

Received & posted: \_\_\_\_\_

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, December 07, 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 December 7, 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**

Presentation with Mike Patel – Bringing Cricket to TWC

### **OLD BUSINESS**

Review / Approve Meeting Minutes

LPL/SEM updates: SEM contract update, general updates

TWC Updates: general updates

Sports Updates: 2021 sports fee schedule, Master schedule for sports, general update

CPP Updates: general updates

JPP Updates: general updates

Any other Old Business to review:

### **OTHER BUSINESS**

Items from the Clerk: general updates

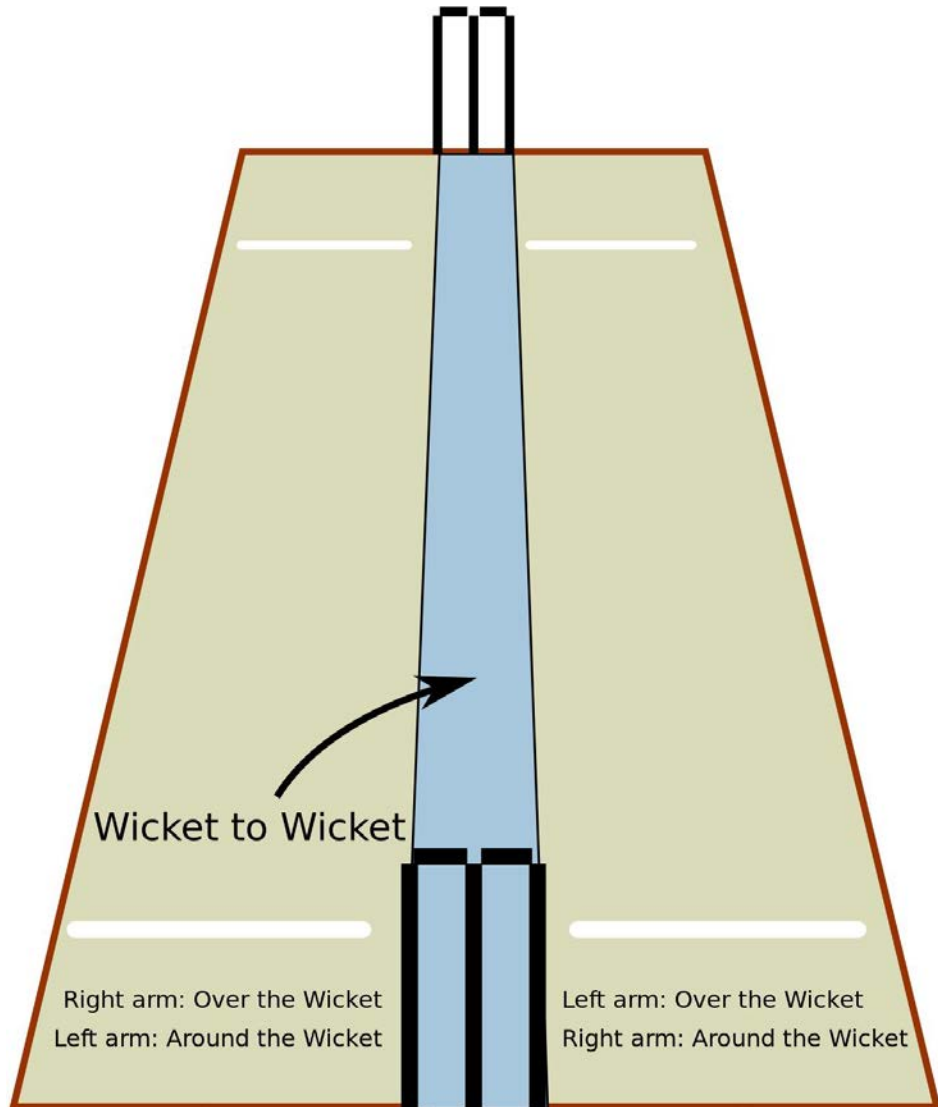
Correspondence

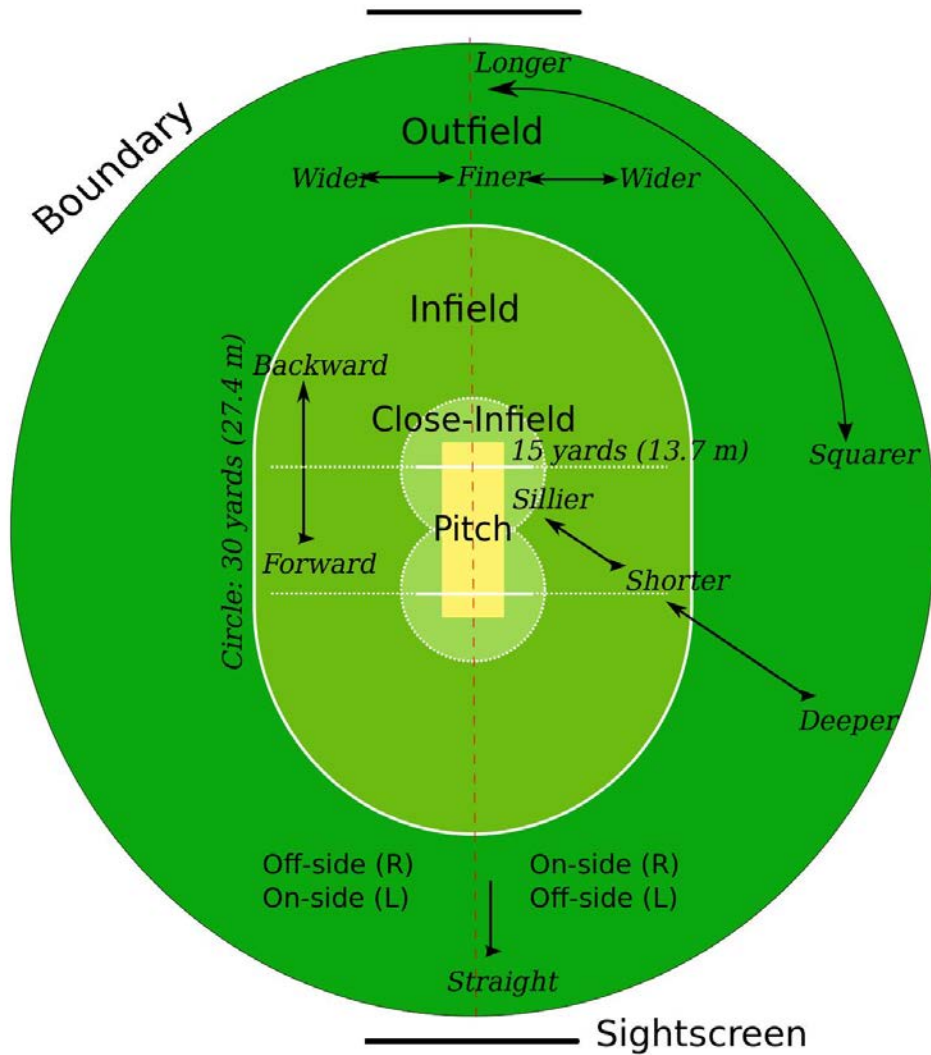
Any other business from the Commission

**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.**

# CRICKET DIAGRAMS

For 12/7/20 Park Commission meeting. Provided by Mike Patel

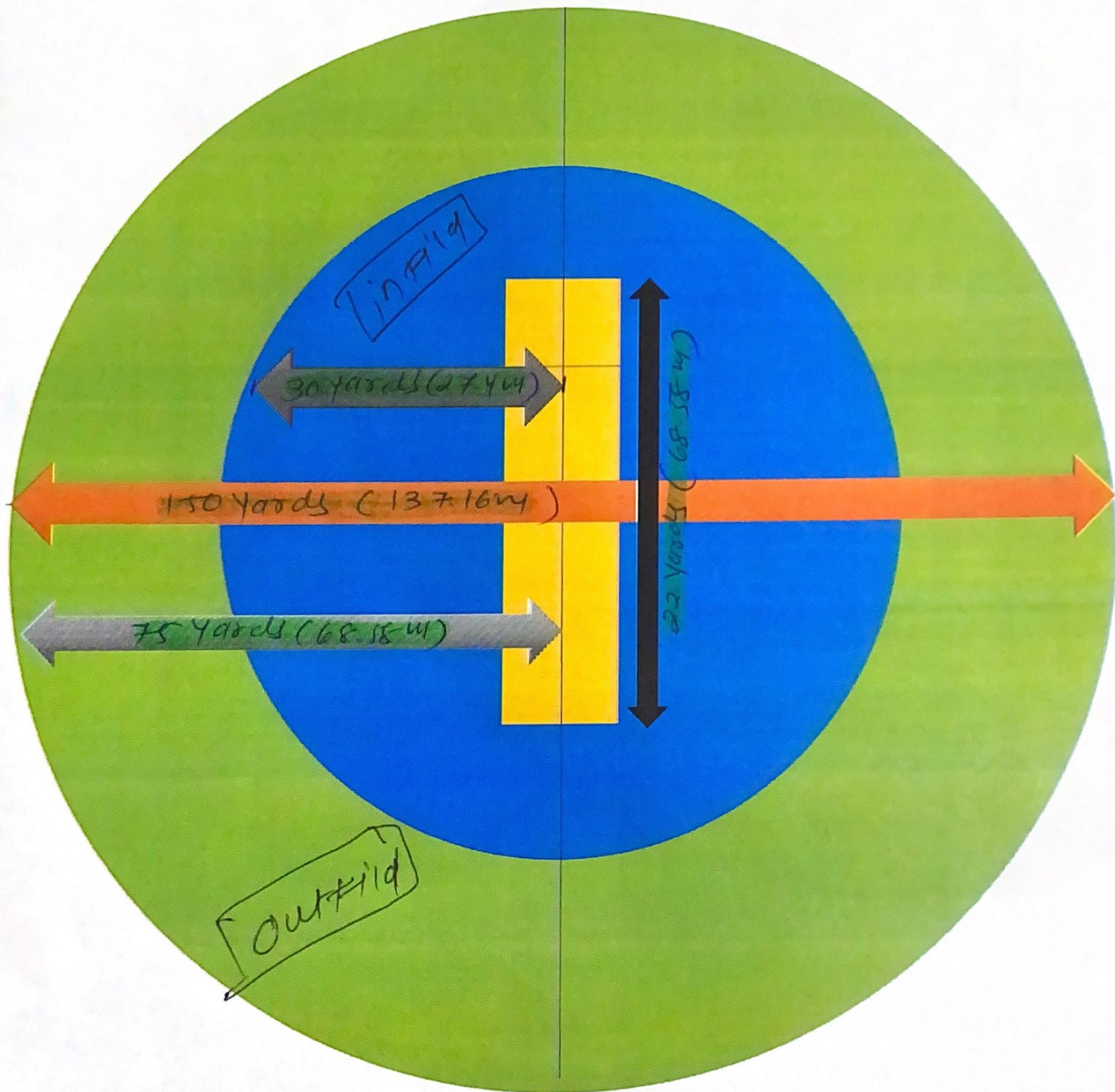




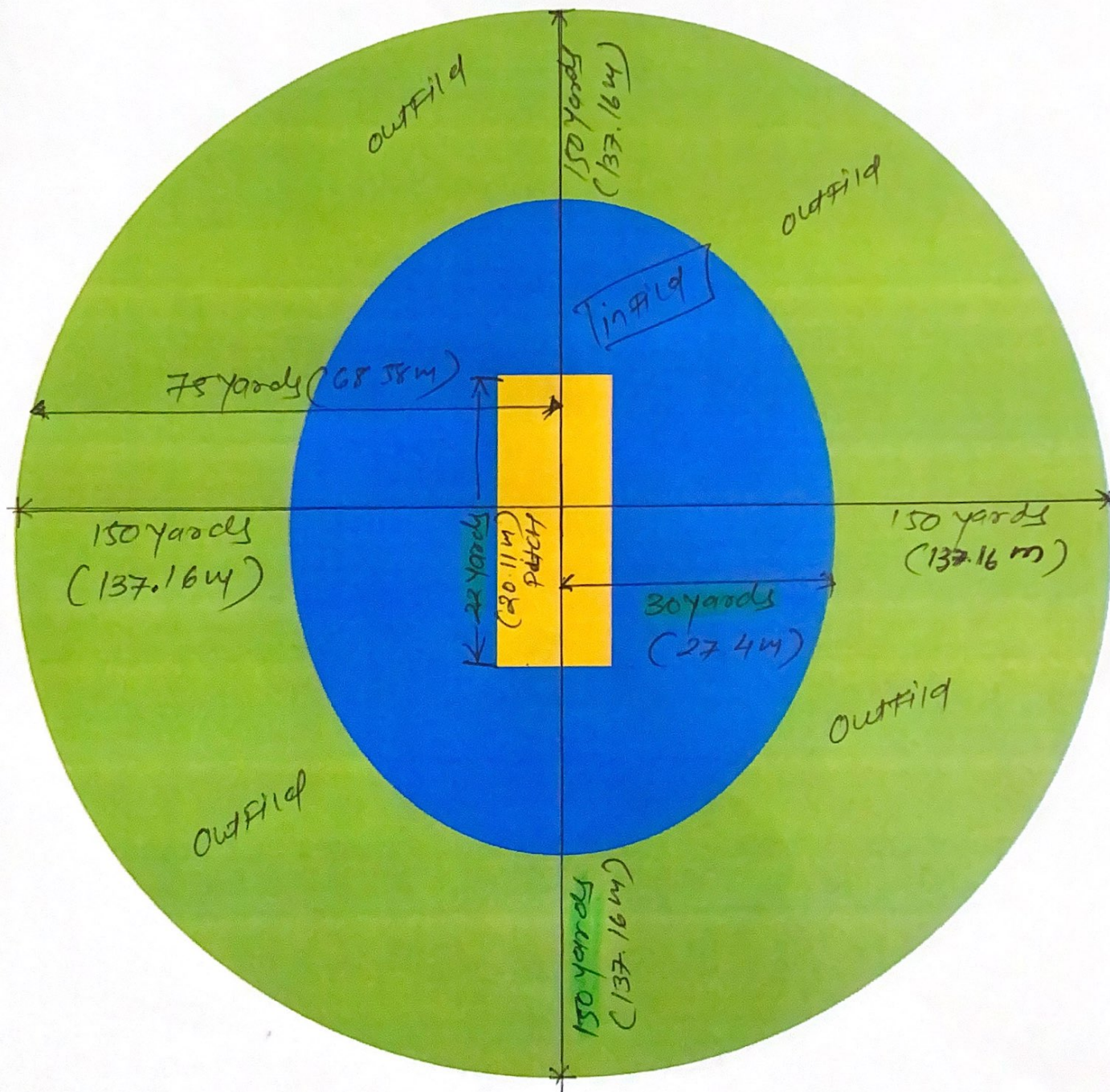
A video was also provided by Mr. Patel showing installation of a cricket field. It can be viewed here: <https://youtu.be/Tij6-EwZsK4>

