



# 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, July 26, 2021 @ 7:00pm</u>
Location of Meeting:	<u><b>REMOTE MEETING</b></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 7/26/2021, 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. Review/Approve meeting minutes: 4/7/21, 6/23/21, 7/12/21
2. Appointment of Park Commission representative to Open Space Committee
3. Discuss with possible vote on acceptance of dense grade donation and required work at Clear Pond Park
4. Clear Pond Park: Review of current ticket sales, Updates from Director, Retail area near water, Adding a town survey on next tax bill regarding residents only status
5. Status on adding granularity on budget items for better tracking
6. Discussion on inviting seniors from the COA to use horseshoe pits, Bocce court, tennis and Pickleball court during the week. Contact Director at COA.
7. Old Business:
  - Lakeville Haunted House: update on demolition
  - Update on tennis court resurfacing
  - Shared document on active work orders
8. Correspondence from the Clerk:
  - Invitation from Lakeville Arts Council

*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  
WEDNESDAY, APRIL 07, 2021 @ 6:30PM**

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

Other Attendees: Doug Berry (Mass Effects Sports Academy), Neli Woodburn (Clerk)

Chairman Holmes opened the meeting at 6:37pm. An introduction was read regarding the need for a remote meeting and how the remote meeting will be conducted. LakeCam was recording and live streaming the meeting via Facebook. Roll call attendance was completed; all were in attendance. Doug Berry was listed as an additional speaker, but was expected to log into the meeting at a later time. No public comment was featured.

### **NEW BUSINESS**

WELCOME TO THE NEW COMMISSIONERS:

Chairman Holmes welcomed Mr. Tony Chiuppi and Mrs. Darlene Lee to the Commission and thanked them for accepting these volunteer positions.

Chairman Holmes noted he would continue the meeting slightly out of order and moved to an agenda item further on the list.

### **OLD BUSINESS**

REVIEW / APPROVE MEETING MINUTES:

Meeting minutes from 3/22/21 were provided for review. The Commission Clerk noted former Commissioner Nolan reviewed the minutes prior to his commission end and did not have any changes.

**MOTION** by *Scott Holmes*: Approve meeting minutes from 3/22/2021 as presented. Seconded by Paula Houle

Chairman Holmes explained Commissioner Chiuppi and Commission Lee were not able to vote on these minutes since they were not in attendance.

Roll Call Vote: Joe Coscia – aye, Paula Houle – aye; **MOTION PASSED**

### **NEW BUSINESS (CONT)**

REORGANIZATION OF THE COMMISSION:

A listing of roles and responsibilities was provided to the Commissioners. Commission Houle stated these were out of date; Chairman Holmes acknowledged this. He explained the Commissioners would act as a liaison to these different areas needing attention. This helps keep one person as the point of contact for an area and not the whole Commission receiving different information from different areas. He provided an overview of the sport scheduling responsibility which has been updated recently by breaking up the fields between the Commissioners. The reorganization of the Commission was reviewed and which positions must be assigned.

**MOTION** by *Darlene Lee*: Nominate Joe Coscia for Chairman of the Park Commission. Seconded by Scott Holmes

Mr. Coscia accepted the nomination.

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

**MOTION** by *Darlene Lee*: Nominate Paula Houle for Vice-Chairman of the Park Commission. Seconded by Scott Holmes

Ms. Houle accepted the nomination.

Roll Call Vote: Joe Coscia – aye, Tony Chiuppi – aye, Darlene Lee – aye, Scott Holmes - aye; **MOTION PASSED**

Commissioner Lee and Commissioner Houle offered to take on the role of payroll signee.

**MOTION** by Scott Holmes: Nominate Paula Houle and Darlene Lee as payroll signees. Seconded by Joe Coscia

**Roll Call Vote:** Joe Coscia – aye, Tony Chiuppi – aye, Scott Holmes – aye, Darlene Lee – aye, Paula Houle - aye; **MOTION PASSED**

Commissioner Holmes continued with the list of roles/responsibilities needing assignment and questioned if Chairman Coscia would like to continue to be the liaison for John Paun Park (JPP) due to the new role he is taking. Chairman Coscia confirmed he would remain the liaison for JPP as long as other scheduling duties were taken from him. Commissioner Houle will remain the liaison at Clear Pond Park (CPP), and Commissioner Chiuppi offered to also act as liaison. Chairman Holmes noted both could work on CPP for the season. Commissioner Chiuppi also offered to assist CPP and JPP with any needed items since he is close by. It was clarified the whole Commission must still make all decisions for the parks. Commissioner Holmes offered to be liaison for Ted Williams Camp (TWC) employees. Commissioner Lee offered to be liaison for the Loon Pond Lodge (LPL). It was noted the responsibilities for the LPL were reduced due to the new management company. Commissioner Holmes and Commissioner Lee offered to help each other with the LPL or TWC employees as needed. Sports scheduling was reviewed next; it was confirmed Chairman Coscia would handle the schedule for sports at JPP. Commissioner Chiuppi offered to handle the scheduling for the basketball courts, volleyball courts, and horseshoe pits. Commissioner Holmes offered to oversee the scheduling of the baseball fields. He also recommended Commissioner Lee take on the soccer field and new field scheduling. Commissioner Holmes would also handle Lacrosse scheduling since they utilize baseball field space. Pairing up the soccer fields and football was suggested; Commissioner Lee offered to handle this scheduling. Commissioner Houle will handle the remaining schedule for the tennis courts. The listed practice fields and new fields will be handled by the whole Commission. Commissioner Chiuppi inquired if the schedules were posted in areas like the tennis courts; Commissioner Holmes confirmed it was a goal for the year. Commissioner Chiuppi noted he has the ability to make signs as needed. Commissioner Houle recommended having signs to show the baseball field number; Commissioner Holmes agreed the fields could be individually numbered and noted the sign by the parking lot which shows the field location/number. The Commission Clerk suggested the newly elected Chairman take over the meeting at this time; Chairman Coscia opted to have Commissioner Holmes finish this meeting. He also recommended updating the roles and responsibilities for the next meeting.

