

**LAKEVILLE PARK COMMISSION
MEETING MINUTES
REMOTE LOCATION
MONDAY, AUGUST 24, 2020@ 6:30PM**

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

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

Chairman Holmes opened the meeting 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 Mike Nolan was in attendance.

NEW BUSINESS

ANY NEW BUSINESS FOR THE COMMISSION:

Commissioner Houle proposed researching bids to have a company run the snack stands at Clear Pond Park (CPP), John Paun Park (JPP), and Ted Williams Camp (TWC). Chairman Holmes provided an overview of the snack stands and how they have been managed in the past. CPP is run by the staff; all income and expenses go to the Park Commission. The TWC snack bar has been run by the baseball group; no income or expenses go to the Commission. The snack bar at JPP is run by the softball group; no income goes to the Commission. Chairman Holmes felt the management of the CPP snack stand could change; but suggested speaking with the groups who run the other stands since the revenue is a fundraiser for them. He would like the Commission to create a definite plan prior to proposing a change for those groups. Commissioner Coscia confirmed the snack stand at JPP is completely handled by the softball group and they receive all revenue from it. Commissioner Medford felt a change to the CPP snack stand is possible, but for next year since the pond is closed. He confirmed there was a profit in concessions last year. CPP as a whole was in a deficit, but the specific concessions area was profitable. Chairman Holmes emphasized there is time to further research this possibility; Commissioner Houle will continue to do so.

OLD BUSINESS

REVIEW / APPROVE MEETING MINUTES:

Meeting Minutes from 1/6/20 were provided for review. Chairman Holmes asked the Town Administrator if the minutes could be approved since Commissioner Nolan was one of the three in attendance. Ms. Candito explained the rule of necessity could be used, but this is usually only done in urgent matters. The Clerk did not receive any updates from Commissioner Nolan on these minutes.

MOTION by Joe Coscia: Table the approval of the 1/6/20 meeting minutes until Commissioner Nolan is present. Seconded by Jesse Medford

Roll Call Vote: Joe Coscia – aye, Paula Houle – aye, Jesse Medford – aye;

MOTION PASSED

Meeting Minutes from 1/27/20 were provided for review. Commissioner Nolan was also one of three members present for this meeting; the Clerk received grammatical edits from him on this set.

MOTION by Jesse Medford: Table the approval of the 1/27/20 meeting minutes until Commissioner Nolan is present. Seconded by Joe Coscia

Roll Call Vote: Joe Coscia – aye, Paula Houle – aye, Jesse Medford – aye;

MOTION PASSED

Meeting minutes from 8/10/20 were provided for review.

MOTION by Jesse Medford: Approve meeting minutes from 8/10/2020 as presented. Seconded by Joe Coscia

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

LPL/SEM UPDATES:

(General updates) Commissioner Houle has not yet met Southeast Event Management (SEM). Chairman Holmes will try to set up a day/time to hold a socially distanced introduction. The first event since shutdown will be held later in the month; it is an outdoor event. The outside area behind the LPL needs to be cleaned up for the event and the Commission Clerk added the area around the gazebo should be weeded. Commissioner Medford asked if the new shed in the area will be painted to match the existing décor; Ms. Candito confirmed it will be. The park maintenance staff will be contacted to do the needed cleanup. Commissioner Coscia inquired if the alarm system is set to be fully functional; it is not at this time. The event's use of the indoor bathroom facilities was questioned. Commissioner Houle inquired if someone from SEM will be on site at the event to provide access to the indoor bathroom; Chairman Holmes confirmed a representative is always on hand to an event. The issue which arose was having staff monitoring the amount of people in at one time and cleaning. Chairman Holmes suggested having the single stall outdoor bathrooms available for the event. Commissioner Coscia felt having the indoor bathrooms would be a better option; SEM will be contacted for further details on the event. The Commission Clerk noted the event was not currently being charged a cleaning fee since it was outdoors; use of the indoor bathroom would require this.

TWC UPDATES:

(General updates) The newly paved parking lot was reopened at this time. A company was brought in to plan out parking spots. It is estimated 70 spots can fit in the area; full recommendations on a lay out will be provided.

Commissioner Houle had the AED machine mounted outdoors at TWC. She stated concern about the machine being in the heat and possible vandalism. The Fire Department is offering to hold classes on use of the AED machine. They provided a few possible dates in September. Chairman Holmes previously suggested offering this class to the coaches/members of the teams at TWC. Commissioner Houle suggested holding the class at the LPL adhering to all current regulations; this may require two sessions to include all interested parties.

(Garden Club response to landscaping) The Garden Club will be coming up with a design for the area. Soil samples were taken.

Commissioner Coscia inquired if the AED machines can be locked up after hours; the cases are not able to be locked but there is an alarm if the machine is removed. He also suggested having the AED training outdoors to include more people. The class was estimated at 30 minutes. Chairman Holmes recommended moving with the date of September 14th with the 15th as a second day as needed. Commissioner Houle will inform the Fire Department of the dates and the Commission Clerk will send out invitations to teams/groups. The class will be held at 6:30pm.

Commissioner Houle inquired on the open maintenance position. Chairman Holmes stated HR has attempted to contact the most recent applicant, but there has been no response yet. Chairman Holmes has a lead on a possible applicant. Commissioner Houle asked if the position has flexible hours; the position is for the weekend (Fri – Sun) but the hours on those days are flexible.

Commissioner Medford asked the signs at TWC be updated with more accurate information. Chairman Holmes noted there is not much room on the signs, so the message must be short.

