

Lakeville Park Commission
Meeting Minutes
Remote Location
Monday, April 27, 2020@ 6:30pm

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

Other Attendees: Neli Woodburn (Clerk)

Chairman Holmes opened the meeting at 6:33pm and read an introduction regarding the need for a remote meeting and how a remote meeting will be conducted. Roll call attendance was completed, and no additional speakers were scheduled for the meeting. LakeCam was recording and live streaming the meeting via Facebook.

OLD BUSINESS

REVIEW / APPROVE MEETING MINUTES: No minutes were available for approval. The Commissioner Clerk noted there will be more than one set ready for the next meeting.

REVIEW OF BOARD OF SELECTMEN MEETING: All Commissioners present were also in attendance at the meeting with the Board of Selectmen which occurred last week (Thursday). Chairman Holmes asked for any comments or notes on the information from the meeting. There was a verbal agreement at the meeting to make the new structure with the Highway Department work. Commissioner Nolan reviewed the updated list of responsibilities compiled by the Town Administrator. The list separated the items which would not fall under the Highway Department and the items which will remain under the Park Commission. Commissioner Nolan recommended reviewing the list line by line; the other Commissioners agreed.

*Event Management Companies – Commissioner Nolan added this should include all Loon Pond Lodge (LPL) functions and other use of the parks such as Lakeville Haunted House (LHH), TriFest, Bike Race, motorcycle run, car show, charity fundraisers, etc. These specifics were not discussed at the meeting. He also noted details about Southeast Event Management (SEM) were not discussed as well as who will be taking point on renegotiating the contract which expires in November. Also, he is unsure if the Commission is currently being billed by SEM since there are no employees working at the LPL during this time. He was referred to contact the owner of SEM to confirm. The Commission Clerk noted the last bill from SEM was for February 2020. Chairman Holmes suggested contacting Town Hall prior to speaking with the owner of SEM. The Commission Clerk believed the current contract with SEM does not have verbiage around a situation such as this. She also confirmed one SEM employee is visiting the building every so often to ensure everything is fine. Chairman Holmes pointed to the next line item which states “Use of Parks Locations for Events”; while general, he believes these events are what the line is referencing. It can show more specific items if warranted. Commissioner Coscia felt the line item did not need to be more specific; the Highway Department is only handling maintenance. Chairman Holmes stated the take away from the meeting was the Highway Department would be in charge of field maintenance at Ted Williams Camp (TWC), John Paun Park (JPP), and possibly at Clear Pond Park (CPP). All other items are still under the management of the Park Commission. The other Commissioners agreed with this understanding.

*Leagues – Handling of the sports groups/teams should not change.

*PT Clerk/PT Maintenance: These employees would still report to the Park Commission; no changes.

Commissioner Nolan presented a note for the “Leagues” line item. The groups/teams often complete projects on the fields and in the past would gain the Park Commission’s approval for these projects. He inquired if this process would still be the same with the addition of the Park Commission communicating to the Highway Department of any approved projects. Chairman Holmes felt the teams/groups should still present their projects to the Park Commission first so all information is coming from one area. This method can be reviewed with the Superintendent of Streets. Commissioner Coscia added the method, once finalized, should be communicated to the groups/teams as well. Chairman Holmes felt the Highway Department was looking for just one person to be the liaison with them from the Park Commission; however, the Clerk may need to also communicate with them in regards to events, but this should not be an issue. Also, SEM would need to provide a schedule of events, especially outdoors, to the Highway Department so work can be scheduled appropriately. The Clerk questioned if this should come from her or directly from SEM; Chairman Holmes would want to confirm with Highway which method they would prefer. Commissioner Nolan’s understanding was everything would be going to the Superintendent of Streets at this time, however once the supervisor position is filled that person would be the contact for the Park Commission.

The PT maintenance positions would remain with the Park Commission for other items needed at TWC or for event set up. Commissioner Coscia asked what projects the maintenance staff (only 1 employee at this time) is currently completing. Commissioner Nolan responded the employee is keeping up with trash, and is assisting with mowing due to only one mower working at this time. Work is being completed around the LPL as well. Commissioner Coscia suggested the employee also complete work at the other parks since Highway is now starting to take on the maintenance work at TWC. The employee was at CPP to clean up for a fundraiser previously, so he is able to move to the other parks. Commissioner Coscia recommended a checklist for the employee so if work begins to slow, he can move on to one of those items. Chairman Holmes had a checklist posted at the LPL of items needing to be completed. Commissioner Nolan noted once a replacement TWC maintenance employee is hired, they will also be available for the other parks as well.