An additional video was provided with an introduction to the game of cricket. It can be viewed here: <https://youtu.be/g-beFHld19c>









Lakeville Park Commission  
Meeting Minutes  
Remote Location  
Thursday, April 23, 2020@ 6:00pm

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

Other Attendees: Maureen Candito (Town Administrator), Lia Fabian (Chairwoman, Board of Selectmen), Rich LaCamera (Board of Selectmen), Franklin Moniz (Superintendent of Streets), Tracie Craig-McGee (Executive Assistant to Board of Selectmen), Neli Woodburn (Clerk)

Selectperson Lia Fabian opened the joint meeting at 6:03pm. On behalf of both groups she 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. Roll call attendance was completed. Selectman LaCamera was having technical difficulties and was not available during the roll call attendance; he was able to reentered the meeting soon after.

Chairman Scott Holmes opened the meeting for the Park Commission at 6:10pm. Roll call attendance of the Park Commission was completed; Justin Bradley was not in attendance.

Selectperson Fabian continued the instructions on how the meeting shall be conducted via the remote platform. She noted there will be no public comments taken at this meeting.

*Meeting with the Board of Selectmen* – Selectman LaCamera began by explaining the proposed staffing restructure of the Park Commission. He has met with members of the Park Commission and the Superintendent of Streets previously to begin talks about this restructure. The proposed change would have the Highway Department take charge of any maintenance at the park outside of the Loon Pond Lodge (LPL). This would require the hiring of a full-time Laborer/Maintenance person and a full-time foreman for the parks. The full-time foreman position would be paid for by the Town and report to the Highway Superintendent. The full-time laborer/maintenance position would also report to the Highway Superintendent, but paid for by the Park Commission budget. The laborer position was posted and a person hired; they have already begun work at Ted Williams Camp (TWC). The Foreman position is currently posted. Selectperson Fabian agreed with the proposed restructure and opened the floor to begin discussions. Commissioner Coscia noted differences from the original proposal to the one currently provided by the Town Administrator. Commissioner Medford felt a detailed discussion among the Park Commission is needed to review these changes line by line. Selectman LaCamera asked if the Park Commission agreed to the overall proposal of the Highway Department taking charge of maintenance and the two positions needed. Commissioner Nolan stated concern about where in the budget the funds for a full-time laborer would come from. Selectman LaCamera confirmed the budget presented did have \$35,000 for a laborer. The former employee in this position was part time, working only 33 weeks out of the year, and making approximately \$40,000. Selectman LaCamera felt the difference in cost between the two positions was small. Chairman Holmes was concerned if there would be enough work for two full time employees during the winter season; Selectman LaCamera believed there would be. The Superintendent of Streets, Franklin Moniz, confirmed there will be work for the employees throughout the winter season between TWC and the other parks. A list of work needed at all the parks is currently being compiled and items on the lists already



