



TOWN OF LAKEVILLE MEETING POSTING & AGENDA **REMOTE MEETING**

*Town Clerk's Time Stamp
received & posted:*

*48-hr notice effective
when time stamped*

Notice of every meeting of a local public body must be filed and time-stamped with the Town Clerk's Office at least 48 hours prior to such meeting (excluding Saturdays, Sundays and legal holidays) and **posted thereafter in accordance with the provisions of the Open Meeting Law, MGL 30A §18-22 (Ch. 28-2009)**. Such notice shall contain a listing of topics the Chair reasonably anticipates will be discussed at the meeting.

Name of Board or Committee:	<u>Lakeville Park Commission</u>
Date & Time of Meeting:	<u>Monday, February 28, 2022 @ 7:00pm</u>
Location of Meeting:	<u>REMOTE MEETING</u>
Clerk/Board Member posting notice:	<u>Neli Woodburn, Clerk</u>

Cancelled/Postponed to: _____ (circle one)

Clerk/Board Member Cancelling/Postponing: _____

A G E N D A

In accordance with the provisions allowed by Chapter 20 of the Acts of 2021, the 2/28/2022, public meeting of the Lakeville Park Commission will be held remotely. **However, to view this meeting in progress, please go to [facebook.com/LakeCAM](https://www.facebook.com/LakeCAM) (you do not need a Facebook account to view the meeting). This meeting will be recorded and available to be viewed at a later date at <http://www.lakecam.tv/>**

1. Meet with Marc Resnick, Town Planner
2. Review and approve meeting minutes (1/10/22, 1/31/22).
3. Review proposed revisions to 2022 field use contracts and fees
4. Review with possible vote on CPP Director job description
5. Review with possible vote for Clear Pond Park 2022 season
6. Review with possible vote on Horseshoe tournament request
7. Review request from Girl Scout group
8. Any New Business for the Commission
 - Edit responsibilities within the Commission
9. Any other business that can properly come before the Park Commission

Please be aware that this agenda is subject to change. If other issues requiring immediate attention of the _____ arise after the posting of this agenda, they may be addressed at this meeting.

**LAKEVILLE PARK COMMISSION
MEETING MINUTES
REMOTE LOCATION
MONDAY, JANUARY 10, 2022 @ 7:00PMPM**

Members Present: Joe Coscia, Tony Chiuppi, Darlene Lee, Scott Holmes, Paula Houle,
Other Attendees: Susan Spieler (CPA for Lakeville Campaign Group), Michele MacEachern (CPA for Lakeville Campaign Group)

Chairman Joe Coscia opened the meeting at 7:00pmpm. LakeCam was recording and live streaming the meeting via Facebook. An introduction regarding the need for a remote meeting was read. The Commission Clerk was not in attendance. Chairman Coscia reviewed how the meeting should be conducted to ensure all are heard appropriately.

REVIEW WITH POSSIBLE VOTE ON EVENT REQUEST FROM THE CPA FOR LAKEVILLE CAMPAIGN GROUP

Chairman Coscia introduced the members of the CPA for Lakeville Campaign Group who were present. The Group provided a proposal for an event which was shared with the Commission. Ms. Spieler provided an overview of the proposal. The Group would like to hold a small informational meeting the first Sunday in March to provide education on the CPA. They would like to have a fire pit for toasted marshmallows and Coco as well as adding events like a petting zoo, chainsaw carving, etc. to gain interest. This would be similar to past Winterfests held at Ted Williams Camp (TWC), but on a smaller scale. Chairman Coscia inquired when the other events mentioned would be confirmed; Ms. Spieler stated once approval to move forward with the event is provided, they will reach out to vendors. They estimate having confirmation of events within a month. Commissioner Houle inquired if any special permits would be needed for the events coming in; it was not known. Chairman Coscia has talked with Town Council, a member of the Select Board, and the Town Administrator in regards to this event since it is a political event; Compliance with any regulations must be followed. There was feedback on what could be allowed and what could not; these items will be reviewed at a later time. The focus at this time is the date requested and the scope of events being offered. The Group did not plan to utilize the Loon Pond Lodge (LPL) for the event. Chairman Coscia asked if portable restrooms would be supplied since the outdoor bathrooms at TWC will not be open in March. The Group wanted to check if the Boston Tavern would like to run a small concession stand during the event; Chairman Coscia referred them to reach out to Boston Tavern with this question. Commissioner Chiuppi felt if the Group would provide their own portable restrooms access to the outdoor fire pit could be given; use of the LPL facilities would have to go through Boston Tavern. The Group proposed bringing their own grill to cook food and provide to visitors. Commissioner Houle noted the large fire pit located at TWC which others have used for cooking. There were no known restrictions with the Group bringing in a portable grill to cook on; the items just could not be sold to visitors. Chairman Coscia recommended to present this option to the Town.

MOTION by *Tony Chiuppi*: Approve the Community Preservation Act for a rental of Ted Williams Camp on March 7th. Seconded by Darlene Lee
Chairman Coscia noted a fee will be charged to the Group for the rental.
Commissioner Holmes noted March 7th was a Monday, not Sunday. Ms. Spieler confirmed the date is Sunday, March 6th.

Roll Call Vote: Tony Chiuppi – yay, Darlene Lee – yes, Paula Houle – yes, Scott Holmes – yes; **MOTION PASSED**

Chairman Coscia stated the Commission Clerk will be in touch for more details on the event, and the fee for the rental should be voted on at the next meeting. The Group noted they do not have a large budget for this event and may even attempt to get portable restrooms donated. Chairman Coscia thanked the representatives of the Group; they left the meeting at this time.

REVIEW AND APPROVE MEETING MINUTES (8/16/21, 8/30/21, 11/15/21, 12/6/21)

Meeting minutes from 8/16/21, 8/30/21, 11/15/21, and 12/6/21 were provided to the Commission by the Clerk prior to the meeting.

