

**LAKEVILLE PARK COMMISSION
MEETING MINUTES
REMOTE LOCATION
MONDAY, JULY 13, 2020 @ 6:30PM**

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

Other Attendees: Neli Woodburn (Clerk), Lia Fabian (Selectwoman), Maureen Candito (Town Administrator)

Chairman Holmes opened the meeting at 6:35pm. 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.

Lia Fabian & Maureen Candito – LPL Management contract discussion: Selectwoman Lia Fabian began the discussion stating she is representing the Board of Selectmen on this matter. She requested to hear from everyone on the Commission in regards to the current management contract. The current contract will expire on November 1st and will need to go out to bid by September. The Board of Selectmen had concerns about the confusion of the 20% caterer fee and would like to have this clear in the next contract. They would also request a more consistent tracking of sales numbers. The hiring of a cleaning company is another item which should be detailed in the contract. An important item for the Board of Selectmen is the Town Clerk's access to the Loon Pond Lodge (LPL) for elections. The old Town Hall is being repaired to utilize for early voting which avoids tying up the LPL for a consecutive amount of days (approximately 20 days). The Town Administrator suggested going through the current contract page by page. She will collect the contract notes from everyone and create one document to reference. Commissioner Nolan would like to specify the amount of time the Town will utilize the building. The current management contract has not been reviewed at 12month or 24months and Commissioner Nolan would like to ensure this occurs with the next contract. He agreed improvements are needed in reporting. He also wanted to look at other custodial services for the best option; but did note the current company was researched by SEM. Ms. Candito referred to the contract stating the Town should be holder of the agreement with the custodial company which did not occur. Currently, there is no contract; the custodial company is hired on a needed basis. Commissioner Nolan continued with clarifying the 20% for the caterer fee. He also pointed out the contract lists a penalty for not reaching \$140,000 in revenue; he believed this number could not be reached this fiscal year. Ms. Candito believed the Town would not hold to that due to the pandemic. She also recommended taking out the bonus/penalty in the contract since it has not been adhered to or budgeted. The Commission Clerk confirmed SEM did separate all revenue including the custodial fees; however, there was no revenue account for these funds so they were combined with hall rental revenue. Chairman Holmes requested to get another account created to separate these funds, but it was not completed. Commissioner Nolan stated since he has returned to the Park Commission they have only met with SEM 2 to 3 times; he would like to ensure this is more detailed. Ms. Candito suggested adjusting the verbiage from 'the Town' when items refer to the Park Commission. Commissioner Nolan would like to see the company meet with the Commission quarterly at minimum and with the Town yearly. He noted Selectman LaCamera requested CORI checks to be added and should be further discussed. Repairs and maintenance to the property, as noted in the contract, was reviewed. Commissioner Nolan stated damages were paid by the Park Commission in the past; however the contract states the management company should have covered these expenses. Ms. Candito agreed these expenses should be handled by the management company. Snow removal was reviewed; Commissioner Nolan noted the Highway Department will be handling this maintenance so verbiage should be changed in the contract. Liability insurance limits were reviewed; current limits listed seemed low. Ms. Candito noted the current management