submitted can be done in the winter season. Mr. Moniz provided an overview of the timeline for work needed at the parks. The Town Administrator, Maureen Candito, added the proposal includes maintenance to all park equipment and would remove the need for seasonal help. Commissioner Nolan was pleased to see the Board of Selectman's willingness to help fund the parks. The Park Commission is an enterprise fund and up to now has not utilized Town funds to run. He stated his appreciation with the help being offered at this time. He further noted this proposal would only have the Highway Department taking on the maintenance of the areas, but the Park Commission is remaining the same. Selectperson Fabian confirmed the term 'restructure' is not changing the Park Commission's duties; it is only a restructure of the maintenance of the area. Selectman LaCamera expressed his concern if the Park Commission does not approve the proposal how maintenance, including the two new fields, would be completed. Commissioner Nolan further explained the Park Commission had been discussing hiring an employee for some time before this proposal. He expressed his approval for the overall proposal but had further reservations about some of the verbiage in it. He wanted to ensure the Park Commission continues to control the use of Retained Earnings and decisions on any capital projects. Selectman LaCamera confirmed those items would remain with the Commission. Ms. Candito added she did reword some items to alleviate concerns. Commissioner Nolan believed any large capital projects, such as new fields, should be a joint venture between the Park Commission and Highway Department. Selectman LaCamera explained those projects would remain the same, but discussions have been ongoing about improvements which would not be funded by the Park Commission. The Town needs to assist with these improvements across the parks. Commissioner Nolan shared the Park Commission is usually restricted to one large project a year, and appreciates the help from the Town to get more accomplished. The Highway Department will be able to provide more daily maintenance of the parks area which will aid in the longevity of the area. Areas such as the parking lots can be handled by the Highway Department and kept in good condition. Selectperson Fabian wanted to help lessen the burden on the Park Commission and have the Town invest funds back into the parks. Selectman LaCamera emphasized working together will ensure projects are completed, such as the parking lots. Ms. Candito added moving these items under the Highway Department helps the Town become more efficient. Selectman LaCamera also mentioned the work needed at Clear Pond Park (CPP). Repairs and improvements will be needed; without the aid of the Highway Department this work would have to be hired out at a large cost to the Park Commission. Selectperson Fabian summarized the discussion and proposal; the outside work would move to the Highway Department and all other items would remain the same within the Park Commission. Commissioner Coscia inquired on the two seasonal maintenance people listed and where those are now. Ms. Candito provided a review of the past seasonal staff at CPP, which this is referring to, and the idea of having just two dedicated positions for this work. It is still unclear if the two positions will be sufficient for the work. Chairman Holmes provided more information on the work this position was responsible for in the past and questioned the need for separate workers to cover these items. These separate workers would only do maintenance and report to the Highway Department to keep all maintenance under the same area. Commissioner Nolan added workers for CPP can still complete the daily custodial work needed as well as run the concession stand. This is a point in the proposal which

