

**LAKEVILLE PARK COMMISSION
MEETING MINUTES
REMOTE LOCATION
THURSDAY, MAY 28, 2020@ 6:30PM**

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

Other Attendees: Ed Cullen (Board of Health Agent), Doug Berry (CPP Director), Neli Woodburn (Clerk), Maureen Candito (Town Administrator)

Chairman Holmes called the meeting to order at 6:33pm. 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; Commissioner Justin Bradley was not present. Additional speakers for the meeting were: Maureen Candito, Ed Cullen, and Doug Berry. There was no public comment for this meeting.

OLD BUSINESS

REVIEW / APPROVE MEETING MINUTES

Meeting minutes from 4/17/19 and 5/11/20 were provided for review.

Motion by Mike Nolan: Approve meeting minutes from 4/17/19 as presented.
Seconded by Jesse Medford

Roll call vote: Joe Coscia – aye, Mike Nolan – aye, Jesse Medford – aye

MOTION PASSED

Motion by Mike Nolan: Approve meeting minutes from 5/11/20 as presented.
Seconded by Jesse Medford

Voted: Joe Coscia – aye, Jesse Medford – aye, Mike Nolan – aye

MOTION PASSED

BUDGET:

(Adjusted Budget Review) Commissioner Nolan requested to move this discussion topic after the Clear Pond Park (CPP) discussion on the 2020 season is completed; Chairman Holmes agreed.

CPP UPDATES:

(Discussion on 2020 season) Commissioner Medford began the discussion by noting the CPP job posting were not up yet. Chairman Holmes clarified the posting were internal this week, and the Human Resources Department was waiting until this meeting to hear if the postings should move to external or not. Mr. Doug Berry, Director of CPP, has been in contact with last year's staff; thus far 5 lifeguards and 3 maintenance personnel would like to return for the 2020 season. The number of staff for the 2019 season was reviewed; 9 lifeguards (one only worked later in the season) and 4 maintenance. Chairman Holmes was concerned with filling the needed lifeguard positions and did not feel a reduction could happen. Mr. Berry believed if the raft area did not open and no swim lessons were being offered, staff could be reduced. The floor was opened to the Town Administrator for comments. Ms. Candito noted budget cuts were being implemented at this time. The Town is estimating a 12% decrease in revenue from the state as well as decreased reimbursements. Ms. Candito previously reviewed the Park Commission budget (provided by Chairman Holmes) with the Board of Selectmen and currently there is a deficit of \$79,000 in revenue. She also stated the Park Commission would be asked to

freeze all spending in 2020 outside of necessities and payroll. The Town is expecting to need to provide around \$20,000 to cover revenue shortfalls. The CARES act does not replace lost revenue during this time. The Budget being referenced is the first draft without CPP numbers and the Town still needed to supplement funds. It was not known how much would be needed to add CPP to these budget figures, but Ms. Candito noted the expenses would be higher than the revenue because of current regulations. Commissioner Nolan did not want to make a decision based on finances (if possible) and was more concerned about the safety of the staff. Mr. Cullen shared the Board of Health's opinion that CPP could open in a safe manner. Restrictions will have to be put in place which will result in a decrease in revenue. Lifeguards will have to take more precautions, and portable restrooms are being used at other establishments to avoid a community bathroom area. He pointed out the scheduled opening of CPP at the end of June would also have other public areas reopened which are at higher risks. He emphasized being outside is good during this time; however this must be done with distancing. Studies now show transmission of the virus is not largely from surfaces; it is mainly from being in contact with someone infected for a period of time. He felt making CPP residents only would help reduce numbers. Beaches are currently open in the area. Commissioner Coscia mentioned the recently cancelled events in Lakeville such as a bike race and inquired how the beach could open when these events could not take place. Ms. Candito explained since the Board of Selectmen had to vote to approve these events; they felt it necessary to cancel. The Board is tending to be more cautious and conservative at this time. Commissioner Medford suggested a shortened season, for example just the month of July, and residents only; this may help reduce the cost. Mr. Berry estimated around 150-200 visitors to CPP on a typical Saturday; and believed approximately 100 people could fit the area with 10x10 sections (*about half*). He stated 144 resident family passes were sold last year. Since the Commission Clerk is a passholder with her family, Commissioner Nolan asked for her input. Her concern was purchasing a pass for the season and being turned away at the gate due to capacity. She added while social media could be used to update the public; this may not be done as quickly as needed or reach everyone. Commissioner Nolan suggested daily reservations instead of passes; there was concern the phone lines at CPP not being able to handle the increased activity. Commissioner Coscia inquired on serving food. Mr. Berry felt offering food helped the visitors stay at the beach for the day and provided another source of income. Mr. Cullen advised food services are not restricted; it is not transmitted by food. Masks are not recommended while in the water. As long as visitors are 6ft apart, a mask will not be required while on the beach. The size of grids would depend on the number of people in the family; and an aisle would be needed to and from the water to ensure visitors are not walking through another group's area. The addition of aisles will cut down the available space for visitors. Mr. Cullen emphasized this is one option of how to distance visitors. Mr. Berry is open to following any regulations put forth and feels if other beaches throughout the area are opening, CPP should as well. Commissioner Coscia was concerned about the staff having to handle confrontational visitors when needing to enforce regulations; he inquired if a police detail would help. Mr. Berry believed it may be needed only at the beginning; communication through the website and social media would help relay the information as well. Commissioner Medford believed CPP would need to be residents only at this point. Commissioner Coscia recalled the need for out of town visitor income to run CPP

