

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

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

Other Attendees: Brandin McClay (BeFit Performance), Doug Berry (CPP Director), Linda Hall (TWC Maintenance), Neli Woodburn (Clerk)

Chairman Holmes opened the meeting at 6:38pm

Chairman Holmes inquired if anyone was recording the meeting; No one was recording.

6:30pm – Brandin McClay (BeFit Performance): Mr. McClay attended the meeting to request field space/time at TWC. He contacted Commissioner Nolan prior to the meeting to ask for space to conduct soccer training. Since this training would not be in conjunction with Freetown-Lakeville Soccer Club, he would like to use field space away from the soccer fields to avoid any interruption of the regular soccer schedule. Mr. McClay does not need much space and reviewed the field area off of the walking trail. He feels this space would work. He would be able to walk the participants to this field from BeFit Performance which is across the street (*Bedford St*). Chairman Holmes informed him about the wetness of this field during the spring, early summer, and when it rains. Since not much space is needed, Mr. McClay would be able to work around the wetness of the field. Commissioner Nolan inquired about payment for use of the field and if Mr. McClay could provide a per participant fee like the other groups. Mr. McClay explained there would not be a consistent number of participants to charge in that manner, and the field would not be used on such a scheduled basis. Due to this, Chairman Holmes suggested a donation by the group for use of the field. Mr. McClay suggested a quarterly payment for use of the field. He asked if there is a roller to use to flatten the field further. The Park Commission does not have one to provide. Groups who use the fields usually bring in the needed equipment to do some maintenance to the area. Mr. McClay will go ahead and arrange getting the needed roller to flatten the area he is looking to use. Chairman Holmes instructed Mr. McClay to contact Commissioner Nolan with any work being done to the field and when it will be used. Maintenance can mow the area if they are aware of the schedule. Mr. McClay would look to begin this soccer training as soon as possible.

Motion by Mike Nolan: Allow Brandin McClay to hold BeFit training sessions on the field adjacent to the walking path on a Quarterly basis for a fee of \$100 per Quarter. Seconded by Justin Bradley

Voted: Unanimous in favor – *Motion Passed*

A general field use contract was provided. Chairman Holmes reviewed the contract and needed insurance stating “Town of Lakeville”; both items can be passed into the clerk. A continued discussion of the fee was present and Chairman Holmes reviewed discounted fees provided in the past for groups just beginning, especially for a specialized training or camp to help make it successful. Mr. Berry, CPP Director, stated in the past the Highway Department assisted with rolling the fields.

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

Review and Approve Meeting Minutes – Minutes from 5/13/19 were provided for review. Commissioner Nolan provided edits on grammar found in the minutes.

Motion by Scott Holmes: Approve the Meeting Minutes from 5/13/2019 with edits. Seconded by Mike Nolan

Voted: Unanimous in favor – *Motion Passed*

OLD BUSINESS

CPP

(Event contract review) An updated Clear Pond Park (CPP) event contract was presented for review. Changes were made to the contract on the suggestion of the CPP Director. Changes included wrist bands for those attending a party. This will assist the staff keeping track of the number in a party. Commissioner Coscia inquired on the liquor policy for CPP. The contract states no hard liquor. Any other items must be in a cup or in a nondescript container. The concession stand carries extra cups for this situation. No glass containers are allowed. The pricing for parties/events was reviewed and compared to previous pricing. An option to charge a fee for large parties needing an extra lifeguard was discussed. Increasing the flat fee for groups larger than 100 to include extra staff was suggested along with a note explaining the increase. A 50% deposit is required when someone books an event at CPP. Verbiage in regards to approved floatation devices was discussed. The only type of float approved at CPP is a personal floatation device for the younger non-swimming visitors. The number of adults required to supervisor children under a certain age at a party was discussed. A large number of children to only one or two adults as the supervisor would not be acceptable. Verbiage was added to the contract stating “appropriate adult supervision is required”. The CPP Director and staff will further review the party numbers to ensure a safe ratio of children and responsible adults. Commissioner Coscia inquired if there was any calendar for CPP which shows parties/events. Only larger events open to CPP visitors are listed. Commissioner Coscia felt it was important to list events/parties happening at CPP for public review. The CPP phone number is listed online for anyone inquiring to have a party or event.