**MASS EFFECTS SPORTS ACADEMY REQUEST:**

At this time, Mr. Doug Berry was in attendance at the meeting via phone. Mr. Berry requested time for Mass Effects last year; however it was not completed due to the shutdown. A designated field is not required and Mr. Berry noted attendance numbers were low. He would like to have a place to offer sport activities to kids; ages 8 to 15. The group has established itself as a business; staff is CORI'd and an insurance policy is in place. Use of TWC will provide the group a central location, and they would work to avoid scheduling conflicts with the other teams. Specialized clinics would be a future goal of the group. There will be a strict registration using ID tags to scan as attendees come and go from the program; contact tracing will be completed and current Covid regulations will be followed. The group would like to begin on April vacation but specific times will be based on availability of the child. The business is a not for profit. Mr. Berry explained the business is starting small, but would pay all applicable fees for use of TWC. He was not certain of the schedule for the group since it is only starting. Commissioner Holmes had some ideas on available space to use when they need. Commissioner Coscia and Commissioner Lee were concerned about available space due to the busy sport season. Commissioner Chiuppi noted proper advertising would help inform the youth in the community of this program.

**MOTION** by Tony Chiuppi: Provide Doug Berry and Mass Effect Sports Academy the ability to use Ted Williams Camp as a home base to begin operations and will continue to with him as it grows for scheduling. Seconded by Darlene Lee

**Roll Call Vote:** Joe Coscia – aye, Tony Chiuppi – aye, Paula Houle - aye, Darlene Lee – aye, Scott Holmes - aye; **MOTION PASSED**

Commissioner Holmes will be in contact with Mr. Berry since he is handling field scheduling at TWC. Chairman Coscia noted the clerk will send a contract to Mr. Berry and a fee will need to be approved by the Commission at a later time. Mr. Berry left the meeting.

**FY2022 BUDGET REVIEW:**

Currently, the budget is awaiting information for the Clear Pond season to be approved. Chairman Coscia provided a review of the most recent discussions on CPP noting the decision for residents only or not for the 2021 season was tied at the last vote. The budget is dependent on this decision. Commissioner Holmes inquired if the Town would be providing any funding should Clear Pond move to residents only. At the last discussion with the Board of Selectmen, no subsidy would be provided by the Town to fund Clear Pond. The Selectmen felt the Park Commission budget would be able to handle if there was a revenue loss for the season. The Board of Selectmen would provide funding for capital projects throughout the park which include the demolition of the Lakeville Haunted House, repairs on the JPP building, repairs of the TWC tennis courts, and updates to the TWC office (estimated at \$118,000). Commissioner Houle felt reducing the numbers at Clear Pond by making it residents only would allow for a reduction in staff there; this would begin to reduce expense. She also suggested not opening the concession stand for the season. Additional help from the Highway Department would also reduce the need for maintenance staff at CPP. Commissioner Holmes clarified the attendant staff from 2019 did not work full time and noted some of them worked at other Lakeville parks during the week. Commission Coscia believed moving to residents only for CPP would reduce the gate revenue and if the concession stand is not opened he estimated a deficit of approximately \$30,000. He felt the Lifeguard staff cannot be reduced to ensure safety. He also believed if the raft is not opened this year, it would further reduce attendance numbers and revenue. Chairman Coscia recommended keeping CPP open to all with possible updated rules/regulations for better management. Commissioner Lee recommended moving to resident's only for the 2021 season and increasing the resident pass fee to help reduce the loss in revenue. She also did not agree with reducing the Lifeguard staff, and felt the concession stand is mismanaged if it is a loss of revenue. The option of credit card payments was being worked on by Town Hall prior to the pandemic. The Commission Clerk noted there is no Wi-Fi at CPP which may present a problem for a swipe system. Commissioner Houle presented an online option for purchasing passes which is available through the Town. Commission Holmes reviewed past discussions of non-resident guests at CPP (*if going with residents only*) and how this was accomplished when it was residents only in the past. Commissioner Chiuppi agreed with making CPP residents only for 2021 with the option of bringing non-residents as guests, who will pay upon entry. Commissioner Holmes suggested focusing the discussion on CPP being residents only or not, and have the fees decided on at a later time. Commissioner Chiuppi explained the non-resident guest option would require a resident to be present at CPP with the guest. Chairman Coscia reviewed past figures when resident passes were higher showing a reduction in passes purchased. The Commission Clerk confirmed when resident passes were \$100 only around 55 were purchased; when the price was reduced to \$80 in 2018 the amount of passes purchased nearly doubled (*about 97*). Commissioner Chiuppi suggested moving the opening time of CPP earlier to better accommodate families with young children. The current hours provide an eight hour day for the staff. Chairman Coscia noted it was about 10 weeks until the estimated opening day for CPP.