and did not want to turn a family away if they were out of town. Commissioner Nolan emphasized if the Board of Health and CPP Director believe it can be opened safely, it can be done but it will be very costly for the Enterprise Fund which is already running at a deficit. Ms. Candito confirmed the Town would have to cover the debt created. She reiterated the budget was already calculated with a \$20,000 deficit without the CPP expenses. Chairman Holmes expressed his main concern is for the safety of the staff during this time. Secondly, he doesn't believe it is fiscally responsible of the Commission to move forward resulting in the Town paying for expenses. Commissioner Coscia agreed the first concern is the safety of the staff. Chairman Holmes asked if the Commission would like to move forward with a decision or take additional time to create different scenarios for opening to review. Commissioner Coscia felt all the needed information has been presented at this time and no further discussion is required. Commissioner Medford's opinion was to close CPP for the season; if opened, it should be a shortened season for residents only. Mr. Berry felt there are many "what if" questions surrounding the opening, but noted employees are willing to come back for the season. Commissioner Nolan recommended a meeting with the Board of Selectmen in regards to financing CPP opening; the Enterprise Fund would not be able to fully fund it at this time. Ms. Candito added discussions at budget meetings noted the Town could not fund CPP while other areas are being reduced during this time. At this time, Commissioner Nolan believed more time is needed to review the information provided by the Board of Health for a safe opening; but emphasized a decision is required very soon. Mr. Berry added the situation is quick changing at this time. Increasing the fees was reviewed to help supplement the rise in expenses. Required monitoring for visitors is not needed for the beach. Streamlining the fees and how payment is received will be needed. Ms. Candito announced the ability to accept card payments was already in the works; however was delayed by the recent shut downs. Whether CPP opens or not, this project will still move forward. Work on this is approximately a month wait. Commissioner Coscia advised to set an end date for a decision.

Motion by Joe Coscia: Vote to further research options meeting for a final decision in approximately a week, if not, close Clear Pond Park for the season. Further discussion clarified a 'yes/aye' would result in more research and a decision later; a 'no' will close Clear Pond Park for the season.

Seconded by Jesse Medford

Voted: Joe Coscia – yes, Jesse Medford – aye, Mike Nolan – aye

MOTION PASSED

Chairman Holmes confirmed more research will be completed and suggested to schedule the next meeting in one week. Applications are available internally for positions at CPP and it is noted the position is only available if CPP opens. Commissioner Nolan asked for at least one Commissioner to be added to the Board of Selectmen meeting; Ms. Candito will confirm.

SEM/LPL:

(Town Election setup) The Commission Clerk reviewed a memo received from the Town Clerk in regards to use of the Loon Pond Lodge (LPL) for Town Elections schedule on June 16th. Set up will be on June 15th in the afternoon. Ms. Candito confirmed the

Town Clerk has all the needed protection equipment and sanitation items for this public event. No additional items are needed from the Park Commission.