*CPP Supervisor/Seasonal Lifeguards/Seasonal Concession – Chairman Holmes noted the CPP concession or maintenance positions still needs to be worked out as the Highway Department will take on some of the maintenance there as well. A specific answer was not provided at the meeting. Commissioner Coscia wants to ensure a schedule to clear the trash at JPP is created. It was unsure who completed this last year, however Commissioner Coscia noted it was cleared on a regular basis. A TWC maintenance employee can also be utilized to complete this task, if needed.

Commissioner Nolan noted all capital projects for the parks would be staying under the Park Commission’s management. Chairman Holmes added his understanding from the meeting was the Park Commission would begin any capital improvement projects, but once the work needed goes out to bid the Highway Department would oversee it at that point; Commissioner Nolan agreed. Examples of capital improvement projects under the Park Commission were provided. Commissioner Coscia felt improvements to the

fields would fall under the Highway Department, not the Park Commission. Chairman Holmes agreed and felt the Highway Department may be able to complete some work on the fields which would otherwise go out to bid for.

Commissioner Nolan suggested meeting the Superintendent of Streets at CPP to detail the work the Highway Department can complete there. The CPP Supervisor could be consulted to help determine how many employees are needed for the 'custodial' work at CPP. It was unknown if the Seasonal Highway Maintenance position would be full or part-time. The Seasonal status for the position was in question and the Clerk was unable to confirm if the positions were accepted as Seasonal.

Commissioner Nolan also noted the section with "ground equipment and repair will be all be a subset of the Highway Department in budget and where appropriate charged to parks under indirect charges"; he would like to add "only as it pertains to the grounds, roads, and lots. Parks will have equal input in planning and funding. All other capital projects continue to be overseen by the Parks". The Highway Department will taking over the maintenance of the Park equipment and will be utilized by their staff. Commissioner Nolan stated the need for some of the equipment to be accessible by the Park staff on the weekends. Chairman Holmes added the golf carts and bunker rakes will be needed by the staff; as well as the hand held mower which is used for the LPL. The Kubota is the major piece of equipment at TWC which requires a specific license to operate. It is not expected for the Park staff to have to use the larger equipment over the weekend, but some circumstances may arise.

Commissioner Coscia asked for clarification on the two additional seasonal workers under the Highway Department. Chairman Holmes responded those positions were referenced prior in regards to maintenance hired for the season to work at CPP. The position at CPP which would fall under Parks would only focus on concession and janitorial work. All other maintenance (at all parks) would be these job positions; which would be paid for by the Park Commission but overseen by the Highway Department.

Chairman Holmes noted on the last section of the document it states "Special equipment needed by the parks to operate will be agreed upon and readily accessible"; so, it is just a matter of providing details on what items will be needed. Commissioner Nolan was referencing a previous list which did not have that adjustment to it.

SEM/LPL UPDATES: *(General updates)* No additional updates were noted.

TWC UPDATES: *(General updates)* Commissioner Nolan stated the new Highway employee working at TWC is doing a great job. The grass is being managed with one mower at this time. He requested for the Park Commission purchase a handheld leaf blower at an approximate cost of \$400-\$500. The Superintendent of Streets can purchase one for the Park Commission. Commissioner Coscia questioned the reason the Highway Department was not handling this maintenance with the equipment they have. Commissioner Nolan explained the current Park maintenance employee is handling the grounds maintenance around the LPL. It was the understanding of Commissioner Nolan and Chairman Holmes that the grounds maintenance around the LPL would fall under the Park employee, not Highway. The leaf blower is not needed right away, so the Superintendent of Streets can be consulted. Commissioner Nolan began a motion for the purchase and withdrew it. It was noted the Highway Department employees do

not use push mowers. A discussion will be needed since certain areas, such as CPP, require the use of a push mower.

SPORTS SEASON: *(General Updates)* No comments have been received from the sports teams/groups. All seem to be waiting for more information on an opening date. Spring softball at JPP was cancelled at this time. There is no additional information on an opening date.

