

Lakeville Park Commission  
Meeting Minutes  
Loon Pond Lodge  
Monday, September 23, 2019@ 6:30pm

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

Other Attendees: Neli Woodburn (Clerk)

Chairman Holmes opened the meeting at 6:34pm

Chairman Holmes inquired if anyone was recording the meeting; LakeCam was recording

*Review and Approve Bills* – Bills were provided for review and approval signatures. The Commission Clerk inquired if the three bills from Nor'East Hydroseed in regards to the Route 18 fields were ready to process. Commissioner Nolan explained two of the bills are for the agreed upon for work on the new Field 1 and new Field 2; however, the 3<sup>rd</sup> bill was for screened loam which should be held aside until a further conversation can occurred with the business. There is confusion on the bill since the company received the bid for work of Field 2 and part of the work was included. A review of how to process these field bills was present, and the Commission Clerk will speak to the Accounting Department on how best to proceed. Chairman Holmes noted the two bills being processed totals more than the amount carried over from FY19, so funds from the FY20 budget will be needed.

*Review and Approve Meeting Minutes* – There were no minutes to review at the meeting.

**OLD BUSINESS**

**CPP:**

*(2019 Season totals)* The Commission Clerk reached out to the CPP Director to attend the meeting; however he is unavailable for Monday evening meetings. Revenue and expenses for the 2019 season were provided. Chairman Holmes explained there numbers are from opening date to closing date, which does not align with the fiscal year. The season begins in one fiscal year and finishes in the next. A loss was noted for the season. The numbers provided were further explained and reviewed. Revenue and expense numbers from previous years were not available for comparison. Chairman Holmes requested a breakdown of only food purchases to get a clearer view of how the concession stand is doing. The Commission Clerk will work on separating these numbers. Chairman Holmes is working with the Town Accountant to add more specific accounts to the budget to further assist in breaking down the numbers appropriately throughout the fiscal year. Some of the expenses for different areas such as Clear Pond are grouped together. The Commission Clerk was able to provide verbal totals from last year as comparison to the numbers provided. Further review of the expenses and companies purchased from was present. Chairman Holmes expressed the need for more adherences to the budget. Payroll was discussed, as well as the number of employees needed during the week versus weekend of the season. Commissioner Nolan agreed more adherence to the budget is needed especially with

the loss of the Lakeville Haunted House income this fiscal year. He also noted there was a time when CPP broke even for the season. Commissioner Coscia inquired on next steps if CPP is showing a loss each year. Restriction on entry, such as making the area residents only, cannot occur with a reported loss. Commissioner Nolan suggested inquiring with the Town for funds to sustain the pond for the season. Chairman Holmes suggested having all expenses for CPP approved by a Commissioner prior to purchases to further reduce expenses for the season. Attempting to find lesser costs at other retailers was also recommended to lower expenses. Commissioner Nolan further suggested a meeting with the CPP Director to further review the expenses and the budget. This will allow the Commissioner to further discuss whether a yearly loss is acceptable. Chairman Holmes requested a more detailed expense breakdown further separating food costs from the general expenses; as well as last year's numbers. A brief review of the general custodial expenses was provided; these items are not separated by location and are order in bulk for all areas.

The electrician is available to install the hand dryers at CPP within the next week. This work was pushed off from last fiscal year. This would be considered a Capital Improvement to the area, and there are funds in the budget for the work. This improvement will reduce the cost of paper towels, and minimize the risk of issues if towels were flushed into the system. Pumping of the system at CPP is needed this year.

Motion by Mike Nolan: Allow the electrician to install the hand dryers at Clear Pond Park costing between \$1100 and \$1400.

Seconded by Jesse Medford

**Voted:** Unanimous in favor – Motion Passed

#### SEM/LPL UPDATES:

*(Cornhole tournament review/request)* The 2<sup>nd</sup> annual Breathe for Bea Tournament occurred on September 7<sup>th</sup> at Ted Williams Camp (TWC). A brief overview of the Cornhole tournament was provided. The organizer is asking if the Park Commission will donate to the organization as they did last year. A review of the process to donate to such organizations instead of providing a fee reduction was provided. The rental fee and 2018 donation amounts were provided; as well as the revenue on bar sales and food services for the 2019 event. A discussion around advertising for such fundraising groups was present.

