

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:	Monday, March 08, 2021 @ 6:30pm
Location of Meeting:	<u>REMOTE MEETING</u>
Clerk/Board Member posting notice	<u>Neli Woodburn, clerk</u>

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 March 8, 2021 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

Upcoming Election: Park Commission openings
Any other new business to review

OLD BUSINESS

Review / Approve Meeting Minutes
LPL/SEM updates: Management Company update, general updates
TWC Updates: Haunted House decision, Snack Bar inventory, general updates
Sports Updates: Tennis court painting, Field Day, Scheduling, general items
CPP Updates: CPP Maintenance position review, general updates
JPP Updates: Snack Bar Inventory, general updates
Any other Old Business to review: Website upgrade, Mission/Vision statement

OTHER BUSINESS

Items from the Clerk: general updates
Correspondence
Any other business from the Commission

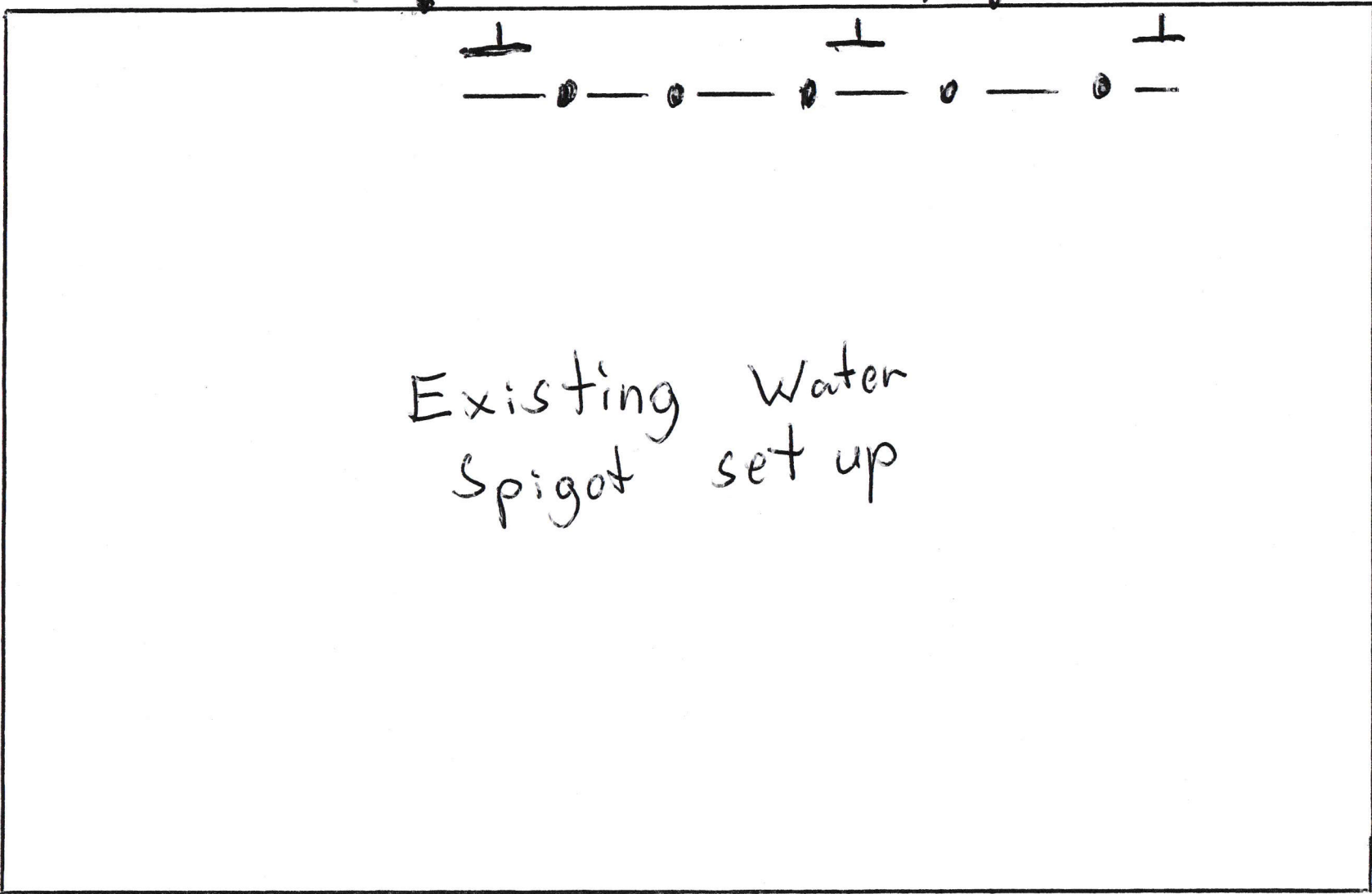
Please be aware that this agenda is subject to change. If other issues requiring immediate attention of the Park Commission arise after the posting of this agenda, they may be addressed at this meeting.