Chairman Holmes acknowledged Mr. Berry and Mr. Cullen for their attendance at the meeting and thanked them for their input. He excused them from the meeting at this time; both left the meeting.

Commissioner Nolan returned the discussion to the Town elections and inquired if a company will be hired to clean the Lodge afterward; there was no definite answer and Ms. Candito will look into this. Chairman Holmes noted the early voting dates for October would conflict with some booked events. Ms. Candito confirmed the Town is exploring options to avoid occupying the LPL. At this time, the Old Town Hall is being examined to resolve this issue.

Ms. Candito received a response from the Board of Selectmen approving the addition of the Park Commission to the upcoming meeting. The Commissioners attending this meeting will be confirmed later.

(General Updates) Ms. Candito provided an update on the larvacide spraying of the area; she is currently working on getting early spraying done in Lakeville however is waiting for an update from government officials. Plymouth County Mosquito Control is spraying the area at this time.

BUDGET:

(Adjusted Budget Review) Chairman Holmes returned to this agenda item at this time. He reviewed a draft of the budget with the Commission. The budget does not reflect CPP opening, but it is estimated for the next year. No revenue from the LPL was calculated from July 1st through September 1st. The budget was reduced about \$90,000 from the original. Field use fees were increased for 2020 and Chairman Holmes provided the reasoning behind the increase was to offset the rising costs of field maintenance. The two new multipurpose fields are not being included for field use revenue. Another year of growth on the fields is best. The Capital Improvement line was reviewed; this was not for a particular purchase but to fund finishing any items for the new fields. Ms. Candito cautioned the Commission on using the \$35,000 listed in capital improvements and adjusting the budget accordingly. Retained Earnings will have to be used to cover operating expenses. Ms. Candito also advocated for a spending freeze for the rest of 2020. A decision on CPP will be needed to conclude how the budget will move forward. The budget can be reviewed again once the decision is reached. There was further discussion on the funding issues of CPP for this season. Commissioner Nolan noted the budget was conservative at this time, but once restrictions are lifted the revenue will increase. Ms. Candito recommended a tent for events; Commissioner Nolan reviewed there was a tent previously, but it was damaged beyond repair. Ms. Candito left the meeting at this time.

TWC UPDATES:

(General updates) Commissioner Nolan reported some issues with the irrigation at Ted Williams Camp (TWC). An irrigation pipe was damaged during the current drainage project construction, but the Highway department was able to fix it. Due to the current state of the budget, purchase of new mowers which were expected is on hold; an older piece of equipment was instead repaired for use. Chairman Holmes suggested purchasing new tires for the other machine so two large mowers were available. Commissioner Nolan will speak with the Highway Supervisor about it. Commissioner

Coscia did not agree the Commission should handle the repair of equipment since the Highway Department takes care of the outside areas. Commissioner Nolan confirmed the equipment is still the property of the Park Commission, but will speak with the Highway Supervisor on equipment maintenance responsibility.

SPORTS SEASON:

(General updates) The Samurai's, an AAU team, reached out to request practice time on the fields. At this time, Commissioner Nolan felt the previous field schedule is now obsolete and will have to begin again. The Samurai's would like time once the fields are opened again (July/August). Field scheduling was the responsibility of a former Commissioner, however due to no Town election in April this responsibility was not yet reassigned. Chairman Holmes suggested reaching out to other AAU teams prior to approving field time. Commissioner Nolan and Chairman Holmes will work on this scheduling.

The Horseshoe group is now cleaning their area for upcoming use. They have submitted a plan to follow current restrictions. Current and upcoming restrictions were reviewed. The Pickleball group is also waiting to begin their season. Details for the next wave of restrictions have not been released yet. It was noted visitors have been observed playing tennis and horseshoes. Signs are in the areas stating closed. Commissioner Nolan recommended updating the signs with more specific regulation information. Individuals have also jumped the fence to play basketball.

JPP UPDATES:

(General updates) No major updates to reports. Commissioner Coscia will be reaching out to a couple of teams to confirm no field use is permitted at this time.

