.

Review and Approve Bills: Bills were provided for review and approval. A bill for a new flag was included and the flag delivered. Chairman Holmes inquired if anyone knows where to bring the damaged flag for proper disposal. Commissioner Bradley will ask a local Boy Scout if their troop is able to dispose of an American flag. The Commission wants to ensure the old flag is disposed of properly.

Chairman Holmes noted tire tracks and a damaged area at the round island near the lodge. Commissioner Nolan also noted bike marks from the mud near the office as well.

The electric bills were reviewed. The amount being seen of a few bills is a flat charge to keep the item on even though it is not running during the winter season. Chairman Holmes stated it should be researched whether turning off the electricity to these items for the season would be more cost effective. The bill for the pump which is utilized by soccer, baseball, and the library is a high amount for the off season. A line item for "electric street lights" was noted which makes up for the high amount being seen. There was confusion on which meters were measuring what items at TWC. Chairman Holmes suggested having Middleboro Gas and Electric review the meters and further detail what is being powered on each. Commissioner Nolan recently had this done at John Paun Park. It was also noted the bill for Clear Pond Pumphouse is higher than expected for the off season and it was surmised something must still be on at the park. There are two street lights at Clear Pond which may be the cost seen. The Commission Clerk also questioned which account a heating repair would fall under; Chairman Holmes confirmed Repair/Maintenance of Buildings and Grounds would be used.

Review and Approve Meeting Minutes: Minutes from 10/1/18 were provided. Chairman Holmes had questions in regards to the contents of the minutes. He was not present for the conversation with Lakeville Haunted House (LHH) and inquired if the proposed deposit for the next season was going to be added to their budget. Commissioner Bradley stated the group is changing hands; therefore it would fall upon the new LHH board to do so. Next steps would be having this new group come to a meeting; however it was unknown who the new group would consist of. The sign has been removed by this time. Chairman Holmes also mentioned SEM attending a meeting soon, the Commission Clerk will reach out to them with the next meeting date. Commissioner Olivieri did not yet hear back from the softball tournament in regards to the invoice for a tournament held at JPP. The

Commission Clerk provided an update on the AED machines; the invoice with serial numbers was located and the holders for the machines were found. The Administrative Assistant for the Fire Department reached out to the former chief for further assistance in locating the machines.

Motion by Justin Bradley: Accept the Minutes from 10/1/2018 as presented. Seconded by Mike Nolan

Voted: Unanimous in favor – Motion Passed

New Business

(Karate Studio Rental Agreement) – Chairman Holmes explained this item was placed on the agenda due to the Agreement was coming due in 2019; however, after review of the document renewal is in 2020. A copy is available should any Commissioner wish to review it. The Clerk will add this to a future early 2020 agenda.

Old Business

BUDGET:

(Finalize budget) – Chairman Holmes inquired if there were changes to the budget at the last discussion; however, none were noted. The decision to either keep a Town employee as maintenance staff at TWC or hire a dedicated Park maintenance employee still remains. The current Town employee who works maintenance at TWC will be retiring in March 2020. Commissioner Nolan suggested hiring a part time maintenance employee now to work with the current employee and learn the position. Chairman Holmes provided background into the Town employee; it was agreed the Park Commission would have 2 Highway employees work maintenance at the park, then it went to one employee and more recently the Park Commission had add to the budget 2/3 of the entire compensation for this employee. Two part time employees could be hired for the summer months at a lower rate than the current. Commissioner Nolan noted the expertise of the Town employee with the equipment needed at the park and suggested a meeting with the Superintendent of Streets since this may affect his budget as well. Commissioner Bradley was not fully aware of this original agreement, but agreed it may be time to move away from using a Town Employee at the park since the payroll is being supplemented by the park but not having the authority over this employee. Commissioner Nolan would like Chairman Holmes authorized to speak with the Selectmen about his topic. Commissioner Bradley further expressed the current agreement does not benefit the Parks since another department determines their schedule and work. Commissioner Olivieri added the skills of this employee help keep equipment running since he is able to repair most items. The Highway Department has its own mechanic which is utilized. Commissioner Bradley also expressed concern of not receiving assistance from the Highway Department if their employee is not utilized. Chairman Holmes stated the budget was past due at this time. It is unknown if a new employee will just take over the position when the current one retires. The budget would be balanced by not accepting the Town employee salary and hiring direct reports (two part time positions). It was suggested to make one of the employees a supervisor for all maintenance staff at TWC and be the direct report for the Commission. Issues with the current employee and notifications around vacation or time off were discussed. Currently, to ensure the budget balances funds are being taken from Retained Earnings to cover the salary of a Town

Employee through June. The current arraignment is not ideal; however, the question Chairman Holmes presents is does the Park Commission continue this agreement through June and then change the budget for the next fiscal year, or change it now. Commissioner Nolan also added since the current Town Employee retires in March, the Commission could utilize this employee for half the time and add a new employee in 2020. It was agreed, the Town Employee can be used for the 2019 season, and then the Park Commission will hire a part time maintenance employee in 2020. The budget will just have to be adjusted to show this change.

