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Town Clerk

# TOWN OF LAKEVILLE **REMOTE MEETING NOTICE/ AGENDA**

*Posted in accordance with the provisions of MGL Chapter 30A, §. 18-25*

Name of Board or Committee:	<u>Lakeville Park Commission</u>
Date & Time of Meeting:	<b>Monday, November 16, 2020 @ 6:30pm</b>
Location of Meeting:	<b><u>REMOTE MEETING</u></b>
Clerk/Board Member posting notice	<b><u>Neli Woodburn, clerk</u></b>

## AGENDA

In accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G.L. c.30A, §20, relating to the 2020 novel Coronavirus outbreak emergency, the November 16, 2020 public meeting of the **Park Commission** shall be physically closed to the public to avoid group congregation. **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/>**

### **NEW BUSINESS**

Any New Business for the Commission

### **OLD BUSINESS**

Review / Approve Meeting Minutes

LPL/SEM updates: Review of Board of Selectmen meeting, general updates

TWC Updates: LMMA update, Haunted House Building update, general updates

Sports Updates: Request for new sports group to use field in 2021, general updates

CPP Updates: general updates

JPP Updates: general updates

Any other Old Business to review: Update on snack bar vendors

### **OTHER BUSINESS**

Items from the Clerk: general updates

Correspondence

Any other business from the Commission

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

Lakeville Park Commission  
Meeting Minutes  
Remote Location  
Monday, November 09, 2020@ 7:00pm

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Members Present: Joe Coscia, Jesse Medford, Scott Holmes, Paula Houle, Rich LaCamera, Lia Fabian, Brian Day

Other Attendees: Neli Woodburn (Clerk)

Selectman LaCamera opened the meeting at 7:04pm. LakeCam was recording and live streaming the meeting via Facebook. Selectman LaCamera read an introduction regarding the need for a remote meeting and how the remote meeting will be conducted. Roll call attendance was completed: all members of the Board of Selectman were present.

Chairman Scott Holmes opened the meeting for the Park Commission. Roll call attendance was completed: Vice-Chairman Mike Nolan was noted as absent. Chairman Holmes received notes from Vice-Chairman Nolan to review at the meeting.

Selectman LaCamera pointed out the Superintendent of Streets, Franklin Moniz, had intended to be present at this meeting but is away at this time.

**MEET WITH BOARD OF SELECTMEN**

*Review of current Budget*

Selectman LaCamera began the review of the Park Commission's FY21 budget. The most updated budget numbers were shared with the Park Commissioners prior to the meeting. The major issue with the budget at this time is the lack of revenue. This is directly related to the shutdown of the Loon Pond Lodge (LPL) due to the pandemic. At the June Town Meeting, \$47,000 was moved from Retained Earnings to cover costs in the FY21 budget. The recommendation from the Town Accountant is for the Town to subsidize the Park budget with \$50,000 to assist with maintenance costs into the spring; this transfer is set for the upcoming Special Town Meeting. Another subsidy may be required after the spring. The goal of the Board of Selectmen is not let go of any staff. There are also basic expenses such as heat and electricity which need to be covered. Selectman LaCamera recommended the Park Commission keep watch of their spending at this time. Selectperson Fabian recommended a representative from the Park Commission attend the Special Town Meeting (schedule for November 30<sup>th</sup>) in case the public has questions about the park budget. Chairman Holmes will try to attend as the representative for the Park Commission. He also noted the Park Commission will do all it can to cover the expenses for the upkeep of the areas. The hope is to use funds from the CARES act (after Jan 1<sup>st</sup>) to cover the Commission's lost revenue; however, this is not confirmed. Selectman Day inquired where the revenue was this time last year to show the amount of loss at this stage. Chairman Holmes estimated it was around \$40,000 to \$50,000 in revenue last year; the Commission Clerk was able to confirm last year's revenue was \$50,000. Selectman LaCamera stated the budget for next year will be coming due soon with discussions slated for January.

Selectman LaCamera discussed the plan for the Town to hire a Foreman in addition to the Laborer already hired for the parks. The Superintendent of Streets has now recommended a different approach; make the current Highway Department Foreman cover both Highway and the parks, and hire an Equipment Operator/Laborer dedicated

to the parks. This will still cover the staffing need of the parks. The Forman position was posted for approximately 8 months with no qualified candidates applying. The Board of Selectmen will move forward with this new recommendation; the position is budgeted within the Highway Department funding. A new mower is needed for the parks. A new mower will be purchased for use only at the parks and will be financed with Town funds. Chairman Holmes confirmed the current machine has been problematic in recent years, and it was something the Park Commission was going to purchase before retained earnings were needed to subsidize the budget.

Selectman LaCamera asked if anyone had any other items to discuss before moving on to the management contract. No one had additional items to discuss.

