

**LAKEVILLE PARK COMMISSION
MEETING MINUTES
REMOTE LOCATION
MONDAY, SEPTEMBER 21, 2020@ 6:30PM**

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

Other Attendees: Neli Woodburn (Clerk)

Chairman Holmes opened the meeting at 6:30pm. 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. Commissioner Nolan was having technical difficulties at this time forcing him to leave the meeting and return.

NEW BUSINESS

ANY NEW BUSINESS FOR THE COMMISSION:

There was no new business presented for review.

OLD BUSINESS

REVIEW / APPROVE MEETING MINUTES:

Meeting minutes from 2/8/20 were reviewed. Commissioner Medford noted he was not in attendance at this meeting; however the minutes show him there. The Commission Clerk updated this error. Commissioner Coscia provided grammatical errors to the Clerk prior to the meeting. Chairman Holmes inquired on the electricity assessments in the minutes; the Commission Clerk confirmed all were paid at this time.

MOTION by Joe Coscia: Approve the Meeting Minutes of 2/8/2020. Seconded by Mike Nolan

Roll Call Vote: Joe Coscia – aye, Mike Nolan – aye, Scott Holmes – aye;

MOTION PASSED

LPL/SEM UPDATES:

Commissioner Houle was able to meet with the representative from Southeast Event Management (SEM) for an introduction. The SEM representative was able to explain the work being done during the shutdown. During a tour of the area, Commissioner Houle observed damage to the gazebo. Also, SEM has not yet received a new contract for services. Their current contract expires in November and the Loon Pond Lodge (LPL) is booked solid for the next year. Commissioner Nolan stated the Town did reach out to SEM and the contract is now extended through the end of the year. The Commission was not updated about this development; SEM provided the information. A new management contract is currently being worked on. Chairman Holmes noted it was not certain whether the contract will be going out to bid or if a new contract with SEM will be negotiated. Commissioner Nolan has been assisting the Town with updating the contract; he also did not know how the Town will be handling it. Commissioner Coscia inquired if the contract will be reviewed by the Commission prior to being sent out. Commissioner Nolan is trying to keep involved with the process and will send out a final copy to the Commission if it is made available to him. The end date of the contract was an item the Town would like to change to align it more with other contracts.

(Arts Council request for December event) The Arts Council reached out to the Commission Clerk in regards to their craft fair scheduled in December. The group is still moving forward with planning this event and has reached out to the Board of Health for further approvals. The

Board of Health stated they would not be able to provide approval until closer to the event date since regulations can change. At this time, the group is requesting to extend their use of the LPL to the whole building (previously only renting the Diamond Room) and utilize the area outside the building for social distancing purposes. The group will continue communication with the Board of Health prior to the event; however, they would like to delay payment of the rental fee until they have confirmation the event will be held. There were no objections to a delay of payment. The original fee for the event was reviewed. The group would like to keep the fee the same and just pay the increase for the cleaning of the whole building versus one room. Commissioner Nolan felt since the LPL is not being used and the reason for the increase was to adhere to regulations, the fee should not be changed. Chairman Holmes agreed with this, and inquired on how much this rental would be normally. The Clerk was not able to pull up the current fees during the meeting; she provided older rates which may not be correct. The fee discount for the group was reviewed. The group was charged fees since vendors to the fair were being charged a rate for a booth. The fee does not include the cleaning charge which will be an additional cost to the group. Commissioner Nolan added the fee charged was to cover costs incurred at the Lodge by the event including staff.

MOTION by Mike Nolan: Allow the Arts Council use of all the rooms at the Loon Pond Lodge for their event at no additional cost. Chairman Holmes clarified this would be the \$600 fee rental previously approved and the cleaning fee for the whole building. Seconded by Jesse Medford

There was further discussion in regards to the fee being charged, the timeframe of the rental, and the discount being provided to the group.

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

(General updates) Commissioner Nolan stated the damage to the gazebo previously noted was repaired at this time. The TWC maintenance staff handled the repairs and will be staining the area. The archway which was donated to TWC was also damaged recently. It was donated to a previous employee of TWC. Commissioner Nolan recommended taking down the archway and reaching out to the previous employee to then remove it.

TWC UPDATES:

(Line painting update) Line painting should be happening in a week or two. The Lakeville MMA group will be notified so they will not use the parking lot at that time. Chairman Holmes suggested placing cones at the parking lot as well to hinder visitors from driving there.