Motion by Mike Nolan: Adjust Budget from the previous approval to include the change of \$15,000 from the Highway Department payroll to the Park Commission payroll.

Seconded by Justin Bradley

Voted: Unanimous in favor – Motion Passed

Chairman Holmes will contact the Town Administrator with this change to the budget.

LPL UPDATES:

(General updates) The Commission Clerk did not have any updates to provide. Not many events happening at the Loon Pond Lodge (LPL) at this time.

(Security system set up) Chairman Holmes stated the system needs to be up and running. It is a service being paid for. All instructions should be compiled and codes be set up with training at a meeting. Commissioner Bradley volunteered to handle this. Several codes will need to be set up in the system. The Commission Clerk requested a separate code as well. Chairman Holmes confirmed keys to the building are not to be copied since a code can now be used. All keys are being tracked. Any member of the Commission can have a key as well as a code if requested.

(Tent update, continued) Requests for tent rentals are coming through. SEM believes the tent was a 30x60, however they could not find this information listed anywhere. Chairman Holmes believed it was actually 28x58 and thought it was added to the contracts. SEM was going to call Grant's Rental for a possible used tent to purchase. Chairman Holmes stated the issue is not purchasing another tent; it is the tent remaining up most of the year and being damaged. He suggested an additional fee to charge renters to set up and take down the tent. Commissioner Olivieri added if it is rented it can be set up on a Friday and taken down on Sunday or Monday.

(Art Council Request) The group wishes to attend a meeting to confirm December dates for their craft fair. Last year's event was charged only one day for the two day rental. The whole building was rented for a discounted rate. The cleaning fee was not included in last year's fee, however it will be added for 2019. All events will be required to pay the cleaning fee even if the rental amount is discounted or provided at no fee. The event is scheduled for December 6 & 7; which is not a busy time for the Lodge. It is a Town group holding this event. Chairman Holmes noted the contract with SEM allows the Town free use of the building for three specific dates which does not include this event. This event was previously held at the Senior Center at no cost. Commissioner Olivieri inquired if the vendors at the craft fair were charged a fee for their spot. The Art Council stated at a previous meeting there was no fee, however the Commission believes there was after

hearing some feedback from the vendors last year. The group is planning to attend another meeting after the Commission has reached a decision on the fee.

Motion by Mike Nolan: Table the fee for Lakeville Art Council event until the next meeting so more information can be gathered. Seconded by Ken Oliveiri

Voted: Unanimous in favor – Motion Passed

TWC UPDATES:

(General updates) Updates were provided at earlier portions of the meeting

(LHH sign) Sign was updated at an earlier portion of the meeting.

SPORTS MEETING:

The 2019 Sports meeting is scheduled for this Saturday, February 9. Commissioner Olivieri has gathered information for the AAU teams requesting time. At the meeting fees will be collected and updated insurance binders. Commissioner Olivieri added contracts will be handed out at the meeting so the teams/groups can fill it out at that time and provide all the items required. A scheduled will be asked for if available at the time of the meeting. Chairman Holmes emphasized the importance of having the schedule for all the teams/groups to ensure maintenance is completed on the fields and avoid conflicts of field use. Last season the AAU teams were able to schedule themselves on the fields, and Commissioner Olivieri planned to allow them to do this again. The coaches were able to speak among themselves to ensure the field was used appropriately. Further details of the Little League scheduled use of the fields are needed. Commissioner Olivieri inquired if the teams/groups understand the field fees charged are used to maintain the fields; the Commissioner Clerk suggested reminding them at the meeting. The electric assessments have not been provided to the appropriate teams/groups yet. They are awaiting approval. The electricity assessment needs to be further reviewed since there are now questions in regards to the electric street lights charged in conjunction with the pumphouse. The Commissioner Clerk will update the assessments.

JPP UPDATES:

(General updates) Commissioner Nolan contacted Town Hall in regards to the JPP bathroom purchase and was informed the purchase order has not yet gone out. It is now awaiting approval from the Selectmen. The Town Administrator composed an explanation for the reason the more expensive unit was approved by the Park Commission. This included detailing another company omitting the wood subflooring in their unit which is not ideal for the location. Only two Selectmen will be present at the next meeting for voting, and one Selectman already stated disapproval of purchasing the unit. This can delay the purchase. The Selectman voting no stated a pad and shelter can be constructed for portable restrooms instead. This option was previously discussed and the full mobile unit was the more desirable solution for this project. Commissioner Nolan will be speaking with the Selectman to further explain the importance of a full bathroom for the children playing at JPP. Commissioner Bradley suggested inviting the new JPP softball group to attend the meeting as well so they can show support. If the purchase does not get approved at the meeting, the delivery of the bathroom would not be expected until mid-May. Commissioner Nolan has already stated he will attend the Selectman meeting following this upcoming one if the purchase is not approved. All

Commissioners are welcome to attend the Selectmen meeting in regards to this purchase.

