

Lakeville Park Commission  
Meeting Minutes  
Loon Pond Lodge  
Monday, May 13, 2019@ 6:30pm

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

Other Attendees: Brad Stolts (Eagle Scout Project), Dan Stolts (Eagle Scout Project), Leslie Stolts (Eagle Scout Project), John Meleedy Sr. (SouthEast Fence), John Meleedy Jr. (SouthEast Fence), Joe Quin (Boy Scout Troop4), Doug Berry (CPP Director), Neli Woodburn (Clerk)

Chairman Holmes opened the meeting at 6:33pm

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

*6:30pm – Eagle Scout Project presentation (Stolts):* Mr. Stols presented the Commission with a written proposal presenting the Eagle Scout project he would like to complete. Chairman Holmes inquired if the Council has approved the project at this point; it has not. The first step in the process is to receive the go ahead from the Park Commission. The project is to build a RC car park/track at Ted Williams Camp. An example of the typical car which would utilize the area was shown. Mr. Stols provided information on the cars and types of tracks for these parks. Measurements for the ideal track area were provided. A drone pad was also included in the plans. Mr. Stols would reach out to local groups like the Lions Club and companies for any renovations needed for the area. He would utilize different methods to gain funding for this project. Commissioner Coscia asked about the level of interest this would raise. Mr. Stols explained there are not many tracks in the area so many enthusiasts run the cars at homes. A typical race day could bring in anywhere from 150 to 400 people depending on the type of track as well as space to accommodate the visitors. Events and renting out the space could be utilized by the Commission. The closest track is in New Bedford which hold events approximately once a month, and change the type of event each time to accommodate different levels. Commission Nolan questioned the size of space which will be needed to accommodate the track; the dimension provided are approximately the size of a football field. He stated concern about the size since current teams on the fields are lacking in space. The space Mr. Stols was currently considering is the area next to the Skate Park. The amount of space being requested includes (350ft x 200ft) a field area, drag racing, a race track, and 2 practice tracks. Features can be cut out of the design to fit into space available. Commissioner Nolan inquired about the area being fenced in to ensure cars remained at the track. This option was not definite at this time due to the cost, however can be added if the Commission felt it was necessary. Commissioner Nolan also mentioned concerns around the drone launch pads and if the Commission would want this type of activity at the park. Further discussion would be needed for this subject. Clearing of the land is not necessary as the track usually uses the available terrain to create the type of track. Maintenance of the track area would be handled for the first year by Mr. Stols. Chairman Holmes explained the staff at Ted Williams Camp would not be able to take on this extra maintenance after that year. With the research completed, it was noted assistance with

the area such as maintenance is not usually a concern due to volunteers in the club or group. The more difficult job is getting exposure for the group/track. Talks were started with Bristol County Agricultural High School to begin an RC club which would use the area. Parking would be an issue since additional parking areas cannot be provided and the proposed track area would be taking some space utilized for parking by visitors. Chairman Holmes agreed the parking would be an issue which would need a solution. Finding a space not being used adjacent to a parking lot would be ideal. Certain areas around TWC cannot be used per National Heritage due to being a turtle habitat; however, further research can be completed by Mr. Stolz to possibly find a work around this. The new fields on Route 18 may have space for this project. Commissioner Coscia inquired about the noise level on event days. While gas cars are very loud, most are electric which is very quiet and more popular. Commissioner Coscia further presented concern around noise from cars, drones, etc while an event such as an outdoor wedding may be taking place. Chairman Holmes stated the importance of having a schedule from the track to ensure no conflict. At this point in the planning process, Mr. Stoltz was just looking for approval or not from the Commission so he may go on to next steps. Commissioner Nolan stated personally he could not provide an answer either way without more information. Chairman Holmes emphasized the need to settle on a location before approval. Commissioner Nolan offered to take the lead and help Mr. Stolz with next steps to gather more information for the project. Chairman Holmes asked Mr. Stolz to return to a meeting once he has been able to meet with Commissioner Nolan to review areas at TWC which may be utilized. Once approved the project is estimated to take 3-6 months to be completed. Commissioner Coscia also offered to help meet with Mr. Stolz on the project.

