

Lakeville Park Commission  
Meeting Minutes  
Remote Location  
Monday, May 11, 2020@ 6:30pm

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

Other Attendees: Neli Woodburn (Clerk)

Chairman Holmes opened the meeting at 6:34pm. LakeCam was recording and live streaming the meeting via Facebook. Chairman Holmes 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

**OLD BUSINESS**

REVIEW / APPROVE MEETING MINUTES: Meeting minutes from 4/27/20 were provided for review. Commissioner Coscia asked for clarification on the maintenance responsibilities of the Highway Department which were noted in the minutes; specifically, would the area of the Loon Pond Lodge (LPL) be included. Chairman Holmes explained currently the Ted Williams Camp (TWC) maintenance employee takes care of the area around Loon Pond Lodge. If a large item needs to be handled, such as a downed tree, the Highway Department would step in. The area is hand mowed to avoid damage to the irrigation system. The Superintendent of Streets was in agreeance with this procedure. Commissioner Coscia stated some concern in regards to a TWC maintenance employee handling a grass area when it was understood all grass areas would be under the care of the Highway Department. Additionally, he noted the minutes state the Highway Department employees do not use push mowers which is needed to maintain areas at Clear Pond. Chairman Holmes further explained the area around the LPL looks better when hand mowed versus the machine and this is another reason the Commission has a TWC employee handle it. Repair to a couple of irrigation heads was needed recently because the area was not hand mowed. Commissioner Coscia felt if the area is in need of push mowing, the Highway Department should adjust to complete the needed maintenance as part of the agreement. Commissioner Nolan reminded everyone it was the minutes being reviewed at this time and he had a full report from the Highway Department to review in the meeting. Commissioner Coscia added a small edit to the verbiage in the minutes. Commissioner Nolan also added some small edits to the grammar and verbiage in the minutes. Commissioner Nolan referred to job position discussion in the minutes and noted he did not change the position title. This was removed from the minutes. Commissioner Medford also added a small grammar edit to the minutes.

Motion by Mike Nolan: Approve the Meeting Minutes from 4/27/20 with the provided edits. Seconded by Jesse Medford

**Voted (via roll call):** Jesse Medford – aye, Joe Coscia – Aye, Mike Nolan – aye– Motion Passed

REVIEW OF SEM AND BOARD OF SELECTMEN MEETING: Commissioner Coscia stated he reviewed the meeting and the SEM contract but did not find a requirement for a CORI check of employees mentioned by Selectman LaCamera. Chairman Holmes confirmed

this is not in the contract and stated it was a request of the Selectman LaCamera to have it completed. This can be added to the contract when it is due in November. Chairman Holmes noted some of the SEM employees and bartenders are already CORI checked for other reasons. Commissioner Coscia inquired if a CORI check would be needed for the various caterers as well. The Commission Clerk confirmed the only certifications required are from the Board of Health and CORI checks were not requested. Commissioner Medford noted CORI checks are usually completed for individuals working with children which would not be a part of a bartender's position. It is unsure who would have to pay for the CORI checks, SEM or the Park Commission. Commissioner Nolan agreed since the contract with SEM is currently in place, no changes can be made until it expires in November. He added a further discussion would have to take place before it is added to a new contract and noted Commissions/Boards are not CORI checked. Chairman Holmes stated Town Hall did request one Park Commissioner attend any meetings in regards to contract negotiations or review. Chairman Holmes requested the Commission review the current SEM contract and note items which may need to be change for the new contract in November. Commissioner Coscia asked for clarification in regards to the Board of Selectmen stating all expenses from SEM must be reviewed by them. He was concerned this left the Park Commission out of the loop. Commissioner Nolan stated it was the right of the Board of Selectmen to review any fiscal dealings within the Town and after a review of the contract as well as income/expenses further questions arose. He did not believe it was for the Board of Selectmen to take over the day to day operations, but to investigate a dip in revenue they saw. Commissioner Nolan has a list of items to review from the contract including any damages to the property is the responsibility of SEM; however, the Park Commission has historically paid for any damages to the building. Chairman Holmes was able to speak with the Town Administrator and Selectman LaCamera recently and a subject of discussion was early voting. The Town Clerk also emailed the required dates for early voting this year. Selectman LaCamera stated use of the LPL for early voting will not be a possibility. The LPL currently has events booked within the ten day early voting period. Chairman Holmes asked the Commission Clerk to review the calendar of events to find conflicts with the early voting time. He would like to accommodate the Town Clerk; however it is not possible if an event is already booked. There was a discussion in regards to the 2% deficiency in revenue from SEM which was discussed at the Board of Selectmen meeting, and the marketing plan SEM created. Chairman Holmes asked the Clerk to review the plan to mark any items which were completed. The contract with SEM can be extended for another three years or another RFP can be sent out. The Board of Selectmen asked for the Park Commission's view on which option would be preferred. Commissioner Medford felt it was best to extend the contract since a relationship with SEM has been established over the past three years. Chairman Holmes noted SEM was the only business who put in a bid on the RFP. Commissioner Nolan stated there are some items which can be improved, but overall the partnership with SEM has been a success. Chairman Holmes agreed. Commissioner Coscia stated he would be in favor of another RFP to review what other options may be available. Commissioner Nolan volunteered to work with Town Hall in regards to a new contract for the LPL.