MOTION by Joe Coscia: Accept the minutes from 8/16/21. Seconded by Paula Houle

Roll Call Vote: Darlene Lee – yes, Paula Houle – yes, Tony Chiuppi – yes, Scott Holmes – yes; **MOTION PASSED**

Minutes from 8/30/21 were reviewed. Commissioner Holmes noted a correction to the minutes, however was unsure if it was this set or the next set of minutes. It was a correction to the title of a field being mentioned; from Little League to Babe Ruth.

MOTION by Joe Coscia: Accept the minutes from 8/30/21 as written with the correction made by Commissioner Holmes. Seconded by Darlene Lee

Roll Call Vote: Darlene Lee – yes, Scott Holmes – yes, Tony Chiuppi – yes, Paula Houle – yes; **MOTION PASSED**

There were no correction or comments on the minutes from 11/15/21

MOTION by Joe Coscia: Accept the minutes from 11/15/21. Seconded by Paula Houle

Roll Call Vote: Darlene Lee – yes, Paula Houle – yes, Tony Chiuppi – yes, Scott Holmes – yes; **MOTION PASSED**

The minutes from 12/6/21 were reviewed. Commissioner Lee and Commissioner Chiuppi were not in attendance at this meeting and can not vote.

MOTION by Joe Coscia: Accept the minutes from 12/6/21. Seconded by Scott Holmes

Roll Call Vote: Paula Houle – yes, Scott Holmes – yes; Only two votes were taken on the meeting (3 are required); **MOTION FAILED**

REVIEW WITH VOTE TO APPROVE FY2023 BUDGET

The FY2023 budget was previously shared with the Commission. Commissioner Holmes mentioned he reviewed the budget and had notes on it, but did not have it available at the meeting for review. Chairman Coscia noted a recent change was made to the revenue for Food Service at LPL; it was increased from \$20,000 to \$30,000. He noted the Clear Pond Park (CPP) numbers were estimated since details for the season are not defined yet. Commissioner Lee inquired if there would be more revenue from the LPL; Chairman Coscia reviewed the total amounts budgeted for the LPL revenue. Commissioner Chiuppi questioned the payroll line item for Lodge maintenance; Commissioner Holmes explained this position was originally created for snow removal at the Lodge. At this time, it is the responsibility of the Boston Tavern to remove snow at the Lodge. Chairman Coscia noted there are no funds allocated for this position in the budget. Commissioner Chiuppi asked if there would be a line item for CPP small improvements under \$5,000. Chairman Coscia explained there are funds in the budget to cover needed supplies. Commissioner Chiuppi felt a specific line item is needed to designate funds for CPP supplies (i.e. sand, gravel, etc.). Chairman Coscia confirmed there is not a line item for this currently; it was Commissioner Chiuppi's recommendation to add one and transfer the funds from the previous Lodge maintenance position for it. Chairman Coscia explained there were no longer funds from that position to use since it was set to \$0 for this budget; funds were used to cover other items. Commissioner Chiuppi believed a budget line for \$1,000 would be sufficient. Commissioner Holmes explained since it must be a balanced budget the \$1,000 would have to come from another line item in the budget. Commissioner Chiuppi and Commissioner Houle discussed reducing the CPP Attendant staff for the season and utilizing these funds for the new budget line. Chairman Coscia noted the CPP Attendant payroll was already reduced by \$1,500 on this budget. A discussion on increasing revenue at CPP by reconsidering who is provided access will be needed. Chairman Coscia noted funds for stone were set aside and will be discussed later in the meeting. Commissioner Chiuppi recommended opening access of CPP to Middleboro and Freetown residents to increase revenue. He emphasized dedicating \$1,000 to Clear Pond for materials was needed since it is a popular summer spot. Chairman Coscia noted the Town may have America Rescue Plan Act (ARPA) funds available to use at CPP, TWC, and possibly Jon Paun Park (JPP). Chairman Coscia recommended gathering quotes for the materials proposed to calculate

the amount needed. Commissioner Chiuppi noted funds received from the sale of Haunted House contents and inquired on where they went; Chairman Coscia explained these funds went towards covering loses in the fiscal year. Commissioner Chiuppi made a motion to prolong the budget approval which was seconded by Commissioner Houle. No vote was completed since the approval was being prolonged; there was no approval or rejection of the budget for a motion.

REVIEW WITH VOTE TO APPROVE THE CAPITAL PLAN

The revised Capital Plan was provided to the Commission. Commissioner Holmes did not receive it. Chairman Coscia reviewed the added items for FY2023; \$10,000 to demolish the TWC pumphouse and reroute the irrigation lines, \$15,000 TWC lighting upgrade (around the tennis court area), \$25,000 replace CPP guard shack, and \$100,000 JPP building demolition of back along with repair of front portion. There were two options for the JPP building; demolish the whole building or tear down the back portion and repair the front area. The parking area for the new fields was estimated at \$150,000; this will be paid by other funds, not the Park Enterprise Fund. Commissioner Holmes noted a quote was provided for approximately \$35,000 for the parking area; Chairman Coscia explained the \$150,000 quote came from the DPW Director. Some other work is included in that estimate; however, details were not known at this time. The parking lot at the new fields was removed from the Capital Plan. Chairman Coscia noted items at CPP on the Capital Plan. Commissioner Houle questioned the CPP playground on the Plan; Chairman Coscia explained the CPP playground will need attention in the near future. Commissioner Houle inquired who will fix the fence at CPP which is currently down; Chairman Coscia believed the Town will assist with these repairs. Chairman Coscia noted approval of the Capital Plan would be postponed as well.

REVIEW FIELD USE CONTRACTS AND FEES

Chairman Coscia asked if the Commission wanted to review the current field use contracts as well as the fee. Commissioner Houle noted verbiage was to be added for food trucks and notification to the Commission of any food trucks scheduled. She also proposed increasing the fee to \$22 (currently \$20). Chairman Coscia questioned the reason for a 10% increase; Commissioner Houle answered inflation. Chairman Coscia proposed looking into the park usage fee listed on the contract instead; this could help recoup some of the fertilizer expenses paid for by the Park. Commissioner Holmes noted teams/group started being charged a field usage fee a couple of years ago but not certain where those fees went. This was to help recoup fees being paid for by the Commission; he suggested speaking with the Commission Clerk on the matter. Electricity usage is charged to teams/groups who utilize it. Chairman Coscia suggested having the contracts and fees reviewed for discussion at the next meeting.