Motion by Jesse Medford: Donate back \$250 to the Breathe for Bea foundation, same amount as last 2018. Seconded by Mike Nolan

**Voted:** Unanimous in favor – Motion Passed

*(General updates)* Commissioner Nolan inquired if payment from SEM was received yet. The Commissioner Clerk did have the check and reports from SEM, and provided them for review. Chairman Holmes requested to view the overall breakdown sheet SEM provides with each check. The Commission Clerk offered to email a copy when received each month. Chairman Holmes inquired on the food services amount; he would like to see the total from the caterer along with the portion for the Park Commission. The contract may not state the caterer must provide a copy of the invoice to compare the number. A review of recent totals was provided along with expectations of revenue amounts now that SEM is handling the Lodge business for two years. The

company had to deal with previously booked events which did not fall under their pricing or management. Chairman Holmes now expects to see a boost in revenue. The Commission Clerk verified this past check was an increase to the usual amount seen in the past, and was able to provide a comparison to last year's numbers for the same date range. Commissioner Nolan agreed reviewing the overall sheets provided by SEM would be beneficial with a further discussion at the next meeting. Chairman Holmes emphasized while focusing more on reducing expenses, the Commission should also be monitoring revenues more closely as well. This revenue sheet does not include amounts from the recent TriFest, the payment is still outstanding for the event.

Commissioner Nolan noted having trouble accessing the calendar for the upcoming LPL events and requested the printed copy. The Commission Clerk will work on making the month view of events and providing it. Upcoming events were reviewed.

Commissioner Nolan provided an update on the recent CO2 alarm which was triggered. There was a malfunction with the alarm and the Building Commissioner was able to have the alarm company repair the malfunction. The alarm is now on a maintenance schedule with the company. The damaged outlet in the kitchen area was also repaired. The maintenance staff began cleaning the outside of the building starting with the back, the rest of the building will be finished this week. Flowers were also requested for the back area, and approximately \$129 was spent.

Chairman Holmes discussed the most recent Department Head meeting he attended. The Town is attempting to make a master calendar with available meeting spaces to offer to Commissions/Boards who are holding a meeting. Currently, there is no space at Town Hall for meetings and areas at the Library, Council on Aging, and now the new Police Station are being utilized. It was asked if there are any potential timeslots the LPL could be used for meeting space. This request was made and reviewed in the past, however it was declined. A review of potential timeframes was present. The Commission noted the weekend including Thursday and Friday would not be available since those are the busiest rental days. Commissioner Nolan noted the intent of the building was to have it also accessible for Town meetings; however it must be managed appropriately by the Park Commission. Rentals would still need to take priority and meetings scheduled ahead of time, may need to be moved. Opening and closing of the building for these meetings is also an issue. A code can be provided for the door; however the alarm system poses another complication. Cleaning of the area after a meeting was also discussed. A recent meeting at the Lodge required SEM to clean the area afterwards. A suggestion of having the Town Janitor come to clean up after the meeting, and ensure it is not placed upon the SEM staff. The Commission Clerk emphasized use of the building would require very specific scheduling and guidelines between SEM and the group requesting space. Chairman Holmes requested everyone think about the possibility of the Lodge being used for meeting space, and the discussion can continue at another meeting. It was suggested to have SEM also provide feedback.

#### TWC UPDATES:

*(EEE threat updates/review)* Current EEE threat level in Lakeville remains at critical. The parks closing hours were updated to 6:15pm. Commissioner Coscia stated concerns about coaches not adhering to the closing time posted and continuing to hold practices after the closing time. This has been recently witnessed, and Commissioner Coscia

suggested letting the groups know not adhering to the close time will hinder their field time next year. There is a police presence driving through the park; however they are not informing visitors to leave when it is after closing time. Chairman Holmes suggested contacting the police directly when after-hours use is witnessed. The Commission Clerk was directed to notate in the weekly closing hours email, not adhering to the updated time will jeopardize field time next year. Currently, the times are posted on the outdoor signs, additional signs in the park, and on social media.

*(Sign request)* Commissioner Medford presented a request for the upcoming Lakeville Arts and Music festival. The group would like to further promote the event on the TWC sign. One side of the sign will remain with the current park closing time and the other side can promote the event. Commissioner Medford further requested the trees on the corner be cut back for better view of the sign. Commissioner Nolan will contact the Highway department to request this maintenance.

