

Lakeville Park Commission
Meeting Minutes
Remote Location
Thursday, March 05, 2020@ 6:30pm

Members Present: Mike Nolan, Joe Coscia, Justin Bradley, Jesse Medford, Scott Holmes
Other Attendees: Liza Petrozzo (attendee), Jason Soares (LHH interested party), Hugh McKinnon (LHH interested party), Scott Vignennt, Jr. (LHH interested party), Neli Woodburn (Clerk)

Chairman Holmes opened the meeting at 6:34pm

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

Chairman Holmes acknowledged the attendees at the meeting and inquired the reason for their visit. Both Mr. Jason Soares and Ms. Liza Petrozzo stated they were in attendance at the meeting due to the listed discussion about the Lakeville Haunted House. Chairman Holmes recommended waiting for Mr. McKinnon who was on the agenda to speak.

REVIEW AND APPROVE MEETING MINUTES:

Minutes from 2/4/2019 were provided for review. Commissioner Nolan previously provided edits to the minutes.

Motion by Mike Nolan: Approve the meeting minutes of 2/4/2019 as corrected. Seconded by Justin Bradley

Voted: Unanimous in favour – Motion Passed

Minutes from 3/28/2019 were provided for review. Commissioner Nolan provided edits to the minutes.

Motion by Justin Bradley: Approve the meeting minutes of 3/28/2019 as corrected. Seconded by Mike Nolan

Voted: Unanimous in favour – Motion Passed

Minutes from 6/24/2019 were provided for review. Chairman Holmes was not in attendance at this meeting and will not be able to vote.

Motion by Mike Nolan: Approve the meeting minutes of 6/24/2019 as presented. Seconded by Jesse Medford

Voted: Unanimous in favour – Motion Passed

The Commission Clerk excused herself from the meeting (@6:39pm) to retrieve the bills from the office for signatures.

7:00pm: HUGH MCKINNON – HAUNTED HOUSE DISCUSSION: Commissioner Nolan noted Mr. McKinnon may be late to the meeting due to his schedule. The Commission introduced themselves to the attendees present. Ms. Petrozzo stated she grew up with the Lakeville Haunted House (LHH) and felt it was a loss for the town. Commissioner Nolan explained Mr. McKinnon worked for the LHH. The LHH has not been at Ted Williams Camp (TWC) since 2018 and all items left out have now rotted. Also, a tree hit the roof of the LHH building during the last storm.

Chairman Holmes decided to move along with the agenda at this time. The next item for discussion was the parking lot bids. Commission Nolan provided a list of contractors the bids would be sent to. All are local contractors and are aware the bids must be prevailing wage unless they are a sole proprietor. Only one has indicated they would quote with prevailing wage. Three of them are sole proprietors. The plan is to send the bids out in the same way as the first time; just with a date change and verbiage change in regards to fencing, paving, or line

painting. The plans show these items, however the work needed is just for the drainage portion. There are two bids for each parking lot since the funding will be from two sources; the Town will pay for the soccer parking lot and the Park Commission will fund the work at the Karate Studio parking lot. The Karate Studio parking will be ready for paving after this work is complete. Commissioner Bradley inquired if the work can be completed prior to the season start and the major use of the parking lots. The contractors would like to complete the project in March. Both drainage projects are estimated at 2 to 3 days for completion. Commissioner Nolan is meeting with the Town Administrator the next day to review the procurement process and the bids; he invited anyone on the Commission to join the meeting. The bids will be out for one week for responses and the bid will state the work must be completed by the end of the month. Commissioner Nolan noted after 90 days from the bid any information expires. *(Commission Clerk returned @ 6:46pm)*

OLD BUSINESS

SEM/LPL UPDATES:

Commissioner Nolan noted the deep clean of the carpets at the Loon Pond Lodge (LPL) is usually done at this time. The cleaning company hired for after event cleaning did this additional deep clean last year. Chairman Holmes thought the cleaning occurred in the fall. Town Hall is requesting to see the contract with Clean Right Cleaning Solutions; however, the Park Commission did not have a contract. Southeast Event Management (SEM) was contacted for the contract. They explained there is not a full contract since the company is hired on an event to event basis and not a regular schedule. Chairman Holmes explained to Town Hall how SEM did test out a number of cleaning companies for the best one at the best price. Commissioner Nolan further noted the cleaning service is not an expense for the Park Commission; the cost is paid by the renters of the building. The Commission Clerk was able to confirm the deep cleaning of the carpets occurred on June 4th of last year.

