

Lakeville Park Commission
Meeting Minutes
Loon Pond Lodge
Monday, September 09, 2019@ 6:30pm

Members Present: Scott Holmes, Mike Nolan, Jesse Medford

Other Attendees: Connor Walters (Boy Scout Eagle Project), Nicole Philips (SEM), Laurie Perkins (SEM), Neli Woodburn (Clerk)

Chairman Holmes opened the meeting at 6:34pm

Chairman Holmes inquired if anyone was recording the meeting; No one was recording

6:30pm: Connor Walters (Boy Scout Eagle Project) – Mr. Walters attended the meeting to present an idea for his Eagle project. Mr. Walters would like to add a stone pathway at the Dickran Diran Park which will lead to the flag pole creating a circular stone base at the pole and then provide walkways in each direction. Mr. Walters noted the WWI memorial there is also in need of repair. All fundraising will be handled by Mr. Walters. He has approval from the Historical Commission, but has not yet presented his project to the Boy Scout Council. A basic diagram of the plan was provided by Mr. Walters, and Commissioner Nolan asked to see a more detailed plan when it is prepared further along in the project.

Motion by Mike Nolan: Approve Mr. Walters plan for his Eagle Scout project. Seconded by Jesse Medford

Voted: Unanimous in favor – Motion Passed

Chairman Holmes asked to be kept in the loop once the project is approved with the Boy Scout Council. He also offered the Commission's assistance if needed. Mr. Walters provided his contact information to the Commission Clerk for continued correspondence. He also asked who should be listed as the beneficiary of this project. The Lakeville Park Commission can be listed as the beneficiary and anyone on the Commission would be able to sign needed paperwork for the Boy Scouts. The Clerk will also be sending an email statement showing the Park Commission's approval of the project and can add a line stating the Commission is the beneficiary of this work. Mr. Walters left the meeting at this time.

Review and Approve Bills – Bills were provided for review and approval signatures.

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

OLD BUSINESS

SEM/LPL UPDATES:

SEM was in attendance at the meeting, and wanted to check in with the Commission at this time. The contract with SEM is about halfway through. Chairman Holmes recently received last year's numbers and asked for more time to analyze the information. He would like to meet with SEM again in about two weeks to review the numbers. Chairman Holmes asked if there was anything the Commission could do for them. Commissioner Nolan ensured SEM was aware of the alarm issue happening at the

Loon Pond Lodge (LPL). They were aware and stated concern since they will not be in the building the next day to override it. The alarm is still being tripped in error. The Building Commissioner was informed of the error and stated the Town electrician will be in to repair it right away; however, no repair has occurred by the meeting. SEM was aware the AED machines and boxes were stored in the Ted Williams Camp (TWC) office. Chairman Holmes explained the machines are in need of updated supplies before distribution and he will be working on this. SEM has been in contact with the TriFest director, Mark Walter, and a date for 2020 race was confirmed (8/15). He initially requested the weekend of August 22nd; however SEM felt due to some other circumstances of the wedding booked that weekend it could not be provided. Mr. Walter agreed to August 15th. The event booked for this weekend will need to be contacted and SEM is inquiring what to tell the event in regards to this change. Commissioner Nolan wanted to further confirm the TriFest 2020 date since this was not the date Mr. Walter spoke to him about. SEM confirmed this date early in the day with him. They were also at TWC during the year's TriFest to speak with him about how 2020 will be handled and there was a discrepancy with the information. Mr. Walter believed the large inflatable arch would be used and left in the area when it was stated no items would be left at the water. Commissioner Nolan confirmed he also informed Mr. Walter of this restriction. The event on August 15th has rented the building and gazebo for the whole day. The guest count is approximately 150-160 people. TriFest has reserved their dates for the next four years so this issue will not occur again. Chairman Holmes confirmed nothing from the TriFest will be left around the LPL grounds after the race on the Saturday, so there will be no conflict with the wedding using the grounds. Detailed instructions for TriFest will be provided to ensure the agreement is followed. The Clerk suggested created a list which is signed by the Park Commission for SEM and TriFest to have. SEM agreed a list of terms and conditions is needed to ensure these items are followed. In comparing notes, it seems TriFest is not clear on the specifics of set-up for Saturday and what is allowed or expected of the group. SEM will modify a contract for this specific event with an outline of terms and conditions. The event start time is not confirmed. SEM will confirm the start time when speaking with the renters. The rental and pricing was reviewed for the event.

Motion by Mike Nolan: Allow SEM to negotiate with the renters, within reason, in regards to TriFest booked on the same day. Large requests must be discussed with the Commission.
Seconded by Jesse Medford

Voted: Unanimous in favor – Motion Passed

SEM would like to increase rates for the 2021 season. Chairman Holmes reviewed the last rental rate increase still put the LPL at the lower end for price; SEM confirmed this increase would still have LPL rates at about 38% below market. There are currently 26 events remaining this year, with potential for more. Renters will begin booking for 2021 soon.

