

Lakeville Park Commission
Meeting Minutes
Loon Pond Lodge
Thursday, March 28, 2019@ 7:00pm

Members Present: Scott Holmes, Mike Nolan, Justin Bradley, Ken Lalli, Ken Olivieri (7:08pm)

Other Attendees: Carolyn Piper (Baystate Tri Team), Neli Woodburn (Clerk)

Chairman Holmes opened the meeting at 7:04pm

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

6:30PM: Baystate Tri Team request – A representative from the group was not in attendance at the start of the meeting. The original email correspondence was provided for review. The email did note utilizing Ted Williams Camp a few years ago; however the Commissioners did not recall this event. Commissioner Nolan inquired where groups like this and Trifest enter the water. He was recently informed there were hooks found in the water by swimmers. Chairman Holmes confirmed swimmers for these events get in the water in one area and exit in another; unfortunately, hooks have been found in both areas. Plastics nets are sometimes used by the groups hosting these events to help keep the hooks from the participants. The hooks are left behind by individuals fishing. The group was looking to have a training day with a catered cookout afterward. A detail on the number of individuals is not known. Chairman Holmes emphasized the needs for individuals in the water to help support the swimmers and ideally lifeguards on hand. The group will have to follow the same protocols as a Trifest in terms of police detail. More information on the day is needed to proceed.

Motion by Mike Nolan: Table discussion until group is able to attend meeting. Seconded by Justin Bradley

Voted: Unanimous in favor – Motion Passed

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

Review and Approve Meeting Minutes – Meeting minutes were provided for review from meetings on 10/15/18, 10/29/18, and 2/25/19.

Motion by Mike Nolan: Approve the meeting minutes from 10/15/18. Seconded by Ken Lalli

Voted: Unanimous in favor – Motion Passed

Discussion around the upcoming Mix Tape Bike Race was present. The Commission would like to know the number of participants at this time, knowing more will register closer to the event. The Clerk will reach out to the host.

Motion by Justin Bradley: Approve the meeting minutes from 10/29/18. Seconded by Mike Nolan

Voted: Unanimous in favor – Motion Passed

Chairman Holmes inquired on the status of the Lots of Love event. At this time the event was cancelled.

Motion by Mike Nolan: Approve the meeting minutes from 2/25/19. Seconded by Justin Bradley

Voted: Unanimous in favor – Motion Passed

@7:22PM – A representative from Baystate Tri Team entered the meeting. The discussion around the group's request continued at this time. Ms. Piper explained the group's request for use of TWC on June 1st and 2nd. They have approximately 60 – 100 people potentially attending, however the average for this is usually around 40. The main use of TWC would be on the 1st day, and the second day the group would like to use the park as a gathering place to begin/end the Strawberry Shortcake 10k. The cookout would be on June 1st as well. The Clerk stated the weekend was free as of now. The group requires use of the pond, parking, and is in need of bathrooms. Racks would be set up for the bikes. Chairman Holmes confirmed an insurance binder would be needed showing the Town of Lakeville as additionally insured. The group usually begins around 10am and finishes around 3/4pm. Commissioner Bradley asked if a police detail would be hired. The group does not anticipate the need for a police detail since it will not be a large group of bikes going into the road at once. This type of practice leads the group to being more spread out than a usual race. Chairman Holmes inquired about water safety; the group does have a certified lifeguard within who has a stand up paddleboard for use. She may also pull more volunteers to be in the water as needed. No money is involved, so a police detail to guard is not needed. A main part of the day is providing instruction to the participants as well. Commissioner Nolan asked about the group's previous use of Myles Standish for this practice and the regulations around it. The group needed to have someone in the water, and were restricted to how far they could swim. The policy for catering at TWC was explained and Ms. Piper was referred to Southeast Event Management (SEM) to further book a caterer. The Bartending policy was also explained and Ms. Piper was referred to SEM to book that as well. Ms. Piper asked the price to rent the area. Chairman Holmes explained since there is no longer a tent for the area (it was damaged) the fee to rent the space is unknown at this time. The Commissioner will confer with SEM to figure out the pricing. Ms. Piper asked if the group could bring small tents to use, and it was stated they could. A deposit to hold the date was discussed, however not immediately available. The Commission asked the group be penciled in on the date to start the process.

OLD BUSINESS

SEM/LPL UPDATES:

(Events calendar) A copy of the March and April calendar for the Loon Pond Lodge was provided and reviewed.