Motion by Justin Bradley: Approve the Clear Pond Park group outing application as discussed and modified with new fees and language. Seconded by Jesse Medford

Voted: Unanimous in favor – *Motion Passed*

Last year’s daily rates for CPP were reviewed as well as the season pass rate. The reduced rate for resident season passes was well received by residents. Swim lesson rates were also reduced. Swim lesson revenue decreased last year; however information for sign ups was provided late. Mr. Berry stated out of town seniors did complain about the daily rate they were charged. Resident seniors were free but non-resident seniors paid full price. Chairman Holmes recommended a reduced fee of \$4. Further review of last season’s fee structure was provided. Chairman Holmes reviewed the fees for the 2019 season: Adults \$6, children \$4, Resident Seniors \$0, Non-resident Seniors \$4, Resident passes \$80, Non-Resident passes \$130, and Swim lessons \$50 per child (\$35 for 2nd child, 3rd or more is free).

Motion by Jesse Medford: Approve the Clear Pond Park 2019 season fees as discussed. Seconded by Mike Nolan

Voted: Unanimous in favor – *Motion Passed*

(Application submissions) A spreadsheet was provided listing all received applications for positions at CPP. An advertisement of the positions is being worked on by the HR Department. No price has been provided for this publication, but it would be out this weekend. Mr. Berry felt it was a good idea to advertise the positions for more applicants. The spreadsheet was reviewed for returning employees and new additions to the staff. Mr. Berry provided his expertise on all the applicants. Vacation conflicts occurred last year, and Mr. Berry is attempting to avoid an issue this year. One of the lifeguard applicants is under age at this time, but will become of age during the season. Chairman Holmes recommended the CPP Director and the Commissioner assigned to CPP review the applications in more detail. A quick meeting dedicated to reviewing the recommendations and hiring can be completed next week. It was noted another applicant was only returning part-time and another would need the first shift each day they are scheduled to be available full-time. Hiring must be completed as soon as possible since all required physicals and testing will still need to be completed after the offer is accepted. Mr. Berry believed no returning applicant was in need of renewing their certification this year. Chairman Holmes noted a CPR/AED course for TWC employees and CPP maintenance was being planning. Mr. Berry noted one of the CPP maintenance applicants is a registered nurse and would be a good addition to the staff. There were too many CPP maintenance employees last year to provide sufficient hours among the staff. Some maintenance applicants stated both TWC and CPP since they have no preference to where they would work; however, the pay rate is different between the parks. There is not room in the budget for an additional seasonal part-time maintenance worker at TWC. Projects needing attention among all the parks were reviewed. There is a good deal of work for the maintenance staff. The usual schedule for the staff was discussed with a focus on the number of hours which can be offered to the employees. This was also compared to the budgeted amount for the CPP employees. The number of weeks for the 2019 season was calculated at 10 weeks, which is 1 week more than last year. The pay rate for CPP employees will increase beginning in July (the next fiscal year). Chairman Holmes recommended informing the applicants no vacation time will be given during the season. This will avoid issues with covering staff.

Motion by Mike Nolan: Allow the CPP Director to offer the CPP positions to all 12 applicants and ensure hours provided meets the budget. Seconded by Justin Bradley

Voted: Unanimous in favor – *Motion Passed*

The maintenance position at CPP will be added to the positions being advertised on the weekend. A quote for the advertisement cost was not received prior to the meeting. The advertisement will be put out through SouthCoast Media Group. Commissioner Nolan questioned the need for the advertisement since the number of applications received will cover the positions needed. Chairman Holmes felt at least two applicants would not accept the offer for various reasons; this was based on past experience. Mr. Berry reached out to all individuals he had and did not have more to recruit. Mr. Berry would like to advertise for the lifeguard positions. The Advertising Budget does have funds for this purpose.