DETERMINE DATE FOR SPRING FIELD USE MEETING

The spring field use meeting occurs every year around February. Chairman Coscia questioned the need for this meeting. Chairman Coscia provided an overview of the meeting and explained it was typically held on a Saturday. Commissioner Holmes felt it was a good way to gather schedules and have items dropped off. Chairman Coscia explained the alternative would be the Commissioner in charge of the sport would contact the representative directly for any needed items. He additionally would like to have the contract changes completed by the end of January to send out to the representatives with a request for schedules at that time. Commissioner Chiuppi suggested having the Commission Clerk email all the groups requesting needed items. Chairman Coscia emphasized the contracts were needed first. Commissioner Houle was in favor of updating the contract and fees then having the Commission Clerk email it out to the groups. Teams/Groups can contact the Park Commission with any needed discussion. Commissioner Holmes noted a deadline would be needed; Commissioner Houle proposed a due date of the end of February with the contracts out by February 1st. A spring meeting can be scheduled for the end of February.

REVIEW CLEAR POND PARK DIRECTOR JOB DESCRIPTION FOR RECOMMENDED CHANGES

The current CPP Director job description was provided for review. Commissioner Houle noted no starting salary was listed; it was confirmed the salary would not be listed on the job description. She also recommended adding the verbiage of lifeguard certificate and rescue of swimmers to the listed

"knowledge of approved life savings methods" area; as well as adding the Heimlich maneuver to the under proper safety rules. Commissioner Holmes felt this would fall under basic first aid. Chairman Coscia recommended Commissioner Houle redline her edits to the description and then share the document with the group. Commissioner Houle questioned the responsibility of "schedules or plans the lifeguard duties at Ted Williams Camp"; Commissioner Holmes confirmed this occurs when an event is booked at TWC which requires a lifeguard. Commissioner Houle noted the age for the job description was 18 years of age or older; she suggested increasing the age to 20 or 21 years of age. Chairman Coscia recommended adding this as part of her edits to the document.

REVIEW PLAN FOR CPP SEASON (fees, restrictions)

Chairman Coscia reviewed the fees from the 2021 season and questioned the number of days CPP would be open for the 2022 season. Last year was also restricted to residents only. Commissioner Chiuppi recommended reducing the restriction for the 2022 season to include Freetown and Middleboro. He also recommended a season pass fee of \$120 for Freetown/Middleboro and keeping the resident season pass at \$80. Chairman Coscia requested justification for allowing two towns to CPP. Commissioner Chiuppi noted Freetown/Lakeville share the school district, and Middleboro would be due to their pool. Commissioner Lee felt the number of days CPP is open would depend on staffing and her preference would be to keep CPP residents only. Commissioner Chiuppi did not feel CPP needed to be open on Mondays or Tuesdays and also noted the difficulty of finding a Director to work seven days a week. He also agreed with residents only and his recommendation of adding two towns was to generate more revenue. Chairman Coscia explained since the Director can only work 40 hours per week they would not be at CPP seven days a week. Commissioner Holmes confirmed in previous seasons, the Director was not be on site seven days a week; if they were it was not for a full day to ensure their week did not exceed 40 hours. A Head Lifeguard was utilized to oversee the park in the Director's absence. The reduction in days for the 2021 season was due to not enough lifeguard staff to cover the full week. Commissioner Chiuppi felt the same difficulty in finding lifeguards may occur this year as well which may lead to another reduction of days. Commissioner Houle noted CPP was open for 32 days and recommended asking HR to advertise at local colleges for the Director position. She also suggested utilizing the Director at the Park Commission Office to assist the Clerk when CPP is closed for rain days. Chairman Coscia noted moving the Director to other areas in the park is not a part of the job description and explained it would be a different pay rate to work in another area. Commissioner Houle noted only four Attendants will be needed for the season, and the number of days opened would depend on the staff numbers. A couple of lifeguards may return for the 2022 season. Commissioner Houle suggested adding to the lifeguard job description that there is no vacation time for this position. Chairman Coscia recommended hiring more lifeguards for only 20 hours per week versus trying to find ones to work 40 hours. Commissioner Chiuppi felt the earlier the job position is out the better the chances to gather the staff. Commissioner Holmes explained if the job descriptions change, they must be approved by the Board of Selectmen prior to posting. Final edits to the job descriptions will be ready for the next meeting. Chairman Coscia added the job descriptions will also be presented to HR for review. Commissioner Houle asked the group's opinion on having a Senior Lifeguard on staff for the times when the Director is not there. Chairman Coscia stated this was the procedure in the past; however, there was not a Head Lifeguard this past season. The possibility of two Directors was presented (each taking 20 hours per week) to consider. Chairman Coscia felt reaching out to schools and teachers was a good resource to fill these positions.

REVIEW IMPROVEMENT ITEMS FOR POSSIBLE EXTERNAL FUNDING

Chairman Coscia would like a prioritized list of improvements which could be externally funded. He emphasized these items should be improvements and not supplement the budget. This list would help organize the items the Commission has approved for this type of funding. Commissioner Lee stated she is working on possible grant funds for playground improvements. She is also having someone asses the current playground equipment. There are funds in an account dedicated for the playground with a balance of approximately \$3,200. The Eagle Scout project to improve the fitness trail is still moving forward. The Commission would like the individual to attend a meeting and provide his plan on this

project. Commissioner Lee confirmed the person applying for a grant is a friend, not a Town employee. Commissioner Houle inquired if there is someone at Town Hall who can apply for grants for CPP; it was not known. Chairman Coscia would like a list of improvements for the parks. Commissioner Houle inquired about the trail around CPP; Commissioner Holmes believed the last time that trail was renovated was a few years ago. Afterwards, it was maintained by the CPP staff, but it was a few years ago. He felt the trail was approximately one mile. Chairman Coscia recommended someone walk the trail to assess the work needed.