SEM has requested to hold a Cranberry Country Chamber of Commerce meeting at the LPL. The LPL has hosted a meeting for the Chamber the past two years as part of being a member. The meeting would be on April 14th and is typically an after-hours event. There is no cost associated with this meeting.

Motion by Mike Nolan: Allow SEM to host the Chamber of Commerce meeting on April 14th at no charge. Seconded by Joe Coscia

Voted: Unanimous in favour – **Motion Passed**

(General updates) Commissioner Nolan reviewed the recent requests for access to the LPL by the Town Clerk and LakeCam. He inquired if a security system code is provided to each would the Park Commission be able to track who enters the building; Commission Bradley confirmed this. Commissioner Nolan suggested fully using the security system at this time due to small items happening at the Lodge. Keys are no longer being used due to the lack of security around them; a door code is the main access to the building. Providing a code to a Town employee was not an issue, however LakeCam is not part of Town Hall. Chairman Holmes stated a Town employee should be in the building when LakeCam is setting up.

Motion by Mike Nolan: Set up a door code and a security system code for the Town Clerk. Seconded by Justin Bradley

Voted: Unanimous in favour – **Motion Passed**

The Town Clerk also spoke with Commission Nolan in regards to the planned shed at TWC for voting equipment. More items for voting are being ordered at this time. The intent is to use the storage area at the TWC office for possible meetings; however, the voting equipment is there now. Commission Nolan suggested the shed for the voting equipment be alarmed since it is sensitive material. The Building Commissioner is currently working on the project.

Outside lights at the LPL are all repaired and working. The company will also be sending a quote for the parking lot lights repair/replacement. There is a disconnect somewhere between the breaker and the pole. They will also be looking at replacing lights bulbs throughout the park except for the baseball lights which are too tall. *(Mr. McKinnon entered the meeting at 6:58pm)*

The January payments from SEM were provided for review. Chairman Holmes inquired if there were copies of the Bartending contract. The Commission Clerk has old contracts; however there was no new contract once SEM took on management of the building. Chairman Holmes was informed the Town was not in agreement with not having a separate updated bartending contract even though SEM is also the bartending service.

7:00pm: HUGH MCKINNON – HAUNTED HOUSE DISCUSSION *(CONTINUED)*:

Mr. McKinnon had been in contact with the original group at the LHH before it ended. He expressed his interest in taking over the group to continue the event. He attempted to continue contact with the group, however stopped receiving responses as time went on. Chairman Holmes explained the group was informed if a new set of people would be taking over, they need to meet with the Park Commission to review the list of items needed to continue. Mr. McKinnon did not receive this information. Chairman Holmes continued to explain after a year of no attention to the area the Park Commission had to step in since the area was not left in safe condition. Notice was provided to the group with a date the area must be cleaned. An extension was requested and provided; the group asked for a second extension which was declined due to the condition of the area. Clean up of the area has now begun at the expense of the Park Commission. Mr. McKinnon worked for the LHH for approximately 12 years doing a variety of jobs throughout this time. He was surprised to see the clean up being done. Commissioner Nolan explained the Commission has attempted to try to gather information from the LHH since October 2018 in regards to another group taking over and the LHH continuing. This year the building inspector and Fire Chief visited the area and deemed it dangerous as well as a fire hazard. All the wood has rotted at this point. If another group comes to do the LHH again, they would need to start from scratch due to the current condition of the items there. All items will have to be up to code if being rebuilt. Mr. McKinnon knew a number of people who could volunteer work to help improve and repair the area, but were told they could not due to the Town. Commission Nolan stated volunteer work can be accepted for certain items. At this point the use of the building at the area is still being determined, and may need to be taken down. Commissioner Nolan met another person, Mike Negara, at the LHH area who has worked for the group a number of years and felt the same. Mr. McKinnon knew this gentleman as well. Mr. Jason Soares interjected at this time explaining he is a consultant who has 20 years of experience with large scale events throughout the country. He inquired about the building being discussed and if it even had a sprinkler system; Chairman Holmes confirmed it does not and that is why it could not be used. The building is currently only being used for storage of LHH items. Mr. McKinnon inquired on what would happen to the items found in the building. Commissioner Nolan continued explaining the cost currently being taken on by the Commission with the current clean-up project which does not include the inside of the building at this time. He also noted the past due electricity bill which was not paid by the group and now must be handled by the Commission. The only usable item in the area was the cart used for the hayride; however, the previous group recently removed and sold it. Any further discussion about the restarting the LHH would have to begin with these recent costs. Mr. McKinnon stated most of the workers and volunteers from the LHH want to know why it ended. Chairman Holmes noted the reason provided was the group no longer wanted to run it and the Commission was informed no one wanted to step up to take it over. Other heard the LHH stated the Park Commission no longer wanted the event at TWC. Commissioner Bradley noted the LHH was the largest revenue for the Park Commission's budget. Mr. Soares heard the Town was taking too much money so the LHH couldn't operate financially. Commissioner Bradley explained a

