



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, October 04, 2021 @ 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 **10/4/2021**, 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 and approve meeting minutes: 4/20/21
2. Discuss with possible vote to allow PACE group to have an informational table at soccer fields
3. Discuss recent issues with Ted Williams Camp Bathrooms
4. Discuss current condition of playground at Ted Williams Camp
5. Discuss repairs needed at Ted Williams Camp skate park
6. Old Business:
 - Update on Haunted House
 - Update on orientation packet for Commissioners
 - Update on truck donation
 - Update on snack bar vendors
 - Update on three year plan for Parks
 - Update on annual park activity spreadsheet

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
TUESDAY, APRIL 20, 2021 @ 7:00PM**

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

Other Attendees: Neli Woodburn (Clerk)

Chairman Joe Coscia opened the meeting at 7:02pm. LakeCam was recording and live streaming the meeting via Facebook. An introduction regarding the need for a remote meeting and how the remote meeting will be conducted was read. Roll call attendance was completed; Commissioner Holmes was not in attendance. There were no additional speakers scheduled; and no public comment was featured.

NEW BUSINESS

ANY NEW BUSINESS FOR THE COMMISSION

Chairman Coscia noted Commissioner Scott Holmes will be the Park Commission liaison with the DPW Department. All requests for work will now be provided to Commissioner Holmes who will handle passing the information along to the DPW Department. Commissioners should not be requesting work from the DPW/Park Maintenance employee; the DPW Director will delegate the work to this employee.

OLD BUSINESS

REVIEW / APPROVE MEETING MINUTES

There were no minutes to approve at this time.

FY2022 BUDGET REVIEW

Chairman Coscia explained due to the lateness of completing the budget as a result of the new management contract at the Loon Pond Lodge (LPL) and the decision on Clear Pond Park (CPP) opening this year; the FY2022 budget was submitted for Town Meeting. The Budget must still be formally approved by the Commission.

MOTION by Joe Coscia: Approved the FY2022 budget. Seconded by Paula Houle

Commissioner Lee noted she was uncomfortable approving the budget since she did not have time to review and may abstain from the vote.

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

LPL/SEM UPDATES

(Management Company Update) Commissioner Lee corrected the term being used in regards to the current status of the LPL from “being sold” to the company leasing the building; Chairman Coscia agreed with the correction. The LPL was not sold, but is now being managed by the Boston Tavern. There are questions with who is paying for work being done at the Lodge at this time. Commissioner Houle noted her understanding was Boston Tavern would be paying for the repairs/upgrades to the kitchen. Proper venting must be completed at the Lodge for full use of the kitchen; Commissioner Houle noted it was unsure who would pay for this work. This may be brought to the Board of Selectmen by the company for further discussion. The Commission Clerk confirmed the two main projects right now are completing the connection for the hood, and completing the connection for the dishwasher. Quotes are being gathered by Boston Tavern, but the question remains who should receive the quotes to move forward with the needed work. Chairman Coscia emphasized these questions are for the Board of Selectmen; the Commission Clerk did provide this information to the Chairman of the Board of Selectmen. Chairman Coscia further stated all additional questions in regards to work on the building should be directed to the Board of Selectmen. The Commission Clerk presented another question in regards to events contracted with one of the previous approved caterers

and the percentages received from both that caterer and the bar; Chairman Coscia referred this question to the Board of Selectmen and Town Accountant. Another topic for discussion was the current chairs at the LPL. Boston Tavern plans to bring in their own chairs for events and would like the other chairs removed from the building to conserve space. The Commission Clerk asked if the chairs should be kept or disposed of. Chairman Coscia was unsure if the chairs would be needed for other events in the future and inquired if they could fit in the storage area at the office while a final decision is made. Commissioner Lee felt the chairs should be kept since Boston Tavern could possibly leave at the end of their three year contract. Some chairs are worn out or broken. Chairman Coscia requested to have Boston Tavern move the chairs to the storage area. The park maintenance employee can inspect them and dispose of any in disrepair. The Commission Clerk presented a question in regards to the pricing of special events requiring a larger rental fee; this fee is split 50/50 with Boston Tavern. The process on how to present this information was not decided; the suggestion was for Boston Tavern to write a proposal showing the additional needs of the event. Chairman Coscia stated the contract is between Boston Tavern and the Town of Lakeville, not the Park Commission; he referred this to the Board of Selectmen. Commissioner Houle discussed the cap archway on the side doorway of the Lodge; Boston Tavern requested it be removed to provide a more upscale aesthetic to the building. Commissioner Lee did not oppose removing the cap archway, but reminded the group the building is still at a baseball centric park. It was agreed not to dispose of the cap, but to move it to a more appropriate spot. The Commission Clerk suggested having the Building Commissioner involved with moving the cap. Chairman Coscia noted the Building Commissioner would not be contacted; it would be Mr. Ted Dellaracco who is now the point of contact for such items.