(Payment updates) A breakdown of payments from SEM was provided for review. A difference in totals was questioned and reviewed. Payments directly to the Town of Lakeville are still coming up in the totals at this time. A review of the regularly scheduled meetings was provided along with the fees for these weekly meetings.

(Carpet Cleaning) A quote was provided by the current cleaning company for carpet cleaning to the whole Lodge. Chairman Holmes suggested another quote be gathered as well. In the past, carpet cleaning had been completed by Bay State Carpets.

Commissioner Nolan asked about the possibility of renting a machine and the maintenance staff clean the carpets. It is unknown if the professional company does anything additional to the machine cleaning. Chairman Holmes would like to make a decision at the next meeting and asked if a Commissioner can reach out for an additional quote to compare. Commissioner Olivieri stated his preference would be to hire a company to professionally clean the carpets instead of having the maintenance staff complete it.

(General updates) Commissioner Nolan discussed the current ant problem at the Lodge. A temporary fix was completed to handle the immediate issue, but an exterminator would be needed to ensure the problem does not return. The Commission took a moment to look at the area affected. Chairman Holmes asked if anyone knew a pest company to reach out to for quotes. Commissioner Bradley volunteered to get quotes for the next meeting to review.

The heating unit at the Lodge was not working properly recently. Commissioner Nolan had Silvia Heating come to check on the issue. Nothing was found other than the thermostat fan was left 'on'. Commissioner Lalli suggested the thermostat may need to be replaced. At this time, the heat is working correctly.

TWC UPDATES:

(Pavilion discussion) Commissioner Nolan met with Old Colony Regional Vocational High School recently to speak about the school assisting with building a permanent pavilion at TWC. A company was found online who engineer a pavilion based on the regulations for the state. When meeting Old Colony to discuss the school setting up this pavilion in the next few years, the school stated they could schedule it for the next school year. Chairman Holmes explained until this fiscal year closes, the amount remaining in the budget for this project would not be known. It was estimated the building of the Pavilion would take two months to complete. Commissioner Olivieri asked if electricity would be hooked up. The current cost is only for the materials for the actual building; all other items such as electricity would be additional costs to the project.

(Fertilizer request) A quote for fertilizer was provided for review. The amount is less than last year. An area on the outfield will not be fertilized so new seed can be put down.

Motion by Justin Bradley: Accept the quoted cost for fertilizer.

Seconded by Ken Lalli

Voted: Unanimous in favor – Motion Passed

(Status of New hire) Commissioner Nolan inquired if a new person would be hired to replace the retiring maintenance worker at TWC. In previous discussions, the Commission decided to hire someone early to work with the current maintenance worker as a 'training' period. The position is already ready and would just need to be posted. The position requires manual labor and a person comfortable utilizing all the field equipment. Commissioner Nolan wanted to ensure filling the position was started since the work being down now should be shown to the new worker. Experience will affect the hiring rate for the position; however the position will be part time only.

Motion by Justin Bradley: Post the position for a new Part Time Maintenance worker at Ted Williams Camp. Seconded by Mike Nolan

Voted: Unanimous in favor – Motion Passed

(CPP Director job posting review) Chairman Holmes reviewed the positing for the Clear Pond Park Director position. He suggested hiring this person now so they are available to assist with hiring for the other positions at CPP and to begin preparations for the upcoming season. The posting was updated last year and has not changed for this year.

Motion by Ken Lalli: Post the position for Director of Clear Pond Park. Seconded by Mike Nolan

Voted: Unanimous in favor – Motion Passed

(General updates) Commissioner Nolan was informed of repairs needed on the Kubota at TWC. Parts will be required to fix it. Purchasing a used Kubota in the near future will be needed.

Motion by Mike Nolan: Approve the needed parts to repair the Kubota. Seconded by Justin Bradley

Voted: Unanimous in favor – Motion Passed

The Horseshoe group had stated concern in regards to a leaning tree near their shed. Chairman Holmes stated the tree is not leaning, but growing around the shed. He believes it is not in danger of falling. Commissioner Nolan additionally suggested if the tree does pose a problem, the shed can be relocated. The tree is healthy and should not be cut down. The main concern was the electrical unit that is there. Commissioner Nolan did not see any threat of an issue with the electrics in the area.