SPORTS UPDATES:

(Samurai's request) The Samurai baseball group has asked for dates in the fall. The contract and updated Covid documentation must be sent to them. The fee for AAU teams was reviewed. Commissioner Coscia asked if this group will be instructed to rent portable restrooms; Chairman Holmes reviewed the groups who have done so. The Samurai's will be charged the standard fee.

(Pickleball review) Commissioner Coscia and Chairman Holmes met with two representatives from the Pickleball group approximately a week ago. Commissioner Coscia was provided an overview of the sport and the courts were examined. The contract was reviewed with them in regards to only using court #2 and #3. The representatives inquired why the group cannot utilize court #1; Chairman Holmes was able to provide them an overview of the decision on how the courts were to be used. Commissioner Coscia noted TWC provides a variety of sports for the area. The representatives were not in agreement with the terms of the contract. Since the meeting, correspondence has been received by the Commission. Commissioner Coscia emphasized again court #1 is for tennis only. He also commented that the Commission is not against the Pickleball group. Ms. Candito confirmed many individuals have reached out in regards to Pickleball recently. She noted many believed something was taken away and were not informed the signed contract detailed the court use. She also noted tennis players are equally entitled to time on the courts. She appreciated the Commission's work on this issue and thanked all who contacted Town Hall about Pickleball. The current schedule was reviewed as well as the additional time the group is now requesting. Chairman Holmes noted the group is asking to use the courts 6 times a week and are on the court more than any other group at TWC. The additional time being requested will be for courts #2 and #3 only. Commissioner Coscia asked if court #3 was used for Pickleball 100% of the time. Chairman Holmes confirmed and explained they were provided court #3 as a dedicated Pickleball court and only asked they provide the times it will be used. The additional time would add Tuesday and Thursday (8am -12) to the current schedule. Commissioner Houle asked if an additional fee will be charged for the extra time; Chairman Holmes stated there would not be additional funds for this. Currently, the group is on a pay per player fee structure for the year. Commissioner Coscia detailed the repair work the group did on the court cracks. Chairman Holmes noted most teams/groups at the parks do work on the fields/courts. He reviewed groups who have built the fields/courts at TWC and all are still charged the fee for use. He reminded everyone the Park Commission is an enterprise fund and does not receive funds from the Town. All funds raised by the Commission go toward expenses at the parks.

MOTION by Joe Coscia: Allow the Pickleball group the additional days (Tuesday and Thursday) requested on courts #2 and #3. Seconded by Jesse Medford

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

Commissioner Coscia felt it was too late in the season to have the group paint court #1 back to tennis and suggested having this work done prior to the group being allowed to play next year. Commissioner Medford agreed with this suggestion.

JPP UPDATES:

(General updates) Free-Lake Softball is schedule to begin practicing in September. Commissioner Coscia had the Board of Health agent visit JPP to inspect the bathroom until. The unit can be used since it is a single stall until. Commissioner Coscia will look into getting the unit running after Labor Day weekend. The softball group must turn in the needed Covid documentation prior to playing. The bathroom unit will be open for the the softball group only, and they will be responsible for the daily cleaning.

CPP UPDATES: *(General updates)* Commissioner Houle inquired on the status of the dumpster being emptied at CPP; this has not been completed as of yet. The Commission Clerk will contact the

company to clean out the dumpster and coordinate a day/time for Commissioner Houle or Commissioner Medford to unlock the gate for them. Commissioner Houle was also concerned with medical supplies being left at CPP in the winter. She suggested moving the supplies to the TWC office. Chairman Holmes noted the TWC office may not be a warmer area for these supplies; the LPL may be a better location.

The sand at CPP was tilled recently. Plymouth County Mosquito Control was sprayed along with TWC and JPP even though it is closed.

A letter was received from a resident in regards to finances at CPP. The Commission Clerk created a spreadsheet to overview the revenue and expenses at the pond, but it was not completed in time to post for the meeting. The Clerk was able to screen share the document during the meeting. Chairman Holmes reviewed the document explaining the numbers calculated. Some costs for CPP are grouped in with other park costs. Chairman Holmes has requested a more expanded list of budget accounts to fully separate all revenue and expenses at CPP; however this has not been completed. The Clerk attempted to gather those grouped expenses and separate the items into this spreadsheet. Chairman Holmes noted the expenses were higher than the revenue in 2019, which has been the usual over the past years. He estimated if CPP was open for 2020 the expenses would have increased to include new Covid procedures and revenue would have decreased for the same reason. Commissioner Medford emphasized the Commission has discussed this issue at length. He believed the spreadsheet helps clarify the financials for a season at CPP. He would move to focus on CPP becoming more efficient next season and decreasing the yearly deficit. Chairman Holmes reiterated financials were not the main reason CPP was closed for the season; it was the safety of all involved which was of greatest concern.

ANY OTHER OLD BUSINESS TO REVIEW:

There was no other old business to review.

OTHER BUSINESS

ITEMS FROM THE CLERK:

(Review of office requests) The Commission Clerk noted the copier at the TWC office is no longer working. A business reached out with a possible donation, but after some research the copier would not be a good fit. The Commission Clerk is also in need of a new phone; the phone at the LPL broke at an unknown time. She will be ordering some office supplies as well. A new mail slot was put in the office door for drop off items.

ANY OTHER BUSINESS FROM THE COMMISSION:

There was no other business for the Commission to review.

Chairman Holmes asked Ms. Candito if there is any timeframe for when in person meetings will begin again. The Board of Selectmen have not voted on this topic again. It was being looked at but Covid numbers began rising. The numbers will need to improve before it is discussed again.

Next meeting scheduled for Thursday, September 03, 2020 @ 6:30pm via remote access.

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

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

*****Meeting adjourned at 8:00pm*****