



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, November 15, 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 11/15/2021, 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: 10/25/21
2. Review and vote on creation of a gift account for the parks
3. Review recent damages at Clear Pond Park
4. Discuss donation of additional freezer at Clear Pond Park
5. Ted Williams Camp Maintenance Building access
6. Review Clear Pond Park season accounts
7. Review budget forms for next fiscal year
8. Old Business:
 - Update on tennis court repairs
 - 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
MONDAY, OCTOBER 25, 2021 @ 7:00PM**

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

Other Attendees: Neli Woodburn (Clerk)

Chairman Joe Coscia opened the meeting at 7:01pm. 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. Commissioner Holmes was not in attendance

1. REVIEW AND APPROVE MEETING MINUTES (5/3/21, 9/13/21, AND 10/4/21)

Meeting minutes from 5/3/21, 9/13/21, and 10/4/21 were provided for review. No corrections/edits or further discussion was presented.

MOTION by Joe Coscia: Accept the minutes of 5/3/21. Seconded by Darlene Lee

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

MOTION PASSED

MOTION by Joe Coscia: Accept the minutes of 9/13/21. Seconded by Darlene Lee

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

MOTION PASSED

MOTION by Joe Coscia: Accept the minutes of 10/4/21. Seconded by Darlene Lee

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

MOTION PASSED

2. REVIEW CLEAR POND PARK FINANCIALS FROM THE 2021 SEASON

Financials from the 2021 season were compiled and provided to the Commission for review. Commissioner Houle recalled a document noting a budget of \$43,250 for the season; the Commission Clerk did not have this information to confirm. Commissioner Houle also noted the numbers she tallied for the season did not match the document from the clerk. Chairman Coscia reviewed the total revenue for season passes and gate fees. Commissioner Houle reviewed the payroll totals as well. Chairman Coscia referred to the spreadsheet and noted the additional tabs provided supporting information. Commissioner Houle had questions remaining in regards to the totals and will meet with the Commission Clerk to further review. Chairman Coscia would like to begin discussions around January/February of next year for the next Clear Pond Park (CPP) season.

3. DISCUSS REPAIRS TO SHED AT CLEAR POND PARK

Commissioner Houle explained the shed at CPP needed repairs and was patched up for the 2021 season; these repairs were only temporary. She noted a work order was in to the Building Department for full repairs to the shed. Chairman Coscia stated this work order was sent back since the Commission must approve it first. Pricing for the work is needed to budget correctly. Chairman Coscia also spoke with the Building Commissioner and was provided a couple of options: price out the repairs for the shed, or purchase a replacement shed. Responsibility of payment for either option was not clear. Chairman Coscia suggested speaking with the Building Commissioner for quotes on both options so the Commission can make a decision. The Concession Stand is in need of some minor work. Commissioner Chiuppi noted the pump house was in dire need of repair; he felt this repair should be the priority with the shed being second on the list. Chairman Coscia recommended speaking with the Building Department in regards to the pump house repairs first; this work may be handled within the Town versus an outside contractor. Commissioner Chiuppi will reach out. Commissioner Houle explained since the shed was Town property she was unclear if the Park Commission would have to pay for at least half of the repairs. Chairman Coscia noted the building was under the Park Commission's responsibility to maintain.

4. DISCUSS INFORMATION FOR A SURVEY WITH TOWN TAX MAILINGS

A park survey was discussed at previous meetings. An online survey was decided on with a small flyer in Town mailings to refer residents to it. The actual survey was not approved as of yet. Commissioner Chiuppi felt the next step was to agree to the survey questions. The mailing would be approximately ¼ of a sheet of paper to reduce cost. Commissioner Houle believed the next tax mailing would be at the end of December. The Commission Clerk reviewed information previously received from the Town Clerk in regards to adding to the Town mailings and the dates she required the information. Commissioner Lee stated the next tax bill would be going out February 1st. Chairman Coscia recommended creating a timeline for the Commission to complete items for this. Commissioner Chiuppi suggested an in person meeting to review the survey questions since it has not worked out digitally. The Commission Clerk noted the two items the survey information could go out in; the Town census or tax bill. She recommended clarifying which the Commission would like to mail with. There was a difference in numbers between the two mailings last year with 4,664 registered households receiving a census versus 5,500 tax bills sent. Chairman Coscia did not feel the mailing could be done in time for the census. The mailings for each are outsourced. Commissioner Houle agreed to set up a meeting of the Commission to review the survey questions. Commissioner Chiuppi suggested providing the most updated survey to any Commissioners unable to meet. The Commission Clerk will clarify if this meeting must be posted since no decisions are being made; only information is being gathered. Chairman Coscia requested the survey questions be sent to the Commission again for review; Commissioner Chiuppi will provide the link to the survey,

5. OLD BUSINESS:

(Memorial Bench placement at Ted Williams Camp) The memorial bench was received. Commissioner Lee confirmed the location for the bench, which was previously discussed, would be the soccer fields. A dedication of the bench may occur, but no details for this have been finalized. Chairman Coscia recalled the bench was going to be placed on a stone area and he recommended speaking with the Park/Highway maintenance employee to begin this process.