RT. 18 FIELDS:

Commissioner Nolan will be contacting Middleborough Gas & Electric to get an updated on the work needed to run the lines across the road. The payment was sent out in December for this work.

Commissioner Nolan was updated by the TWC Maintenance employee; all doorstops were installed at LPL. Also, the clean-up of the TWC office is nearing completion. Ideally a portion of the office can be rented out to brides as a setup area prior to a wedding at LPL. One office in the building will remain locked and this will be the office for the Commission. There is leftover building material stored in the office which needs to be removed. Chairman Holmes will speak with the Building Commissioner on what to do with some of the material since it is usable.

Correspondence

ITEMS FROM CLERK:

(Certifications outstanding) The Commission Clerk wanted to confirm everyone has signed the needed certifications for Town Hall.

Commission Nolan requested to return the conversation to the electricity assessments for sports teams/groups. He believed all the amounts seem reasonable for the team/group's use except for TWC Volleyball. It was explained this assessment is 1/3 of the total shown. Last year the group was charged a flat amount of the 1/3 assessment, which was \$150, to ensure use of the light by other individuals was not charged to them.

(Donation) The Commission Clerk showed a recent donation to the Park Commission of a Ted Williams poster. A resident donated this item to the park. Other items were recently located in storage which may be hung in the building, including an old Ted Williams uniform.

Commissioner Bradley reviewed the reason funds were transferred from retained earnings for the Route 18 fields project was because the budget was set for funds for the bathroom. He expressed frustration the Selectmen did not state their disapproval of the price at that time.

The electricity assessments were reviewed again at this time. Base charges for the areas were questioned in regards to if this should be paid by the group/team utilizing the field. Chairman Holmes noted these base charges are not invoiced to the groups/teams outside of the April – October timeframe. He also requested the amounts for these areas in the off season time (Nov thru March) to confirm if items were left on which should be charged to the team/group. The Commission Clerk will further research. Chairman Holmes believed the Blooperball team did not utilize the lights much during the season; however the amount being invoiced is not excessive. Lights in the horseshoe area still need to be replaced. Chairman Holmes requested the Commission Clerk reach out to the Horseshoe league for the correct lightbulb type needed. A key will also be needed for their shed. TWC Volleyball amount has increased. The group is assessed 1/3 of the total amount.

Chairman Holmes stated the amount invoiced should be the same as last year and just note the amount is more this year, however only \$150 will be charged. The amount for the pumphouse will need to be further researched. Commission Nolan recalled the plan to upgrade the pump. Chairman Holmes confirmed the Police Station building committee began talks of tying into the pumphouse at the fields and would upgrade the pump for this added use. This upgrade will reduce the bill by half. The Clerk noted an additional charge from Middleborough Gas & electric listed as a 'Purchase Power Adjustment fee' on the watts used. Commissioner Nolan confirmed this fee was added to all bills. Chairman Holmes requested the Clerk look back at the JPP playground bill to note if it has increased from the base amount at any time. He is concerned this electricity is not being used at any time and could be turned off permanently. The new titles for the JPP electric usage were reviewed. Commissioner Nolan provided a review of where the meters are at JPP and what they are measuring. It is unknown why the field lights at JPP show no usage for the season. New numbers for the TWC concession and pumphouse will be further researched and provided at the next meeting.

The contracts for the 2019 sports season were provided for further review. A note was added detailing if the agreement was broken including tournaments held without approval will lead to a review of the contract and possible termination for the rest of the season. Chairman Holmes suggested a deposit for tournaments due to the last group which has not responded to the invoice for items such as trash removal. Commissioner Olivieri agreed but for outside teams using the area. An explanation of how tournaments work and are charged was provided. Home teams can be invoiced at a later time while visiting teams would need a deposit to hold a tournament or invitational. Applications for tournaments will be updated. Commissioner Olivieri further suggested a flat fee for tournaments since it would be difficult to have an accurate number for a per player fee. Chairman Holmes suggested adding the needed deposit and waiving this as needed for home teams.

Commissioner Nolan noted minutes from the last meeting would be more helpful rather than past minutes being caught up on. This will assist in keeping outstanding items in the forefront to be reviewed and completed. The Commission Clerk agreed and stated there are some to catch up on but will work toward always having the last meeting minutes ready to approve along with past ones being completed.

Chairman Holmes provided a review of the upcoming Mix Tape Bike event along with the fees approved by the Commission.

Next meeting scheduled for Monday, February 25, 2019 @ 6:30pm at the Loon Pond Lodge at Ted Williams Camp.

Motion by Mike Nolan: Adjourn the meeting. Seconded by Ken Oliveiri

Voted: Unanimous in favor – Motion Passed

*****Meeting adjourned at 8:37pm*****