Motion by Justin Bradley: Allow the CPP positions to be advertised through SouthCoast Media Group for a cost not exceeding \$300. Seconded by Mike Nolan

Voted: Unanimous in favor – Motion Passed

The CPP 2019 Season will begin on June 22, 2019 through August 25, 2019. Mr. Berry will be at the Pond prior to opening to prepare for the season start. Mr. Berry noted a pipe issue at CPP. He will take a look at it and inform the Commission if a plumber is needed.

TWC UPDATES:

(General updates) Ms. Hall has been monitoring the activity with the caterpillars at TWC and viewed a bit of damage to the trees. She recommended spraying for the caterpillars to avoid further damage/issues. The two areas usually sprayed are by the LPL and the playground. The expense to spray the entire park is too high. The Clerk provided the cost from the last time the park was sprayed, which was \$600 in May 2018. Chairman Holmes recommended Ms. Hall continue to monitor the situation and contact Commissioner Nolan if activity increases. He can then schedule spraying.

Motion by Scott Holmes: Hire MockingBird Hill to spray for the two types of moths if needed (at a cost of \$300 for each); Commissioner Nolan will schedule as appropriate. Seconded by Justin Bradley

Voted: Unanimous in favor – Motion Passed

Ms. Hall noted the sports schedule from Commissioner Bradley has helped the field maintenance greatly. He has been providing the maintenance staff the schedule for the upcoming weekend. He has a master schedule which will be placed in a common area for the Commissioners and staff to reference. Ms. Hall also noted an issue with the caterers disposing of leftover food in the sink at the LPL. This is causing a blockage in the grease trap. Commissioner Nolan has already spoken with the Building Commissioner to schedule this maintenance. Chairman Holmes noted the septic system should also be maintained at the same time. She added trash was being left in the building after events. Commissioner Nolan also saw this issue and witnessed food left in the sink as well. SEM will be contacted in regards to these issues. Commissioner Nolan noted the staff member closing in the evening is concerned with taking the trash to the dumpster at night since they are alone. Someone must remain with them. Chairman Holmes emphasized the trash must be removed from the building at night per the Board of Health. The sink is in need of strainers to avoid food being dumped into the system. SEM will need to contact the caterers in regards to this issue. Commissioner Nolan will reach out to the Building Commissioner to confirm maintenance scheduled for the building. The Commission Clerk reminded Ms. Hall her reimbursement request needs a signature to process.

Mr. Berry returned and inquired about the disposal service at CPP. He wanted to begin service for the annual Boy Scouts clean up, but needed to confirm the billing cycle. It is set for a once a month pick-up, however Chairman Holmes recommended to call in an extra pick up only if the bin is too full. The trash must be able to go inside the bin to avoid animals getting into bags.

SEM/LPL Updates:

(Calendar) The LPL event calendar was not available for review.

(TV pricing review) A TV pricing list was provided for review. A basic package price was provided as well as the Sports Channel add-on. The approximate cost based on the listing was \$30 per month. Chairman Holmes further inquired on what channels were included in the Sports package and is awaiting a response.

(General updates) The Commission Clerk provided an update from the recent bike event. All payments were received including the per participant fee. There were 157 participants for the event.