SPORTS SEASON

(Overview of attendees at meeting & teams who did not) Some returning groups/teams were unable to attend the Sports meeting earlier in the year. Thunderbirds Volleyball did not attend, however their request is for the same times they have had the past couple of years. Women's Soccer was not able to attend, however are keeping the same schedule as in the past. Pickelball was not in attendance due to being out of state. Commissioner Bradley wanted to confirm insurance was provided by the Pickelball last year and the fee for the 2019 season. Insurance was provided, and the fee recalled was \$10 per person. Restricting the number of courts being used was discussed in light of correspondence received from a tennis player. Commissioner Bradley suggested a reduced rate for fewer courts, or a higher rate for all courts. Commissioner Lalli stated concern with providing restrictions to groups paying for use of the area. Details about the fee and the times provided for the amount being paid were reviewed. An overuse of the area for the amount being paid was a concern. Further review of the area and times reserved can be completed at the next meeting since the representatives are not yet available. Chairman Holmes confirmed Thunderbirds would not have to attend a meeting as long as all required documentation was passed in per usual. Due to past scheduling conflicts, it was suggested to have Women's Soccer attend a meeting so they are provided the needed authority for their space and time. A review of the FLSC Sunday schedule was provided. Chairman Holmes stated the FLSC will need to be informed the Women's group has priority of the field for the times they have requested and will not be moved to make up games. However, normal schedules should not conflict. Pickelball will be scheduled to attend another meeting. Chairman Holmes was informed by the FLAA approximately 15 lights are no longer working on the field. A company will need to be contacted to replace them.

(Scheduling requests) Commissioner Olivieri provided an update on the AAU scheduling. Currently, he stated there are 4 preferred teams; 1 Samurai team and 3 Giants. The contact for the Giants, Ms. Tufts, put together an AAU schedule after speaking with Coach Lalli for the Samurai's. Commissioner Olivieri will provide the schedule for the next Commissioner in charge. He confirmed Coach Tufts is already in contact with the maintenance staff with their schedule. Chairman Holmes suggested each team should have something like a card with the dates approved for the team so this can be referenced throughout the season. Mainly, Commissioner Olivieri has the coaches speak with each other in terms of trading days/times or asking to utilize another field. Commissioner Bradley inquired about the use of Field 5 in terms of Lacrosse. Commissioner Olivieri stated no baseball teams have asked for that field. Little League is the only group who uses it. Chairman Holmes added the FLAA stated they would not need that field for the season. Commissioner Bradley stated the fence at Field 5 is now down for the Lacrosse season. A description of the portion of fence and it's affect to Field 5 was discussed. An electrical pole is near the field as well and Commissioner Bradley asked if there is any padding which could be wrapped around it for safety. None is owned by the Commission, so Commissioner Bradley will research.

(AAU team schedules) The Clerk has been contacted by a new AAU team requesting field time; Commissioner Olivieri stated it is unknown if the Little League fields are available and the AAU fields will have a schedule next week. The Clerk is in possession of the payment from the new AAU team (SouthShore Rox) and their schedule request. Chairman Holmes directed the Clerk to deposit the check, and if necessary a refund can be provided if the schedule does not work. The schedule request was already sent to the Field Coordinator. Another team is requesting a master schedule for Field 1 to try to reschedule rained out games. Commissioner Olivieri suggested team schedule rain dates toward the end of the season when it is less busy.

(Scheduling requests - JPP) Commissioner Nolan provided a review of the Softball groups request for the fields at JPP. He also spoke with the returning Blooperball team and provided the schedule request; also, a new co-ed Blooperball team has submitted a schedule request. Concerns were discussed around the decrease in the regular Blooperball schedule and the addition of the new co-ed League. A suggestion to have both groups come in to further speak about the scheduling was made. Commissioner Nolan ensured the new team was informed of the order of scheduling and priority. Chairman Holmes asked to have social media mention when the Blooperball leagues would be asked to a meeting to ensure participants in the league attend, not only the contact person. The Dynamites have submitted a tournament contract. Commissioner Nolan will reach out to the team for further details on the tournament. Currently, no regular schedule was submitted with the contract and no payment. At this time priority is provided to the FreeLake softball team. All other teams must coordinate with the Commission, not the softball team as was done in the past. The Drifters reached out requesting field time in exchange for cleaning the fields. Commissioner Nolan will reach out to them and explain all the teams clean up the fields; this work does not provide free field time. FreeLake softball did not yet submit their schedule or insurance; however Commissioner Nolan stated the group only recently received their organizational papers. Full payment was received from the team, though.