*Renewal of Southeast Event Management Contract for the Loon Pond Lodge*

Selectperson Fabian began the discussion by reviewing the current contract with Southeast Event Management (SEM) which has been extended to December 31, 2020. She provided the options at this time are to further extend the contract with SEM or go out to RFP for the service. If the decision is to remain with SEM the contract can only have a couple of changes. Selectperson Fabian recommended an extension of the SEM contract should be for a longer than 3 months. She also noted the owner of SEM, Bill Fuller, offered to attend the meeting however it was believed this initial discussion without him present would be best. Commissioner Coscia felt an RFP would be the best option so the contract can be edited as needed and to view competitor bids. He noted there are no problems with the current company. He inquired if the contract can be amended in the short term. It was not known what could be changed on the contract before needing a whole new RFP. Some issues the Board of Selectmen had with the current contract were reviewed. Updated reporting could be amended in an extension. It was noted the liquor license was coming up for renewal on January 1<sup>st</sup>. Selectperson Fabian stated since nothing is being actively booked at the LPL at this time, going without a contract while waiting for an RFP could be possible. The Commission Clerk stated all communication with events booked in 2021 (*nearly fully booked*) and any tours of the facility for booking in 2022 and onward is still being completed by SEM during this time. Selectperson Fabian still felt an RFP could be executed but was concerned on receiving bids due to the uncertainty of holding events even in 2021. Chairman Holmes recounted the original RFP took a lengthy amount of time due to creating a contract each party approved of. He estimated the whole process took six months to complete. He felt extending the contract with SEM for another year was a more plausible solution. He added the original RFP required many hours for weekly meetings to create the current contract and he would not be available this time to assist due to work conflicts in January. Selectman LaCamera provided clarification, if the contract was being extended it would need to have the same November timeframe as the original. The date could not change. Therefore, an extension would be needed until October 31, 2021 with another extension in November. Selectman Day believed the RFP was the decision during previous discussions with changes to the contract to be made. Selectman LaCamera agreed with Chairman Holmes that there is not sufficient time to complete an RFP before the December 31, 2020 deadline. Selectperson Fabian believed completing an RFP now would not take as much time as the original since the original can be referred to for information. She restated her feelings that moving forward without a contract into January would not be detrimental since there are no

physical events occurring. Selectman Day inquired if there were any events booked for the beginning of the year; the Commission Clerk confirmed there are no events through the end of the year and none currently for January or February 2021. The need for a company on contract during this time was questioned. The Commission Clerk explained there are still a number of phone calls, emails, and messages which SEM handles at this time from booking new events to still assisting with already booked ones. Selectman Day wondered if the Town could assist with handling this type of work if an interim period occurred. Chairman Holmes inquired if SEM has billed the Commission since June; the Commission Clerk confirmed no invoices have been received from SEM and they are still providing services even though they are not in the building. Selectman Day noted invoices could still come in to be paid during this time. The Commission Clerk continued explaining the work SEM has provided to renters in the past and the work they are still completing at this time. She added if there was a period in-between contracts, she would not be able to handle the amount of additional work it would create since she is a part-time employee. Commissioner Coscia suggested moving forward with extending the SEM contract through the end of October and put together an RFP next year prior to the extension's expiration. Selectperson Fabian still felt doing the RFP now while the LPL is closed would be the best time. Selectman Day inquired about an RFP for the cleaning company; Selectman LaCamera explained this is another discussion to have however there is not a specific timeframe to complete it since there is not a current contract. Commissioner Houle inquired if the monthly fee would remain the same if the contract is extended; Selectman LaCamera explained the fee should remain for an extension. Chairman Holmes clarified the fee for SEM approximately covers the cost of the Commission running the LPL with an employee. The fee does not include time spent by Commissioners making sure the LPL is running properly. In the past Commissioners have come in to do work at the LPL including cleaning after an event. Selectman Day was concerned the fee was structured to include these items; however some of the work is not being completed during this shutdown period. Commissioner Medford conveyed he was leaning toward the extension with SEM instead of an RFP during this time. The original RFP, which was not during a pandemic, only produced one bid to consider. He felt an RFP could be considered prior to the next extension expiration. Commissioner Coscia noted the original RFP was three years ago and did not believe there would only be one bid again. Selectperson Fabian explained the RFP was spoken about much earlier in the year; however the pandemic caused major delays due to the uncertainty of the upcoming months. Selectman LaCamera explained the fee could be discussed with SEM since there is no work being done at the building. He further reviewed notes which have been received for changes to the contract; this includes defining exactly what can be used by the management company at the LPL, Town use of the LPL, Town sponsored functions, separating the management company contract and the bartending contract with changes to the bartending agreement as needed. It was also noted the Caterer percentage must be corrected since the contract states a rate of 20% but only 18% was collected. Further changes were reviewed such as the fee since it is a time of lessened work. Selectperson Fabian has been in contact with Mr. Fuller of SEM and he is very willing to work with the Board of Selectmen and Park Commission with this contract. Improved reporting was noted as another item for revision on the contract. More items for the contract were listed: ServSafe certifications, CORI checks to be added, cleaning

service (this must be further discussed and detailed with another contract), repair/maintenance of the building must be more detailed, liability insurance must be provided, termination clause added in case the manager is convicted of a crime or felony, and a waiver of the fee due to Covid-19. Selectman LaCamera would like to move forward with whichever decision is made by the Park Commission and not have the Board of Selectmen make a this choice.