(List of items in need of repair) Chairman Coscia has started a list of items which need recurring maintenance at the parks. He would like to gather costs for these items and include the funds in the budget. He reviewed some of the items currently on the list. He asked the Commissioners to add to this list. The skate park was recently painted and cracks were filled by the TWC employee.

Commissioner Lee provided some information on the fitness trail. It is handicap accessible which was the idea behind the dedication of this trail. She also received funds from the family to jump start the revitalization project of the trail. The DiCarlo account is still active and the funds can be placed there.

(Update on truck donation) There is currently no truck available for donation. The most recent truck available was utilized by the Highway Department for plowing.

(Update on Haunted House Demolition) There is currently an RFP out for the work needed and the estimated timeframe for completion is in December.

(Update on orientation packet for Commissioners) Commissioner Houle is attempting to put together pertinent information for incoming Commissioners. She and Commissioner Chiuppi designed a brochure for the Park Commission which will be included. Commissioner Houle reached out to the Historical Commission and they were able to provide a write up on the history of the parks. She provided a review of the information. She is looking to have an introduction to the park system, things to know, and a map included in these documents. Commissioner Houle suggested getting numbers from the Fire Department to number to fields in case of emergencies. Chairman Coscia felt the Park Commission could handle numbering the fields and referred to the map at the entrance of the fields which lists the numbers. Commissioner Chiuppi will forward the document to everyone for additions.

(Update on three year plan for Parks) & (Update on annual park activity spreadsheet) Chairman Coscia has worked on these documents and provided it to everyone for review and additions. He would like to have the yearly park maintenance items updated as well as a plan for the parks. Commissioner Chiuppi did review the document but felt too many different types of documents are being shared leading to some confusion. He suggested getting together to review and decide on the technology being used.

ANY OTHER BUSINESS FROM THE COMMISSION

Commissioner Houle inquired if the work on the building behind the volleyball court was completed. Chairman Coscia reiterated these are items to place on the list being created and the associated cost of the work must be determined. It was confirmed the building in question is used by the Horseshoe group. Chairman Coscia would like to have the group paint the building to make it look better. It was confirmed the buildings are Town owned but are used by groups at the park. The Commission Clerk felt one of the buildings was purchased and placed by the Horseshoe group and not a Town building. Chairman Coscia would like the teams/groups using buildings at TWC to help keep them maintained including cleaning and painting them. He suggested adding this to the contract. Commissioner Houle noted the basketball court needs to be repainted; Chairman Coscia noted the weather was not optimal for this work and suggested this in the spring. Caps on the fence need to be put up; Chairman Coscia noted the TWC maintenance employee can complete this. Adding some benches and lights to the Bocce court area was discussed. Commissioner Houle inquired on the repairs to the single bathroom unit; Chairman Coscia confirmed these repairs were on the list with the Building Department to complete. An update on the playground sign was requested; Commissioner Lee did not have a timeframe for completion, but it is being worked on now. She will follow up on the sign. Commissioner Houle noted the playground will need weeding and landscaping in the spring. Chairman Coscia would like to have do's and don'ts of the park posted. The TWC Concession Stand roof is in need of repair. Commissioner Houle inquired on the repairs to the tennis court. Chairman Coscia confirmed the Town approved \$25,000 for the project; specific work on the courts must be identified. He will speak with Town Hall in regards to it. Commissioner Lee recommended using extra funds in the budget prior to fiscal year end. Chairman Coscia confirmed the fiscal year end is June 30th and the spring expenses are not known yet. Budget planning for the next fiscal year will begin soon. Parking signs were discussed and may be purchased as needed. Commissioner Lee stated the Eagle Scout project is being written up and presented to the Scout leaders. This must be approved before work can begin. The Commission Clerk stated the recreational soccer season will be ending on Saturday. The group will be having a small ceremony and requested some picnic tables in that area. Chairman Coscia inquired if the group removes their nets for the season; it was not known. The travel group is still playing at this time. Commissioner Chiuppi noted he sent the links for the documents discussed during the meeting. Chairman Coscia suggested having field schedules available for any Commissioner to view next year. This can be set up at the office so the maintenance employees may reference them as well. Field contracts will be review prior to next year's season.

Next meeting scheduled for Monday, November 15, 2021 @ 7:00pm via remote access.

MOTION by Joe Coscia: Adjourn the meeting. Seconded by Darlene Lee

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

MOTION PASSED

****Meeting adjourned at 8:13pm****