Motion by Jesse Medford: Approve a rental rate increase of \$400 for the 2021 season. Seconded by Mike Nolan
The rate would begin immediately for any 2021 dates. SEM suggested this type of review each year. There are currently two events booked for 2021 which are contracted for the lower rate.

Voted: Unanimous in favor – Motion Passed

SEM is not currently advertising for the LPL, but utilizing social media heavily. The website is also gathering interest. A booth at a Bridal Fair may be beneficial as well. They were offered a spot at a pop-up Bridal Fair for no cost; SEM will be attending. A 'mock' wedding could be arranged to showcase the building and different vendors. Wedding coordinators were discussed. Currently, a renter may hire a wedding coordinator for assistance with planning and to be on-site for the day. This is not a service offered by SEM. It was suggested to charge the coordinators a fee, like the caterers and bartenders, when partnered with the LPL. SEM would like to use some of the advertising budget for business cards and a professional trifold pamphlet.

(Archway discussion) An Archway was setup on the LPL grounds; however it was not previously approved. A TWC maintenance employee had the archway delivered and setup on the grounds. The representatives from SEM do know the individual who built it, and it was used for a wedding a last year then removed. SEM has booked use of this new archway. There may be a better spot for the archway, but the view of the pond is priority. SEM is able to utilize this archway and will report back to the Commission if any renters complain about its location. SEM suggested having someone with a construction background look at the stability of the archway. The Commission will take a closer look.

(SEM request for Bridal room) SEM would like to add something to the office area where a wedding dress or the like can be hung since it is being rented as a bridal area. Something can be constructed coming from the ceiling or from the wall, but it must be tall enough for the long dresses and be able to carry a good amount of weight. Commissioner Nolan will further research what can be done. The first rental of the office recently occurred and was successful.

The Commission Clerk spoke with SEM in regards to using space at the LPL for her desk. Issues were brought up particularly around not being able to lock the room during events. The Clerk provided a review of the plans for Town Hall at this time, and the changes which were noted since the last conversation. There may be space at Town Hall with the new design. The Clerk will continue to research this option. SEM is in need of a key to the storage area. The locks were recently updated and SEM was in need of supplies over the weekend. Chairman Holmes will provide a key.

(General updates) There were no further updates in regards to SEM or the LPL; therefore SEM left the meeting.

CPP:

(General updates) The CPP Director was unable to attend the meeting to provide an overview of the season. The Clerk was also unable to compile the requested season revenue and expense numbers for the meeting. These items will be discussed at the next meeting. It was unknown if the hand washing station was returned to John Paun Park (JPP); the Clerk will reach out to the CPP Director to confirm.

SEM/LPL UPDATES (cont.):

Chairman Holmes was contacted by the Town Coordinator in regards to the LPL hosting a Southeastern MA Board of Health meeting. Chairman Homes had difficulty accessing the rental calendar at that time. The State will gather a list of possible locations and then make a choice of where to host this meeting. This meeting will not provide

revenue for the LPL, but is a great promotion of the building for those who might otherwise not visit. The date is available for the meeting.

Motion by Mike Nolan: Welcome the Southeast MA Board of Health to hold their meeting at the Loon Pond Lodge on September 12th. Seconded by Jesse Medford

Voted: Unanimous in favor – Motion Passed

Chairman Holmes also discussed the recent MEMA meeting Fire Chief O'Brien hosted at the LPL.

Motion by Scott Holmes: Waive the fee for the MEMA meeting.
Seconded by Mike Nolan

Voted: Unanimous in favor – Motion Passed

Chairman Holmes noted SEM needed to vacuum and clean the room after the meeting. If needed, the Fire Department will need to be charged the cleaning fee after this type of meeting. This can be further addressed with them when the next meeting is scheduled.

TWC UPDATES:

(EEE threat updates/review) Commissioner Nolan stated Mosquito Ranger is scheduled to hand spray TWC on Thursday. He attempted to also contact Plymouth County Mosquito Control, however was unable to get through. He will continue to try to contact them for additional spraying. The Town Administrator reached out due to the open/close times at the park not being followed. She will reach out to the Police Department for more assistance with this, and suggested posting the specific times on the TWC sign. This will require the sign being updated weekly. Chairman Holmes stated the Pickleball advertisement on the sign needs to be removed and the 3-on-3 basketball fundraiser promoted on one side. The other side can be used to update the specific dusk time. He also requested a weekly email sent out to the teams/groups updating the time all players must be off the field. Correspondence was also received from a parent stating practices are being held past dusk and there was a safety concern. Chairman Holmes emphasized giving the groups/teams a specific time to end all activity to avoid this issue. The sign and email will provide a specific close time which will be slightly prior to official dusk time. These will be updated on Sundays for the week.

(General updates) A soil analysis was completed on the soccer fields, the Field 1 area, and the common area which is the rental space. A copy of the analysis was provided for review. The company suggested spreading a weed control on the grass and must be applied by a licensed individual. The cost would be \$4100 for all three areas. Fertilizer with the enhanced lime would cost \$2952. The company recommends applying both. Fertilizer is applied annually at TWC at a cost of around \$2500, but this year clover is spreading across the fields. The budgeted cost for grounds keeping was reviewed as well as the past cost for field applications. Waiting until spring was suggested. Commissioner Nolan asked to table the decision until more information could be gathered.