ITEMS FROM THE CLERK:

(School requests for use of parking lot) The Commission Clerk provided Chairman Coscia with items to review at the meeting. First, was a request from the Assawompset Elementary school to utilize the parking lots at TWC on 4/13 and 5/18 (both Wednesdays) from 9:15am to 11:30am. There are concerts at the school; the plan is to have parents park at TWC to be shuttle to and from the school.

MOTION by Scott Holmes: Allow them to use the parking lot. Seconded by Darlene Lee

Roll Call Vote: Darlene Lee – yes, Tony Chiuppi – yes, Paula Houle – yes, Scott Holmes – yes; **MOTION PASSED**

(Event request from Boston Tavern) There is a wedding on 9/9 renting the LPL, but the party would like to also use the field across from the water (on the nature trail). There will be chairs and a DJ in the area with the DJ driving his equipment down the path. The renters would like to use their own golf cart to shuttle guests to the area. Commissioner Holmes noted driving on the grass should be prohibited since the area tends to be soft even when it looks dry. There were no objections to use of this field.

(Upcoming bike race event) On 4/10 there is a cycling race scheduled during the day. The attendance is estimated at 250 – 300 cyclists plus family/guests. The race would utilize TWC, as well as renting the LPL, so they are asking for any conflicts on that date. Commissioner Holmes believes the fee for this race was increased to \$7.50 per participant; Chairman Coscia will confirm with the Commissioner Clerk. There were no objections to this race at TWC. The additional fee will be charged per usual for use of the park.

OLD BUSINESS:

(Accept Orientation information) The Commissioners have reviewed the documents and Commissioner Holmes had some notes for Commissioner Houle on it. He was not able to edit the document as is. Chairman Coscia asked for them to follow up on this.

(Update on Gamache Playground and nature trail) Commissioner Lee provided an update earlier in the meeting. She is hoping for a reopening of the playground in the spring or early summer. The sign is ready at this time. She would like to do some sort of ceremony once the sign is up to help generate donations for the playground equipment. Volunteers will be used to plant and weed the area; funds are set aside to purchase plants. Chairman Coscia recommended to do this prior to the start of baseball season since some teams may want to volunteer. Commissioner Holmes noted cub scouts would be a good resource as well. Chairman Coscia noted the sign on Route 18 was also a scout project but is now in need of some maintenance. He recommended a yearly inspection of buildings at the parks to list any maintenance needed.

(Update on HCA Charitable Contribution account funds to the parks) Commissioner Lee explained funds from this source are provided when an agreement is completed. A committee is then created to allocate the funds. The Park Commission will be receiving \$4,500 for the CPP parking lot since this was the amount estimated by the DPW Director to fix the area. An additional \$1,500 is allocated for planting/flowers at one park and \$1,500 for the nature trail. Chairman Coscia noted the Commission Clerk had suggested creating a walking path from the parking lot to the main trail with the stone proposed. This would help avoid traffic coming in as well as the muddy area in the front. Commissioner Lee will speak with the DPW Director about this addition. Commissioner Holmes further suggested creating a short cut path for those walking to the beach. It would require cutting some brush and trees, but would provide a better path.

Chairman Coscia noted the CPP sign is still hanging at the entrance; Commissioner Chiuppi stated it will be back up prior to opening. Chairman Coscia was concerned about the sign due to the recent wind. Commissioner Lee will also speak to the DPW Director about this for possible assistance. Commissioner Chiuppi asked to also mentioned the broken fence for repair.

Chairman Coscia noted there are many items needing attention prior to the next meeting. He will provide a list of the items discussed on this meeting and share with the Commission.

Chairman Coscia noted the need for ServSafe certification for the CPP Director; Commissioner Chiuppi explained this is only if hot foods are sold. Commissioner Houle mentioned having a food truck at CPP on certain days to gain additional revenue. Chairman Coscia was concerned on charging a food truck the usual 20% catering fee. Commissioner Houle asked if it is possible to enter into a contract with a food truck for this; Chairman Coscia noted contracts would be done with the Town not the Commission.

MOTION by Joe Coscia: Adjourn the meeting of the Lakeville Park Commission at 8:52pm. Seconded by Scott Holmes
Next meeting scheduled for Monday, January 24, 2022 @ 7:00pm.
Roll Call Vote: Darlene Lee – yay, Scott Holmes – yes, Tony Chiuppi – yes, Paula Houle – yes; **MOTION PASSED**

Meeting adjourned at 8:52pm

**LAKEVILLE PARK COMMISSION
MEETING MINUTES
REMOTE LOCATION
MONDAY, JANUARY 31, 2022 @ 6:30PM**

Members Present: Scott Holmes, Paula Houle, Joe Coscia, Tony Chiuppi

Other Attendees: Neli Woodburn (Clerk), Susan Spieler (CPA for Lakeville Campaign Group)

Chairman Joe Coscia opened the meeting at 7:02pm. LakeCam was recording and live streaming the meeting via Facebook. An introduction regarding the remote meeting was read. Commissioner Darlene Lee was not attendance.