#### SEM/LPL UPDATES:

*(Code/Alarm Update)* Chairman Holmes noted the alarm system needs to be on as soon as restrictions are lifted so the Commission can meet in person. An executive session would be required to complete this. The Commission Clerk is currently the point person for the alarm system. Commissioner Nolan asked if setting the alarm system could be completed one by one; it is possible and will be further looked into. Chairman Holmes noted SEM would need to be kept in the loop once the alarm system is on.

*(General updates)* There are no events occurring at the LPL at this time. Commissioner Nolan has been in contact with SEM. They have removed all bartending stock from the building. There were no other updates at this time.

#### TWC UPDATES:

Commissioner Nolan provided an update on a recent bill from Winfield Solutions. The original quote for the work was \$7676; however the bill was approximately \$7100. The amount was decreased due to one field not being included and other work not needed.

*(LHH Updates)* Commissioner Nolan received another letter from Mr. Jay Soares in regards to taking over the former Lakeville Haunted House area. He responded to Mr. Soares stating the Haunted House would not be opening this year and due to other more immediate concerns, a decision cannot be provided for the proposed takeover. Mr. Soares has also suggested a Christmas theme event in the area; however Commissioner Nolan did not want to provide an answer until a more detailed plan is provided.

Commissioner Nolan was also in contact with a representative from the Horseshoe league. The League is inquiring when the courts will open. Commissioner Nolan informed him it was not up to the Park Commission and information from the Town as well as the Governor's office on opening procedures is needed. The League has a plan on how to resume playing with social distancing protocols in place. Chairman Holmes verified the Park Commission cannot approve opening of the courts at this time. He also suggested having the Board of Health involved with any opening decisions. The proposed opening date of the state does not guarantee everything will be opened. He recommended passing along any plans to the Board of Health for review. The Clerk will inform the representative of this information. Further discussion can be held at the next meeting with more details from the Governor's office and Town Hall.

Commissioner Nolan reprogrammed the keypad lock for the maintenance building at TWC. There is a code for the Commission and another for Highway Department employees. Chairman Holmes recommended changing the battery for the lock as well. He also received a request from the Highway Department for keys to the pad locks utilized around the parks. The John Paun Park (JPP) field was locked, however Commissioner Coscia noted it was mowed but the lock was not replaced. Currently the Superintendent of Streets has a key and the dedicated Highway/Park employee has a key. The Department is requesting three more keys for the various Highway employees who will be scheduled for mowing/maintenance.

*(To-Do List for Parks)* Commissioner Nolan compiled a list for work needed at TWC. The plan was to make lists for each park and the Commission Clerk would compile them all into one document for the Highway Department.

*(EEE Spraying)* The Governor's office has put a bill before the State for spraying mosquito larvae. It was uncertain if spraying would occur. Commissioner Nolan stated concern about the spraying's safety for bees and birds; however, he found information stating it

was safe. He suggested the Park Commission consider contacting the usual company, Plymouth County Mosquito Control, to begin spaying of the parks.