*(Maintenance staff updates)* Chairman Holmes informed the Commission a maintenance worker at TWC was injured off the job and will not be able to return to work. Currently, there are several projects needing completion with only one maintenance worker available to complete them. Commissioner Nolan did reach out to a recent CPP maintenance employee for emergency help at TWC; however, the individual was not able to take the position due to other work commitments. The position has six weeks remaining to close the season. Chairman Holmes stated it is an emergency fill in of the position at this time, and if anyone knows a person to fill it please provide them the information. Commissioner Nolan will reach out to the CPP Director and see if he could take on some hours. He also spoke with the current maintenance worker who felt he could finish the needed work prior to the winter on his own. The projects the Commission wanted to complete in addition to that would need to be pushed.

*(Purchase requests)* Chairman Holmes has witnessed the lights in the small restrooms at TWC being left on. He suggested purchasing motion sensor lights to solve this issue. The cost is approximately \$25 each.

The next item was a garment rack for the TWC office building, which has been rented out as a Bridal area. Chairman Holmes found an appropriate rack on sale for approximately \$32, and confirmed with SEM the size of the garment rack would be sufficient.

The next item recommended was a key lock box for the extra keys in the office. The box will hold approximately 60 keys with a combination lock on it. The estimated cost is \$30.

*Motion by Mike Nolan:* Approve the purchasing of the three recommended items by Chairman Holmes. Seconded by Jesse Medford

**Voted:** Unanimous in favor – Motion Passed

*(General updates)* Commissioner Medford noticed someone on social media discussing a broken toddler swing at TWC and wanted to ensure it was known. The swing bar is the portion broken where someone bent it downward. It is on the list of project to be completed at TWC.

Commissioner Nolan was informed of a gentleman from Middleboro looking to hold a car show at TWC. He would like to contact the person and possibly invite him to a meeting to discuss. All were in agreement with this.

Commissioner Nolan was informed Field 5 from TWC was being used, and discovered it was a known group of the Drifters. Commissioner Coscia stated since there was not available space at John Paun Park (JPP), he offered Field 5 after speaking with the scheduling Commissioner. The group noted a mound being on the field and was requesting the Commission remove it. Commissioner Coscia received the request and declined. He will further speak with the organizer of the group.

The fertilizer ordered last month was put down last Wednesday or Thursday. The bill was among those signed at this meeting. This should reduce the clover growing the fields.

#### *SPORTS SEASON:*

*(General Updates)* The Free-Lake Softball group's check was received, and the group thanked the Park Commission for the reduction in fee for their shortened season. Commissioner Coscia was not at the last meeting when the fee was decided and requested noted for JPP be communicated to him before the group/team. He had provided his recommendation to the Commission Clerk and it was presented at that meeting.

An email was reviewed from Women's Soccer which stated the bathrooms over the weekend were locked, however Commission Nolan consulted with the maintenance staff who stated the bathrooms were opened. In addition, the team also noted when their season runs late; they often play on unmowed fields. Chairman Holmes reviewed last year the maintenance employee unexpectedly left for the season earlier. This caused the unmowed fields. Chairman Holmes stated if the employee leaves early again this year, the Highway Department should provide an employee to continue the needed work on the fields. Commissioner Nolan will additionally speak with the maintenance employee to ensure his end date for the season.

The Commission Clerk noted the fall payment from soccer has not yet been received, but will reach out to the organizer for an update.

#### *JPP UPDATES:*

*(General updates)* Commissioner Coscia provided a couple of update around the new bathrooms at JPP. The bathroom was left open with lights on recently as well as the Concession stand left unlocked for an extended period of time. Also the bathroom was left open with the water left disconnected. The areas were locked up and closed appropriately.

This past weekend Commissioner Coscia opened the bathrooms for the teams, however later in the morning received a call they were not working. He attempting to fix the issue however was not able to. The system seems to be full and in need of pumping. He further attempting to have a portable restroom delivered for the weekend due to this issue, but was not able to find a company with on available on such short notice. The system is scheduled to be pumped on Friday morning; if this does not fix the issue a portable restroom will be delivered. There was also confusion around the field scheduling which caused the bathrooms to be cleaned later than needed. Commissioner Nolan added the need to have an electrician and plumber complete work for the new restroom to help avoid some of these issues. Waiting for the spring to do this work is possible. Commissioner Coscia also inquired on the winterization process for the restroom. The Commission has not yet decided if the unit will be moved for the



winter or not. Commissioner Coscia will provide an update after the system is pumped. The unit may have an indicator when the system is full. Commissioner Coscia will reach out to the company for more information on situations like this recent one.