**MOTION** by Tony Chiuppi: Clear Pond Park is residents only that include guests. Seconded by Paula Houle

It was clarified the guests mentioned in the motion must have a resident in attendance at Clear Pond Park. Commissioner Lee noted with possible restrictions in the number of people in a location this would ensure Lakeville

residents are able to visit the pond this year and it can be reassessed next season. Commissioner Holmes reviewed the estimate calculated last year with the restrictions in place; only about 150 visitors could attend at one time.

Roll Call Vote: Tony Chiuppi – aye, Paula Houle – aye, Darlene Lee – yes, Joe Coscia – nay, Scott Holmes – affirmative; **MOTION PASSED**

Commissioner Holmes stated the Commissioners in charge of Clear Pond Park will now need to work with the Board of Health on any restrictions for the pond, and a Director must be hired as soon as possible. Lifeguards and Attendants positions will also need to be posted. The Commission Clerk suggested moving forward with positing the Director and Lifeguard positions since these have not changed since last year. The Attendant position needs to be adjusted prior to posting.

**MOTION** by Scott Holmes: Post the Director and Lifeguard positions tomorrow if possible. Seconded by Paula Houle

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

The Commission Clerk stated the Attendant job description may need Board of Selectmen approval due to the amount of changes required. Chairman Coscia stated Selectmen LaCamera had provided some estimated budget numbers for Clear Pond but was unsure of where those numbers came from. He suggested the Commission calculate expenses for the Clear Pond season and provide those updated numbers to the Board of Selectmen. Commissioner Holmes recommended reaching out to the previous CPP Director for an estimate of resident vs non-resident income for gate fees.

#### LPL/SEM UPDATES

*(Management Company Update)* Boston Tavern is now the management company for the Loon Pond Lodge.

*(General Updates)* Commissioner Houle noted Boston Tavern would be making improvements to the outside grounds of the LPL as well as the cleaning and maintenance of the building. The Commission Clerk will inquiry if the company will be handling mowing the area as well.

#### TWC UPDATES:

*(Basketball Hoops)* Commissioner Houle noticed basketball hoops in Middleboro were open and being used at this time. The Lakeville Board of Health has denied opening the basketball hoops at TWC; there was concern masks would not be worn as needed. At this time, masks are required during sports play. Complaints have been logged with the Board of Health due to baseball playing without the required masks. All sports teams/groups are required to follow current regulations.

Commissioner Lee returned the discussion to the Boston Tavern. She stated the company would not be mowing the grounds, but did intend on adding plantings and flowers to the area. Chairman Coscia recommended having the Highway Department handle mowing the area around LPL, and not have the maintenance employee use the push mower.

*(Tennis Courts)* Chairman Coscia confirmed two letters were received from the Pickleball group in regards to the Park Commission's most recent communication to them stating the season contract would not be approved until the unauthorized painting of the courts was corrected. The courts have not been returned to the original lines as of yet. The Commission Clerk received correspondence from the group stating they would have to disband.

*(General updates)* There were no further updates.

#### SPORTS UPDATES:

*(Scheduling)* Scheduling has not fully begun for the season. Chairman Coscia received a request from an AAU group needing time on the fields and will be sending a contract.

*(Portable Restroom Requirement)* The sports teams/groups are required to rent portable restrooms for their season. Commissioner Holmes emphasized the portable restrooms must be placed on the edges of the fields, not in the middle. The trucks needed for maintenance of the units are damaging the fields when driving over them.

(*FLSC Request*) The Freetown Lakeville Soccer Club has requested a credit of their payment for the 2020 season, which was cancelled prior to starting, and apply it to their 2021 season payment.

**MOTION** by Scott Holmes: Credit the FLSC the money they paid last year for this year. Seconded by Darlene Lee

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

(*Horseshoe Pit Agreement*) Chairman Coscia asked for clarification on a portion of the Horseshoe pits being locked up by the league. During previous discussions on the topic, an agreement was mentioned where this was listed. Commissioner Holmes was not on the Commission when this agreement was accepted, but provided a review of the information known. The League paid for building all the horseshoe pits at TWC and agreed to maintain all the pits throughout the season; 4 pits would be open to the public at all times with horseshoes provided for play. In return, the League would be able to section off pits for their play only. Currently only three pits are available to the public, however a representative had attended a meeting and stated this was being corrected. Chairman Coscia compared this agreement with other groups, such as soccer, who have donated funds for the fields but are not able to lock those. Changing the current agreement is up to the Commission.

(*General updates*) There were no further updates.

#### CPP UPDATES:

(*2021 Season Discussion*) The decision was made earlier in the meeting to move to residents only for the 2021 season. Commissioner Houle noted the red shed at CPP is in need of repairs; she intends to have it fixed.

The Commission Clerk returned the discussion to TWC; the TW volleyball group would like to continue with the proposed water extension to the volleyball courts even though the horseshoe extension plan is postponed. In 2019, the Commission voted to allow the volleyball group to extend the water at their own cost; they were not able to complete this project at the time but would like to continue it this year. Commissioner Holmes stated the group must submit a written diagram for the extension and it should be reviewed by the DPW Director.

The Clerk inquired if the Park Commission will be renting portable restrooms for TWC using Covid funds as it was done the previous year. It was unclear if Covid funds were available; the Commission Clerk will reach out. Commissioner Holmes reviewed the understanding for the use of portable restrooms versus opening the facilities at TWC; it ensures only one person is using the unit at a time. Commissioner Chiuppi inquired about a sign on the restrooms; Commissioner Holmes noted there would be no way to enforce it.