EVENT REQUEST FROM THE CPA FOR LAKEVILLE CAMPAIGN GROUP UPDATE

Ms. Spieler attended the meeting to speak about a previously proposed event at Ted Williams Camp (TWC). She explained the event planning encountered a problem around use of the fire pits. Boston Tavern informed the group the fire pits would have to be rented through them at the cost of \$500 for the large barbeque pit and \$75 for the small fire pit. They were informed no food including marshmallows could be brought in. Ms. Spieler explained the group had permission from the Park Commission to use the fire pits but was informed the pits are under Boston Tavern management. Chairman Coscia confirmed use of the fire pits falls under Boston Tavern as the management company. He also explained approval was not provided to the group for use of the pits; it was only discussed. The Commission Clerk confirmed the only approved motion at the previous meeting was use of TWC for the event. Ms. Spieler noted the fire pits were discussed during the meeting for use at the event. She was also informed individuals have been kicked out from the fire pits and wondered if residents knew these could not be used. She recommended signage in the area. The group would not utilize the small fire pit at the lesser fee since they are not allowed to supply any concession for it. Commissioner Houle apologized for not knowing the fire pits were managed by Boston Tavern and offered Clear Pond Park (CPP) as an alternative area for the event with grills available there. Chairman Coscia inquired about available facilities at CPP since the bathrooms would not be opened by the event date. Commissioner Houle suggested portable restrooms; Ms. Spieler noted these are expensive and the group is working on a limited budget. She did not feel restrooms were needed for this small event. Commissioner Chiuppi noted a small fee is usually charged for use of the park and was willing to open it for the event. Ms. Spieler inquired on having a food truck available at the event; Commissioner Houle explained it would be up to the group to do so. The Commission Clerk noted any food truck at the event would need to go through the Board of Health first. Commissioner Houle noted there are three approved food trucks within the town and the group would have to follow up with the Board of Health to confirm they can use them. Chairman Coscia inquired on the additional activities previously mentioned for the event. Ms. Spieler stated there would be some interactive tables with kid activities and possibly a small petting zoo. Chairman Coscia noted a petting zoo would have to be approved by the Board of Health as well. Ms. Spieler noted the date of the event changed from Sunday (3/6) to Saturday (3/5) to accommodate the food truck. Chairman Coscia suggested again to have portable restrooms on site since this was a kid friendly event. Commissioner Chiuppi and Commissioner Houle felt the group would be responsible for all approvals and handling portable restrooms as needed. Chairman Coscia felt the decision on facilities should be with the Commission since the event is on Town property and would reach out to the Board of Health for further clarification. He would also like a finalized proposal from the group to move forward. Ms. Spieler asked for the cost for the use of CPP; Chairman Coscia noted the fee will need to be determined. Commissioner Chiuppi noted CPP is currently closed and any funds from the event would be a positive; he recalled a previous exception for use of the area outside of the open season. Chairman Coscia emphasized due to the group's political status an appropriate fee must be charged to show impartiality; this was a concern from the Town. He further emphasized needing a detailed plan from the group on how the park will be used for the event. Ms. Spieler could have a plan for the next meeting. Commissioner Houle added the

plan should also include all approvals from the Town for the activities listed. Ms. Spieler inquired again for the fee; Chairman Coscia explained this needs to be further evaluated and would be ready for the next meeting. Ms. Spieler left the meeting at this time.

REVIEW AND APPROVE MEETING MINUTES (1/20/22)

Minutes from the 1/20/22 meeting were provided for review. Commissioner Holmes noted an error in the minutes where he was listed as starting the meeting but it was Chairman Coscia. This was corrected as well as a couple of typos from Chairman Coscia.

MOTION by Joe Coscia: Approve the meeting minutes from 1/20/22. Seconded by Scott Holmes

Roll Call Vote: Scott Holmes – yes, Tony Chiuppi – yes, Joe Coscia – yes; **MOTION PASSED**

It was noted Commissioner Houle was not present at the meeting and therefore did not vote.

REVIEW PROPOSED REVISIONS TO CPP DIRECTOR JOB DESCRIPTION

Chairman Coscia provided edits to the CPP Director positions and received feedback from Commissioner Chiuppi prior to the meeting. Commissioner Holmes noted with the amount of changes being proposed the job description will need to be approved by the Select Board as well. Chairman Coscia confirmed the intent was to present the job description to HR and the Select Board for approval. Chairman Coscia noted he removed the verbiage around waterfront lifeguarding certificate and life saving activities since the last director did not have these qualifications. Commissioner Holmes stated this has been required in the past. Commissioner Houle believed water safety was not required with the last director since no swim lessons were being provided. Obtaining a ServSafe certification was added to the description. Commissioner Houle recommended adding computer skills to the qualifications since reporting is completed on a daily basis. The Commission Clerk explained the Director provided a spreadsheet at the end of the season, but the daily revenue numbers were compiled by her. Commissioner Chiuppi felt this could be reviewed with the candidate at an interview. Commissioner Holmes felt too many water safety recommendations are being removed. Chairman Coscia asked for the Commission to finish adding their edits to the document so it can be approved. Commissioner Houle will take point on the job description and gather everyone's feedback. The Commission Clerk will email the original document to everyone. Chairman Coscia asked for a final version to be voted on at the next meeting. Commissioner Houle asked if the age requirement should be set at 20 or 21 years of age; 21 years of age was agreed upon.

REVIEW PROPOSED REVISIONS TO 2022 FIELD USE CONTRACTS AND FEES

Chairman Coscia believed it was too late to change the season fee at this time. Commissioner Houle noted one item to be added to the contracts was verbiage about food trucks and communication when one is scheduled by a team. The current fees were reviewed. Chairman Coscia inquired about charging a fee for fertilizer as applicable; this was discussed previously but no fees were charged. The Commission Clerk confirmed the discussion did occur and a former Commissioner was working on calculating the square footage each group uses to charge appropriately; these calculations were not completed prior to the Commissioner's exit. Chairman Coscia felt a fee for fertilizer should be charge due to this large expense presently paid for by the Park. There is a line item on the contract for this fee but no amount was filled in. The per participant fee was increased to \$20 approximately 2 years ago. It was not known what other towns charge for field use. Electricity usage is billed to the teams/groups using the service. Commissioner Houle reviewed current electricity bill amounts. The process to turn off electricity to certain areas and reinstate it when needed was reviewed as well as the associated costs. Chairman Coscia will edit the Field Use Contracts and asked for the other Commissioner to consider how some of the additional costs can be recouped.