needs to be further detailed. Chairman Holmes explained the Commission was restricted with this position in the past. The position at CPP was at a specific pay rate for that park and the employee could not do work at other locations due to a different pay rate. Maintenance positions being held under the Highway Department would not have such restrictions. Chairman Holmes expressed his appreciation for the Town's willingness to help the Park Commission and the assistance is welcomed. The discussions are to ensure proper communication between all the parties involved and detail each department's duties. The Town Administrator confirmed a formal vote is not needed for this restructure; just an agreement to work together on the final plan. Commissioner Coscia questioned the proposal detail which the Park Commission would have to handle trash removal at all parks; he noted the trash at John Paun Park (JPP) had been handle by the Highway Department in the past and wished for it to continue. It was clarified trash is handled at TWC and CPP by the Park staff; Mr. Moniz added the Highway Department handled trash at JPP until the summer help was hired. Commissioner Coscia additionally wanted to confirm a plan to continue the open communication which has been happening with the Highway Department. Mr. Moniz stated the Commissioner in charge of the area can email him with any items needing attention. Daily maintenance will occur on schedule and will not need constant communication. Several projects have already been discussed with Mr. Moniz and will be taken over by the Highway Department; Commission Nolan pointed out the outstanding work needed on the new fields has not been a part of those discussions. Mr. Moniz would like to work with Commissioner Nolan at the start to understand the vision for the fields. Chairman Holmes inquired about who would oversee the purchase and scheduling of items such as fertilizer. Commissioner Nolan has spoken to Mr. Moniz in regards to this; it was handled by the Park Commission this year but will be organized by the Highway Department henceforth. The Park Commission has historically held the budget for this purchase. Mr. Moniz would like to have the budget line item moved to the Highway Department since it would fall under his responsibility. This detail will be further discussed. Selectman LaCamera pointed out a new lawn mower is needed for the parks. Mr. Moniz began collecting quotes for a new mower and suggested purchasing two to lesson mowing time. It was the plan to move forward with this; however it is uncertain how this will progress with the current pandemic situation. Commissioner Nolan asked if the smaller equipment items such as the blower and handheld mower would still be available for the Park Commission workers; there was no issue with making items available.

Selectman LaCamera reviewed the current drainage projects occurring at TWC. One is at the soccer parking lot which will be funded by the Town, and the other at the Martial Arts Studio parking lot which will be funded by the Park Commission. The latter will also be paved. Selectman LaCamera reviewed the need for paving to occur immediately after the drainage is complete. Mr. Moniz concurred and has already scheduled paving. If the parking lot can be off limits in between the work, it would help the process. Chairman Holmes felt it would be a short term inconvenience for a proper parking lot in the end. Commissioner Nolan confirmed the total amount the Park Commission is responsible for is the listed \$31,000; this would be for drainage and the remaining paving balance. Selectperson Fabian reviewed a memo stating the



recommendation of the Park Commission to move forward with the bid from Clancy Construction for the drainage project (*area at the mixed martial arts studio*).

After motions from the Selectmen, the following bids were approved: J.M. Shaw Construction, Inc. for drainage at the soccer field parking lot and Clancy Construction, Inc. for the drainage at the mixed martial arts studio parking lot area. All references for these bids were checked and favorable.

Selectperson Fabian asked if there was any other business for the Park Commission. Chairman Holmes took a moment to thank the Board of Selectmen, Mr. Moniz, and Ms. Candito for their assistance with the bids to complete this project. Selectperson Fabian also thanked all involved with these projects.

Next meeting previously scheduled for Monday, April 27, 2020 @ 6:30pm via remote access.

Motion by Scott Holmes: Adjourn the meeting. Seconded by Joe Coscia

**Voted:** Unanimous in favor – Motion Passed

\*\*\*\*\*Meeting adjourned at 7:09pm\*\*\*\*\*

Lakeville Park Commission  
Meeting Minutes  
Remote Location  
Thursday, June 04, 2020@ 6:30pm

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Members Present: Mike Nolan, Joe Coscia, Jesse Medford, Scott Holmes (6:48pm)

Other Attendees: Neli Woodburn (Clerk)

Commissioner Coscia opened the meeting at 6:41pm. LakeCam was recording and live streaming the meeting via Facebook. Commissioner Coscia read an introduction regarding the need for a remote meeting and how a remote meeting will be conducted. Roll call attendance was completed; Chairman Holmes and Commissioner Bradley were not in attendance. No additional speakers were scheduled for the meeting.

### **OLD BUSINESS**

#### **REVIEW / APPROVE MEETING MINUTES**

Meeting minutes from 5/30/20 were provided. Commissioner Coscia provided some grammatical corrections which were immediately updated by the Commission Clerk.