ANY OTHER OLD BUSINESS TO REVIEW:

Commissioner Coscia asked for clarification on who will be mowing at CPP and the area around the LPL. Chairman Holmes confirmed the current Park Maintenance employee will handle hand mowing around the LPL area. Damage to the sprinkler system has occurred when a riding mower has been used. No seasonal help has been hired at this time by either the Park Commission or Highway Department. Commissioner Nolan confirmed mowing the area around LPL was documented as the responsibility of the Park Commission, per the Commission's choice. Commissioner Coscia additionally noted the contract with SEM expires in November and inquired about any timeline on next steps. Chairman Holmes confirmed contracts must be created via Town Hall, and assumed this is on hold at this time. All Commissioners are invited to be part of the group working on this contract. Commissioner Nolan heard mid-June/early July was when they were looking to begin. The decision on a contract renewal or a new RFP is still needed.

Commissioner Nolan asked for an update on the open Park Maintenance positions. Two applications were submitted at this time. The Commission Clerk believed the second application had listed CPP for the position. This applicant would have to reapply for the TWC position if interested. It was confirmed no CPP maintenance positions have been posted due to the Highway Department's involvement with outdoor maintenance of the parks. The Commission Clerk will reach out to HR for an update on this position. Chairman Holmes stated the intent was for the Highway Department to hire a couple of seasonal workers to do the needed maintenance throughout all the parks; but one person would not be stationed at CPP daily. Chairman Nolan spoke with

the Highway Department and the updated plan was to hire one full time seasonal employee for the parks instead of two part timers. This position would fall under the Park Commission budget. Increased maintenance staff would be needed at CPP for the season to follow the current regulations. The Commission Clerk further noted use of the raft for the season would need to be discussed since groups tend to congregate there.

RT. 18 FIELDS:

(General updates) Commissioner Nolan confirmed the fields are doing well, however there is an issue with the irrigation system turning on at the scheduled time. A Highway employee with experience in irrigation will be taking a look. The clocks for the system at TWC were both recently replaced due to lightning damage. Commissioner Nolan is additionally reaching out to a company in regards to the parking area at the new fields; looking for recommendations on how best to proceed. Stripes on the fields were noted. This occurred due improper spreading.

NEW BUSINESS

CORRESPONDENCE: ANY NEW CORRESPONDENCE

There was no new correspondence for the Park Commission to review. The Commission Clerk has been responding to a number of questions in regards to CPP being open, especially over the holiday weekend.

Commissioner Nolan acknowledged a recent Facebook post trying to set up an informal sports activity group for kids at TWC. He reached out to the person (who has worked for the Commission in the past) offering to assist with this idea. This is at the beginning phases so there is no clear plan yet; current regulations will have to be followed. LMMA is holding classes outside behind the building and following current social distancing regulations. The parking lot in that area will be blocked off for the upcoming drainage work. The Commission had no objections to speaking with the person in regards to the informal sports activity at TWC as long as regulations are being upheld.

ANY NEW BUSINESS FOR THE COMMISSION

There was no further new business presented.

ITEMS FROM THE CLERK

ANY NEW ITEMS FROM THE CLERK: The Commission Clerk previously provided a “to-do” list to the Commission detailing items needing attention throughout the park. She asked for the Commission to review and note which items would fall under the Highway Department’s responsibility versus the Park Commission. Additional picnic tables at CPP were discussed; more will need to be ordered to replace damaged ones.

OTHER BUSINESS

ANY OTHER BUSINESS FOR THE COMMISSION:

Chairman Holmes inquired who will be attending the Board of Selectmen meeting on Monday; Commissioner Medford and Commissioner Nolan plan to attend. Commissioner Nolan asked for everyone to email their thoughts/questions in regards to CPP to him to be presented at the meeting.

Chairman Holmes summed up the budget discussion earlier in the meeting emphasizing the current deficit without CPP expenses. He also reiterated the discussion around

CPP opening. Commissioner Coscia inquired if the dimensions or the beach are known and recommended actually spacing the area as suggested to confirm how many it can hold under current regulations. Chairman Holmes and Commissioner Coscia will meet at CPP to gather these calculations.

Next meeting scheduled for Thursday, June 04, 2020 @ 6:30pm via remote access.

Motion by Joe Coscia: Adjourn the meeting.

Seconded by Jesse Medford

Voted: Joe Coscia – yes, Jesse Medford – aye, Mike Nolan – nay

MOTION PASSED (2 to 1)

*****Meeting adjourned at 8:48pm*****