(*General updates*) There were no further updates.

#### JPP UPDATES:

(*Tournament contract review/approval*) There is currently a group looking to hold a tournament at JPP in July. The fee was previously approved. Commissioner Holmes was concerned about street parking; Chairman Coscia has already addressed this concern with the group. The contract will be sent out to the group.

(*Stone Dust purchase request*) The Free-Lake softball group has begun work to add new batting cages at JPP; the group has fundraised for this project. They are asking the Park Commission for stone dust (25yards for the project). The DPW Director has estimated this will cost \$500. Chairman Coscia noted all the work the group has been doing at JPP.

**MOTION** by Joe Coscia: Purchase stone dust, not to exceed \$500, for the batting cage area at John Paun Park. Seconded by Darlene Lee

Commissioner Houle inquired if the Building Inspector is needed for this project. Chairman Coscia confirmed this is not new construction, just updates to the ones already there.

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

Chairman Coscia will coordinate this purchase with the DPW and the Free-Lake Softball group. (General updates) Chairman Coscia noted the a/c unit in the restroom facility at JPP is not working. Since the restroom unit is similar to a RV, he is looking to reach out to RV specialist for repairs. He recommended having a business set to handle these maintenance items for the unit. Commissioner Chiuppi knew someone who could look at the unit; he will coordinate with Chairman Coscia. Commissioner Chiuppi inquired on the swing set at JPP and if there were plans to improve this. Commissioner Holmes noted funds are not readily available for this type of project; donations could be accepted.

**ANY OTHER OLD BUSINESS TO REVIEW:**

(Mission/Vision Statement) Commissioner Houle presented a revised mission and vision statement for consideration.

The proposed mission statement: The Commission is dedicated to preserving and improving both the quality and accessibility of our open space and natural environment as well as promoting healthy activities and programs in our safe, well maintained parks and public places.

The proposed vision statement: Our Commission sustains the Ted Williams Camp and the dynamic park system throughout the Town. We welcome and provide innovative programs for our evolving community. Our commitment inspires recreation which promotes health and enjoyment as we reach into the future.

**MOTION** by Paula Houle: Adopt the mission statement and vision statement for the website. Seconded by Joe Coscia

**Roll Call Vote:** Joe Coscia – aye, Tony Chiuppi – aye, Paula Houle – aye, Darlene Lee – aye, Scott Holmes - aye; **MOTION PASSED**

**OTHER BUSINESS**

**ITEMS FROM THE CLERK:**

(General updates) The Commission Clerk had not updates to present.

**CORRESPONDENCE:**

The Commission Clerk previously spoke in regards to correspondence received from the Pickleball group. There was no other correspondence to present.

**ANY OTHER BUSINESS FROM THE COMMISSION**

Commissioner Houle recently met with a representative from the Garden Club in regards to adding shrubs and flowers to the front of the TWC office. A proposal was received, which was read by Commissioner Houle. The proposal referred to using native plants in the area as part of their program. The benefits of native plants were listed. The Garden Club suggested planting American Holly Trees, Maple-Leaf Viburnum, Mountain-laurel, sweet pepper bush, and perennial plants with plumping not spreading characteristics. Non-dye mulch would be used in the area. Funding for this project would be through donated materials. Commissioner Houle will help the Garden Club plant these items and thanked them for this update. Commissioner Holmes offered to help with the work on the project.

**MOTION** by Scott Holmes: Accept the Garden Club's ideas and plan of action.

Seconded by Darlene Lee

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

The Commission thanked the Garden Club for this work.

Commissioner Chiuppi requested future meeting times move to 7:30pm instead of 6:30pm. Chairman Coscia noted meetings sometimes go two hours or over and was concerned a 7:30pm start time would be too late. Commissioner Holmes stated as Chairman he would be able to limit the agendas to help with time. Chairman Coscia will review a possible time change along with other items for the next agenda/meeting.

Chairman Coscia inquired about fertilizer for JPP. Fertilizer has already been ordered for TWC, but the DPW Director did not know of a plan for material at JPP. The Commission Clerk stated quotes or contract for fertilizer were now the responsibility of the DPW Director; this was confirmed at the last budget meeting. Commissioner Holmes noted the company who visits TWC to provide a quote for fertilizer can be sent to JPP as well. Once the amounts are received the budget can be reviewed to fit it in. Chairman Coscia will speak with the DPW Director about this further.

Chairman Coscia inquired if the AED units will be delivered to the appropriate parks or if the designated Commissioner should pick them up. The units were stored at the TWC office, and the designees will be responsible to set them at the parks. Training for the coaches is planned. Commissioner Houle would like to extend the training to Town employees; Commissioner Holmes emphasized as long as all could fit in the building at the same time with current regulations. The Fire Department will be contacted for this training.

Next meeting scheduled for Tuesday, April 20, 2021 @ 7:00pm via remote access.

Some sports contracts have been sent out to the teams/groups with the remaining scheduled to be sent out this week. A fee for Mass Effects Sports Academy was discussed since they are in need of a contract as well. A review of past fees for outside groups using space was provided.

**MOTION** by Joe Coscia: Charge Mass Effects Sports Academy \$150 for the 2021 season. Seconded by Tony Chiuppi

It was clarified the fee was for the remainder of the year.