company carries higher limits. It was suggested to update these limits in the contract. Commissioner Nolan discussed the breach of contract article and the detail of the Limited Liability Company versus any type of corporation. Commissioner Coscia provided his notes for the contract which included adding more detail to the property area. The tent area was not specified in the contract, which is across the road not adjacent to the building. He also noted the fee detail did not state 'per month' for the third year. He also suggested decreasing the timeframe for the required reporting. Commissioner Coscia reviewed adding the CORI checks to the verbiage, and recommended these checks for parties with attendees under the age of 18. He suggested adding verbiage in breach/termination of contract if the manager was convicted of a felony. Commissioner Medford proposed adding verbiage explaining no waivers during emergency declarations or closures by the Board of Health. Chairman Holmes agreed with all the notes provided and did not have additional notes at this time. Commissioner Houle was also concerned about no verbiage in regards to closures by the Town or State. She detailed the Commission still paying the monthly amount for the management of the Lodge when it is closed at this time. Commissioner Nolan responded SEM is currently working by communicating with the booked events during this time. He did acknowledge the work load has decreased. The process in which vendors pay the required fee was reviewed; currently vendors pay SEM the fee and a check from SEM is provided to the Park Commission twice a month which include all event proceeds. Commissioner Nolan requested this process be detailed in the contract as well. Selectperson Fabian inquired on how the original RFP was set up in terms of the Management portion and Bartending. Chairman Holmes explained the Bartending Service of New England held the liquor license for the Lodge and was the only company approved to serve there. The original RFP was for the management of the Lodge only. It was the Bartending Service who bid on the RFP. During the process, it was recommended a separate entity be created which is where SEM came from. The past process of a one day liquor license for each event was reviewed. It was the Board of Selectmen at that time that moved to one company holding the liquor license versus a one day for each event. Commissioner Nolan noted the management company does all the work needed for the events because they hold the bartending license and their revenue is coming from the bar. Selectperson Fabian wondered how best to create a new RFP including all these items or if it should be separated. The Commission Clerk reviewed the reporting which was created with SEM for the event revenue, and added she worked well with the group. The required certificates and who should collect them was discussed. Ms. Candito suggested a group email to ensure everyone sees the receipt of these items. Selectperson Fabian would like the contract to detail who should receive the required documents, and then internally it can be shared to any department who needs it. She would also like to have the specific election dates listed when the Lodge will be used. Ms. Candito has been speaking with the Town Clerk for the timeframes needed. Early voting will not occur at the Lodge. Commissioner Houle asked to add the management fee prorated in times of the Lodge being closed since not all of the services of the management company would be provided. Selectperson Fabian would look at the verbiage around this. She also presented changing verbiage in permitted uses for Town entities. Ms. Candito further explained a Town group was charged for use of the building, not just a cleaning fee; verbiage for use of the Lodge and surrounding areas would be added including what type of fee should be charged. Chairman Holmes explained the event which was charged reserved the Lodge for a full weekend (Friday, Saturday, and Sunday), and sold space to vendors. He detailed the amount of funds two weddings would bring in over that weekend, which the fee the group paid did not cover. The other event mentioned, Winterfest, was also discussed. The Park Commission did not receive payment from this group. The burden of cleaning and extensive use of heat was placed on the Park Commission. The Commission Clerk clarified the discounted amount which was charged to the first group (\$600). Selectperson Fabian did not want any Town event to cost the Park Commission. Ms. Candito suggested Town events be vetted by the Board of Selectmen to take the burden off the Commission. Chairman Holmes did not agree.

Selectperson Fabian will gather further information from the Commission Clerk and continue to work on a plan. She understood the standpoint of the Commission and did not want the Commission to have to carry the burden of additional costs for Town events. Commissioner Medford noted the Lodge has been provided for larger meetings of Town Departments recently. Commissioner Nolan recommended meeting with the Board of Selectmen to discuss when any of these Town event requests come through. Chairman Holmes further added timing of the events is important. Ms. Candito inquired how a Town department would request use of the Lodge if it is not submitted to the Board of Selectmen. Historically, any group/department requesting use of the Lodge would contact the Commission Clerk and then attend a meeting. Selectperson Fabian will continue to work on the RFP with the information provided. All notes for the RFP will be sent to Ms. Candito who will compile them into one version. Selectperson Fabian informed everyone she would be staying on the meeting for a bit; Ms. Candito left the meeting at this time.