*6:45pm – John Meleedy:* Mr. Meleedy attended the meeting to request permission to set off fireworks from the area of the new Route 18 fields on July 6<sup>th</sup>. Mr. Meleedy utilized the fields last year for his firework display and did not have any issues other than a time delay. Chairman Holmes provided an overview for the new Commissioners on the use of the fields for this display last year. Mr. Meleedy stated all residents are invited to watch. He is in contact with all neighboring parking lots due to the popularity of the event. Commissioner Medford inquired on the approximate attendance from last year; it was estimated at 80 – 100 attendees for the fireworks. The show was 22 minutes in length last year. A professional company is utilized for the show. Chairman Holmes stated the only requirements would be to go through the proper channels just as last year. The show will begin at 9:30pm.

*Motion by Mike Nolan:* Approve Mr. Meleedy to utilize the Route 18 fields for his fireworks show on July 6<sup>th</sup>. Seconded by Jesse Medford

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

Commissioner Nolan also asked Mr. Meleedy to provide an estimate for fencing needed at the fields. Questions about the type of fencing needed were presented. Mr. Meleedy asked if specifications are needed since the fence would be around an electrical box. Commissioner Nolan will reach out to Town Hall for clarification on it.

*Joe Quinn for Boy Scouts:* Mr. Quinn attended the meeting as the representative for Boy Scout Troop 4 in Lakeville. He is requesting the annual overnight and clean up at Clear Pond Park for the weekend of June 7<sup>th</sup>. Chairman Holmes further explained to

the new Commissioners this yearly cleanup and overnight event for the Boy Scout Troop. Commissioner Nolan asked the CPP Director, who was in attendance, if work will already be started at the beach by the weekend requested. Mr. Berry was unsure if he would begin work as early as the requested weekend, and asked if the group needs the electricity and bathrooms at that time. Mr. Quinn explained the troop does not need electricity, but does need water. Mr. Quinn also requested the troop to fish while at CPP as they have in the past. Chairman Holmes explained since it is closed to the public on that weekend, fishing would be allowed. Mr. Quinn also asked if he has a certified lifeguard on the premise, could the Troop swim. Commissioner Nolan's concern for swimming early at CPP is the water has not yet been tested. Chairman Holmes also stated this request would need to be further researched to see if the Town is allowed to have lifeguards who are not hired. While this is being research, perhaps the water can be tested as well.

Motion by Scott Holmes: Allow Troop 4 to complete their annual campout and clean up at Clear Pond Park on the weekend of June 8<sup>th</sup>. Seconded by Mike Nolan

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

Chairman Holmes suggested having the water turned on for June 1<sup>st</sup> at Clear Pond Park, so any repairs needed prior to the Troop weekend can be completed. Chairman Holmes will also reach out to Town Hall in regards to the volunteer lifeguard the Troop would like to use. Mr. Berry offered to be available as well for the Troop weekend.

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

*Review and Approve Meeting Minutes* – No Minutes were available for review.

### **OLD BUSINESS**

#### CPP

*(Review job posting for lifeguard and maintenance)* The updated Clear Pond seasonal job descriptions were provided for review. The only changed this year was in the hours portion. When interviews are held, the applicant can be informed vacation times will not be approved since the position is only a 9-10 week term. The positions can be posted as soon as the Commission approves them. A couple of applications have already been received and multiple inquires on when the posting would be available were noted. The salary range was reviewed due to Human Resources questioning whether the full range should be shown or just the starting range. A review of the salary ranges and steps were provided for the new Commissioners. After a review, it was decided to keep the salary range as listed. Maintenance staff for CPP will again be sent over to JPP to ensure the area is set for the busy weekends. All applicants can find the job postings and applications on the website; however, the website must be posted first. Applications can be dropped off at Town Hall.