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

The Commission Clerk will inform Mr. Berry of the fee.

**MOTION** by Scott Holmes: Motion to adjourn the meeting. Seconded by Darlene Lee

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

\*\*\*Meeting adjourned at 8:58pm\*\*\*



**LAKEVILLE PARK COMMISSION  
MEETING MINUTES  
REMOTE LOCATION  
WEDNESDAY, JUNE 23, 2021 @ 6:30PM**

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Members Present: Paula Houle, Joe Coscia, Tony Chiuppi, Darlene Lee (@6:37pm), Scott Holmes (@6:41pm)

Other Attendees: Neli Woodburn (Clerk)

Chairman Coscia opened the meeting at 6:35pm. LakeCam was recording and live streaming the meeting via Facebook. Chairman Coscia noted the provisions allowing the remote meeting to take place.

DISCUSS WITH POSSIBLE VOTE ON CLEAR POND PARK DIRECTOR APPLICATIONS RECEIVED

A couple of applications have been received for the Clear Pond Park (CPP) Director position. Commissioner Houle did not feel the applicants were qualified for the position and Commissioner Chiuppi noted the applicants were not willing to commit to the number of hours needed. (Commissioner Lee entered the meeting at this time) Commissioner Chiuppi and Commissioner Houle have met with the hired CPP staff. Commissioner Chiuppi felt confident in the ability of the staff and suggested moving forward with opening CPP under his and Commissioner Houle's direction until an official Director is hired. CPP will be open Wednesday through Sunday this season; he proposed an opening day of July 30<sup>th</sup>. Chairman Coscia was concerned opening CPP without a Director and asked the Commission Clerk if this was possible. The Clerk noted this situation has not occurred before and was unsure of the proper procedure. Commissioner Chiuppi was inclined to make a motion to approve the suggested opening. Chairman Coscia stated a vote on this issue was not part of the agenda, and emphasized the need to have HR involved in this decision. The Commission Clerk agreed HR review needed to review this suggestion to ensure all applicable laws are followed; it was also suggested to have the Town Administrator involved in the discussion. Commissioner Chiuppi was concerned about the delay in opening CPP and suggested an emergency meeting to come to a decision. (Commissioner Holmes entered the meeting at this time) Chairman Coscia provided a review of the discussion to Commissioner Lee and Commissioner Holmes since they entered the meeting late. Commissioner Chiuppi has created a schedule for the CPP staff for the summer. Commissioner Lee suggested having the most experienced staff members be co-directors at CPP; she suggested having them alternate days as director. Chairman Coscia will be speaking with HR and the Town Administrator tomorrow about these suggestions. Commissioner Houle was concerned around the limited staff and felt a dual position for a lifeguard may not work. Commissioner Chiuppi reiterated he and Commissioner Houle are willing to donate their time to open/close CPP for the season as well as manage the staff's schedule. Commissioner Holmes also felt a dual role for a lifeguard would be difficult for the staff member. There was an applicant looking for a 20 hour position; Commissioner Chiuppi suggested contacting the applicant to review schedule availability. This particular applicant is not CPR certified. Commissioner Holmes noted the CPP Director has been CPR certified for the past few years. Chairman Coscia was concerned about removing this requirement to fill the position. Commissioner Chiuppi noted the job description for the Director is for 56 hours at 7 days a week; Commissioner Holmes explained the position only worked 40 hours. (Commissioner Holmes stepped away to take a phone call) Chairman Coscia further explained the Director was not on site at CPP 7 days a week for the entire day to total 40 hours per week. Chairman Coscia will gather more feedback for the Director position.

DISCUSS WITH POSSIBLE VOTE ON NEW OPENING DATE FOR CLEAR POND PARK

Chairman Coscia felt a new opening date for CPP could not be voted on until the Director position is settled. Commissioner Chiuppi reviewed the staff is ready to work at CPP, the residents are looking to use the pond, and two Commissioner are willing to volunteer their time to open it; he felt it unfair to not open at this time. Chairman Coscia noted CPP may not open this season due to the staffing issue which would possibly cause an unsafe situation. He will speak with the departments at Town Hall for further clarification on this issue. Commissioner Chiuppi had heard a previous Commissioner had to

run CPP in lieu of a Director in the past; the Commission Clerk explained CPP has always had a Director on hand during her tenure.

DISCUSS ANY ADDITIONAL UPDATES FOR CLEAR POND PARK (ONLINE PAYMENTS, ETC)

The Commission Clerk has submitted all required information to the company for online payments. The initial turnaround time was 2 weeks, so it is uncertain when this payment method will be ready. Chairman Coscia inquired if all staff members for CPP have passed the required testing; Commissioner Houle would be informed by the HR Department if they had not. (Commissioner Holmes returned to the meeting)

DISCUSS MEETING NOTES RECEIVED FROM TOWN CLERK

The Commission Clerk was provided feedback from the Town Clerk in regards to proper meeting formats and minutes. It was explained if the agenda does not list a possible vote on a subject, it should not occur. There was a motion at the previous meeting which was not listed on the agenda. It was recommended to repeat the motion after it is listed on the agenda and to avoid this situation in the future. No one could recall the motion in question. Commissioner Lee felt this feedback was due to the public not having an opportunity to respond to an agenda item if it is not listed. Another note provided from the Town Clerk was in regards to the passed motion on the Japanese Drumming camp request; Commissioner Lee should not have voted on the motion since she is related to those connected with the group. The motion would need to be completed again with Commissioner Lee abstaining.