REVIEW PROPOSED CHANGES TO CPP (restrictions and fees)

Chairman Coscia explained there were three proposals for the CPP season. The first proposal (from Commissioner Chiuppi) would keep resident passes at \$80 and open to anyone as long as one member of

the party is a resident. Gate fees would be \$10, kids 16 and under \$5, kids 2 and under as well as seniors would be free. The second proposal (from Commissioner Houle) would include Freetown and Middleboro for the season. Fees would be \$80 for residents and \$120 for non-residents (passes). The third proposal (from Chairman Coscia) would charge the same amounts for passes as the second proposal but would have CPP open to everyone regardless of residency. Gate fees would remain the same. Chairman Coscia will provide these proposals to the Commission for further review; he would like to approve one of them at the next meeting. Commissioner Houle stated the recommended fees are changing to \$90 for residents and \$140 for non-residents (passes) with the inclusion of Middleboro and Freetown. She further suggested raising the Lifeguard's salaries as well as the Attendants to be more competitive. Chairman Coscia reviewed last season the passes were approved at the price of \$99 and only reduced to \$80 due to the decreased number of days opened. Gates fees would be \$10; Commissioner Houle believed the "child" rate should be 15 and under, not the 16 listed and would remain \$5. Chairman Coscia asked for this new proposal be put together for review. Commissioner Houle noted comments from last season were from Middleboro and Freetown residents. Chairman Coscia believed comments came from more towns than those. Commissioner Houle discussed having card machines at CPP to lessen the amount of cash being handled. The Commission Clerk noted as a municipality the fees associated with a card machine would have to be paid by the consumer and due to the small amounts spent at CPP it seemed unlikely someone would opt for this payment method. Also, connection to the processing system would need to be set up. Commissioner Houle will further research with the Town. Chairman Coscia returned to the subject of increasing salaries and stated the rates are determined by the Town not the Commission. Commissioner Houle explained at a recent meeting with surrounding Park entities salaries were being increased due to the lack of lifeguards available and some places were offering season end bonuses. The Commission Clerk confirmed salaries for Town employees (including Park employees) are compiled and approved by the Town. Chairman Coscia suggested reaching out to the Town with further questions about salary changes. Chairman Coscia recommended listing a range of hours for the positions allowing individuals with other jobs to work the hours they have available. Commissioner Houle stated concern around part time not committing to hours at CPP. HR would be contacted in March to begin posting the available positions. Chairman Coscia will inquire with HR on raising salary rates for employees and the process involved.

OLD BUSINESS

(Discuss with possible vote on fee for use of Ted Williams Camp by CPA for Lakeville Campaign Group event) Per the discussion at the beginning of the meeting, the group will not be moving forward with using TWC for the event. Once a plan is provided a rate for use of CPP will be decided. Commissioner Chiuppi questioned the Commission deciding on a fee at TWC since Boston Tavern manages the area; Chairman Coscia explained it was due to the group asking to use the open space at TWC which would be a separate fee. Commissioner Holmes recommended reviewing the current event fee structure at CPP. The Commission Clerk reviewed the pricing for events at CPP which was dependent on the number of people at an event. She also noted the fee would include the need for an additional lifeguard or supplies which would not be applicable for this event. The Commission Clerk will share the pricing with the Commission. Chairman Coscia asked for all to review and provide recommendations in the next week.

(Discuss with possible vote on fee for upcoming bike race at Ted Williams Camp) The Commission Clerk reviewed the annual bike race at TWC. The last race was in 2019 with the 2020 one cancelled due to the pandemic. The representative attended a meeting in 2020 where he was informed the fee would be \$5 per participant that year and an increase expected the following year. The group is booked with Boston Tavern for their race date. A specific increased fee was not previously voted on. Commissioner Holmes compared this event to the annual triathlon held at TWC which utilizes more of the park than the bike race. He recommended the fee staying at \$5 per participant for the bike race since they do not use as much of the park.

MOTION by Paula Houle: Do the bicycle ride event for \$5 per participant at Ted Williams Camp. Seconded by Scott Holmes

Chairman Coscia inquired how many days the event is; the Commission Clerk confirmed the race is one day with setup/registration the day before.

Roll Call Vote: Scott Holmes – yes, Paula Houle – yes, Tony Chiuppi – yes, Joe Coscia – yes; **MOTION PASSED**

The Commission Clerk noted there was a Facebook comment which read “If Boston Tavern has the last say. Why does the event have to go through the Parks Department?”. Chairman Coscia explained since the group was planning to use space in and outside of Boston Tavern’s jurisdiction, it became a combined decision with the Park Commission. An additional Facebook comment came through of “Why would the type of event dictate the fee structure?”. Chairman Coscia stated it would depend on if the event would be using the entire park or just one area.

Commissioner Houle noted the fence is still broken at CPP and recently saw people leaving the area. Commissioner Holmes explained in past years the gate would be opened for winter sports when the ice was set. This would occur unmonitored and with no facilities available. He noted someone would check the safety of the ice prior to opening the gate. Chairman Coscia believed there would be many spots to gain entrance to CPP besides the fence area.

MOTION by Joe Coscia: End the meeting of the Lakeville Park Commission at 8:27pm. Seconded by Paula Houle

Next meeting scheduled for Thursday, February 17, 2022 @ 7:00pm.

Roll Call Vote: Scott Holmes – yes, Tony Chiuppi – yes, Paula Houle – yes; **MOTION PASSED**

****Meeting adjourned at 8:30pm****

**LAKEVILLE PARK COMMISSION
MEETING MINUTES
REMOTE LOCATION
MONDAY, DECEMBER 06, 2021 @ 7:00PM**

Members Present: Joe Coscia, Scott Holmes, Paula Houle

Other Attendees: Neli Woodburn (Clerk)

Chairman Joe Coscia opened the meeting at 7:03pm. LakeCam was recording and live streaming the meeting via Facebook. An introduction regarding the need for a remote meeting was read. Commissioner Darlene Lee and Commissioner Tony Chiuppi were not in attendance.

REVIEW AND APPROVE MEETING MINUTES

Meeting minutes from 6/7/21 and 8/16/21 were provided. Chairman Coscia inquired if everyone was able to review the minutes. It was noted Commissioner Holmes was not listed in attendance at the 6/7/21 meeting; the Commission Clerk will correct this. There were no other corrections/edits presented.