TWC UPDATES *(cont.)*: Commissioner Nolan met with the Boy Scout who recently proposed a RC Car Track as his eagle project. They reviewed the initial area planned for this project, but found it too small. Commissioner Nolan also reviewed the area near the tennis courts which previously had the ice rink from the Lakeville Lions. Commissioner Coscia confirmed the ice rink did not work out well in the area and with the warmer winter weather. The Lions Club was not planning on continuing with the ice rink. He also suggested the RC Track should be further away from the LPL and other events. The plan was scaled back from the original idea which was approximately the size of a football field to half. He is looking for approval to move forward. There is one in New Bedford, and Commissioner Coscia recommended visiting it to have a better idea on the layout of the track. The issue of noise was discussed since many outdoor weddings occur at the LPL. It was also unknown how popular this addition would be at TWC. The Commission agreed to table the discussion at this time.

The electrical box for the lights at TWC was completed. The box has a lock on it to avoid visitors changing the timer on the lights. The one item missing from this work was to add a switch to the outside of the box; however it was not communicated to the electrician. The bunker rake has not yet arrived, but is expected soon. Commissioner Nolan also received the noise complaint by a wedding in regards to Pickleball. He also noted there are advertisements on the tennis court from the group. The Commission requests the Pickleball group attend the next meeting.

SPORTS SEASON:

(General updates) Pickleball will be invited to the next meeting. Baseball has paid the season's fees. The baseball season schedule was discussed. The Horseshoe League also paid the season's fee and provided their schedule. No tournament contracts were received yet. Commissioner Bradley will reach out to them in regards to the tournaments. Archery was not returning to TWC this year.

JPP

(General updates) Bathroom unit has been delivered. Two issues arose with setting the unit in place. First, the delivery truck did not have the needed equipment to set it on the pad available, and second, the pad created for the unit was not able to handle the weight. The Building Commissioner and electrician will be visiting the next day. Commissioner Nolan informed him assistance will be needed to set the unit properly on the pad. A process to lock the unit at night will be needed. Keys can be made available to the scheduled teams to open/close the unit. Commissioner Coscia received a request for the Dynamites to have the code for the concession stand at JPP. An

application was received for a tournament and field time, however no schedule was provided and no payment was received. The group will not be provided a code until all information and payments are passed in. Commission Coscia will follow up.

RT. 18 FIELDS

(General updates) An electrical inspection is needed for the work recently completed. Once the inspection is complete, Middleboro Gas and Electric will turn the power on. The Bid for Field 1 work is out at this time. Commissioner Nolan requested the bid for Field 2 be put out as soon as possible to get both fields done before the fall. The current Bid will be out until June 13th, with a completion date of July 31st. The second Bid will have a completion date of August 31.

BUDGET:

(Final review of FY20) Chairman Holmes provided the updated FY20 budget for review. He detailed the items which needed to be adjusted since the last budget review. Input from the Town Administrator slightly revised the budget. The original budget was also provided for comparison.

Motion by Justin Bradley: Accept the FY20 Budget as adjusted with the minor changes documented. Seconded by Joe Coscia

Voted: Unanimous in favor – *Motion Passed*

(Review of April numbers) The Budget report as of March 31 was provided for review. Changes were made to the reporting and Chairman Holmes provided detail on the updates. Funds not used for their intended purposes will roll into the Park's retained earnings. Only a portion of Capital Improvements has been spent. The bathroom unit will be paid from this account, and the field well if completed prior to the fiscal year end. The additional funding for the new Fields on Route 18 is listed separately and this amount will not roll into retained earnings if not used; it will remain in the account marked for the work on the fields.

NEW BUSINESS

No new business was presented.

CORRESPONDENCE

ITEMS FROM CLERK: The Commission Clerk provided an update on the Invoice to the Library for use of the TWC pump. Payment was made, however it is uncertain where it was placed in revenue. Chairman Holmes recommended looking under Field Electric for the payment; however the Clerk was able to confirm this account is accurate. The Clerk will further research.

Next meeting scheduled for Monday, June 10, 2019 @ 6:30pm at the Loon Pond Lodge at Ted Williams Camp.

Motion by Justin Bradley: Adjourn the meeting. Seconded by Joe Coscia

Voted: Unanimous in favor – Motion Passed

*****Meeting adjourned at 9:17pm*****