CPP UPDATES: *(General updates)* Chairman Holmes inquired if the seasonal positions for CPP have been posted; the Clerk stated the positions have not been posted as of yet and perhaps the reasoning is due to separating the maintenance position. The Clerk can reach out to HR on the other seasonal CPP positions. The Director position has not changed since last year and it was recommended to post it. The verbiage for this seasonal position was being worked on due to the parks closing at this time. The Commission would like to have the CPP Director Position posted first so the hired individual can assist with filling the other positions.

JPP UPDATES: *(General updates)* Commissioner Coscia inquired if fertilizer was placed at JPP; Commissioner Nolan explained the company had to visit to measure the area for the quote but cannot do so until the parks open again. Commissioner Coscia will attempt to measure the area to move forward with the project. The company's information will be forwarded to him. Chairman Holmes inquired what work needs to be completed to finalize the bathroom at JPP. The current set up is not ideal. The Building Commissioner previously visited and did not want to add an underground water line. The softball team is expected to do work in the area, and this would avoid a possible water line break. The Town electrician was going to determine if a box and breaker could be installed, but is delayed due to the park closing. Additional hose is needed for the season, it was tight last year. An outside switch for the field lights was also a needed project. Commissioner Coscia received a request for field time at JPP for the Drifters, however no time is being approved since the park is closed at this time. He will also be meeting with the FreeLake softball representatives in regards to the building at JPP. The Building Commissioner stated no one should enter the building; so, the group must remove all their items. If a wooden shed can be built on site, the maintenance equipment can be better stored.

ROUTE 18 FIELDS: *(General updates)* There are currently 20 bags of fertilizer on site. The company was not able to finish spreading it due to the area being too wet. The Superintendent of Streets recommended waiting on the fertilizer for a couple of weeks.

ANY OTHER OLD BUSINESS: No further old business was presented for discussion.

NEW BUSINESS

CORRESPONDENCE: The Clerk did not have any new correspondence to present for review.

ANY NEW BUSINESS FOR THE COMMISSION: Commissioner Coscia discussed adding information to the Park Commission website. The Clerk has access to update the

website. He also wanted to begin repairs the nature athletic course at TWC. He was hoping to get some assistance from the Highway Department or volunteers to make the needed repairs to the equipment. He would like to make a checklist of the needed work. Chairman Holmes provided an overview of the needed work he has noted in the past. Commissioner Nolan added the Highway Department has already begun looking at some repairs to the area as a fall project. Tree removal is needed. There are also items from the LHH along the trail which needs to be extracted. He also noted one of the stations on the trail is completed pulled out of the ground and move to the side. The Clerk asked if there is paperwork for the exercise stations that may be on file. It was unknown if there was paperwork, but the sign at the beginning of the trail (which has now fallen over) had information on it as well as each station having a sign. Chairman Holmes will try to gather more information about the stations and how it was created. Commissioner Coscia recalled from the Board of Selectmen meeting a request from the Highway Department for a list of projects needing to be completed from each park. These lists have not yet been created and it was suggested to combine them in one communication to Highway. Chairman Holmes asked for everyone to work on a type of 'wish list' for each park by the next meeting. The Clerk will look at the website to view what can be updated.

ITEMS FROM THE CLERK

The Clerk reviewed a slight confusion on how the hours for the new Highway employee (which is paid by the Park Commission) will be processed. The timesheet is being turned into the Highway Department at this time. This will be a similar process to the former Highway employee at TWC.

OTHER BUSINESS

Chairman Holmes noted the budget for the next fiscal year will need to be edited due to the loss of income from the park closures. He asked the Clerk to attempt to calculate the dollar amount of loss from the LPL over the next few months. A shortfall is expected due to the current circumstances and Chairman Holmes asked for everyone to keep this in mind when purchasing items for the park. If purchases can wait, they should be postponed until the next fiscal year.

Commissioner Coscia inquired on how the team/groups will be notified if the date the parks are expected to reopen changes. Chairman Holmes said if dates change, another email should be sent just as before.

Next meetings scheduled for Monday, May 11, 2020 @ 6:30pm at the Loon Pond Lodge at Ted Williams Camp.

Motion by Joe Coscia: Adjourn the meeting. Seconded by Mike Nolan

Voted: Unanimous in favor – Motion Passed

*****Meeting adjourned at 7:40pm*****