MOTION by Joe Coscia: Approved the meeting minutes of 6/7/2021. Seconded by Paula Houle

Roll Call Vote: Scott Holmes – yes, Paula Houle – yes, Joe Coscia – yes;

MOTION PASSED

A motion was made to approve the minutes of 8/16/21, however no second was heard. Unanimous vote to approve is not applicable.

REVIEW QUESTIONS FOR SURVEY MONKEY

Commissioner Holmes did not have an opportunity to review the proposed questions. Chairman Coscia questioned the reason for the survey and noted the Park Commission was not a recreation department. The Commission does not offer programs in the parks. He also mentioned the cost associated with the mailing as well as resources needed to review the answers. He provided edits/comments to the shared document. Commissioner Houle noted the Commission was voted as a park and recreation system in 1990 according to the Town Report, but has not been offering programs. The questionnaire would assist in determining what the Park Commission can offer to make it more useable to the community. Chairman Coscia explained if a group wished to put on a program at the parks, they would ask for permission; however, the Commission does not run or offer programs. He also noted the Commission does not have the infrastructure to support this. Commissioner Houle felt the budget could allot funds for programs at the park. The Commission Clerk confirmed there has not been a recreation budget in the past and noted there was not a manger position to organize programs. She additionally inquired who would manage the activities proposed. Commissioner Houle felt each Commissioner in charge of the area could manage any new programs or activities coming in. Commissioner Holmes explained the Commission has not run programs in the past mainly due to budget constraints. Hiring a Park Director was discussed in the past, but the cost of the position was high and would require the position to run all sports programs at the parks to generate enough revenue to support the expense. Commissioner Houle felt the survey could still be utilized to gain feedback for future use. Chairman Coscia wanted to ensure all Commissioners had the opportunity to review and provide input on the questions. Commissioner Houle will follow up with the Commissioners to gather feedback on the questions.

PRESENT ORIENTATION PACKET FOR PARK COMMISSIONERS

Commissioner Houle has completed an orientation packet for the Park Commission. A full copy of the packet is available at the Ted Williams Camp (TWC) office with some of the items shared via Google Docs. She provided an overview of the documents included. This packet can be provided to any new Commissioners. Chairman Coscia suggested the Commission review the packet prior to deciding on the final version.

DISCUSS SCREEN SHARING DURING VIRTUAL MEETINGS

This agenda item was from Commissioner Chiuppi. Commissioner Houle shared his intent was to implement screen sharing like other Boards and Commissions. Chairman Coscia urged caution since once an item is shared it is public record and wanted to ensure those using this feature know how to properly do so. The Commission Clerk noted she was not able to screen share for the Commission due to her available equipment; she also suggested having one person screen share needed documents. Further discussion with Commissioner Chiuppi will occur to determine his intent with this item.

REVIEW FINANCIALS FOR ALL PARKS

The Commission Clerk has provided all updated financials to the Commission. Commissioner Houle inquired on the amount of revenue each park has taken in. The Commission Clerk explained many items on the budget are combined, but tries to notate which park an item is from. The spreadsheet provided lists this information.

REVIEW RECENT MEETING WITH LAKEVILLE ATHLETIC CLUB

Chairman Coscia met with Richard Anthony of the Lakeville Athletic Club. Mr. Anthony would like to manage the tennis/pickleball courts at TWC for the Park Commission. He also offered to complete maintenance to the area. Chairman Coscia has reached out to the Town Administrator's office for guidelines on how to proceed with this proposal. Mr. Anthony has noted the courts are usually empty and he would like to have a system for people to sign up for play times. Both the Lakeville Athletic Club and the Park Commission would gain revenue from this partnership. Chairman Coscia will continue discussions with Mr. Anthony on this proposal.

DISCUSS ANNUAL USE OF CLEAR POND PARK FOR CHURCH BAPTISM AND POSSIBLE OTHER EVENTS

The Commission Clerk noted Commissioner Chiuppi had spoken with the church group the day of their event in regards to possible future events; she was only aware of the group's request to hold a baptism at CPP annually. This request was included in a letter with their donation to the Park Commission.

REVIEW BUDGET FORMS FOR NEXT FISCAL YEAR

Chairman Coscia is currently working on the budget for the next fiscal year. He felt an important topic for the budget is how the CPP season will run in 2022. Commissioner Houle proposed allowing the residents of Freetown and Middleboro access to CPP. Chairman Coscia did not wish to exclude certain towns versus others. Commissioner Houle noted the reason for these two towns was Freetown and Lakeville share a school district; and Middleboro shares a pool with Lakeville residents. Chairman Coscia would like to make this decision by end of January. He will also be meeting with the Town Accountant and Town Administrator to review the budget items. The Capital Plan will also need to be completed. Commissioner Holmes suggested using the current 5 year Capital Plan and update it for this year.

ITEMS FROM THE CLERK

(Update to alarm System Company) The current alarm system company for the Loon Pond Lodge has changed ownership. The new company, Black Lab Alarm, has sent the recent invoice along with a letter from the old company explaining the change. The price for the yearly service did not change. The usefulness of the alarm service at this time was questioned. Commissioner Holmes suggested giving the Boston Tavern the option of taking over the alarm service since the building is under their care. The Commission Clerk will reach out to Boston Tavern.

(Request to promote Muckey's redemption service) The owner of Muckey's Liquor reached out asking for some promotion around their redemption service bin located at the Transfer Station. Funds from this redemption go directly to the Park Commission. There is a sign at the Transfer Station in regards to this bin. The Commission Clerk was looking to post photos and information about this redemption service via social media.

Chairman Coscia stated one of the coolers at JPP was no longer working. He was able to secure the donation of a similar cooler from Brian and Katie Gonsalves, and it is now at JPP.

OLD BUSINESS:

Commissioner Holmes inquired on the Haunted House. Chairman Coscia will reach out for an update. All work bids were due by December 1st.