NEW BUSINESS

REORGANIZATION OF COMMISSION ROLES:

A list of roles and responsibilities within the Commission was previously provided; Chairman Holmes provided a brief overview of this list. He emphasized the person in the role/responsibility does not necessarily make all decisions individually. Most times items will be brought back to the Commission for approval. Each role/responsibility acts as the point person for a specific area under the Park Commission. They would receive direct calls for any issues with that area. Commissioner Houle inquired if Tamarack Park falls under the Commission; Chairman Holmes confirmed it does not. Commissioner Nolan was opened to taking any of the roles/responsibilities listed; he requested to remain the liaison to TWC and continue the new partnership with the Highway Department. Chairman Holmes emphasized having one Commissioner correspond with the DPW Director is the most efficient process. Chairman Holmes opened the Chairman position to the Commission if anyone wanted to take on the position; he noted all Commissioners should take a turn being the Chairman at one time, but would not mind taking on the role again.

MOTION by Mike Nolan: Nominate Scott Holmes as Chairman of the Park Commission. Seconded by Jesse Medford

Roll Call Vote: Mike Nolan – aye, Joe Coscia – aye, Jesse Medford – aye, Paula Houle – aye; **MOTION PASSED**

The Vice Chairman position was next on the list. Chairman Holmes provided an overview of the role.

MOTION by Scott Holmes: Nominate Mike Nolan as Vice Chairman of the Park Commission. Seconded by Scott Holmes

Roll Call Vote: Joe Coscia – aye, Jesse Medford – aye, Paula Houle – aye, Scott Holmes – aye, Mike Nolan – aye; **MOTION PASSED**

At this time, Selectperson Fabian congratulated the nominated Commissioners, thanked the Commission, and left the meeting.

Designated payroll signees are required; two Commissioners must fill this role. Chairman Holmes provided an overview for this role.

MOTION by Mike Nolan: Nominate Paula Houle and Joe Coscia as authorized Payroll Signees. Seconded by Scott Holmes

Roll Call Vote: Joe Coscia – aye, Mike Nolan – aye, Jesse Medford – aye, Paula Houle – aye, Scott Holmes – aye; **MOTION PASSED**

The next role is to oversee sports scheduling at TWC. Chairman Holmes provided an overview of the role. Since no one spoke up with interest, Chairman Holmes moved on to John Paun Park (JPP). Commissioner Coscia was the current Commissioner overseeing JPP, and volunteered to continue this role for another year.

MOTION by Jesse Medford: Nominate Joe Coscia to oversee John Paun Park for a second year. Seconded by Mike Nolan

Roll Call Vote: Mike Nolan – aye, Jesse Medford – aye, Paula Houle – aye, Scott Holmes – aye; **MOTION PASSED**

Commissioners to oversee the running of Clear Pond Park (CPP) and the LPL are needed. Commissioner Medford suggested adding on the management of the smaller parks (Shaw Park and Dickran Diran Square) to the responsibility of CPP since this role is only seasonal; Chairman Holmes agreed.

MOTION by Paula Houle: Nominate Jesse Medford to oversee Clear Pond Park a second year. Seconded by Mike Nolan

Roll Call Vote: Mike Nolan – aye, Joe Coscia – aye, Paula Houle – aye, Scott Holmes – aye; **MOTION PASSED**

The TWC field/equipment/staff liaison was next. Commissioner Nolan held this role in the past and stated his interest earlier in the meeting.

MOTION by Scott Holmes: Nominate Mike Nolan as TWC field/equipment/staff liaison. Seconded by Joe Coscia

Roll Call Vote: Joe Coscia – aye, Jesse Medford – aye, Paula Houle – aye, Scott Holmes – aye; **MOTION PASSED**

The remaining roles are the LPL liaison and the scheduler. Commissioner Nolan stated if Commissioner Houle was interested in overseeing the LPL, he would be able to provide assistance. He has held this position over the last two years. Chairman Holmes further noted this Commission is a working board with all the Commissioners being present throughout the parks. He also emphasized help is available to all the Commissioners as needed to ensure proper running of these areas.