Commissioner Nolan revisited the issue with the faulty alarm at the LPL. He reviewed the current problem and the Town electrician is expected to come pinpoint the issue. Commissioner Nolan will contact the Building Commissioner for an update. He will also

ask for an update on the septic system maintenance as well as the grease traps at the LPL.

The Commission Clerk presented suggestions sent by Commissioner Coscia, who was not in attendance at this meeting. He recommended drafting a letter which each team/group would need to sign in acknowledgement of the closing time and adding failure to adhere to the time posted could affect the continuation of the season as well as future seasons at TWC. Commissioner Nolan did not wish to add this to the communication to teams/groups. Commissioner Medford also did not feel signatures were necessary. Chairman Holmes added a sign will need to be posted at the Basketball Courts showing the park's closing time. Commissioner Nolan believed the Commission has exceeded their responsibility with all the additional spraying and communication. Surrounding towns do not seem to be as detailed. A weekly email with the exact closing time should be sufficient.

No parking signs were placed on the fence along the soccer field; however, Chairman Holmes noted cars were parked right in front of these signs on Sunday. Also, Chairman Holmes had to stop an individual at a weekend event from driving on the fields. He informed SEM to emphasize with outdoor events that they cannot park on the grass. Additionally, he suggested adding more no parking signs for the grass area. The cost is approximately \$15-\$20 each. Commissioner Nolan inquired who is responsible for emptying trash at outdoors events. It is believed SEM should be emptying the bins during and after events. It has been noticed trash is not being handled on a regular basis at this time. This will be further discussed with SEM.

SPORTS SEASON:

(User fees for 2019/2020 season) Commissioner Nolan requested to table this topic since the full Commission is not in attendance.

(FreeLake Softball short season) Commissioner Coscia sent his recommendation for the FreeLake Softball season fee to the Clerk, who read it aloud at the meeting. He suggested a fee of \$100 for a one month season. Trash disposal will have to continue during the group's times as well as bathroom maintenance. A full season fee would be approximately \$750 based on the numbers provided.

Motion by Mike Nolan: Provide a discount of half off the full price for the season. Seconded by Jesse Medford

Chairman Holmes requested a bill be sent to the group showing the original price and the one time discount.

Voted: Unanimous in favor – Motion Passed

(General Updates) There were no further updates.

JPP UPDATES:

(General updates) The bathroom unit is ready to close at the end of October. Commissioner Nolan will consult with Commission Coscia about this. Chairman Holmes inquired about Blooperball playing into November. No communication was received from the group about this extended schedule but Commissioner Coscia may have talked with them. A plan for winterization of the bathroom unit still needs to be confirmed.

ROUTE 18 FIELDS:

(General updates) The recent work at the fields was reviewed. The well pump is not installed so the irrigation system is not running yet. The grass should still begin growing even without irrigation at this time; the company stated the grass application was guaranteed.

ANY OTHER OLD BUSINESS:

The event calendar was further reviewed. Chairman Holmes asked if the Horseshoe group held their night event on Friday, however it was not confirmed. Assawompset Elementary School is scheduled to utilize the parking lot for an upcoming evening event for overflow parking. Visitors will be shuttled to the school by buses.

NEW BUSINESS

CORRESPONDENCE:

Chief O'Brien sent a thank you letter for the use of the LPL to hold a MEMA meeting. The correspondence from the concerned parent was already reviewed in the meeting. A request from a metal detecting group was received. The group would like to use CPP for a metal detecting event since the season is now over. The pond area is closed for the season including bathroom facilities and mosquito spraying being stopped. Water safety was a concern since there are no lifeguards. The Clerk will reach out for more details on the event such as the number of attendees and specific time.

ANY NEW BUSINESS FOR THE COMMISSION:

The Clerk presented a possible request from the AES PTO. The group is looking to host a Trunk or Treat for the school children and may be in need of a larger parking lot than the school. The Commission was open to the idea and requested more information as planning continues.

POINT OF CONTACT FOR TOWN ISSUES:

Commissioner Coscia sent in his recommendation to have one Commissioner be the Point of Contact for all Town issues. It was reviewed the Chairman position takes on this role already.

Commissioner Medford asked if anyone had heard about the Lakeville Haunted House (LHH) for next year. The Clerk heard some individuals were attempting to put a new board together but not for this year. No official communication was received. It was noted the LHH would have been closed this year due to the EEE threat anyway.

ITEMS FROM THE CLERK

(Desk location) This was discussed earlier in the meeting.

(New Office Hours) The Commission Clerk did not have new office hours to present at this time.

Next meeting scheduled for Monday, September 23, 2019 @ 6:30pm at the Loon Pond Lodge at Ted Williams Camp.

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

Voted: Unanimous in favor – Motion Passed

*****Meeting adjourned at 9:03pm*****