(TWC fall projects) Commissioner Nolan compiled a list of fall projects for the Highway Department. All Commissioners were able to add to the list, and all parks were included. The Highway Department also provided some recommendations for the parks as well. It was recommended to cut a couple of trees at TWC. Commissioner Nolan was hesitant to cut down trees. The Highway Department would like the list to be prioritized. The Highway Department is already working on some important items listed such as seeding and aeration of the fields. The trail sign listed should be removed at this time. The trails will be cleaned up at a scheduled later date. Removing the small trees from the Lodge area is needed; some of them can be replanted in another location, but the larger ones will not be savable. The DPW Director offered to help find a contractor to roll and spread the material for the new field parking lots. The fields cannot be used until this work is completed; there is concern of injury if visitors walk on it currently. Commissioner Houle inquired if the white gazebo near the playground could be moved to the spot the archway is since this is being removed. She noted this white gazebo is not being taken care of in its current location. Chairman Holmes provided

the history of this gazebo and area. Initially, it was under the care of the family of the individual it is named for; however, in more recent years the Park Commission has needed to maintain it. It was completely cleared out and cleaned approximately 2 years ago. The constant maintenance needed for the area is more than the small TWC maintenance staff can complete. Chairman Holmes observed a variety of photos being taken in this gazebo in its current location. He felt the gazebo should stay in the current location since this is where the family who donated it decided it should go. Commissioner Medford believed it was not the property of the Park Commission to move since it was a part of the donated/dedicated playground area. Commissioner Nolan inquired where the gazebo would go and how it was to be moved. Commissioner Houle would request the Highway Department move it and thought it should be behind the LPL near the pond to replace the archway. Commissioner Coscia suggested taking pictures of the gazebo and the areas for possible alternate locations to gain a better visual of the idea. Removing the shrubs from the front of the TWC office building is on the list; however, the Highway Department has already noted this item will be handled at a later time. If this can be completed in the fall, the area would be ready for new plantings in the spring. Chairman Holmes asked if the flowering bush would be removed as well; it was unknown if it could be trimmed without damaging the plant. The tree in front of the office was noted to be removed since it was dead; this was the opinion of the Garden Club. Chairman Holmes did not agree with this assessment. Commissioner Coscia would like to view the tree again before making a decision. Commissioner Nolan felt the shrubs could be removed in the spring when it is time to plant in the area; he stated this is also the opinion of the DPW Director. He was assured there would be time in the spring for this work. Commissioner Nolan also did not agree with removing the tree, but would like to trim it instead. Commissioner Medford agreed with trimming the tree. Chairman Holmes asked everyone to take a look at the tree since there is still time prior to needing a decision. Cutting down the pine tree in the field was a recommendation of the Highway Department. Commissioner Nolan and Chairman Holmes did not believe the tree was dead. There are many dead trees which need to be removed before these. Cleaning of the dead trees will be made a priority on the list. On the list were items for John Paun Park (JPP) which include cutting back some brush near the fields, replacing rotted fence posts, gate repairs, and moving a post in the playground area. Commissioner Coscia noted the lights at JPP are not efficient. He would like to upgrade the lights whether funded by the Park or by receiving a grant for the upgrade. Commissioner Nolan believed there was a grant writer at Town Hall who could help with this idea.

(LHH volunteer request) Commissioner Nolan was in contact with a past volunteer from the Lakeville Haunted House (LHH). She was requesting to retrieve some items which were hers from the LHH area. Commissioner Nolan has been talking with the Town Administrator and Town Council in regards to this request and the previous encounter with a past LHH employee looking for items. The Commission Clerk has gathered the last correspondences with the official LHH group and the last contract; Commissioner Nolan will be meeting with Town Council and the Town Administrator on next steps. In the meantime, he will reach out to this volunteer for a possible meeting at the LHH to attempt to locate the requested items; however, he believes the items were discarded. There has been contact with someone else who was interested in purchasing the contents of the building as well. No decision on the contents of the building will be made until Town Council provides the proper procedure.

(Landscaping update) This was discussed earlier in the meeting.

(General updates) There were no further updates for the Commission.

SPORTS UPDATES:

(FLAA schedule request) The Freetown-Lakeville Athletic Association has requested use of a couple of fields for the fall. Two days on the Babe Ruth field was requested. This field is already booked for an AAU team, but the group will be able to use it in the afternoon. Also being requested is the Little League field for fall ball, Field #2 and #6 for t-ball, and minor league schedule is pending.