MOTION by Mike Nolan: Nominate Paula Houle to oversee the Loon Pond Lodge. Seconded by Joe Coscia

Roll Call Vote: Mike Nolan – aye, Joe Coscia – aye, Jesse Medford – aye, Scott Holmes – aye; **MOTION PASSED**

The Scheduler was the last role to be filled. Chairman Holmes is unable to volunteer for this role due to work conflicts during the same time. Commissioner Coscia recommended breaking up the scheduling responsibilities by the different sports to make it easier. Chairman Holmes and Commissioner Nolan agreed. The different sports and areas were reviewed. Grouping of the sports were suggested to make the scheduling easier. Commissioner Coscia was concerned about taking on the baseball schedule since he is often away and may not be available for phone calls from the teams. Commissioner Nolan noted if the schedule is done correctly, not many calls are received. Commissioner Coscia was willing to try to take this role on. Commissioner Houle volunteered to handle scheduling of the Soccer fields, Lacrosse, and Football. The remaining areas are tennis/Pickleball, horseshoes, volleyball, and basketball. It was suggested to split these up to assign. Commissioner Medford will handle volleyball and basketball; Commissioner Nolan will handle horseshoes and tennis/Pickleball. Chairman Holmes offered assistance with Tennis/Pickleball.

CORRESPONDENCE:

The Commission Clerk received correspondence from a recent applicant for the TWC maintenance position. Chairman Holmes clarified there was an additional applicant who originally applied for the Highway Department. He would like to reach out to the first applicant before speaking with this new one. Commissioner Nolan was informed the position is set for 18 hours per week, however if additional hours are needed the Town would pay for these hours via Covid relief funds. This also applies to the current TWC maintenance employee.

Chairman Holmes was informed of an unapproved soccer clinic being advertised at TWC. He reached out to the organizer and was informed the group does not know where this clinic will

be held; although the advertisements state TWC. The clinic was scheduled for the first week of August, but it is not approved at this time. Specific documents are needed for field use; this group has not provided any. Additionally, during this pandemic time, approval from the Board of Health is needed. A representative from the AJFC has reached out to request field time in August. Commissioner Nolan was also contacted by a gym who would like to use the fields for speed drills. Two groups have been observed using the fields for fitness/sports groups without proper permission. The group representatives are known and need to be contacted; they have gained permission for use in the past. All groups using the fields for professional fitness/sport use must gain permission from the Park Commission. Commissioner Nolan was informed by the Freetown-Lakeville Soccer Club; the decision was made to not hold the fall season.

ANY NEW BUSINESS FOR THE COMMISSION:

Commissioner Houle was considering some fall events for the parks and would like to further research a hot air balloon event. Restrictions due to Covid may affect this type of event. Commissioner Medford suggested having food trucks for this event as well. Commissioner Houle inquired if the Commission holds a festival type event in the fall; Chairman Houle explained there is no schedule event in the fall, but Saturdays are very busy at TWC due to sports. The new fields could not be used for this event; the fields are not ready yet and it may not have enough visibility from that location. Commissioner Houle will continue to research this event and the costs involved.

OLD BUSINESS

REVIEW / APPROVE MEETING MINUTES:

Minutes from 6/10/2019 were provided for review. Commissioner Nolan inquired about the basketball tournament noted in the minutes and their contact with SEM. The Commission Clerk confirmed the tournament booked through SEM due to rental of the tent and catering set up for the event.

MOTION by Joe Coscia: Accept the minutes from 6/10/2019 as presented.

Seconded by Mike Nolan

Roll Call Vote: Mike Nolan – aye, Joe Coscia – aye, Jesse Medford – aye, Scott Holmes – aye; **MOTION PASSED**

Minutes from 7/8/2019 were provided for review. Commissioner Nolan inquired on the noted ice machine in the minutes; Chairman Holmes confirmed this piece of equipment was removed prior to that meeting. Commissioner Nolan also inquired if any regulations were found in regards to boats on the pond as mentioned in the minutes. This was not further investigated; Commissioner Nolan volunteered to follow up on this matter. He also provided a grammatical correction for the minutes.