**MOTION** by *Jesse Medford*: Approve meeting minutes from 5/30/20 as amended. Seconded by Joe Coscia

**Roll Call Vote:** Jesse Medford – aye, Mike Nolan – aye; **MOTION PASSED**

Commissioner Nolan inquired if the Commission would be meeting prior to elections scheduled for June 16<sup>th</sup>. He wanted to ensure the Commission was in agreement with fulfilling the needs of the Town Clerk for the day and cleaning of the venue. No confirmation of cleaning has been provided. Commissioner Nolan will follow up with the Town Clerk. Chairman Holmes entered the meeting at this time. Commissioner Coscia noted phase II of the reopening plan was being announced over the weekend and wondered if a meeting should be schedule to discuss the new information. It was Commissioner Nolan's understanding, the Governor's plan may begin but the Town may choose not to fully open. Many sport teams are looking to begin their season, so reopening answers are needed. Chairman Holmes confirmed approval from the Board of Health and Town is needed before reopening at the parks can begin. According to documents available, phase II will allow only certain sports to play games. Contact sports will only be permitted to hold practices or drills. A review of the current reopening documents and the allowed sports was present.

#### **CPP UPDATES:**

*(Discussion on 2020 season)* Chairman Holmes and Commissioner Coscia met at Clear Pond Park (CPP) recently to review opening for the season. The Board of Selectmen also recently met and discussed the opening of CPP this year. Commissioner Medford was in attendance at the Board of Selectman meeting and provided a review. The additional cost for maintenance to the area during the pandemic brought the total cost to an estimated \$40,000 while the income with restrictions was estimated at \$9,000; resulting in a deficit of \$31,000. Due to the increased expenses for additional precautions during this time and the decreased revenue due to limiting guests; the Board of Selectmen recommended not opening for the season. Chairman Holmes requested everyone provide their thoughts on the matter. He began with his concern about the welfare of the employees and guests at CPP this year. He felt additional employees will be needed for the season to ensure precautions are being followed; this would increase the payroll budget. Additionally, a cleaning company may be required to deep clean the area once a week, also increasing the maintenance cost. The biggest concern is the wellbeing of the staff at CPP with concerns of the budget being secondary. He had estimated the FY21 budget would have a

\$50,000 loss; this would appropriate the remaining balance in retained earnings and therefore the estimated loss at CPP would become a burden for the Town budget. He did not believe the Town's budget could do so. Commissioner Coscia began his discussion with a list he compiled of restrictions to be put in place in order to open. The list included: mask requirements except on the sand or in the water, beach area for events would not be used, separate entrances and exits for the bathrooms, plexiglass shield for entry booth and concession stand, no family passes sold, credit cards would be accepted to minimize cash handling, once the pond reached a maximum number of guest it would be closed for capacity, 12x12 sections would be marked with an aisle to access the water, all visitors would need to provide their contact information, the basketball area could be utilized with a maximum number of 10 people, masks would be required at the playground and cleaned each day, masks required at miniature golf, separate exits and entrances for beach access, social distancing would be required on the raft area, and picnic tables can be used at the grill areas. The beach would be split into two sections with the lifeguard tower in-between. One side can hold 90 people and the other about 60; this is with 12x12 grids laid out. Adding use of the picnic tables would allow more visitors resulting in a maximum capacity of 200 guests at one time. He additionally did a comparison of the expected revenue for the season; he averaged 600 visitors per week for a total of \$3,000 per week in revenue. This would result in \$24,000 in gate fees for the 9 week season; the concession was averaged at \$10,000 for the season. He estimated \$44,000 in expenses producing a deficit of \$10,000. He noted the deficit would probably be greater due to the additional cleaning needed. Commissioner Nolan began his dialogue with concern about reducing the payroll by cutting staff; he felt the staffing could not be reduced for the season. He also thought the estimated of \$24,000 for gate fee revenue was optimistic and would fall in-between the Town Administrator estimated of \$9,000 and the \$24,000 number. He estimates a bigger deficit of \$24,000. He agreed season passes should not be available; and believed an additional employee would be needed to field phone calls about capacity throughout the day. The grid system would also need additional employees to manage. Bathroom cleaning would be needed more than once a day. It was believed playgrounds will remain closed during phase II of the plan. The raft is also too small in size for social distancing. He expressed his concern for the safe opening and concluded CPP should not open for the season; maintenance projects could be focused on instead. Commissioner Medford continued the discussion by expressing his agreement with the Board of Health notes on opening CPPP safely, however the suggestions were expensive. Group outings and swim classes could not occur, as well as not using the raft for the season; these restrictions would decrease visitors to the pond. He believed health and safety wise the pond could open for the season, but it would not be fiscally responsible due to all the budget cuts currently happening. Chairman Holmes inquired if any correspondence has been received on this topic. The Commission Clerk has only received questions on if CPP is/will open this season. Commissioner Nolan noticed some posts on Facebook in regards to CPP. He emphasized the Commission is trying to keep everyone safe and does not wish to infringe upon anyone's rights. Commissioner Medford has been attempting to provide information to the public via social media; Chairman Holmes recommended limiting comments on social media. It was corrected that playgrounds will be opened in phase II per the Governor's documentation.

