

Lakeville Park Commission
Meeting Minutes
Remote Location
Monday, August 10, 2020@ 6:30pm

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

Other Attendees: No other attendees

Chairman Holmes opened the meeting at 6:32pm. 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.

NEW BUSINESS

ANY NEW BUSINESS FOR THE COMMISSION:

Commissioner Houle reported the AED machines are up with the exception of one. The Highway Department was contacted for assistance with the last one which will be installed in a cement wall. Chairman Holmes noted Commissioner Nolan (absent at this meeting) previously stated he has or can get supplies for this installation. Commissioner Houle was also able to coordinate with the Fire Department for an instructional class about the machines. Chairman Holmes recommended offering this class to the teams/groups scheduled on the fields for their benefit as well. A date and time can be set up at Ted Williams Camp (TWC) for the class once it is safe to do so. The Loon Pond Lodge (LPL) can be utilized for this meeting on a weeknight when events are not occurring. Commissioner Houle added a Commissioner in charge of a specific park area should be responsible to perform a yearly check of the machine at that location and have a log of these checks. Chairman Holmes noted any AED machines located outside should be brought in daily; as well as machines at Clear Pond Park (CPP) and John Pond Park (JPP) should be stored at the LPL during the off season. The TWC office is not heated or air conditioned so it is not a good storage area for machines. Protocols will be needed in terms of who is responsible for the machines during different times of the day when the Commissioners are not present and where keys should be held. Commissioner Houle noted the key for the machine at the LPL is labelled and with the unit and another key stored at the TWC office. Commissioner Coscia stated all teams at JPP have access to the snack stand (AED location) except for Women's Blooperball which is ending this week prior to the machine being set up. One machine has a malfunction status and will need to be sent back to the company.

Commissioner Houle suggested completing some landscaping around the TWC office. Chairman Holmes noted this would be discussed further along in the agenda and moved forward.

OLD BUSINESS

REVIEW / APPROVE MEETING MINUTES:

Meeting minutes from 1/27/20 were provided for review; however, these minutes could not be approved with the current meeting attendees. Minutes from 3/5/20 were provided for approval. Commissioner Coscia and Commissioner Medford noted no edits to the minutes.

Motion by Joe Coscia: Approve meeting minutes from 3/5/2020 as presented. Seconded by Jesse Medford

Voted: Unanimous in favor – *Meeting minutes approved*

Commissioner Medford noted a third set was presented for review and approval. Chairman Holmes confirmed three minutes were supposed to be reviewed however did not have the

minutes from 1/6/20 to review. Commissioner Medford was searching for a copy of the minutes; the meeting continued during this time.

LPL/SEM UPDATES:

Commissioner Houle has not yet met with Southeast Event Management (SEM) in regards to the LPL.

(Adding flowers to LPL) Commissioner Houle would like to add flowers and shrubbery around the LPL area. She would like to use volunteers for this project and have a small budget to purchase items. Chairman Holmes noted flowers were handled by an employee no longer on staff. Also, areas around the building could not have landscaping added due to drainage. There have been past discussions on the landscaping at the LPL. Chairman Holmes will reach out in regards to the drainage and if shrubs can be added to the LPL area. He also noted the addition of shrubs gives the staff more work to complete. Currently, there are shrubs needing to be removed which are close to the building. Commissioner Coscia felt the shrubs at the TWC office should also be removed and cleaned. This office building is utilized by brides and he felt it should be more appealing. There is not a drainage issue by the TWC office building. Commissioner Houle confirmed she would like to do landscaping in both areas and wanted to reach out to the Highway Department for assistance with removing the shrubs. She has received interest in volunteers for this project and thought of reaching out to the local garden club. Chairman Holmes stated the Highway Department is currently working on other projects in town and would not be available to assist until the fall. These items are not a priority at this time. Chairman Holmes further stated these landscaping ideas have been discussed in the past and reminded everyone the Commission is in a tight Budget crunch at this time. He felt the budget is in a negative status until revenue can begin at the LPL again. There are priority expenses which will be coming and several approved items are on hold at this time. Commissioner Medford had a contact with the local garden club. He also inquired about the sign at the playground which was to be repaired. Chairman Holmes was informed the sign was going to be taken care of; however no one has come to do so. He will contact the person again. Commissioner Houle asked who owned the office building at TWC. Chairman Holmes stated the Town owns the land and all the buildings on site with the Commission in charge of taking care of it. She further asked why the office is not handicap accessible, and Chairman Holmes confirmed it is due to cost. It is not certain if the Town would pay for this upgrade or if the Park Commission would be responsible. He noted meetings are usually held at the LPL since that building is handicap accessible.