MOTION by Joe Coscia: Accept the minutes from 7/8/2019 as amended.

Seconded by Jesse Medford

Roll Call Vote: Mike Nolan – aye, Joe Coscia – aye, Jesse Medford – aye, Scott Holmes – aye; **MOTION PASSED**

Minutes from 8/19/2019 were provided for review. Commissioner Coscia provided grammatical corrections for the minutes.

MOTION by Mike Nolan: Accept the minutes from 8/19/2019 as amended.

Seconded by Joe Coscia

Roll Call Vote: Mike Nolan – aye, Joe Coscia – aye, Jesse Medford – aye, Scott Holmes – aye; **MOTION PASSED**

Minutes from 9/9/2019 were provided for review. Commissioner Coscia inquired on the Boy Scout project noted in the minutes and if work was done. The individual did not return for the project after the initial meeting.

MOTION by Mike Nolan: Accept the minutes from 9/9/2019 as presented.

Seconded by Jesse Medford

Roll Call Vote: Mike Nolan – aye, Jesse Medford – aye, Scott Holmes – aye; **MOTION PASSED**

Minutes from 10/7/2019 were provided for review. Commissioner Nolan inquired on a note from JPP and the area which should not be accessed at the building. He also provided an edit to verbiage for more accurate minutes.

MOTION by Mike Nolan: Accept the minutes from 10/7/2019 as amended.

Seconded by Joe Coscia

Roll Call Vote: Mike Nolan – aye, Joe Coscia – aye, Jesse Medford – aye, Scott Holmes – aye; **MOTION PASSED**

Minutes from 12/16/2019 were provided for review.

MOTION by Joe Coscia: Accept the minutes from 12/16/2019 as presented. Seconded by Mike Nolan

Roll Call Vote: Mike Nolan – aye, Joe Coscia – aye, Jesse Medford – aye, Scott Holmes – aye; **MOTION PASSED**

Commissioner Coscia requested having a list of action items after each meeting for better organization. Commissioner Nolan suggested adding these items to the next agenda instead. It was agreed some format of listing the items needing completion would be helpful.

LPL/SEM UPDATES:

Commissioner Nolan requested the updated rental rates for the Lodge; the Commission Clerk will provide it. He also inquired if the representative from the proposed car show had been in contact; the event was scheduled for July. The Clerk did not believe a contract had been submitted yet, but the dates were moved forward due to the current regulations.

(Reopen discussion) Commissioner Nolan spoke with the Town Administrator and the Board of Health in regards to reopening the Lodge. The Town is following all of the Governor's regulations and in phase 3 indoor events can be held with a maximum capacity of 25 people. A walk up bar is not allowed; however table service of bar items is acceptable. Dance floors are not allowed at this time. Outdoor events can be held in an open sided tent with a maximum capacity of 100 people. Further regulations in regards to events were reviewed. Bathrooms were a concern due to multiple people inside at the same time. The single bathrooms would be approved as long as cleaning can be completed.

Portable restrooms may be requested for TWC and paid for with Covid funds; Commissioner Nolan will look into this further. Opening the restrooms at TWC would require a monitor to ensure only one person is inside at one time; there is currently not sufficient staff to follow this regulation. Commissioner Medford noted complaints on social media due to no portable restrooms at TWC now. Currently, the teams/groups are being asked to order their own portable restroom and handle daily cleaning of them. Commissioner Medford questioned if the teams/groups know the newest regulations for playing since items are continually changing. All teams/groups were required to provide a Covid plan on how they would follow the current state regulations. Commissioner Houle inquired on contact tracing at sports; Chairman Holmes stated the Park Commission is not in charge of this tracing and the teams/groups must do so. This requirement is not on the current contracts for the teams/groups. Commissioner Coscia requested further clarification. The Commission Clerk noted when groups began practicing this was not required. Commissioner Nolan agreed further clarification is needed from the Board of Health on what is needed from teams/groups. A tournament contract was created upon the

more detailed phase 3 regulations; Chairman Holmes suggested using this detailed contract for all the teams/groups using fields at this time.