large change was instead of a verbal agreement the Park Commission required a contract for the LHH. Commissioner Nolan added the group was essentially charged a rental fee of \$1000 per month for the area. The building was also in need of major repairs to continue to be used and the group did not realize the financial benefit of this. Mr. McKinnon was told by the group repairs to the building could only be completed by a Town company. Chairman Holmes explained this was not the case and work had been done by the LHH who hired their own companies without consulting the Town. Commissioner Nolan also noted CORI checks were required more recently and explained these are things which had to be completed when dealing with Town property. Prior to any agreements for the LHH the area will have to be inspected and made safe. A company offered to replace the roof of the building, but the group stated it could not be done. Mr. Soars stated instead of the building, storage units could be utilized in the area. Mr. Soars is a for profit business. Commissioner Nolan noted the LHH has always been a non-profit organization providing donations to local sports and schools with the funds they raise. There were questions in regards to how the funds raised were being used by the group. Operating costs of the event did deplete the revenue of the group. Commissioner Nolan stated residents of the town would like to see this event come back and suggested presenting a proposal at this time. Mr. Soares noted he was just gathering information at this point. Mr. Soares further explained while he is a for profit entity, he tries to enlist local businesses to set up or help. These businesses or groups would keep any profit made at the event or would be provided payment for their services. This was compared to the annual TriFest which is also a for profit business. Mr. Soares was also open to a partnership with the Park Commission for the LHH. A ticket system was proposed for better auditing of numbers per night. Mr. Soares estimated \$10,000 - \$20,000 for startup costs. In previous years the LHH would set aside funds to buy materials for the next year. It was not clear if that was done in the final year. Chairman Holmes noted EEE would have shut the LHH down last year since the park was closed at dusk. Insurance may have covered a shut down due to EEE. Mr. Soares has historically still run an outdoor event during these times; Chairman Holmes explained due to being on Town property if the park were to shutdown at dusk an allowance could not be provide to the LHH to continue running. Spraying does occur during these times; however the extra precaution of shutting down the park is still done for everyone's safety. Spraying does not typically happen into the wooded area where the LHH would be. There are a lot of items in the building left from the original LHH. At this time, Legal must be involved to determine ownership; items cannot be removed until then. Further discussion in regards to the building was present. The safety of the area is a priority at this time. Conflicting information was heard by Mr. McKinnon and Mr. Soares on the requirements to continue the LHH. This information was not from the Park Commission. At this time, a proposal would be the next best step for any group looking to take over. Commissioner Nolan stated the Commission is in agreement to help in any way possible, and the LHH is a great town event. The items left in the building may now belong to the Park Commission to handle. Mr. McKinnon inquired if he would be able volunteer to bring a dumpster and clean the area on his own time. Commissioner Nolan stated the work would be appreciated, however, no promises could be made until Legal is able to review everything. Currently the building is locked up and no one can enter. The Commission Clerk would be the contact for anyone interested in the LHH. Mr. Soares was concerned about the possibility of the LHH being shut down due to EEE. Ms. Petrozzo suggested cutting up some of the fencing and auctioning it off as part of the old LHH. Commissioner Bradley explained a liaison is assigned to different areas of the parks and Commissioner Nolan is the one for the LHH area. Contact information was exchanged. Commissioner Nolan just spoke with Legal and a plan is in place to move forward with building. Mr. McKinnon noted there are personal items in the building including tools from volunteers. Mr. Soares and Mr. McKinnon left the meeting at this time.

TWC UPDATES:

Chairman Holmes returned to the agenda with the next topic of the Maintenance employee for TWC. Chairman Holmes reviewed the current part time maintenance employees at TWC and the jobs they are currently in charge of during the slow season. In the warmer weather, the employees are mainly focused on field maintenance. A seasonal employee was hired last year. The Highway Department employee who has worked at the parks in the past is retiring and will not be returning to the park. A review of hiring a Park Maintenance employee (not Highway) was provided. A decision on whether a Highway employee will return or if a Park employee will be hired is needed. The Highway Department has stated use of the department's equipment will not be permitted to a non-Highway employee. Commissioner Nolan has been speaking with the Superintendent of Streets and another meeting is scheduled for tomorrow. He felt not having access to the Highway Department equipment would be detrimental to the parks and since the Commissioners all have full time jobs it allows for a supervisor on hand if the Highway Department is overseeing this employee. The Superintendent of Streets is looking to work with the Park Commission and wishes to be in charge of outside maintenance. Further details on what is managed by the Park Commission and what falls under the Highway Department is needed. Daily maintenance at TWC would be handled by this Highway employee during the week, and weekend maintenance would be handled by the Park employees. A list is being compiled for the Superintendent of Streets to detail separation of responsibilities. Commissioner Nolan suggested the LPL and sports teams/groups would still fall under the Park Commission; the Park employees would be in charge of trash and bathroom cleaning; and all Clear Pond Park (CPP) operations would remain with the Commission. More items to list were asked for. Commissioner Coscia is compiling a list of projects needing attention at John Paun Park (JPP) for the Highway Department to review. At the most recent meeting about this position, Selectman LaCamera stated the position would be paid for by the Town. This would allow the Park Commission to hire another part time maintenance worker for other projects. Commissioner Bradley felt this arrangement was equitable, but the only issue is the previous motion to hire a Park employee not Highway. Commissioner Nolan felt the Commission does not have the resources to hire this person separately, and recommends having the Highway employee. Chairman Holmes was informed the Park Commission would have to pay for the Highway employee even though it was stated the Town would do so at the last meeting. Paying for the Highway employee would not allow for the extra part time employee to be hired. It would not cost more than the amount last year to hire and fund the Highway employee. Commissioner Coscia believed the Highway Department taking over the outside maintenance of the park was beneficial. The other Commissioners agreed. Commissioner Coscia also suggested a specified person to be the liaison with the Superintendent of Streets in regards to any work or projects needed at the parks.

Motion by Mike Nolan: Regardless of funding, we agree to the Highway Department position at Ted Williams Camp. Seconded by Justin Bradley
Voted: Unanimous in favour – Motion Passed

Motion by Mike Nolan: Depending on the funding of the Highway Department employee, the Park Commission will post a maintenance position for 18 hours or 30 hours. Seconded by Justin Bradley

There is a job description from last year for 30 hours which will need to be reviewed for posting. A job position for the new Highway/Park employee will be needed. This should be discussed with the Superintendent of Streets for specific details about the position.

Voted: Unanimous in favour – Motion Passed

(General updates) The contract renewal for the Lakeville Mixed Martial Arts is completed and awaiting Mr. Marando's signature. The Town Clerk expressed appreciation to Commissioner Nolan for the repaired lighting at the LPL.

SPORTS SEASON:

(General Updates) Commissioner Bradley is compiling all the needed information for the season. He provided a draft schedule for Field 1 for review and opinions. It was noted the Samurai's (AAU Team) was not requesting time for the season, but plan to return in the fall. This leaves only one AAU team requesting time. The sign at Town Hall is still available for the Park Commission's use to post this type of schedule; it must be taken down and moved. The Pickleball group has not yet reached out for their season. Horseshoe and Volleyball are set for the season except for the Thunderbirds group which has not reached out yet. They only played half a season last year. The Horseshoe group has two tournaments in their schedule; one tournament is scheduled for the same date as the car show. The Commission Clerk informed the group about the conflict and Horseshoes would still like to run the tournament with the car show as an added perk to the day. Chairman Holmes asked how many participants are expected at the tournament; the Clerk will reach out. Parking may also be an issue depending on how many visitors come to the park that day. Chairman Holmes noted tire tracks have been seen behind the office to the water which means someone is driving over the septic system. He recommended something be put in the way to stop this driving. The organizer of the car show needs to be invited to a meeting for further details on the event.

JPP UPDATES:

(General updates) Commissioner Coscia had the Building Commissioner visit the building at JPP last week. It was recommended the front of the building not be used at all. The underneath section where equipment is stored has mold; the softball group will be contacted to remove all their equipment at this time. The building will need to be cleaned if it is to be used for storage again. The softball group was already discussing getting a trailer to store items and leave it at JPP. Commissioner Nolan recommended getting a cost estimate to have the building demolished. Power being moved to the outside of the Concession Stand will also be looked into. The Building Commissioner was not in agreement to add a permanent water line for the bathroom unit since it is portable. This will be further discussed. Commissioner Coscia will be meeting with FreeLake softball to possibly set up posts in the parking lot prior to the season start. A set up similar to CPP would work for the area.