RE-MOTION AND VOTE ON JAPANESE DRUMMING CAMP REQUEST FROM 6/16/21

**MOTION** by Scott Holmes: Allow the Japanese drumming camp to proceed on the specified date. Seconded by Paula Houle

**Roll Call Vote:** Paula Houle – yes, Tony Chiuppi – aye, Scott Holmes – yes, Joe Coscia – aye, Darlene Lee - abstain; **MOTION PASSED**

OLD BUSINESS

*(TWC office updates)* The Commission Clerk noted the new paint in the office looks good, and the split unit (heat/air) was not installed yet. Chairman Coscia spoke with the Building Commissioner and his assistant on the unit which should be set to install once received. Once the unit is installed, the Commission Clerk can begin moving items back to the office. The internet unit is available for use once the office is set back up.

*(Memorial Bench at Ted Williams Camp update)* An example of the proposed memorial bench was provided to the Commission (and attached to agenda documents). The location of the bench must be decided; the organizer of this memorial would like to have it near the soccer fields since the person was a soccer player. Chairman Coscia suggested bringing the DPW Director into the location discussion since the bench may be better on a concrete slab or stone. Commissioner Lee will look into this.

*(Plan for Playground fundraising and improvements)* Commissioner Lee is working with Mr. Ted Dellarocco on this project. They are waiting for the new sign to go up to generate excitement on the project before moving forward.

*(Plan for fitness trail improvements)* Commissioner Lee has reached out to a couple of scout leaders to try to generate volunteer interest prior to going out to the public. She has not heard back from them yet. Chairman Coscia noted one of the fitness stations is down by the water. He will try to get together some help to move it. There is also one near the Haunted House needing to be moved.

Commissioner Lee inquired when the Haunted House building was being taken down; Chairman Coscia noted it is not scheduled yet and is working with the Town. He was estimating more toward the fall for this project.

*(Current sports season updates - Soccer nets moving)* Chairman Coscia noticed the soccer nets were not being moved for mowing as requested. Commissioner Lee did speak to the representative from the soccer club and provided the schedule mowing day. This day changed but Commissioner Lee was not informed. The group will move the nets as needed. The DPW Director informed Chairman Coscia the mowing days change so it was suggested to move the nets at the end of each night.

Chairman Coscia was contacted by Lakeville Police over the weekend with concern about an open window at the Horseshoe shed which could provide access for theft. Chairman Coscia closed the window and contacted the group to let them know. He appreciated the Police's presence in the park and contacting the Commission with this information.

Commissioner Holmes has one AAU group (Samurai's) practicing on the fields for a short 5 week session. He did attempt to contact the other AAU group which was scheduled to begin yesterday, but has not been in contact with the representative. He will reach out again.

The irrigation part needed for the system at the new fields was received and the DPW Department was able to get it running again.

Chairman Coscia thanked Commissioner Holmes for his work and time placing posts/rope around the TWC office area to keep parking off the lawn. Commissioner Houle asked for Commissioner Holmes assistance with repairing the fence at CPP. She recently visited the area to find a person trespassing; the person apologized and left peacefully. Commissioner Holmes will visit the area and assess the repairs needed.

Commissioner Lee inquired if the Park Commission's Vision/Mission statement was on the website. The Commission Clerk was unable to post this to the website at this time; she will attempt to update it to the site over the week.

#### NEW BUSINESS

*(Present possibility of an open meeting law review with question and answer section)* Commissioner Houle would like to have someone speak with the Commission about open meeting laws with a questions/answer period, as well as a review of Robert's rules. Chairman Coscia suggested reading Robert's Rules of Order and noted it was at the library. He asked Commissioner Houle to further look into this arranging this; she will reach out to the Town Administrator. It was noted the Town Clerk has run this in the past.

*(Park orientation manual to help new Commissioners)* Commissioner Houle recommended gathering information for new Commissioners with a history of the parks, how the Enterprise Fund works, how/when it runs differently from the Town, etc. since new members can come in on a yearly basis. Commissioner Lee agreed and suggested having these documents available for residents interested in seeking a role with the Park Commission to show the amount of work it requires. Chairman Coscia recommended putting the job descriptions online to view. Commissioner Holmes offered to try to put together some historical and relevant information about the parks. Chairman Coscia requested this item be put on the next few agendas to continue work on it. The Commission Clerk further suggested having more detailed information put together (such as whom to contact, dates, etc.) for Commissioners and shared internally on something like google docs. A calendar of items per month was started by Commissioner Holmes and he suggested adding this information.

Commissioner Houle inquired if the Highway Department will be maintaining the grass at CPP; Commissioner Holmes will contact the DPW Director to confirm his crew will do this for the season.

Commissioner Lee presented a suggestion in discussions with Commissioner Chiuppi to require larger groups using the fields to rent portable restrooms for their group. Commission Chiuppi had spoken to the Building Commissioner and concern about the capacity of the restroom facilities when large tournaments are scheduled was brought up. This could be considered if a tournament reaches a certain number of attendees to help keep the restroom facilities in good working order.