MOTION by Mike Nolan: Contact the Board of Health for clarification; if approved, the Commission Clerk will move forward with contacting teams/groups. Seconded by Jesse Medford

Roll Call Vote: Mike Nolan – aye, Joe Coscia – aye, Jesse Medford – aye, Paula Houle – aye; **MOTION PASSED**

(General updates) No further updates at this time.

TWC UPDATES:

(General updates) The Highway Department has begun tree trimming at TWC. They will continue this project throughout the park and then begin working on the trails in the fall. Fertilization and grass seeding will be needed in the near future.

SPORTS UPDATES:

(Horseshoe tournaments review) The scheduled Horseshoe tournament did not take place, but two other dates are being requested. The group has all the needed documentation ready and will be dropping it off at the office. Chairman Holmes confirmed they are allowed to have a tournament during this phase of regulations. A review of the regulations was present. There is no conflict with events at the Lodge; all events at LPL are postponed through August. Commissioner Nolan will follow up with the Horseshoe group. There were no objections to the tournaments.

(Pickleball review) Commissioner Nolan composed a letter to send to the Pickleball group detailing the issues which have been ongoing the past couple of years. The letter further states court #1 will be tennis only, and court #2 will be dual purpose. Commissioner Coscia inquired if the group can be suspended from court use until these issues are handled. Commissioner Nolan would like to avoid that step and work with the group first. The contract with the group approves use of only court #2 and #3. Issues with the group were addressed last year as well. Commissioner Nolan will reach out to the group to further discuss. It was decided the Pickleball group must provide a plan on how the issues will be fixed for the next Commission meeting.

(General updates) Commissioner Medford asked if the basketball hoops could be reinstalled at TWC. Chairman Holmes emphasized basketball is listed as a contact sport and not allowed during the current phase. Commissioner Nolan noted seeing basketball in other towns/cities and did not understand how it was allowed. It was a direction from the Board of Health and the Board of Selectmen to take the hoops down. The Commission Clerk has received correspondence about the basketball hoops with one person noting all basketball courts are open in Brockton. Commissioner Medford further explained some courts may be open since individual basketball drills are allowed; however, at TWC games were fully being played which is against regulations.

CPP UPDATES:

(General updates) Commissioner Coscia observed the grass on the beach was getting high and requested to have it maintained even during this closed time. The Highway Department mowed around the buildings and the parking area. Contact information for the volunteer who has done this beach maintenance in the past will be researched.

JPP UPDATES:

(General updates) Blooperball began this week. The women's league has shortened their season this year and will pay a reduced rate due to this reduction. The bathroom unit will not be opened at this time.

ANY OTHER OLD BUSINESS TO REVIEW:

Commissioner Nolan contacted Plymouth County Mosquito control to have all parks sprayed. The company will schedule this and stated it was also completed two weeks ago.

ITEMS FROM THE CLERK

(General updates) The Commission Clerk is still working with IT to extend Wi-Fi to the office building at TWC. She also noted encumbrances are due, so any outstanding invoices must be listed.

OTHER BUSINESS

ANY OTHER BUSINESS FROM THE COMMISSION

The payroll schedule was reviewed.

Next meeting previously scheduled for Monday, July 27, 2020 @ 6:30pm via remote access.

MOTION by *Mike Nolan*: Adjourn the meeting. Seconded by Joe Coscia

Roll Call Vote: Mike Nolan – aye, Joe Coscia – aye, Jesse Medford – aye, Paula Houle – aye; **MOTION PASSED**

*****Meeting adjourned at 7:55pm*****