*(Current Job Openings)* An application was received for the part-time TWC maintenance position. Another application was received; however it listed Clear Pond Park (CPP). Commissioner Nolan inquired if the budget would allow hiring this position at this point. It is in this budget; however the budget for next year is unknown due to the quarantine. Chairman Holmes stated once the parks are given the go ahead to open, an employee will be needed for the weekends. Chairman Holmes inquired if the two 'float' positions proposed by the Highway Department would be funded by the Park Commission. It was understood the funds would come from the Park budget. Commissioner Nolan added the Superintendent of Streets recommended hiring one full time employee for the season instead of two part time employees. Since the position would be seasonal, no benefits would be paid. This full time position could move from park to park to complete the needed maintenance since one park would not have enough work for full time hours. The need for the part-time TWC maintenance position in addition to this seasonal full time position was discussed. The part-time position is only scheduled for the weekends, which is a busy time when the park is open. There is currently only one TWC maintenance employee on staff right now. The application received was from a previous seasonal employee at TWC. Chairman Holmes stated the applicant did good work for TWC in the past. The most important detail of this position is the ability to work weekends. Chairman Holmes recommended inviting the applicant to the next meeting to ask further questions or move forward with hiring him. Commissioner Nolan and Commission Medford agreed to move forward as long as the applicant can work weekends. Commissioner Coscia was concerned about the amount of work available for two part time employees if the park does not open yet. Commissioner Nolan recommended tabling the discussion until the next meeting to allow everyone time to build the list of work at all the parks. He added the positions would not need to be filled within the next couple of weeks. Chairman Holmes will reach out to the applicant to review the hours required for the position is over the weekend.

*(Drainage Update)* The two companies who won the bids for the drainage work had not turned in the needed paperwork with Town Hall yet. Commissioner Nolan provided an update; the companies had not received anything from the Town to complete. One of the companies went to Town Hall, gathered the needed documents, and submitted the signed paperwork. The only item missing was the insurance certificate which the insurance company will forward. The company can begin work mid-week next week. The Superintendent of Streets was planning to reach out to the other company for an update. The delay seems to be neither company receiving the original documentation in the mail. Items will need to be moved at the maintenance building parking area for the construction.

*(Nature Trail Clean-Up)* Commissioner Coscia is beginning to clean the exercise equipment on the TWC trail. He inquired if the TWC employee would be able to assist in getting the sign at the beginning of the trail back up. It had fallen with a storm. Chairman Holmes stated it would require equipment due to its size. Commissioner Nolan confirmed it is on the Highway Department's list to complete. One of the exercise stations was pulled out of the ground. Commissioner Coscia has begun a list of what work is needed at each station. He will attempt to repair some items and the other items can be assessed for more help. Commissioner Coscia also noted another station

is completely pulled out of the ground and placed in a pile. The Superintendent of Streets has also begun looking at the trail area to schedule maintenance and grounds keeping. There are a number of downed trees in the area and dead pine trees needing to be removed.

*(Park Improvements for 2020)* Commissioner Coscia stated some of the buildings on site were in need of some maintenance. He believed a coat of paint on some would help make the area look better.

#### SPORTS SEASON:

*(General Updates)* Commissioner Nolan heard from the Freetown-Lakeville Soccer Club (FLSC) this week and was notified the League has cancelled the spring season. Chairman Holmes wondered if summer programming will be scheduled instead. The group is considering this option, but looking more toward the fall season. The summer season at TWC is usually not very busy. The FLSC informed the Women's soccer club they may utilize the fields; however it will not be lined. Softball at JPP is also cancelled. The Commissioners had not received any communication from baseball, but it was suggested to reach out.

*(Horseshoe Club Questions)* The Horseshoe League plan for reopening was discussed earlier in the meeting. The Clerk will reach out to the representatives to inform them no immediate decision can be made. The Clerk also noted the Pickleball group was asking similar questions and put together a plan to reopen with social distancing. The group emailed during the meeting. Chairman Holmes requested the Pickleball group provide a full plan so it can be submitted for review; however, there is no definite opening date at this time.