Motion by Mike Nolan: Authorize the presented job posting for Clear Pond Park Lifeguards/Swim Instructors and Clear Pond Park Maintenance for the 2019 season. Seconded by Jesse Medford

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

The Group Outing contract for CPP was reviewed. A copy of the last contract was provided which listed the current fees. Chairman Holmes recalled the fees being updated to a per person rate as opposed to the bulk rate for a certain number of people in the group. The only contract available was the group rate. Chairman Holmes explained the change was to avoid groups stating a certain number of people for the lower rate and actually having a larger group. Mr. Berry encountered this issue last year, and found it was difficult to gather the balance for the additional people. He suggested the rates be increased to help reduce the fees lost. Mr. Berry will review the current contract and suggest changes to make the process easier. He also mentioned an annual group to CPP utilized tickets to organize their group outing. This method may assist with all outings at CPP having the outing organizer visit before the event for payment and to gather the specific number of tickets.

The cell phone for Clear Pond Park is again active and was provided to the CPP Director, Mr. Berry. An overview of the cell phone was provided.

Commissioner Coscia asked if one of the AED machines is already at CPP or will be there prior to season open. It is the plan to have one at CPP and Chairman Holmes suggested a class on their proper use can be held. Mr. Berry confirmed AED training is now part of CPR training, so all with CPR certificates are already trained.

The Clerk suggested once the staff for CPP is hired, a meeting with them and the Commission should be scheduled at the Loon Pond Lodge. If possible, HR could attend as well to ensure paperwork is completed. This could also be in conjunction with the AED training.

Commissioner Coscia inquired about the playground at CPP. Mr. Berry reviewed the condition of the playground last year, and with the parts available it is as completed as it can be. Commissioner Coscia was looking for extra pieces which would be put together at JPP. This may be a project for JPP in the near future.

#### *SEM/LPL Updates:*

Ms. Perkins, representative from Southeast Event Management was in attendance to review proposed changes to Loon Pond Lodge rates.

Motion by Scott Holmes: To enter executive session pursuant to M.G.L. c.30A, §21a(10) to discuss trade secrets or confidential, competitively-sensitive or other proprietary information provided. Seconded by Mike Nolan

**Voted:** Jesse Medford – aye; Mike Nolan – aye; Scott Holmes – aye; Joe Coscia – aye: Motion Passed

*Entered into Executive session @7:39pm*

*Reentered Open session @ 8:15 per motion passed*

Motion by Scott Holmes: Accept the new proposed rates for weddings at the Loon Pond Lodge. Seconded by Mike Nolan

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

*(General updates)* A review of requested items from SEM was presented and reviewed. Currently, the phone at the Lodge needs to be replaced. Specific requirements for the phone were reviewed. Chairman Holmes will look for one to purchase.

Extra cigarette trash containers are requested for the Lodge. Chairman Holmes shared the thoughts of the Commission to not have these receptacles by the doors, but instead

to set up designated smoking areas a small way away from the Lodge. Ms. Perkins stated concern around the staff not being able to control the crowd to utilize these areas instead of smoking where it is convenient and throwing the ends on the ground. Commissioner Nolan agreed with Chairman Holmes to dissuade smokers from being at the doors, the receptacles should not be placed there. However, all agreed more were needed. One or two more will be purchased for the Lodge with signs for a smoking area.

Commissioner Nolan has some additional questions on the bills provided. The bill from Clean Right was reviewed and explained. No scheduled date for the full carpet cleaning has been set yet. He also reviewed a bill from Williams Trading Post for flowers to decorate Ted Williams Camp. On the bill, a cash payment was made by a Park Employee who covered the difference between the amount approved and the amount purchased. Chairman Holmes believed the budget provided was higher than \$50. A review of the invoice occurred, and additional forms will be required for proper payment to both the company and employee. Confirmation of how the purchase was completed is needed.

#### TWC UPDATES:

*(General updates)* Water is up and running from the well which was previously broken. Permanent repairs will be needed to fix the issue in the long run. Handicap signs have been a long running project which Chairman Holmes has now taken on. The Highway Department is also assisting and believed the signs should be done soon. A small diagram of where the signs should go was provided and reviewed. There are currently signs at CPP and JPP, however the Building Commissioner can be asked to check if any more are needed.