ROUTE 18 FIELDS:

(General updates) Parking lots need to be rolled. A quote from Nelson Excavating was provided at \$1,475 for the day; however, this cannot be completed until the area is cleaned up. A group of volunteers to help with the work was considered but the area is not ideal for a group of people to walk on. The lot can be rolled first and clean afterward if needed. The person who volunteered to pick up wood in the area did not do so. It is unknown why this was not completed. Discussions about additional fertilization will be needed. Commissioner Nolan reviewed the last fertilization application at the fields. Chairman Holmes recommended signs stating "Fields Closed" for the area, and Commissioner Nolan added a lock is needed for the gate. The concern is once the grass looks good people will try to play on them before they are ready.

POLAR PLUNGE AT CPP UPDATES:

Commission Coscia provided the group a tour of the area including where the tent will set up. Trees and branches need to be cleaned up in the area for the event. Commissioner Coscia

recommended cleaning the sand up as well. The sand is usually cleaned up when sand is added which happens closer to the season start. The event is scheduled for March 21st. The TWC maintenance staff was asked to clean up at CPP. Commissioner Medford provided a list compiled by the CPP Director for review. This list was discussed with Selectman LaCamera. Included on the list was the Town providing financial assistance to make CPP residents only. Other options listed were to only offer out of town visitors a family pass with no daily rate. Commissioner Nolan noted the Park Commission had not heard anything further about the Town assisting CPP. This also is allowing out of town visitors when initial discussions was to move CPP to residents only. Chairman Holmes reviewed how CPP ran in the past. It was a resident only area and guests of the resident. No fee was collected, only a resident sticker was used to designate entrance. The Town fully funded CPP at this time. Reducing the number of visitors will affect other revenue areas such as swim lessons and concession stand. Commissioner Coscia did not feel moving to this method would increase resident visitors to CPP. Commissioner Bradley emphasized changing the operating method cannot lead to a larger deficit than in the past. CPP needs to move to a position where it is fiscally neutral.

ANY OTHER OLD BUSINESS:

Commissioner Nolan inquired if the correspondence with LHH was on file. The Commission Clerk sent email correspondence which was responded to. Commissioner Nolan will need copies to forward to Legal. The Commission Clerk noted there was no mailing address for the LHH to send a certified letter and even the address on the electric bill was being returned undeliverable. A copy of the electric bill left behind by the LHH was provided for review. The Building Commissioner recommended the Park Commission pay the bill. If a new group takes over, this can be reimbursed to the Commission. The bill was provided for signatures. The invoice for the recent tree removal at the LHH building was also provided for review and signature. The company removed the tree and secured plywood over the broken areas of the building. Chairman Holmes was in opposition of paying this invoice. Insurance may cover the cost of this repair, but it is not known. The Commission Clerk can begin a spreadsheet of costs covered by the Park Commission for this LHH area. The past running of the LHH was reviewed.

NEW BUSINESS

Requests for articles for the Annual Town meeting are coming due. It was reviewed if the Park Commission is in need of funds in addition to the budgeted items. This request also must have a specific purpose in mind for the funds. Nothing was needed for the articles.

CORRESPONDENCE:

The Assawompset Elementary School is requesting use of the TWC parking lots for three dates: 3/19 (5:30 to 8:30), 4/8 (9:30am to 11:30am), 5/20 (9:30am to 11:30am). Different parking areas can be designated for the school's use including the areas with lights for the nighttime event. There was no objection to use of the parking lot.

A memo from the Town Clerk was provided for review. This memo serves as a reminder of the upcoming elections and use of the LPL for these. A note was listed on the memo requesting a code be provided 10 days prior to the setup. Setup times were previously discussed with the Town Clerk to ensure setup can be completed.

ANY NEW BUSINESS FOR THE COMMISSION:

There was no new business presented at this time.

ITEMS FROM THE CLERK

A donation of \$500 was received from Sun Multisport Events, the organizers of TriFest, outside of their usual fee for the triathlon.

Commissioner Coscia inquired about AED machines at the LPL. Chairman Holmes has previously asked the Fire Chief to order supplies for the machines. Batteries are also needed. Extra supplies cannot be stored due to the shelf life of the items. The plan for the machines was to distribute them throughout the parks. Locations for the machines were discussed to ensure they are locked overnight and accessible during the day.

The seasonal certification application was signed and will be sent for approval by the State. Only CPP is being listed on the application for seasonal status since positions at TWC have been repeatedly declined.

Chairman Holmes recommended purchasing disinfectant to have the rooms wiped down prior to an event. The Commission Clerk will check what is available for purchase; however hand sanitizer is out of stock everywhere. The Town may have some stored to use.

Next meetings scheduled for Monday, March 16, 2020 @ 6:30pm at the Loon Pond Lodge at Ted Williams Camp.

Motion by Justin Bradley: Adjourn the meeting. Seconded by Jesse Medford

Voted: Unanimous in favor – Motion Passed

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