#### CORRESPONDENCE

*(Request from Local church group for use of beach)* The Commission Clerk was contacted by a local church group requesting use of Loon Pond (area behind LPL) for a baptism; on a Sunday for about an hour around noontime. There was a wedding scheduled on the date requested, so the Clerk informed them it was not available. There were no other immediate Sundays available for this request. Weekdays were suggested, but this would not work for the group's schedule. The Clerk asked if the Commission had any other suggestions to help accommodate this request. Changing the time on Sunday was suggested; however, the Clerk noted rentals typically have the area for the entire day. Commissioner Holmes inquired on how many people would be in attendance as this could determine if other locations

are viable; the group did not state the number. The Commission Clerk will reach out for this information. Commissioner Lee felt a morning timeframe may be easier to work around scheduled events at the LPL. Commissioner Houle suggested using CPP for this request. The Commission Clerk will reach out to the group for further information. The date requested was June 27<sup>th</sup>, however there will not be another meeting before this date for approval. More information is needed before approval can be provided.

Commissioner Holmes asked for a recap of information he missed while taking a call from the Building Commissioner. It was confirmed there is no CPP opening date without a Director. Commissioner Holmes will update the Building Commissioner with this since he was trying to have an electrician come out to repair a switch on the pump at CPP. The delay will help schedule the electrician. Commissioner Chiuppi confirmed there is no expectation to open this weekend; next Wednesday would be the earliest if approvals are given.

Next meeting scheduled for Wednesday, July 07, 2021 @ 6:30pm via remote access.

Commissioner Lee inquired if the meeting had to be via Zoom; the Commission Clerk noted the recommendation from the Town Administrator was to continue with remote meetings due to not enough locations. A communication was recently received stating if the meeting does not require the attendance of a member of the public, it should be remote. In person meetings will require approval from the Board of Health prior to booking a location. Some Commissioners would prefer in person meetings. Commissioner Holmes recommended using the LPL as it's been done in the past; the Clerk noted the facility will need to have hybrid meeting ability. Mr. Invencio from LakeCAM came into the meeting and stated none of the locations are currently set up for hybrid meetings, but it is being worked on. Chairman Coscia inquired about public comment on the remote meetings; Mr. Invencio noted the updated regulation on remote meetings does note the public must have the ability to participate. There are some options being looked into and it was noted the live broadcast on Facebook may not continue much longer.

**MOTION** by Joe Coscia: Adjourn the meeting. Seconded by Scott Holmes

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

\*\*\*\*Meeting adjourned at 7:40pm\*\*\*\*

**LAKEVILLE PARK COMMISSION  
MEETING MINUTES  
REMOTE LOCATION  
MONDAY, JULY 12, 2021 @ 6:30PM**

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

Other Attendees: Jesse Medford (CPP Director), Neli Woodburn (Clerk)

Chairman Joe Coscia opened the meeting at 6:35pm. LakeCam was recording and live streaming the meeting via Facebook. An introduction was read in regards to holding the meeting remotely.

Chairman Coscia welcomed Jesse Medford back to the Park Commission fold and congratulated him on becoming the new Director of Clear Pond Park (CPP)

TOURNAMENT REVIEW FOR TED WILLIAMS CAMP AND JOHN PAUN PARK WITH POSSIBLE VOTE

Commissioner Holmes has not received any tournament requests from the baseball groups at this time; Commissioner Lee has not received any for the soccer fields. Commissioner Chiuppi presented two requests from the TW Volleyball group for additional tournaments this season; he noted one other request was for August 14<sup>th</sup> which was previously declined due to a large event at Ted Williams Camp (TWC). The other two dates were: July 24<sup>th</sup>, and August 28<sup>th</sup>. The Commission Clerk noted there was a 3pm wedding on 7/24, but there was not a concern of conflict.

**MOTION** by Tony Chiuppi: Approve the two volleyball dates of 7/24 and 8/28.

Seconded by Darlene Lee

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

The Commission Clerk presented a tournament date for the Horseshoe League. There was a scheduling issue when confirming a date with the group. They are now requesting to move forward with a tournament on August 15<sup>th</sup>. There is no conflict with other events on this date.

**MOTION** by Scott Holmes: Accept the Horseshoe tournament scheduled for August 15. Seconded by Darlene Lee

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

Chairman Coscia presented a tournament request for John Paun Park (JPP). The annual Peter Looney Blooperball tournament is looking to return on August 14<sup>th</sup> with a rain date of August 15<sup>th</sup>. In the past the group was charged a flat fee for the tournament.

**MOTION** by Joe Coscia: Allow the Peter Looney tournament to be held at John Paun August 14<sup>th</sup> with a rain date of August 15<sup>th</sup> for a charge of \$100. Seconded by Scott Holmes

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

Chairman Coscia presented another tournament request at JPP on July 31<sup>st</sup>- August 1. It would be a two day tournament for U8 and U10 teams. The group would be charge the normal per player fee with additional charges for maintenance items at JPP.

**MOTION** by Joe Coscia: Accept the tournament on July 31 and August 1.

Seconded by Scott Holmes

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

Chairman Coscia noted another tournament is scheduled for the weekend of July 24<sup>th</sup> & 25<sup>th</sup>. This tournament was approved at a past meeting. Commissioner Holmes noted the parking issues at JPP and recommended having parking only on one side of the street. Chairman Coscia is meeting with one of the groups at JPP to review parking, and will assist with marking out spots.