Motion by Paula Houle: move forward with an extension of the contract into October with modifications especially to the fee charged during this time. Seconded by Jesse Medford

Amendment by Rich LaCamera: Complete the extension as motioned and go out for RFP no later than July 1, 2021. Seconded by Jesse Medford

Further discussion occurred as Commissioner Coscia inquired which fee would be charged on the extension. Selectman LaCamera was not certain and further discussion would be needed in regards to the fee terms. Selectperson Fabian further suggested a timeframe to negotiate the fee with SEM and if a fee cannot be agreed on, go out for RFP. Selectperson Fabian has discussed most of the proposed changes to the contract with SEM and suggested they watch the publicized meetings for more information. Selectman LaCamera was concerned about making the timeframe for a negotiation with SEM too lengthy; Selectperson Fabian confirmed she could have an answer by next Tuesday (11/17/20). Selectman Day wanted to ensure Town Council would be made available to review any extension or new contract. Selectman LaCamera would like to have a verbal agreement with SEM before contacting Town Council. Commissioner Houle volunteered to help review and complete the contract/extension with the Board of Selectmen and SEM. Selectman LaCamera returned the discussion to the motion still on the table. Selectperson Fabian reviewed the motion:

Motion by Paula Houle (with amendments): Extend the SEM contract until October 31, 2021 with changes to be negotiated. If an agreement cannot be reached by Tuesday (11/17), the management contract will go out for RFP. If an extension is approved, an RFP will be out by July 1, 2021. Seconded by Jesse Medford

Commissioner Coscia inquired if the contract will move to a yearly timeline. Chairman Holmes reviewed the extension must remain on the current timeframe, but an RFP would allow for a change in the term.

**Roll Call Vote:** Paula Houle - aye, Jesse Medford - aye, Joe Coscia - aye, Scott Holmes – aye: MOTION PASSED

Motion by Lia Fabian: Extend the SEM contract until October 31, 2021 with changes to be negotiated. If an agreement cannot be reached by Tuesday (11/17), the management contract will go out for RFP. If an extension is approved, an RFP will be out by July 1, 2021. Seconded by Brian Day

**Roll Call Vote:** Lia Fabian – aye, Brian Day – aye, Richard LaCamera – aye: MOTION PASSED

Motion by Scott Holmes: Adjourn Park Commission meeting at 8:04pm. Seconded by Joe Coscia

**Voted:** JM, JC, PH, SH – Motion Passed

Motion by Brian Day: Adjourn the Board of Selectmen meeting at 8:04pm. Seconded by Lia Fabian

**Voted:** LF, BD, RL – Motion Passed

\*\*\*\*\*Meeting adjourned at 8:04pm\*\*\*\*\*

DRAFT



Lakeville Park Commission  
Meeting Minutes  
Remote Location  
Monday, April 13, 2020@ 6:30pm

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Members Present: Mike Nolan, Joe Coscia, Jesse Medford, Scott Holmes

Other Attendees: Maureen Candito (Town Administrator), Neli Woodburn (Clerk)

Commissioner Nolan opened the meeting at 6:31pm. He asked for a moment to reflect on the loss of a couple of Lakeville residents who were long time members of Town Hall; Janet Tracy, former Lakeville Town Clerk, and Sylvester "Zinc" Zienkiewicz, who served on many boards throughout the years. A moment of silence was observed. Commissioner Nolan read an introduction regarding the need for a remote meeting and how a remote meeting will be conducted. LakeCam was recording along with a live feed via Facebook. Attendance was completed and it was noted Chairman Holmes and Vice-Chairman Bradley were not in attendance; the only anticipated speaker was Town Administrator, Maureen Candito, who was present.

