Lakeville Park Commission

Meeting Minutes

Remote Location

Thursday, April 23, 2020@ 6:00pm

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

*Other Attendees:* Maureen Candito (Town Administrator), Lia Fabian (Chairwoman, Board of Selectmen), Rich LaCamera (Board of Selectmen), Franklin Moniz (Superintendent of Streets), Tracie Craig-McGee (Executive Assistant to Board of Selectmen), Neli Woodburn (Clerk)

Selectperson Lia Fabian opened the joint meeting at 6:03pm. On behalf of both groups she read an introduction regarding the need for a remote meeting and how a remote meeting will be conducted. LakeCam was recording along with a live feed via Facebook. Roll call attendance was completed. Selectman LaCamera was having technical difficulties and was not available during the roll call attendance; he was able to reenter the meeting soon after.

Chairman Scott Holmes opened the meeting for the Park Commission at 6:10pm. Roll call attendance of the Park Commission was completed; Justin Bradley was not in attendance.

Selectperson Fabian continued the instructions on how the meeting shall be conducted via the remote platform. She noted there will be no public comments taken at this meeting.

*Meeting with the Board of Selectmen –* Selectman LaCamera began by explaining the proposed staffing restructure of the Park Commission. He has met with members of the Park Commission and the Superintendent of Streets previously to begin talks about this restructure. The proposed change would have the Highway Department take charge of any maintenance at the park outside of the Loon Pond Lodge (LPL). This would require the hiring of a full-time Laborer/Maintenance person and a full-time foreman for the parks. The full-time foreman position would be paid for by the Town and report to the Highway Superintendent. The full-time laborer/maintenance position would also report to the Highway Superintendent, but paid for by the Park Commission budget. The laborer position was posted and a person hired; they have already begun work at Ted Williams Camp (TWC). The Foreman position is currently posted. Selectperson Fabian agreed with the proposed restructure and opened the floor to begin discussions. Commissioner Coscia noted differences from the original proposal to the one currently provided by the Town Administrator. Commissioner Medford felt a detailed discussion among the Park Commission is needed to review these changes line by line. Selectman LaCamera asked if the Park Commission agreed to the overall proposal of the Highway Department taking charge of maintenance and the two positions needed. Commissioner Nolan stated concern about where in the budget the funds for a full-time laborer would come from. Selectman LaCamera confirmed the budget presented did have $35,000 for a laborer. The former employee in this position was part time, working only 33 weeks out of the year, and making approximately $40,000. Selectman LaCamera felt the difference in cost between the two positions was small. Chairman Holmes was concerned if there would be enough work for two full time employees during the winter season; Selectman LaCamera believed there would be. The Superintendent of Streets, Franklin Moniz, confirmed there will be work for the employees throughout the winter season between TWC and the other parks. A list of work needed at all the parks is currently being compiled and items on the lists already submitted can be done in the winter season. Mr. Moniz provided an overview of the timeline for work needed at the parks. The Town Administrator, Maureen Candito, added the proposal includes maintenance to all park equipment and would remove the need for seasonal help. Commissioner Nolan was pleased to see the Board of Selectman’s willingness to help fund the parks. The Park Commission is an enterprise fund and up to now has not utilized Town funds to run. He stated his appreciation with the help being offered at this time. He further noted this proposal would only have the Highway Department taking on the maintenance of the areas, but the Park Commission is remaining the same. Selectperson Fabian confirmed the term ‘restructure’ is not changing the Park Commission’s duties; it is only a restructure of the maintenance of the area. Selectman LaCamera expressed his concern if the Park Commission does not approve the proposal how maintenance, including the two new fields, would be completed. Commissioner Nolan further explained the Park Commission had been discussing hiring an employee for some time before this proposal. He expressed his approval for the overall proposal but had further reservations about some of the verbiage in it. He wanted to ensure the Park Commission continues to control the use of Retained Earnings and decisions on any capital projects. Selectman LaCamera confirmed those items would remain with the Commission. Ms. Candito added she did reword some items to alleviate concerns. Commissioner Nolan believed any large capital projects, such as new fields, should be a joint venture between the Park Commission and Highway Department. Selectman LaCamera explained those projects would remain the same, but discussions have been ongoing about improvements which would not be funded by the Park Commission. The Town needs to assist with these improvements across the parks. Commissioner Nolan shared the Park Commission is usually restricted to one large project a year, and appreciates the help from the Town to get more accomplished. The Highway Department will be able to provide more daily maintenance of the parks area which will aid in the longevity of the area. Areas such as the parking lots can be handled by the Highway Department and kept in good condition. Selectperson Fabian wanted to help lessen the burden on the Park Commission and have the Town invest funds back into the parks. Selectman LaCamera emphasized working together will ensure projects are completed, such as the parking lots. Ms. Candito added moving these items under the Highway Department helps the Town become more efficient. Selectman LaCamera also mentioned the work needed at Clear Pond Park (CPP). Repairs and improvements will be needed; without the aid of the Highway Department this work would have to be hired out at a large cost to the Park Commission. Selectperson Fabian summarized the discussion and proposal; the outside work would move to the Highway Department and all other items would remain the same within the Park Commission. Commissioner Coscia inquired on the two seasonal maintenance people listed and where those are now. Ms. Candito provided a review of the past seasonal staff at CPP, which this is referring to, and the idea of having just two dedicated positions for this work. It is still unclear if the two positions will be sufficient for the work. Chairman Holmes provided more information on the work this position was responsible for in the past and questioned the need for separate workers to cover these items. These separate workers would only do maintenance and report to the Highway Department to keep all maintenance under the same area. Commission Nolan added workers for CPP can still complete the daily custodial work needed as well as run the concession stand. This is a point in the proposal which needs to be further detailed. Chairman Holmes explained the Commission was restricted with this position in the past. The position at CPP was at a specific pay rate for that park and the employee could not do work at other locations due to a different pay rate. Maintenance positions being held under the Highway Department would not have such restrictions. Chairman Holmes expressed his appreciation for the Town’s willingness to help the Park Commission and the assistance is welcomed. The discussions are to ensure proper communication between all the parties involved and detail each department’s duties. The Town Administrator confirmed a formal vote is not needed for this restructure; just an agreement to work together on the final plan. Commissioner Coscia questioned the proposal detail which the Park Commission would have to handle trash removal at all parks; he noted the trash at John Paun Park (JPP) had been handled by the Highway Department in the past and wished for it to continue. It was clarified trash is handled at TWC and CPP by the Park staff; Mr. Moniz added the Highway Department handled trash at JPP until the summer help was hired. Commissioner Coscia additionally wanted to confirm a plan to continue the open communication which has been happening with the Highway Department. Mr. Moniz stated the Commissioner in charge of the area can email him with any items needing attention. Daily maintenance will occur on schedule and will not need constant communication. Several projects have already been discussed with Mr. Moniz and will be taken over by the Highway Department; Commission Nolan pointed out the outstanding work needed on the new fields has not been a part of those discussions. Mr. Moniz would like to work with Commissioner Nolan at the start to understand the vision for the fields. Chairman Holmes inquired about who would oversee the purchase and scheduling of items such as fertilizer. Commissioner Nolan has spoken to Mr. Moniz in regards to this; it was handled by the Park Commission this year but will be organized by the Highway Department henceforth. The Park Commission has historically held the budget for this purchase. Mr. Moniz would like to have the budget line item moved to the Highway Department since it would fall under his responsibility. This detail will be further discussed. Selectman LaCamera pointed out a new lawn mower is needed for the parks. Mr. Moniz began collecting quotes for a new mower and suggested purchasing two to lesson mowing time. It was the plan to move forward with this; however it is uncertain how this will progress with the current pandemic situation. Commissioner Nolan asked if the smaller equipment items such as the blower and handheld mower would still be available for the Park Commission workers; there was no issue with making items available.