#### CPP UPDATES:

*(Posting Review)* Whether to post the available positions at CPP was discussed. Chairman Holmes also discussed the CPP season would have to be reviewed due to the new guidelines. The job postings would need a contingency noted in case CPP does not open; the jobs are only available if CPP is open for the season. Commissioner Medford agreed with the note recommended by HR for the posting. Commissioner Coscia felt the Commission should move forward with the postings to prepare for the season open. Commissioner Nolan was concerned the cost of operating CPP would not be offset by the revenue possible this season. He suggested asking the Board of Selectmen for assistance with the operating costs for this season. He also noted if the current Covid-19 situation affects the number of applicants for the lifeguard positions needed, this would also force CPP to cancel for the season. Chairman Holmes emphasized the need to make a decision which is responsible and fiscally sound. The Commission agreed all measures should be reviewed to try to open for the season. A plan would be needed for the next meeting. Commissioner Coscia and Commissioner Medford will attempt to gather ideas on how CPP can open with restrictions. Commissioner Coscia believed asking the Town for assistance is a good start since it is a town service being provided by the Park Commission. Commissioner Nolan suggested looking into possible grants or government assistance to help with the operating costs at CPP. The postings for Lifeguards and CPP Director can go out with the notation in regards to the season not being guaranteed.

#### JPP UPDATES:



(General updates) Information in regards to teams/groups at JPP was previously mentioned in the meeting. The Clerk confirmed no correspondence from the Blooperball teams was received. Commissioner Coscia will reach out.

#### ROUTE 18 FIELDS:

(General updates) The fields were fertilized last week. Clean up was completed in the area removing some downed trees and cutting back brush. It was recommended to speak with companies who recently won the drainage bids in regards to a parking lot at the new fields. A gravel parking lot would be best in the area, and the Highway Department could maintain it. The expense for this project is a concern at this time. Retained Earnings may be needed to cover operating expenses while no income is being received.

ANY OTHER OLD BUSINESS: Chairman Holmes provided the Accounting reports which run through April 30<sup>th</sup>. The reports were reviewed. Revenue is not expected prior to fiscal year end. The budget for FY2021 will need to be reviewed with the current circumstances in mind. Chairman Holmes requested gathering an estimate of lost revenue from the LPL. Exact numbers cannot be calculated since some events have postponed. The Clerk will work with SEM to attempt to gather this estimate; in the meantime, the Clerk was able to review the number of events which were scheduled for March, April, and May. Commissioner Nolan noted confusing line items on the Accounting report. Chairman Holmes has submitted proposed edits to organize the accounts in a better manner. A clarification on a charge listed was provided. The Clerk confirmed a monthly audit is completed to ensure the proper charges are in the proper account. Any discrepancies are brought to Accounting to fix.

#### **NEW BUSINESS**

CORRESPONDENCE: Correspondence was reviewed earlier in the meeting; there was no other correspondence to present.

Commissioner Nolan returned the discussion to the budget. He stated the cleaning company cost was recently questioned by the Board of Selectmen and the accounting report only shows the expense of this service, not the payment of the fee by the renter. Chairman Holmes explained when the cleaning company first began; the Park Commission was responsible for paying the fee since it was not in the contract. At this time, all cleaning fees should be paid by the renter. This income is added to Hall Rental since there is no revenue account to separate it. A separate account was requested, but not added to the budget as of yet.

#### **ITEMS FROM THE CLERK**

The Clerk noted a past invoice from Nor'East Hydroseed was returned. The invoice will need to be approved at Town Meeting for this additional amount. The company has been notified in regards to the delay.

Next remote meeting scheduled for Wednesday, May 27, 2020 @ 6:30pm.

Motion by Jesse Medford: Adjourn the meeting. Seconded by Mike Nolan

**Voted (via roll call):** Jesse Medford – aye, Joe Coscia – Aye, Mike Nolan - aye–, Scott Holmes –aye - Motion Passed

\*\*\*\*\*Meeting adjourned at 8:27:15pm\*\*\*\*\*