Ms. Candito began the meeting with an overview of a recent communication sent to the Park Commission about structural changes for the maintenance position in conjunction with the Highway Department. The communication received detailed the maintenance work at the parks which would now be supervised by the Superintendent of Streets. All other items would remain under the supervision of the Park Commission. Ms. Candito noted the volunteer work at the parks has decreased over the years which is one of the reasons the Highway Department will be assisting with some of this maintenance work. Commissioner Nolan discussed an earlier phone call with the Town Administrator stating some items listed were not as he recalled at previous meetings. He suggested further discussing these items prior to meeting with the Board of Selectmen about the position. One item was the Highway/ park maintenance employee was to be paid by the Highway Department budget not the Park Commission. He was concerned the Park Commission would be funding a position which would be reporting to the Highway Department and not the Commission. It was noted Selectman LaCamera offered to have the two positions paid from the Town budget allowing the Park Commission to fund another part time maintenance position as needed. Commissioner Nolan would like to check with the other attendees at that meeting to ensure understanding of this topic. He also noted the dealings with the Highway Department thus far have been positive. Ms. Candito clarified the two positions in question are the Parks Maintenance Supervisor and a Parks Laborer. Commissioner Coscia inquired which position was the one recently vacated; Commissioner Nolan explained the supervisor position is the closest to the position recently opened. The employee who held this position had all the needed licensing/experience to handle all work at the park while the new Highway employee coming in is not able to work with the heavy equipment. Ms. Candito further explained this new employee's rate reflects this and it is this position being billed to the Park Commission while the supervisor one would be under the Highway Department budget. Commissioner Nolan reiterated this position being billed to the Park Commission was not what was discussed at the recent meeting. He was also concerned about verbiage in regards to any Capital Improvements being controlled by

the Highway Department. One of the primary goals of the Park Commission is to plan and oversee Capital Improvements to the parks. He did not want to give up this responsibility to another department. Ms. Candito clarified a note explaining this item is for all equipment purchases and maintenance of the park grounds. Commissioner Nolan asked to clarify if this verbiage means the Park's equipment is now the property of the Highway Department. Ms. Candito explained it would now be under the care and custody of the Highway Department. Commissioner Nolan felt these items needed further discussion to be final. Ms. Candito agreed if items listed were not in agreement than a meeting with the all parties involved should occur. Commissioner Coscia and Commissioner Medford did not have any additional comments in regards to these positions since they were not in attendance at the previous meeting. They agreed with Commissioner Nolan on the items needing further discussion.

Drainage bids were received and they are in the process of being reviewed. Commissioner Nolan stated the drainage project at the Maintenance Building parking lot would be funded by the Park Commission and therefore voted on by the Commission. Ms. Candito added the other drainage project at the soccer field would be voted on by the building committee. Commissioner Coscia inquired on the listed amount the Park Commission was expected to fund since it is more than the bid amounts listed. Ms. Candito explained the number listed has paving added to it although it is an estimated cost since there is not a bid for this work yet. Commissioner Nolan noted the Superintendent of Streets did gather a price for paving work and there were leftover funds in the paving budget for this. The bids for the drainage projects were at \$26,500 and \$27,783. Other numbers were listed for future reference, but no other projects will be scheduled until drainage is completed. This project should be completed by June 1, 2020. Commissioner Nolan noted once the drainage is completed at the Maintenance Building parking lot, the Superintendent of Streets recommended paving as soon as possible to ensure the material used in the project is not washed away. Ms. Candito confirmed the paving budget had \$49,000 remaining but the estimate for the work was at \$55,000. The estimate comes from a service the Town contracts for the lowest on paving. The estimate is not a set number and the work can be changed to fit the budget more.

The current SEM contract was discussed. A discrepancy was found between the amounts being billed versus the amount listed on the contract. The reason for the discrepancy is currently being looked into as well as its impact. Commissioner Nolan provided the Town Administrator with figures showing the estimated difference; in 2017 the difference was estimated at around \$2,700 and in 2018 around \$3,000. Commissioner Nolan further explained the food service amounts received are based on what is collected by the vendor and had been the same percentage since the beginning. It was unclear how/when the percentage was increased in the newest contract; however the contract was signed by all parties involve. Research will continue on this matter. Since there were no further items for the Town Administrator, she left the meeting.

### **OLD BUSINESS**

#### **SEM/LPL UPDATES:**

*(MV Electrical bill)* The current invoice from MV Electrical (for \$2,231.37) was reviewed. This bill was presented at a previous meeting and Chairman Holmes had questions in regards to the work. There was no update on this bill at this time, and Commissioner Nolan asked if the item should be tabled for the next meeting since Chairman Holmes



was not in attendance or if the bill should be processed for payment. Commissioner Coscia inquired what Chairman Holmes thought the bill should have been; Commissioner Nolan noted Chairman Holmes believed it should have been around \$1,500. Commissioner Medford stated that was a large difference and asked if the payment was late. The Commissioner Clerk confirmed the work was completed on March 2<sup>nd</sup>. The Commissioners decided to table this item until more information is provided.

*(General updates)* Commissioner Nolan had no further updates for the Lodge. It is currently closed and no issues have arisen during this time. Commissioner Coscia asked about the events which had to be moved. Most events were rescheduled as opposed to cancelled with a refund. Commissioner Nolan noted the Commission did vote to provide refunds if events were cancelled.