**Motion** by Jesse Medford: Close Clear Pond Park for the 2020 season.

Seconded by Mike Nolan

Roll Call Vote: Joe Coscia – nay, Jesse Medford – aye, Mike Nolan – aye,

Scott Holmes –abstained; **Motion Passed**

Chairman Holmes requested a memo sent to the Board of Health, Board of Selectmen, and Chief of Police with an overview of the passed motion. Signs stating "No Trespassing" will be posted on the gate, along the fence, and on the beach. Commissioner Nolan mentioned the Chief of Police has offered to assist with trail cameras at CPP via information from the Town Administrator. Chairman Holmes disclosed his vote was not required, but he would vote not to open for 2020 season.



#### ANY OTHER OLD BUSINESS TO REVIEW:

A request was received from Samurai Baseball for practice space/time at Ted Williams Camp. This group was not signed up for the spring season. They are requesting one to two days a week for practice and a morning weekend practice. Other groups had signed up for the spring season, but have not reached out since the shutdown to reschedule time. It will need to be defined to any group, only practices can occur. Scrimmages are not allowed and will lead to revoked field privileges. The Commission wants to emphasize this point with any groups. The current state regulations for baseball were reviewed. Commissioner Coscia wondered if all groups should be contacted with these regulations and affirm whether they want time. Commissioner Nolan agreed the other groups should be contacted at this time, however most groups did officially cancel their whole spring season. A fee for the time requested is needed since the time/use of fields available to teams is now more restricted. Commissioner Coscia wanted to ensure there would not be an issue with the number of people in attendance at practices. Chairman Holmes confirmed the Governor's plan did detail restrictions for spectators. An outline of these restrictions can be provided to the groups/teams. The fee for the limited time/use was further discussed.

**Motion** by Mike Nolan: Allow the Samurai Baseball team practice time on Tuesdays and Wednesdays for 16 dates at a fee of \$250. Seconded by Joe Coscia

**Roll Call Vote:** Joe Coscia – aye, Jesse Medford – aye, Mike Nolan – aye;

#### **Motion Passed**

Commissioner Coscia recommended adding the reopening guidelines to the contract for the team representative to sign. Chairman Holmes will confirm with Town Hall use of the fields is approved with the new guidelines.

#### **NEW BUSINESS**

##### CORRESPONDENCE:

*(Any new correspondence)* Commissioner Coscia received correspondence from a girls' softball group represented by Sara St. Don. The group is looking to hold tournaments at John Paun Park (JPP) and provided their social distancing plan. As reviewed previously in the meeting, the Governor's phase II plan does not allow tournaments. Commissioner Coscia will follow up with Ms. St. Don since they alluded to other areas of Massachusetts allowing tournaments. He will further reach out to other groups at JPP to confirm if field time is needed under the current restrictions.

Payments from Lakeville Mixed Martial Arts was received and passed into the Commission Clerk. This covers multiple months of rent.

The Horseshoe and Pickelball groups are slated to begin limited play. The group size at this time is 10 or less. This small group number was communicated. Plans from the groups to follow restrictions have been received. Communication will be sent to the groups/teams with the current restrictions.

##### ANY NEW BUSINESS FOR THE COMMISSION

There was no further new business for discussion.

#### **ITEMS FROM THE CLERK**

The Commission Clerk did not have any further information to present.

#### **OTHER BUSINESS**

##### ANY OTHER BUSINESS FOR THE COMMISSION

There was no further business to review at this time.

Next meeting scheduled for Monday, June 15, 2020 @ 6:30pm via remote access.

**Motion** by *Jesse Medford*: Adjourn the meeting. Seconded by Mike Nolan

Roll Call Vote: Joe Coscia – aye, Jesse Medford – aye, Mike Nolan – aye; **Motion Passed**

\*\*\*\*\*Meeting adjourned at 7:46pm\*\*\*\*\*

DRAFT