(General updates) There were no further updates at this time.

TWC UPDATES:

(Basketball Hoops) Commissioner Chiuppi put this item on the agenda, but it for Clear Pond Park. Chairman Coscia inquired if the nets can be put back on the basketball hoops; the Commission Clerk noted the Board of Health has not approved opening of the courts at this time. Currently, teams/groups on the fields are required to wear masks. The Commission Clerk suggested continued communication with the Board of Health for updates on the courts.

(Tennis Courts) Commissioner Houle presented some concerns in regards to the condition of the tennis courts. She had roped off the courts but the ropes were removed. Chairman Coscia noted resurfacing of the tennis courts is in the capital plan for Fiscal Year 2022. He also recommended having someone from the Town inspect the current conditions of the courts.

(General updates) Commissioner Lee felt the Town was discouraging Pickleball at Ted Williams Camp (TWC) and inquired if it was due to the conditions of the courts. Chairman Coscia confirmed the Town did not discourage the group from playing. A contract for the season was not provided until the group completed repainting the courts as was discussed over the past couple years. A letter was sent to the group detailing this requirement for the season's contract. The Pickleball group has filled in cracks at the courts, but only in the area used for the sport. Chairman Coscia provided some history in regards to the Pickleball group, and emphasized the Commission did not discourage the group from playing. Chairman Coscia confirmed the group does not currently have a season contract and should not be playing at the courts as a league.

Chairman Coscia discussed the incoming season contracts for the sports teams/leagues. He suggested each Commissioner have a viewable schedule for the sports they are responsible for.

SPORTS UPDATES:

(Scheduling Approval) Items are beginning to come in for the season. Chairman Coscia emphasized the contracts must be approved prior to use of the fields. He noted a request from the DPW Department; they would like the soccer nets and stands to be put away so the crew can mow the area easily. Commissioner Lee will reach out to the soccer groups with this information. The Commission Clerk has received requests from the soccer leagues. Numbering the soccer fields for better organization was

discussed. The completed contracts for the season have not been received. Approval will wait until the contracts are received; only schedule requests were in. FreeLake Softball at John Paun Park (JPP) did submit a full contract.

(Portable Restroom requirements) Commissioner Lee spoke with the Board of Health in regards to opening the restrooms at TWC. The Board of Health would allow opening the restrooms if they could be manned by someone in the group. Use of a notification system (*occupied/vacant*) on the doors could ensure only one occupant at a time. Commissioner Houle inquired if the mobile restroom unit at JPP could be used at TWC instead; Chairman Coscia confirmed the unit is being used at JPP for the softball league which has approximately 130 members. The Commission Clerk suggested use of the single stall units which are located near the LPL; work was being completed on them, but the status at this time was unknown. Cleaning of the bathrooms was discussed since there is not enough staff to regularly clean them. Commissioner Lee will discuss this option with the Board of Health. Teams/Leagues can rent their own portable restrooms, however the unit cannot be placed on the fields to avoid damage from the trucks. It is believed maintenance for these portable restrooms is every Monday. Chairman Coscia suggested the Commission provide to the Teams/Leagues the area where a portable restroom can be placed.

(Pickleball Discussion) This agenda item was discussed previously in the meeting. Commissioner Lee would like to see the group back playing at the tennis courts for the season. Commissioner Houle was concerned about the condition of the courts should they return. Chairman Coscia inquired if someone would be taking action on this matter; Commissioner Houle confirmed estimates are being gathered. Chairman Coscia explained the tennis courts may not be repaired quickly since the first order of business per the Capital Plan is the Haunted House. Commissioner Lee noted funds are needed for these projects.

(General updates) There were no further updates.

CPP UPDATES (2021 season discussion continued):

(Payment options) Commissioner Houle confirmed the Town currently has a system for online payments; this can be utilized for season and guest passes. A brief overview of the system was provided. Fees for the 2021 season are not yet determined. Commissioner Houle suggested a fee of \$100 for a season pass, and \$10 for guest passes. Commissioner Chiuppi reviewed past numbers which showed an increase in passes purchased when the price was lowered to \$80. Commissioner Houle confirmed the \$10 fee would also be for resident day passes. Commissioner Lee believed since the number of visitors this season is expected to be lower, the higher price of \$100 for a season pass is reasonable. Chairman Coscia felt the applicable fees should remain the same as the previous year to avoid too much change at one time. He asked for a proposal on the fees. The Commission Clerk detailed the fees needing attention and noted resident seniors have been free. Commissioner Lee asked if the number of season passes sold should be limited to ensure accessibility to CPP, or to only sell daily passes to better handle reaching capacity. Chairman Coscia asked Commissioner Chiuppi and Commissioner Houle to compile information and propose the season's fees in a week or so.