#### TWC UPDATES:

*(LHH proposal)* A proposal was provided to the Commission in regards to the Haunted House. All Commissioners were able to read this proposal prior to the meeting. Commissioner Coscia noted the proposal was not solely for the Haunted House; the group was looking to hold events throughout the year which he was concerned about. He felt the Lakeville Haunted House (LHH) was a great event and was worried this group would commercialize it too much. The character of the park was a concern as well. Commissioner Medford stated use of the area in 2020 was out of the question; Commissioner Nolan confirmed he informed the representative of the group of this as well. He also stated his concern about additional use of the area throughout the year and reviewed how the LHH would take over the park in the past during their season. Commissioner Nolan would like to inform the group to come back to the Commission after the current shutdown is over. Commissioner Coscia would also like more details on their plans.

*(Review of open positions)* The only current position open is the part time maintenance position which replaces a recently resigned employee. Commissioner Nolan will be reaching out to the HR Department to ask about a temporary part time laborer position which was to be posted. The posting was taken down when the Highway Department employee was hired for the parks. Regardless, a part time maintenance employee still needs to be hired. Currently, there were no applicants for this position and it was confirmed this position as well as the Park Supervisor position were the only two posted. The funding for the positions was reviewed again. Commissioner Nolan stated his confusion around this item and how it moved from being a Town budget item to a Park Commission item. Commissioner Coscia noted since the Highway Department would handle all the grounds and the position is for maintenance of the grounds it should be budgeted by the Highway Department. Commissioner Nolan further stated the additional position of a Laborer for all the parks would not be able to be funded by the Park Commission if the other positions were not funded by Highway. Commissioner Coscia asked of the Clear Pond Park (CPP) positions would wait to be posted due to the current shut down. It is unclear if CPP will open this season due to current circumstances. By this time in previous years the CPP positions were already posted. Commissioner Medford noted last year the hired employees attended a meeting to fill out paper work in May. Commissioner Nolan recommended posting the CPP positions per usual but adding a note the position is based on the pond opening this year. Commissioner Medford agreed the posting should go out. Commissioner

Coscia asked if the CPP positions would only be for lifeguards and concessions since the Highway Department would now be in charge of maintenance at that park. Commissioner Nolan did not believe this was the case and noted some items on the Highway Department proposal were not fully discussed. The maintenance staff at CPP has historically fallen under the supervision of the CPP Director. Commissioner Nolan noted he did not specifically discuss maintenance at CPP with the Highway Department. It is unclear how this would fall under the Highway Department's supervision and further discussion is needed before finalizing this item. Commissioner Nolan recommended reaching out to the CPP Director so he can begin talks with returning employees at CPP. The Commission Clerk stated the posting must be up first and must be provided internally before they can be posted externally. Commissioner Coscia questioned the budget for the CPP staff and if a smaller number of staff is needed. Commissioner Medford felt the posting can still be put out now and a decision on the number hired can be finalized afterward. Commissioner Coscia would also like to provide the maintenance staff hired for the season a list of projects which can be completed at the other parks. Commissioner Nolan explained the Highway Department employees hired for the parks would also travel to John Paun Park (JPP) to do work. Commissioner Coscia has provided the Superintendent of Streets a list of projects needing to be completed at JPP. The Commission Clerk will reach out to the HR Department to move forward with the CPP postings.

*(Mowing/trimming plan)* The part time maintenance employee at TWC is currently mowing some of the fields. The new Highway Department employee is at the park and will begin mowing the areas. Commissioner Medford noted the infields were looking good. Commissioner Nolan added the spring fertilization of the fields was scheduled for Thursday.

*(Highway Department communication)* This was reviewed at the beginning of the meeting with the Town Administrator. Commissioner Coscia asked how communication with the Highway Department will be handled to provide what items need to be taken care of at the parks. Lists of items for TWC and JPP have been provided to the Superintendent of Streets; a list from CPP would be needed. *(Scott Holmes joined at 7:18pm)* Commissioner Nolan provided a review of the meeting items to Chairman Holmes. An updated list to the Highway Department should be provided on a regular basis. Commissioner Nolan noted the Superintendent of Streets would not attend Park meetings to review these items but may send the supervisor. The Commission Clerk asked to be copied on emailed lists to the Highway Department so she can keep a master list.

*(General Updates)* Commissioner Nolan and Chairman Holmes closed areas at TWC due to the current shut down. Commissioner Nolan noted this is not keeping the public away from these areas and the police had to be contacted a couple of times to help clear the areas. He also noted a hole was cut in the fence at the tennis courts. Visitors to the park are jumping fences to access area closed off.

#### SPORTS SEASON:

*(General Updates)* The soccer league is adhering to current postponements due to the shutdown. The Women's Soccer League has reached out for a discounted rate since the season will be shortened. The group is asking for a decision on the fees by April 19<sup>th</sup>. Commissioner Coscia did not wish to provide an answer yet since the reopening of the parks is unknown. Commissioner Nolan noted the costs for the Commission will not change. The Commission Clerk will inform the group the fees will remain.