Commissioner Houle noted the extra freezer at CPP works and asked if it could be utilized at JPP. Chairman Coscia stated it was not needed at JPP, but would like to offer it within the Town. He suggested not removing it yet and revisit this idea in the spring.

(Update on three year plan for Parks) & (Update on annual park activity spreadsheet) Chairman Coscia emphasized having the Commissioners review and add items to the three year plan for the parks. The document was shared via Google Docs.

Commissioner Houle inquired if she and Commissioner Chiuppi should work on the CPP budget for next fiscal year. Chairman Coscia will populate the budget based on prior year numbers. He emphasized making decisions for the next CPP season as early as possible. Commissioner Houle has items which will need to be addressed prior to opening next season; she plans on presenting those in January.

Chairman Coscia noted the sport field rental contracts will need to be reviewed for the next season. Specific information will need to be added. He asked for everyone to review the current contracts.

MOTION by Joe Coscia: Adjourn the meeting of the Lakeville Park Commission.

Seconded by Scott Holmes

Next meeting scheduled for Monday, January 10, 2022 @ 7:00pm via remote access.

Roll Call Vote: Scott Holmes – yes, Paula Houle – yes, Joe Coscia – yes;

MOTION PASSED

Meeting adjourned at 8:05pm



HUMAN RESOURCES TELEPHONE 508-946-8808

Town of Lakeville

Lakeville, MA 02347

INTERNAL JOB POSTING TOWN OF LAKEVILLE

DIRECTOR OF CLEAR POND PARK (SEASONAL)

- POSTING DATE:** TBD
- POSITION:** To plan and direct the overall operation of Clear Pond Park waterfront recreational/swimming programs, beach area and facilities. This is a seasonal position, consisting of nine to ten-week summer employment. All interested parties should apply in writing to **John Viarella**, Human Resources Director 346 Bedford Street, Lakeville MA 02347 jviarella@lakevillema.org with your application attached. Full job description is attached to this posting and is also available in Human Resources.
- HOURS:** 40 Hour work week including weekends to be determined by the Park Commission and depending on various circumstances/needs, start and finish times could vary.
- WAGES:** TBD
- QUALIFICATIONS:** High school diploma and/or vocational training. Must be at least 20 years of age. CORI evaluation and drug test are required.
- POSTING CLOSING:** TBD

The Town of Lakeville provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, ancestry, disability status, genetics, pregnancy or pregnancy-related conditions, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal and state laws. Applicants with disabilities needing reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact John Viarella, Human Resources Director, jviarella@lakevillema.org 508-946-8808.

**JOB DESCRIPTION
TOWN OF LAKEVILLE
DIRECTOR OF CLEAR POND PARK (SEASONAL)**

GENERAL STATEMENT OF DUTIES: To plan and direct the overall operation of Clear Pond Park waterfront recreational/swimming programs, beach area and facilities. This is a seasonal position, consisting of a **nine to ten-week** employment term **depending on start & closing dates**

SUPERVISION RECEIVED: Direct supervision received from the Park Commission; verbal and written instructions provided by the Park Commission as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions of duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

The Director's position is a multifaceted position that will include the following:

Supervision and management of all waterfront activities and park area

Evaluate emergency situations and act accordingly

Possess appropriate waterfront skills and knowledge as indicated by the Waterfront Lifeguard Certificate.

Working knowledge of instruction in the techniques of swimming and lifesaving.

Excellent oral communication to maintain order with crowds.

Knowledge of lifesaving methods for water safety and rescue of swimmers.

Maintain and enforce safety rules. Rescue swimmers in distress and administer artificial respiration when necessary.

Effective oral communication for working relationships with diverse personnel, public servants, citizens and commissioners

OTHER REQUIRED SUPERVISORY RESPONSIBILITIES:

Coordinates daily work actions for staffing, scheduling and training of ancillary help.

Oversees all swim instruction classes: beginners, intermediate and advanced

Reviews payroll, costs and expenditures

Computer input of daily records and accounts of fees, charges and revenue

Ensure expenditure do not exceed allocated seasonal budget

Document requisitions and purchases for needed equipment and supplies

Supervise areas of the grounds, buildings, safety equipment including grills, mini-golf basketball court, walking trail, raft, AED, handicap parking and all flotation devices

Creates and plans extracurricular activities and programs for the season

Ability to listen and resolve differences

Oversee the operation of the snack bar (staffing, ordering supplies, cleaning and maintenance)

Review and implement Board of Health regulations for cleaning, sanitizing, appropriate buildings/facilities

Promote, schedule, oversee and obtain contracts for all parties, events and small businesses

Attends one monthly meeting with the park commission for updates at Clear Pond Park

Immediately notifies a Park Commissioner of any irregularity or emergency situation

Submits performance reports of employees at the end of the season

QUALIFICATIONS AND SKILLS:

Must hold a valid Massachusetts driver's license.

Possess the current certification in Cardio-pulmonary Resuscitation for the Professional Rescuer (CPR), i.e. Heimlich procedure and AED training and first aid as recommended by the Mass State Dept of Health

Possession of a current Waterfront Lifeguard Training Instruction Certificate (*WSI*)

Safe Serve certificate

Recommended supervisory experience with lifeguard instruction and lifesaving technique

Computer skills

This list of essential job functions, qualifications and skills is not exhaustive and may be supplemented at any time

EXPERIENCE AND TRAINING:

High school diploma and/or vocational training. Must be at least **20** years of age. Oral interview and reference check. CORI evaluation and drug test are required.

PHYSICAL REQUIREMENTS:

Frequent strenuous physical effort may be required. Required to perform job duties during outdoor weather conditions for long periods of time. Specific vision abilities required of the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. May be required to work in shifts greater than eight hours.

WORKING CONDITIONS:

40 Hour work week including weekends to be determined by the Park Commission and depending on various circumstances/needs, start and finish times could vary. Work is generally performed outdoors under variable weather conditions. The Director is responsible for ensuring adequate staffing at all times.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.