(Employment) Thus far, 3 lifeguard applications and 1 Director application have been received. The Director applicant is a returning employee. It was unknown if external posting of the position was required; the Commission Clerk will reach out to Human Resources. The Attendant job description was not finished at this time.

(DPW Responsibilities) Commissioner Chiuppi was asking for clarification on the work the DPW would complete and how to request; this was previously answered. The Commission Clerk noted the Director applicant was confused about the DPW completing daily work at CPP; he believed they would be cleaning the bathrooms and handling the trash. Commissioner Houle confirmed the DPW would not work inside any of the building, so cleaning was not their responsibility. Chairman Coscia also noted the employees at CPP can take the trash to the dumpster daily.

(Gravel for parking lot) This agenda item was previously discussed. Chairman Coscia noted the information must be reviewed with the DPW Director. Commissioner Chiuppi forwarded this and other needed work to Commissioner Holmes for further review with the DPW Director.

(General updates) There were no further updates.

JPP UPDATES:

(General updates) FreeLake softball is beginning their season this Sunday and will be utilizing most of the fields each day through June 30th. The League is moving forward with some repair work at JPP including the batting cages. Scheduled repairs for the bathroom unit are set, but there is not a designated person to clean the unit. Chairman Coscia has been ensuring the unit is supplied. The TWC maintenance person may be able to take on this task. Commissioner Chiuppi suggested contracting a company to clean the bathrooms at the parks. Commissioner Lee recommended posting the open maintenance position again. The Commission Clerk noted the budget for maintenance staff was lowered and inquired if this would now covered two employees; Chairman Coscia answered the amount was for two employees. Further discussions on the responsibilities of the current maintenance employee were postponed for next meeting when Commission Holmes, employee liaison, can participate.

ANY OTHER OLD BUSINESS TO REVIEW:

(Liaison for DPW) This item was discussed earlier in the meeting.

Commissioner Lee was previously asked to review the condition of the nature trail exercise stations; she needs to know the original condition to assess the work required. She felt this may be a good Eagle Scout project. Chairman Coscia explained each station has a sign describing equipment and proper use.

Commissioner Houle stated a discussion in regards to the raft and concession stand at CPP will be needed. She was referred by the IT team to a company which can provide card payment services for the concession stand. Chairman Coscia noted CPP cannot be fully cashless. The Commission Clerk suggested the Town should be consulted on any card device being set up. The company used for the Town's online payment also has a card machine option. Commissioner Chiuppi recommended also setting up a card machine at the gate for day passes. Chairman Coscia asked Commissioner Houle and Commissioner Chiuppi to look at this card option prior to inviting a representative from the company to a meeting.

OTHER BUSINESS

ITEMS FROM THE CLERK:

(General updates) Commissioner Lee inquired when the new Town Administrator will start; the Commission Clerk believed it was mid-May. The Commission Clerk stated she will be moving back to the office since Boston Tavern is now at the LPL full time. This move will require a split unit installed at the office as well as internet service. The Boston Tavern does not intend to use the office building for a bridal suite.

Chairman Coscia inquired if all the AED units were back in place for the season; Commissioner Houle stated they are not, but the Commissioner's in charge of the areas should set them out. Chairman Coscia suggested reaching out to the sport teams to ensure they know where to find the AED units if needed.

Chairman Coscia spoke with the Town about setting up a survey for the residents for suggestions and feedback. The Town has a contract with Survey Monkey and he asked the Commission Clerk to further investigate. Commissioner Chiuppi has set up a Facebook page 'Friends of Clear Pond Park' to gather volunteers for clean-up and any suggestions. Chairman Coscia urged caution about the Commission responded to items on social media.

The CPP opening was confirmed to be Saturday, June 26th. The Commission Clerk suggested posting the opening date to the CPP Facebook page; inquiries if the pond will open have already been received. Commissioner Chiuppi will be added to the official CPP Facebook page. There was no objection to posting the opening date on social media.

CORRESPONDENCE:

There was not correspondence.

ANY OTHER BUSINESS FROM THE COMMISSION:

There was no other business presented.

Next meeting scheduled for Monday, May 03, 2021 @ 6:30pm via remote access.

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

Roll Call Vote: Paula Houle – aye, Tony Chiuppi – aye, Darlene Lee – aye;

MOTION PASSED

****Meeting adjourned at 8:52pm****

DRAFT

FLB CFCE Advisory Council

Mission Statement

The Coordinated Family and Community Engagement Advisory Council envisions that all children enter school prepared to learn; with a strong foundation in early literacy and social-emotional development. We strive to provide outreach to all families so they can access comprehensive services and have the ability to locate needed support systems.