Softball, due to having a couple of engineers on the group, is recommending the mobile bathroom be placed closer to the parking lots. A determination of the best spot for the bathroom is needed. A temporary pad will be placed for the mobile bathroom. The best area for a tight tank for the bathroom was discussed as well. Commission Nolan suggested having the bathroom placed where the softball representatives suggest since it is only a temporary placement for this year. FreeLake softball offered to pay for the labor of an electrician if the Commission paid for the materials to hook it up.

The delivery of the bathroom is now out into May due to delays which occurred with paperwork and the bid process.

There is a broken pipe from the well at JPP. It is the same area which broke last year. Commission Nolan suggested it may be where the pipe freezes over the winter and suggested to blow out the pipes next winter. The Building Commissioner was contacted and the Town Electrician will come out to fix it.

CPP

(Clear Pond rental request) A metal detecting group reached out to hold an event at Clear Pond Park. The group would hide various items and the group utilizes their metal detectors to find them. The group does have someone certified in water safety. They would like to use CPP before the season begins. Commissioner Bradley suggested waiting to hire the CPP Director before approving the event. Chairman Holmes felt it was along the same lines as the Boy Scouts camping at CPP for the weekend in exchange for cleanup of the area. It is unknown how many participants are in the group. Commission Nolan suggested telling the group while the Commission is not adverse to the event but more information will be needed. Chairman Holmes suggested the group make a donation as opposed to charging per person. He also stated to inform the group more information will be needed and the CPP Director hired to move further. The group will be invited to a meeting once the Director is hired.

SPORTS SEASON CONTINUED

(Electricity Assessments) The FLSC and FLAA must be assessed electricity charges for 2018. One pumphouse is utilized by both these groups and the Library. The Library charge was previously decided. A review of the 2017 fees for the groups was provided. The charges throughout the year for this area were also reviewed.

Motion by Justin Bradley: Charge the same 2017 fee for the electricity usage in 2018. Seconded by Mike Nolan

Chairman Holmes further detailed the fees being charged would be \$175 to FLAA and \$925 to FLSC.

Voted: Unanimous in favor – Motion Passed

Fees can be reevaluated for these groups when the bill amount increases for the year.

ROUTE 18 FIELDS

Commissioner Nolan provided an update; the electric service is now in. A quote was provided for the drilling of a well. It is estimated at drilling 300ft of well with 60ft of casing. Commission Nolan accepting the quote as presented. It is a local sole proprietor doing the work. No other companies responded to the request of a quote for the well.

Motion by Justin Bradley: Accept the well drilling quote at \$8900. Seconded by Mike Nolan

Voted: Unanimous in favor – Motion Passed

Commissioner Nolan will sign the quote to accept the work at the price listed.

Two bids will be put out for the field prep and seeding needed on the new fields. It is estimated these two bids will total less than the amount budgeted. The work was too abundant to attempt to split it up into many small jobs. These two bids will encompass all the work needed, one field at a time. Commissioner Nolan will try to have the bids available for the next meeting to review. The TWC maintenance employee was approached to assist with some work on the new fields and will help as long as approval is given. The Old Colony electrical teacher will be contacted due to more work needed. The materials will need to be provided by the Commission.

UNFINISHED BUSINESS

Chairman Holmes provided updates on the drainage project. Two bids will be posted for the work needed; one for the soccer parking area and the second for the Martial Arts building area. The bids will be posted for two weeks with a requested project finish date for the end of May. The bids were expected to be posted today or tomorrow at the latest.

The electrician previously approved by the Commission for some needed work has begun. Lights in the bathroom were replaced; however the electrician recommended LED lights to help extend their use. The broken hand dryers were fixed. Power and a work light were added to the shed, and more lighting was added to the storage area in the office. The overhead lights in the office were discussed. This type of light is expensive at approximately \$100 per light. This project will be postponed at this time due to cost. The electrician will need to finish the lights he is currently working on and adding the hand dryers to the outside bathrooms. There are still two remaining hand dryers to install at CPP, however this will be completed later in the year.

Commissioner Nolan attended the Master Plan Committee meeting and provided an update. He felt the meeting was informative with some good ideas being presented. One takeaway from the meeting was the lack of understanding or miscommunication in regards to the Park Commission's enterprise fund status. A few people presented comments around having to pay to utilize Park Commission areas when they pay taxes to the Town. It is not readily understood the Park Commission is not funded by the Town since it is an enterprise fund. Commissioner Nolan would like to write an explanation of an enterprise fund and how it works to provide to this committee. Hopefully, this information could be further passed along to help the residents understand the reason for the fees charged. Some valid issues were presented such as full parking at CPP on the weekends. The Commission agreed it would be ideal to have CPP as a resident only area, however there would not be funds to run the Pond if this were the case. Suggestions for TWC were also provided including utilizing more of the land there. Another suggestion was to have a Ted Williams museum at TWC. Commissioner Nolan provided an overview of how the meeting was run. A discussion around non-profit entities being charged for use of the Lodge was also presented at the meeting.