Selectman LaCamera reviewed the current drainage projects occurring at TWC. One is at the soccer parking lot which will be funded by the Town, and the other at the Martial Arts Studio parking lot which will be funded by the Park Commission. The latter will also be paved. Selectman LaCamera reviewed the need for paving to occur immediately after the drainage is complete. Mr. Moniz concurred and has already scheduled paving. If the parking lot can be off limits in between the work, it would help the process. Chairman Holmes felt it would be a short term inconvenience for a proper parking lot in the end. Commissioner Nolan confirmed the total amount the Park Commission is responsible for is the listed $31,000; this would be for drainage and the remaining paving balance. Selectperson Fabian reviewed a memo stating the recommendation of the Park Commission to move forward with the bid from Clancy Construction for the drainage project *(area at the mixed martial arts studio)*.

After motions from the Selectmen, the following bids were approved: J.M. Shaw Construction, Inc. for drainage at the soccer field parking lot and Clancy Construction, Inc. for the drainage at the mixed martial arts studio parking lot area. All references for these bids were checked and favorable.

Selectperson Fabian asked if there was any other business for the Park Commission. Chairman Holmes took a moment to thank the Board of Selectmen, Mr. Moniz, and Ms. Candito for their assistance with the bids to complete this project. Selectperson Fabian also thanked all involved with these projects.

Next meeting previously scheduled for Monday, April 27, 2020 @ 6:30pm via remote access.

*Motion by Scott Holmes:* Adjourn the meeting. Seconded by Joe Coscia

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

\*\*\*\*\*Meeting adjourned at 7:09pm\*\*\*\*\*