(AJFC request for field practice) The AJFC provided all required documentation at this time. They are requesting field space for practices. Commissioner Houle asked the group on their request for field space in Lakeville versus utilizing the fields in Freetown; the group would like to split time at both since their participants are from both towns. Commissioner Houle reviewed their request and confirmed they were informed of the needed bathroom cleaning as well as only one attendee per participant. The group was inquiring about the need for renting portable restroom since there are now portable restrooms at TWC. Chairman Holmes confirmed the portable restrooms are meant for general use by visitors; sports teams/groups should be renting their own to be responsible for. Commissioner Houle stated the group did not have a full season, so their revenue for additional items is lower than usual. Commissioner Coscia agreed, the group should rent a portable restroom for their dedicated use and noted the normal fee for the season should be charged. Commissioner Nolan inquired how the group was going to hold practices when football is a high contact sport; Chairman Holmes confirmed they adjusted to flag football with little contact and gained approval from the Board of Health. Available areas for football were reviewed; Commissioner Houle confirmed the group stated they would repair any damages to the fields. She also observed a group playing tag football recently with cones set up. Chairman Holmes felt it was just a group of individuals who decided to play. No permission has been provided by the Park Commission. The current baseball schedule and the AJFC request were reviewed. Commissioner Houle did inform them a fertilizer fee may be charged. The group estimated they could provide a \$25 per player fee. There was no objection to the request as long as all requirements are met and a good location is agreed upon. The Commission Clerk provided a review of the document from the group which details they will hold competitive drills at these practices and noted there was a limit of seven players for each side. Commissioner Houle was informed the limit was five players. Outfield areas are available for the group's use; Chairman Holmes volunteered to meet and review these areas with them.

MOTION by Paula Houle: Allow the AJFC use of the fields per the contract.

Seconded by Jesse Medford

Commissioner Coscia asked to confirm if the group will be charged a fertilizer fee; Commissioner Nolan noted the areas discussed were fertilized two weeks ago. Chairman Holmes suggested a \$25 per player fee which would include the fertilizer cost. There was no objection to this fee.

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

CPP UPDATES:

(General updates) Commissioner Nolan noted the Highway Department mowed CPP recently. Commissioner Coscia stated no items from CPP were put on the maintenance list and suggested it be added. Chairman Holmes offered to meet at CPP to list the items needing attention.

JPP UPDATES:

(General updates) Commissioner Coscia provided a review of the fees charged for the fields at JPP. A total of \$5030 was brought in for the season. The air conditioning in the bathroom unit is not working at this time; Commissioner Coscia will reach out to have it repaired. He also pointed out the JPP fields have not been fertilized and recommended it be scheduled. Commissioner Nolan will have a company reach out to Commissioner Coscia to discuss.

ANY OTHER OLD BUSINESS TO REVIEW:

(Route 18 Field updates) Updates were provided earlier in the meeting. The one other item was the irrigation system will need to be blown out, but there is still time before it must happen.

Commissioner Houle had to leave the meeting at this time.

OTHER BUSINESS

ITEMS FROM THE CLERK:

(Storage area at TWC office) The storage area has been cleared out. The Commission Clerk suggested setting up a day to further organize the area and put down the extra flooring available. It was unclear how much flooring was left.

(General updates) The Commission Clerk reviewed recently received correspondence. A group, Angels of America, reached out about a scavenger hunt they are looking to hold. They would like to use a small area in the parking lot for a checkpoint. Chairman Holmes asked for more details about the scavenger hunt and the area the hunt will take place in.

An area Cub Scout group is having trouble finding locations to hold their meetings; they are looking for indoor or outdoor space. The Clerk explained to them any indoor meeting would have a cleaning fee charged. The pack is made up of about 40 children who will be split up into 3 or 4 groups. One parent is required for a child, mask will be required, social distancing will be followed, and contact tracing will be completed. There was concern about going over outdoor limits at this time. Spacing between the groups would have to be far to follow regulations. Commissioner Nolan had to leave the meeting at this time. The Commission Clerk will gather more details from the group and explain the need to separate each group for safety. She will reach out to the Board of Health as well.

ANY OTHER BUSINESS FROM THE COMMISSION:

Commissioner Coscia wanted to reexamine some items from the minutes reviewed earlier. He would like a plan on getting a master sports schedule in place. Chairman Holmes suggested getting all the information to the Clerk to have a central location, and master schedule can then be created from there. The lights at TWC were to be replaced; Commissioner Coscia asked if this was completed. Due to finances, this was not done. The size of lights also needs to be determined.

Next meeting scheduled for Monday, October 05, 2020 @ 6:30pm via remote access.

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

Voted: Joe Coscia – aye, Jesse Medford – aye, Scott Holmes – aye; **MOTION PASSED**

*****Meeting adjourned at 8:19pm*****