Purchasing of the Bunker Rake is still being researched. Commissioner Lalli had some information on one which seemed to be a good fit, however no price was listed.

Chairman Holmes felt this would have to wait until the reorganization of the Commission after the upcoming Town election. The previous Purchase Order received for one was not complete in time for the company's sale. Commissioner Nolan will research this further.

CORRESPONDENCE

ITEMS FROM CLERK

(Art Council Request) The Lakeville Arts Council would like to move forward with booking dates for their holiday event and are asking for the same space/cost as 2018. The Commission was attempting to review fees charged for the event to determine cost. It was previously decided the cleaning fee would be charge to all events regardless of status, so the fee would have to include cleaning of the space. A review of fees charged for the event in 2018 was present.

Motion by Justin Bradley: Charge the same fee from 2018 for the Lakeville Arts Council Holiday event plus the cleaning fee.

Seconded by Mike Nolan

Voted: 4 in favor, 1 opposed – Motion Passed

(Football camp request) A Patriots football camp was held at TWC in 2018. The group is requesting to hold the same camp again in 2019. Chairman Holmes reviewed the camp was approved at no fee for use of the field. Dates were not provided. Chairman Holmes asked to have the dates prior to a decision to ensure there is no conflict with other events. The group would not have to attend a meeting. Information needed would be the date and number of attendees. The Clerk will reach out.

(Cornhole tournament request) The Breathe for Bea Cornhole tournament is requesting to return in 2019. He was already informed there is no tent available this year. The rental fee for the area will have to be reviewed with SEM since there is no tent to offer this year. Groups can separately rent a tent and have it set up for their event at TWC. The cost and arraignment would fall onto the renter. Suggested costs for the area without the tent were discussed, no decision was made so SEM could be consulted. For the Cornhole tournament's requested date, there is an event booked at the LPL. This occurred last year as well, but there was no inference between the two events. SEM was consulted and they agreed there should be no issues with both events occurring at the same time. Fees charged in 2018 were reviewed and the Commission's donation back to the charity. In 2018 the group did have bartending set up, but did not book a caterer. It was noted by the staff from NE Bartending Services, food was brought in by the group such as platters. It will be detailed to the group outside food is not allowed at TWC events and an approved caterer must be used per the Board of Health requirements.

Seasonal status application for CPP will be needed soon. No changes were noted for the application; the same staff amount is expected. Chairman Holmes suggested adding one more lifeguard to avoid any issues. The Clerk will submit the application.

The cleaning company at the LPL, Clean Right Cleaning Solutions, will be increasing their fees. In cleaning the Lodge the past few months, the company found it took more time than originally expected to clean the areas. Chairman Holmes inquired if the bathrooms were clean as part of the service; it was not clear at this time and the Clerk

will reach out to clarify. The fee increase was reviewed. The most recent bill presented at the meeting already has the increase charged. Chairman Holmes reviewed the amount paid for cleaning in the past year. The notice of the fee increase was provided at the end of March; however service at the beginning of March were being charged at the higher rate. Commissioner Bradley suggested having a discussion with SEM to further address this issue. Chairman Holms stated the bill provided will be paid at the old rate and not the new rate.

A miscellaneous credit with the Verizon account which was previously discussed was reviewed. An answer was found for this credit and corrected. The bills are now showing the normal charge to the Commission.

The Dog Group which held an event in 2018 is looking for space to train on a normal basis. The group is looking for approximately 2 to 3 acres of space. Possible space was reviewed, however the Commission did not feel any space was adequate or in good condition for use.

Commissioner Bradley took a moment to thank Commissioner Olivieri on his work the past three years. Chairman Holmes also added thanks to Commissioner Lalli for his three years of service. Their commissions expire on April 1st.

Next meeting scheduled for Thursday, April 18, 2019 @ 7:00pm at the Loon Pond Lodge at Ted Williams Camp.

Motion by Ken Olivieri: Adjourn the meeting. Seconded by Ken Lalli

Voted: Unanimous in favor – Motion Passed

*****Meeting adjourned at 9:43pm*****