JPP UPDATES:

*(General updates)* No groups are playing at this time. Commissioner Coscia reached out to the FreeLake Softball group in regards to some projects at JPP, but has not heard back. Chairman Holmes noted the large organized groups have already collected their fees for the season. Commissioner Nolan reviewed the fertilization application scheduled for TWC during the week. An estimate was provided for fertilization of \$6876.10 and \$800 for the new fields; these costs were updated. The new fields will only cost \$650; and the regular cost will be around \$5600. Areas will not need to be fertilized providing a cost savings. The company was asked to visit JPP to measure the fields and provide an estimate for fertilization. Due to the shutdown, this is delayed. All areas of the field were not seeded; more is needed and is on order. This will become the responsibility of the Highway Department going forward and it was noted they may look around for best pricing next year.

DRAINAGE PROJECT:

*(Review of bids)* Information on the bids was previously provided to the Commission. An explanation of the areas listed and a review of the bid process in regards to decision making was provided. The lowest bidder for the Maintenance (Karate) Building parking lot was Clancy from Middleboro.

Motion by Mike Nolan: Recommend to the Board of Selectmen to award the bid to Clancy. Seconded by Scott Holmes

**Voted:** Joe Coscia – aye, Scott Holmes – aye, Jesse Medford – aye, Mike Nolan – aye; Motion passed

The Commission Clerk will compose a memo for the Selectmen stating the recommendation of the Commission pending references.

ANY OTHER OLD BUSINESS:

Commissioner Coscia inquired on the status of the LHH area clean up. Work in the area has stopped due to the shutdown. Currently, fifteen dumpsters have been taken from the area with another full one on site. Commissioner Nolan estimates the work is approximately 70% completed. The building in the area now has a park lock on it. Information must be sent to Town Council for review before moving forward with the building and its contents. The Commission Clerk has all the correspondence with the LHH to provide. Commissioner Coscia recalled the gentleman who previously attended a meeting and stated he had tools in the building. He recommended getting a more specific list of items from him; contact information should be listed on that meeting's sign in sheet and Commissioner Nolan offered to contact him.

The Commission Clerk reviewed the temporary process for signing bills. These will be left at the TWC office and each Commissioner can visit the office separately to sign. Commissioner Nolan stated the Nor'East Hydroseed can be included with this set of bills since it is approved to pay. The previously tabled discussion around the MV Electrical bill was further discussed. Chairman Holmes will reach out to the company but recommended paying the bill as is. Commissioner Nolan has estimates for lighting in the parking lot from the company. This will be shared with the Commission for further review.

Commissioner Coscia noted the Fire Chief would like check the AED machines. The Commission Clerk can drop them off to Town Hall.

## **NEW BUSINESS**

### **CORRESPONDENCE:**

Communication from the Cable Advisory Committee was received and reviewed. It was confirmed the Lodge has a 'free drop' with Verizon. Pay services were previously considered at the Lodge to offer sports games during events; however the expense was too high. The Commission Clerk will let the Cable Advisory Committee know the Lodge would like to have a 'free drop' if available.

### **ANY NEW BUSINESS FOR THE COMMISSION:**

Commissioner Coscia provided updates from the most recent department head meeting. The Town Administrator would like to schedule this meeting for every Friday at 9:30am and keep it to a half hour long. At this meeting, there was a review of items not being completed due to the shutdown. The Park Budget was questioned since the Lodge's income is now impacted by the current situation and adjustments to the budget are needed. Chairman Holmes had further questions on how they wanted the budget adjusted and will attend the next meeting for clarification. Commissioner Nolan stated the adjustment might be to figure out the year's shortfalls to apply for assistance. The Commission Clerk will contact SEM for more information on the events cancelled and postponed. Chairman Holmes would like to get an idea of the revenue lost per month.

Commissioner Coscia inquired on the Farmer's Market which has previously reached out to the Commission. Chairman Holmes stated the group needed to make a decision on the location and have not responded with one yet. Commissioner Nolan confirmed the bike event was postponed and inquired if TriFest has made a decision; no update from TriFest has been received. Also, the car show is scheduled for July, however no update has been provided yet.

### **ITEMS FROM THE CLERK**

The Commission Clerk was not able to keep her space at Town Hall due to the pandemic. The space was needed by the Fire Department for their additional PPE equipment. It is uncertain if there will be space at Town Hall to keep a desk, so the Clerk is moving all items to the TWC office. Currently, she is working from home during this time.

Next meetings scheduled for Monday, April 27, 2020 @ 6:30pm via remote call. Commissioner Coscia inquired on Vice-Chairman Bradley's term since voting was postponed. His commission is extended until the next town vote, which should be in June.

Commissioner Nolan was contacted by the Town Clerk and Town Administrator to tentatively reserve every Monday and Tuesday in June for voting since a date is not finalized yet.