Commissioner Coscia also spoke about the current storage area at JPP which does not provide enough room. It was also noted by a maintenance employee the equipment stored there is beginning to rust since the area is so damp. The doors also need to be secured since it seems someone is going into the storage area. A recommendation of a shed for just equipment at JPP was presented.

FreeLake softball would like to utilize the bunker rake at JPP, however due to insurance and the storage issue they are not allowed. Commissioner Coscia inquired if there is a way to have the group use the rake appropriately. Selling the bunker rake to the group was suggested. The rake could be owned by the group but stored at JPP. Commissioner Coscia will offer this solution to the group. The Town will also need to be consulted on how to process such a transaction.

#### ROUTE 18 FIELDS:

*(General updates)* The fields are in and the well is completed. As of Friday, the water was working; however the system is not hooked up to the electricity causing the sprinklers to be manually turned on. Grass is growing at this time and water on the fields. The estimated timeframe for first use of the fields, if all goes well, is spring 2021 to allow the grass to set properly. The Town Administrator was asking for updates on the fields, and Commissioner Nolan will comprise some information to provide her. The bill for the well is being paid for by the FLSC. Commissioner Nolan received communication the group did vote and approve to pay the bill. The fields are multi-purpose fields at this time, however FLSC has stepped forward to help pay for the work being done. Commissioner Nolan will reach out to the groups/teams who stated interest in helping, and try to meet with them again. Commissioner Medford asked if there would be an opportunity to promote sponsors at the new fields in order to gain more financial support. Chairman Holmes stated it would be up to the Park Commission to make that decision. Fundraising could assist finishing the fields, such as fundraising to purchase a bathroom unit like the new one at JPP; this could be a good opportunity for groups/teams to contribute. Chairman Holmes also suggested a fundraiser for a small playground in the new field area.

ANY OTHER OLD BUSINESS: Commissioner Nolan took a look at the sign currently at Town Hall. Further assistance in removing the sign may be needed since it is unsure if the sign is in cement blocks or not. There is no rush to move it at this time.

#### **NEW BUSINESS**

CORRESPONDENCE: The Park Commission was asked if they would like to create a scarecrow for the Arts and Music Festival. At this time, the Commission could not provide the time to do so. The Commission Clerk will inform the group.

The metal detecting group looking to use CPP for a day provided more information around the event. The group was informed no bathroom facilities are on at this time. The group would still like to use the area and would take the necessary steps to ensure the area is left clean. Commissioner Nolan noted concern about the group being at

CPP when it is closed and with the water access being a liability. The Town needs to be contacted for any steps needed to ensure no liability for this event.

*ANY NEW BUSINESS FOR THE COMMISSION:* There was no further new business to discuss.

**ITEMS FROM THE CLERK**

*(Desk location update)* The Commission Clerk provided an updated on the current shifting of areas at Town Hall. This will cause the clerk to move into the office at TWC. The Town Administrator and Building Commissioner are attempting to plan improvements to the TWC office including additional insulation and a heater/air conditioning unit. There is no timeline for this move at this moment. Additionally, an internet connection is needed in the office; this is also being researched.

*(New Office Hours)* The Commission Clerk provided her new hours in the office: Monday/Wednesday 9:00 – 12:00 and Tuesday/Thursday 12:00 – 3:00.

An overview of the use of the office at TWC was reviewed, including groups using the building for meeting without notice.

Chairman Holmes provided a check to the Commission Clerk from the LMMA.

Next meeting scheduled previously scheduled for Monday, October 07, 2019 @ 6:30pm at the Loon Pond Lodge at Ted Williams Camp.

Motion by Mike Nolan: Adjourn the meeting.      Seconded by  
Jesse Medford

**Voted:** Unanimous in favor – Motion Passed

\*\*\*\*\*Meeting adjourned at 8:51pm\*\*\*\*\*