(General updates) There were no further updates.

TWC UPDATES:

(AED Updates) This subject was reviewed earlier in the meeting.

(Paving review) Commissioner Coscia asked when the lot will be ready for use. Chairman Holmes confirmed the edges of the pavement were still soft and crumbling as of this morning. They are in the process of adding loam to the sides and seeding to help hold the pavement. Cooler temperatures and rain is needed to help the pavement fully set.

(Landscaping/Cleanup around TWC office) This subject was discussed earlier in the meeting. Commissioner Houle would like to get started with this project with the items already available. Pulling out the shrubs will be added to the list with the Highway Department.

(General updates) Commissioner Coscia inquired about the park truck which he noted was no longer at TWC. Chairman Holmes confirmed the Highway Department was informed the truck is available for use by the Highway/Park employee. Commissioner Coscia would like to provide use of the truck to the park maintenance employee to collect trash at JPP once a week. Chairman Holmes will confirm with the Highway Department about the usability of the truck.

SPORTS UPDATES:

(General updates) Chairman Holmes has been working with the Commission Clerk on creating a spreadsheet of the needed items from the groups/teams using the fields or courts. All groups/teams playing at this time have paid the season fee. Only two groups are missing the most recent Covid Regulations sent out last week. Approximately \$14,000 has been generated from summer sports this year. Women's soccer is set to begin in September. Once completed the spreadsheet will be shared with the Commission.

CPP UPDATES:

(General updates) Commissioner Medford reviewed the AED update for CPP which was previously discussed. The sand at CPP was not tilled as of yet and he will reach out to the CPP Director for an update. There was clarification in regards to the AED machine at CPP. The machine is not at the CPP location at this time. It had a malfunction at testing and is stored at the TWC office until it can be repaired. Further research on how to repair the machine is needed. Commissioner Houle stated there was a wall mount at CPP. This one was taken for TWC instead. Chairman Holmes noted a wall mount was not really needed for CPP since it will be managed by the CPP staff. The other boxes are needed since there is not always staff on hand at the location.

Commissioner Coscia inquired on the dumpster at CPP. It was still on location with contents. Chairman Holmes confirmed the dumpster has remained on site for the past three years. Commissioner Houle suggested emptying the dumpster instead. The locked gate poses an issue. Trash removal was planned to begin in June, however the park did not open. Commissioner Houle offered to unlock the gate at CPP for the company if a day and time can be confirmed. Commissioner Medford also offered time to do this. Chairman Holmes stated the Commission Clerk can contact the company to set up a time for trash removal.

JPP UPDATES:

(General updates) Commissioner Coscia stated things are going well at the park. The FreeLake Softball group is looking to begin play in the fall. The Highway Department was able to cut back some of the shrubs on the sides of the fields. Chairman Holmes added spraying for bugs would happen this evening. Commissioner Coscia asked for any information on the EEE threat. Chairman Holmes noted the decision would come from the Board of Health. If the level moves to critical, the parks will be instructed to close prior to dusk. Commissioner Coscia wanted to ensure prompt communication to the groups/teams if this happens. Chairman Holmes suggested creating a memo to proactively inform the teams/groups this may occur and added using the official dusk time like last year would be beneficial. The aerial spraying map was reviewed with focus on what locations it would include. It was noted to the Town all parks should be sprayed by Plymouth County Mosquito Control except for CPP which is not open to the public at this time.