### CLEAR POND PARK UPDATES

*(Notes from the Director)* Mr. Medford felt opening weekend went well. He noted it begin slowly due to weather on Saturday, but was busier on Sunday. He estimated slightly fewer than 100 visitors to the beach for the weekend. CPP has brought in approximately \$3700 at this time. The new schedule for CPP is Wednesday through Sunday, 10am to 6pm; closed on Monday and Tuesday. He received some feedback from guests in regards to having more candy options at the concession stand. The ice cream order has been delayed and it is unclear when it will be received due to the upcoming road construction.

*(Online payments review)* The Commission Clerk noted online payments were going well with about 37 season passes purchased via this method.

*(Opening weekend overview)* Mr. Medford provided this review earlier. There were no additional notes.

*(Road work updates)* The work on Clear Pond Road is scheduled for Thursday. Commissioner Houle inquired if the staff would be paid due to the road closing for the day. Chairman Coscia stated the staff would not be paid for the day; it would be handled like a rain day closing. The Highway Department will provide an update if the road work is delayed due to weather. Chairman Coscia noted Mr. Medford would make the decision on whether to close CPP for that day.

### REVIEW WITH POSSIBLE VOTE MRPA MEMBERSHIP

Commissioner Houle stated the fee for this membership is \$100 and recommended renewing for an additional year. She felt this membership was helpful and she was able to gather information from surrounding park departments. The Commission Clerk explained the \$100 membership is for Professional Individual; membership for a Professional Department (up to 3 members) is \$250. Chairman Coscia recommended continuing with Commissioner Houle as representative for the MRPA. Commissioner Houle provided some more details on what the membership provides.

**MOTION** by Paula Houle: Remain with MRPA for one individual for one year at a cost of \$100. Seconded by Darlene Lee

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

### FY2021 ENCUMBRANCES REVIEW

The Commission Clerk reviewed encumbrances are due soon and provided a review of the process. She asked the Commission to provide any work completed in June that has not yet been paid; the company can be contacted for the needed information to properly encumber the funds. Commissioner Houle inquired if the recent work on the shed at CPP would be invoiced to the Park; it was not clear at this time. The Commission Clerk can reach out to the building department for clarification.

Commissioner Chiuppi inquired on recent invoices signed showing equipment purchased by the Highway Department but charged to the Park Commission. The Commission Clerk recalled a list being compiled of equipment needed for maintenance at the parks. Chairman Coscia heard this as well. Commissioner Holmes noted this is a new procedure with the Highway Department and recommended speaking with the DPW Director for a clear plan on future purchases. Chairman Coscia will speak with the DPW Director in regards to this. The storage of the newly purchase equipment was assumed to be at TWC. The Commission Clerk was able to reviewed the communication from the Town Administrator with the list of equipment needed totaling \$5060. The communication did state the Park Commission would be charged for the items. The invoices recently received were for only a small number of items on the list provided.

### REVIEW ANY SPORT TEAM/TWC ISSUES

Commissioner Lee has not had any issues presented to her by the soccer group, and was informed the season is over at this time. The soccer nets have not been moved as requested; Commissioner Lee will reach out.

Commissioner Lee had communication with the owner of Lakeville Mixed Martial Arts who is requesting more space for his business. He would like to extend into the maintenance bay area of the building.

She has reached out to have this question posed to the DPW Director in regards to if the equipment needs to be stored at TWC. Commissioner Holmes stated this has been requested in the past; however, there is not another location at TWC for the equipment storage. Commissioner Lee is in communication with the person looking to put a memorial bench at TWC. They are scheduling a meeting at TWC to look at the area and speak about different bench options.

OLD BUSINESS:

*(Update on Skate Park: volunteer offer to paint area)* Commissioner Chiuppi met with a resident in regards to the skate park condition. She donated two cans of concrete sealer to help fix some cracks and is offering to paint the area. Commissioner Chiuppi suggested setting up a volunteer day to spruce up the skate park. Chairman Coscia felt a motion was not needed to accept the donated items and recommended to move forward with this work. A bench is being offered as a donation to the area as well. Chairman Coscia noted the bench may need to be bolted down. There were no objections to either donation.

*(Update on park information/orientation items)* Commissioner Holmes was going to begin on this project with some park information; however he did not have time to do so. He will look at working on this.

Commissioner Houle inquired the possible Lakeville Day in the fall which was brought up last year. Chairman Coscia would like to gather some more information for the next meeting. The day would help highlight what TWC has to offer. This would be sponsored by the Park Commission. The fire pit at the Loon Pond Lodge was discussed. This long one has been used for grilling in the past. Many food vendors now bring their own equipment instead of using this pit.

Commissioner Holmes requested having the old Town Reports as a base for the park information collaboration mention before.

Commissioner Houle noted South East Fence Company donated some fencing for Clear Pond Park. There is still a gap, but the donation helped elongate the fence. Commissioner Holmes recalled the current fence was put up by the CPP maintenance crew approximately 40 years ago; he suggested purchasing a roll of fence to have the current crew extend it.

Commissioner Houle inquired when money can be spent at CPP such as purchasing additional fencing. Chairman Coscia stated small projects such as fencing can be considered; the cost would need to be calculated and presented at a meeting. Large projects would have to wait until after the season or into the next year.

CORRESPONDENCE FROM THE CLERK

There was no correspondence to present.

Next meeting scheduled for Monday, July 26, 2021 @ 7:00pm via remote access.

**MOTION** by Joe Coscia: Adjourn the meeting. Seconded by Paula Houle

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

\*\*\*Meeting adjourned at 7:15pm\*\*\*