Commissioner Coscia inquired on how the fields will open when the reopen date of May 4 comes. Shutdown regulations are coming from the Governor, so the Commission will have to wait for this information.

**Motion by Scott Holmes:** Adjourn the meeting. Seconded by Mike Nolan

**Voted:** Joe Coscia – aye, Scott Holmes – aye, Jesse Medford – aye, Mike Nolan - aye

\*\*\*\*\*Meeting adjourned at 7:57pm\*\*\*\*\*

# **Water Extension**

## **Horseshoe Courts at TWC**

Purpose: to have water spigots on the north fence, to have water available for the clay pits on the north side of the courts.

During most of the season we have to add water to the clay pits each night we play. Currently we fill jugs with water and haul it and pour it in each pit . During the heat of summer each pit can require 4 jugs per night. Doubles league we are using 8 courts which equates to 16 pits.

Currently the south fence has 3 water spigots connected to a polypipe header that runs underground parallel to the south fence.

### **Part A Request**

We would like to run the polypipe underground from the south fence across to the north fence. Then run the poly pipe underground parallel to the north fence. Then install at least four water spigots and garden hose hangers with garden hose and nozzles.

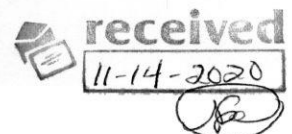


We would also like to extend the existing polypipe line on the south fence to add one more water spigot , garden hose hanger and garden hose in the area of court # 3.

### **Request Part B**

We would also like to install sprinkler heads to be operated thru manual valves to water the main grass area between the clay pits.