Commissioner Nolan provided an update on equipment. The Kubota is back up and running at this time. The Z Track was recently fixed after purchasing needed replacement items. The Bunker Rake will arrive no later than June 15<sup>th</sup>. The billing for this item was completed through Town Hall for proper processing. Chairman Holmes noted this forthcoming bill will need to be deducted from the Equipment Budget. The item was on the Bid List; however the method in which it is ordered and paid has changed.

Applications were received for the posted position at TWC. One applicant was looking for more part time hours, while another was looking for a bit more. Chairman Holmes provided an overview of the applicants although the applications were not available at the meeting. An additional applicant was not able to begin work until middle of June. Chairman Holmes did reach out to one of the applicants, however did not receive a call back until the meeting. A new position could be created and posted for a higher wage; however this would delay hiring for approximately a month or so. It is important to hire someone to work with the current employee to learn what is needed prior to his retirement. A review of the most viable candidate was provided. Chairman Holmes reviewed the budgeted amount for the position.

Motion by Mike Nolan: Allow Chairman Scott Holmes to interview the viable candidate and hire him if he fits the position. Seconded by Jesse Medford

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



Chairman Holmes explained by hiring this person right away, it will allow the current employee to work on the fields. Commission Nolan confirmed the fields are in need of some repair and work. A review of which fields need work was present. The new Bunker Rake arriving has an attachment for edging which would help with the fields.

#### Sports Season

*(Payments, insurance, contracts, schedules)* The Clerk provided an overview of the payments and documents received by the teams. The Thunderbirds Volleyball team will not be returning for the 2019 season. They are looking to gain more sign ups and come back in 2020. Commission Nolan inquired if equipment was left behind, however it is not certain. Tournament applications were received. Chairman Holmes explained these tournament request would need to be reviewed against others nearby to ensure no conflict. The Clerk will forward the tournament requests to the scheduling Commissioner for review. The Pickelball group still needs to attend a meeting since they were away recently.

Commissioner Bradley had forward the ball field schedules he created. The Clerk asked where these should be posted for review. A cork board was suggested to post all the schedules by month and allowing employees to view future months as well.

#### JPP

*(General updates)* The Bathroom will be shipped next week. A pad will be needed for this delivery. Water is currently up and running in preparation. Commissioner Nolan found the well at the Park is deeper than expected; a 285ft well. Commissioner Nolan has made purchases to prepare for the delivery of the bathroom. The electrician visited the area, and stated the box will need to be redone. The manual for the bathroom was provided, so Commissioner Nolan will review to ensure what is needed. Commissioner Coscia reached out to the softball team and had some communication with them in regards to the scoreboard. Commissioner Nolan noted the softball team stated the roof of one of the dugouts is undone. It was reviewed the roof probably rolled off, however it can be fixed. The Highway Department has already begun adding JPP to their schedule; however they have not been able to mow Field 3 due to flooding. Commission Medford asked if a 25ft buffer was present from the water; he was asked by the Open Space Committee. The Commission does believe the needed buffer is present. Commissioner Coscia would like to utilize some posts to further outline the parking areas at JPP. There are posts available for this project; however they would need to be cut down. He would also like to replace some post already there since they are broken.

#### RT. 18 FIELDS

*(General updates)* The group from Old Colony was recently at the fields and finished the electrical work needed. The work now needs to be inspected and then Middleboro Gas & Electric can provide power to it. There was no update on the well. The bid for the fields is currently at Town Hall. Commissioner Nolan was informed more information for the bid is needed and a suggestion to have an engineer review the area was provided. Work has already been completed on the fields, so the bid should reflect this. It was uncertain if this was understood.

#### CHANGE TO CAPITAL PLAN

Chairman Holmes was contacted by the Town Administrator in regards to the submitted Capital Plan. Due to the extremely short turnaround time, the Chairman went forward with making the needed changes. The updated Capital Plan was provided and reviewed. A review of what the Capital Plan is was provided for the new Commissioners.

### **NEW BUSINESS**

Commissioner Nolan received an email from the Building Commissioner. It was a forward from the Library Commission asking about the status of the pump since the Library is tied into the pump at TWC. Chairman Holmes mentioned some of the irrigation heads were being repaired so the system is not on, but it is working. The bill for the use of the pump was discussed and the Clerk will reach out on the status of payment.