ANY OTHER OLD BUSINESS TO REVIEW:

Chairman Holmes reviewed a request from the Commission Clerk for needed office supplies. He reminded the Commission office at TWC being set up for use instead of Town Hall. He noted the copier at the office is no longer working and another one will be needed. A new phone is needed in addition to some regular office supplies. Commissioner Coscia inquired if there are any surplus items from Town Hall which could be used. Chairman Holmes confirmed another surplus list will be going out, but some items the office needs will be new. The Town Administrator will be contacted for any leads on a used copier for the Park office.

Motion by Joe Coscia: Allow a maximum amount of \$500 for needed office supplies. Seconded by Jesse Medford

Commissioner Houle inquired if that much is needed for the supplies. Chairman Holmes reviewed this would include a possible purchase of a

copier for the office and a new phone. The maximum does not need to be reached but available for needed items.

Roll Call Vote: Joe Coscia – aye; Jesse Medford – aye; Paula Houle – aye – *Motion Passed*

A review of the most recent update from Governor Baker's office occurred. This updated reduces the occupant size for an outdoor event from 100 to 50 people. Commissioner Coscia further clarified the regulation is for a single outdoor space and does not impose a general capacity limit to parks. One ballfield and its surrounding area can be considered an outdoor space not the entire park. Horseshoes and Pickleball may be reaching this 50 person limit which would force the groups to split up play. The current Covid-19 regulations for fields were reviewed and this information has been communicated to the teams/groups to adhere to. The teams/groups using the fields can be asked to use more of the surrounding space to ensure social distancing of the spectators.

OTHER BUSINESS

ANY OTHER BUSINESS FROM THE COMMISSION:

Commissioner Houle has recently been introducing herself to the teams/groups at TWC and was approached by one of the Pickleball representatives. Commissioner Houle asked if the group has reached out since she was unable to provide any answers to their questions. Chairman Holmes had not received communication, but Commissioner Coscia confirmed an email was received approximately 30 minutes before the meeting requesting a meeting. Commissioner Coscia will respond to the group to schedule a meeting. The payment for the 2020 season was reviewed.

Commissioner Medford confirmed the Commission Clerk did send out the meeting minutes from 1/6/20. The approval of the minutes requires Commissioner Nolan's vote. These will be reviewed next meeting.

Commissioner Coscia inquired if the next meeting could have public emails or comments. Chairman Holmes suggested communication be sent prior to the meeting and allot about 5 minutes to respond to the questions/comments. It was noted to the public to send all comments/questions to the Commission Clerk. Recently, the Clerk was able to provide CPP budget information to a resident inquiring on the numbers. Chairman Holmes noted the assistance is appreciated; however the budget does not have room to change. He noted the Park Commission is an enterprise fund and does not receive tax dollars for the budget. Also, some items for CPP are combined with regular accounts throughout the park. It has been requested to further separate accounts for better reporting, however this has not been completed. Commissioner Coscia inquired on the TWC position still available. One applicant was returning to school in August and would not be able to take the position year round. A second applicant must be contacted; Chairman Holmes will be reaching out. This position is primarily during the weekend.

A recent suggestion for CPP fees was reviewed. It was suggested to charge non-residents \$15 for more revenue to allow residents to use CPP for free.

Commissioner Coscia inquired on the use of the bathroom unit at JPP. It is understood the unit would have to be cleaned daily; however, the FreeLake Softball group is offering to do this work. A review of the bathrooms at TWC was present. The Board of Health wants to ensure only one person in the unit, which is how the JPP bathroom is set up. Commissioner Coscia will reach out to the Board of Health in regards to this particular bathroom unit.

Next meeting previously scheduled for Monday, August 24, 2020 @ 6:30pm via remote access. Chairman Holmes was informed Zoom meetings would be taking place until the middle of August; it was unsure if an in person meeting could occur. The LPL provides enough space for social distancing. The Commission stated their preference for an in person meeting. Chairman

Holmes will contact the Town Administrator for more information on how the meeting should proceed.

Motion by Jesse Medford: Adjourn the meeting. Seconded by Joe Coscia

Roll Call Vote: Paula Houle – aye; Joe Coscia – aye; Jesse Medford – aye - *Motion Passed*

*****Meeting adjourned at 7:37pm*****