Funding for this project will be provided from the  
Loon Pond Horseshoe Club

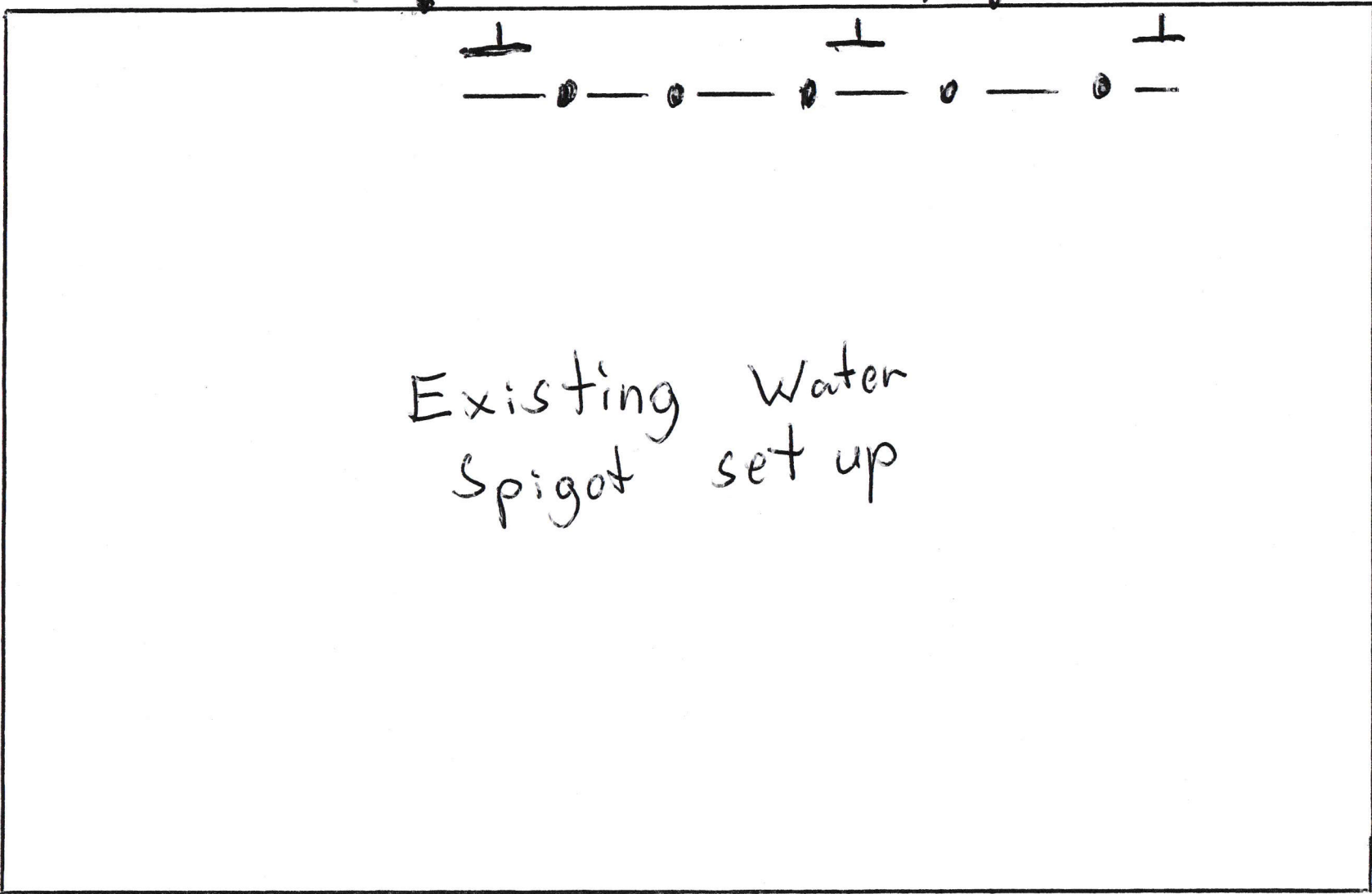


Park Comm Office

L = Spigot

● — ● — Existing Polypipe

South Fence



Existing Water set up  
Spigot

North Fence

LAHC OFFICE

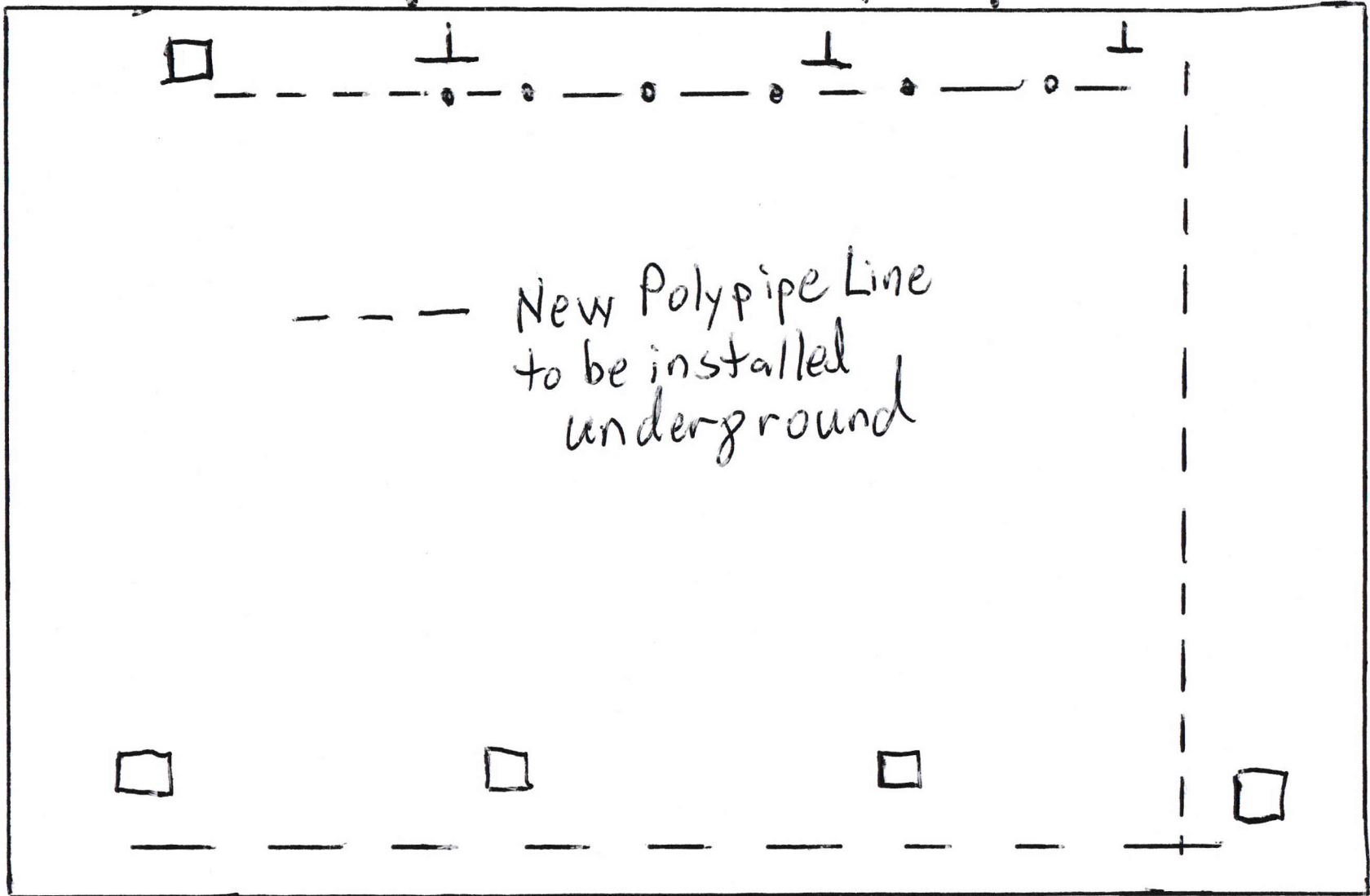
⊥ Existing Spigot

□ New Spigots

Park Comm Office

South Fence

LPHC OFFICE



North Fence