Chairman Holmes reviewed quotes he received for electrical work needed. The estimated cost for the electrical work needed to prepare the CPP bathroom for air dryers was approximately \$1,000. This work should be completed sooner rather than later since CPP will be opening soon. A quote was received for adding electric to the outdoor TWC bathrooms for air dryers, approximately \$2,000. A quote for a new box to the lights around the Volleyball Courts was received. Commissioner Nolan also stated some of the repairs needed around the box would be the responsibility of Middleboro Gas & Electric. Unfortunately, the box has been damaged multiple times due to vandalism. Issues with the lights were tried to be solved by adding timers, however those were vandalized as well. Overall, the repair/replacement of the entire box would be approximately \$4000.

Motion by Mike Nolan: Move forward with the repair/replacement of the box near the Volleyball Courts.

Seconded by Jesse Medford

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

A further discussion was present in regards to the smoking bins for the LPL. Chairman Holmes emphasized trying to have designated areas for smoking and only have bins in those areas. The Commission does not expect the staff to 'police' the guests with their smoking. However, some felt adding bins by the doors will promote smoking nearby. Chairman Holmes would like to purchase signs to attempt having a smoking area at the Lodge.

Mr. Clerc was contacted in regards to the basketball courts. Chairman Holmes stated he should be in contact with former Chairman Dan Hopkins to assist with a 'Friends of TWC' group being looked into.

Pricing for striping the parking lot was being looked into. However, the handicap parking spots should be designated with signs first.

Commissioner Nolan returned to the subject of CPP. Some have commented about the quality of the sand. Chairman Holmes confirmed sand was delivered a couple of years ago.

### **CORRESPONDENCE**

#### **ITEMS FROM CLERK**

The COA reached out in regards to a car show they will be holding. Since the cars will be taking up the space in the parking lot, they are asking to use parking at TWC for

visitors. This event will be June 11<sup>th</sup>. Chairman Holmes inquired if the COA asked about uses the parking lot at TWC for a recent weekend event they hosted. The Clerk was not aware and did not receive any communication for this recent event. The Clerk reviewed the request and spoke with SEM to ensure there was no conflict.

Motion by Scott Holmes: Allow the COA to utilize the parking at Ted Williams Camp for their car show. Seconded by Mike Nolan

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

Chairman Holmes asked the Clerk to update the COA and state the Commission appreciation for the request.

A group reached out through the website to utilize Loon Pond for swimming practice in the morning. This would begin in the next couple of weeks and would be just a couple of morning per week. The participants from the groups are from Lakeville and surrounding towns. Within the group, there are certified lifeguards. Chairman Holmes stated the lifeguard documentation would be required first. Since this is also a volunteer lifeguard situation, such as the Boy Scout Troop, further research is needed. Chairman Holmes will contact the Town Administrator for more information. The Clerk will reach out to the group to information them permission cannot be provided at this time.

The Women's Soccer group inquired if their season could be extended a bit due to the amount of rain dates they have already had this season. This request was forwarded to the scheduling Commissioner. Additionally, the group asked who officially shuts down the fields due to weather. Only the Commission has the authority to shut down use of the fields, so the scheduling Commissioner would reach out with that information. Groups can also make the decision to not play on a given day if the weather is not ideal. Chairman Holmes emphasize the groups must also understand use of the fields in inclement weather can damage the fields.

A communication was reviewed in regards to a schedule event at the LPL and the interaction with SEM. SEM was provided the information as well and reached out to the person to resolve the situation. The communication was reviewed. SEM provided the client with a refund of their security deposit, which was within the contract timeframe. The client further requested a refund of their caterer fees; however SEM did not provide this refund. The Commission agreed with SEMs decision on the matter.

Chairman Holmes provided an updated on setting up TV access for the Lodge. The request is in with Verizon and it is just awaiting an update.

A statement from Winfield Solutions was reviewed. It will be filed for in anticipation of a full bill

Next meeting scheduled previously scheduled for Thursday, May 30, 2019 @ 6:30pm at the Loon Pond Lodge at Ted Williams Camp.

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

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

\*\*\*\*\*Meeting adjourned at 9:40pm\*\*\*\*\*