Park Comm Office

L = Spigot

● — ● — Existing Polypipe

South
Fence



Existing Water
Spigot set up

North Fence

LPHC OFFICE

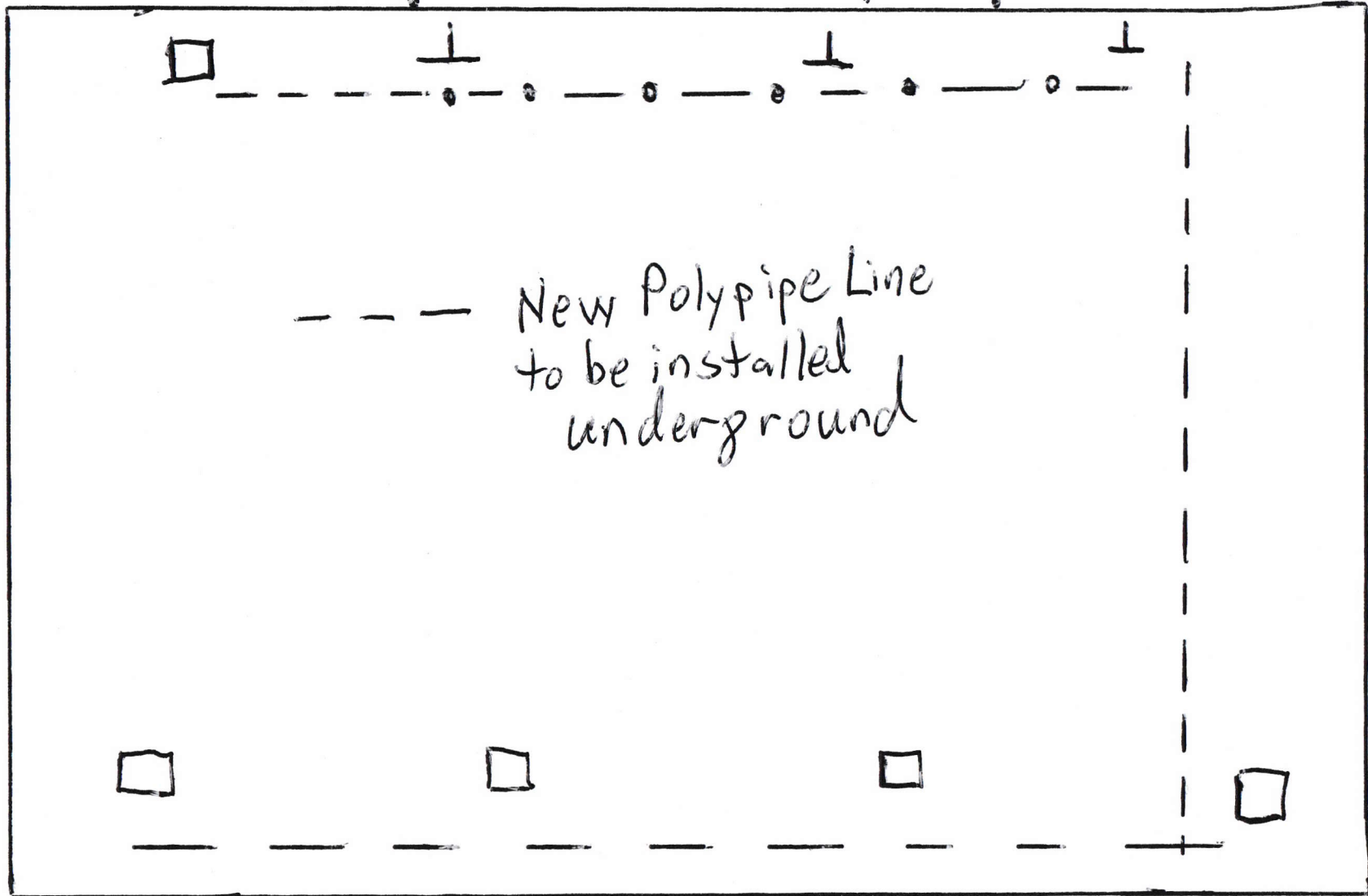
⊥ Existing Spigot

□ New Spigots

Park Comm Office

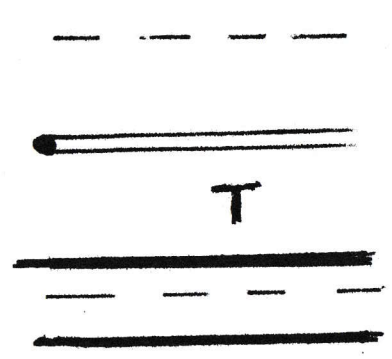
South Fence

LPHC OFFICE

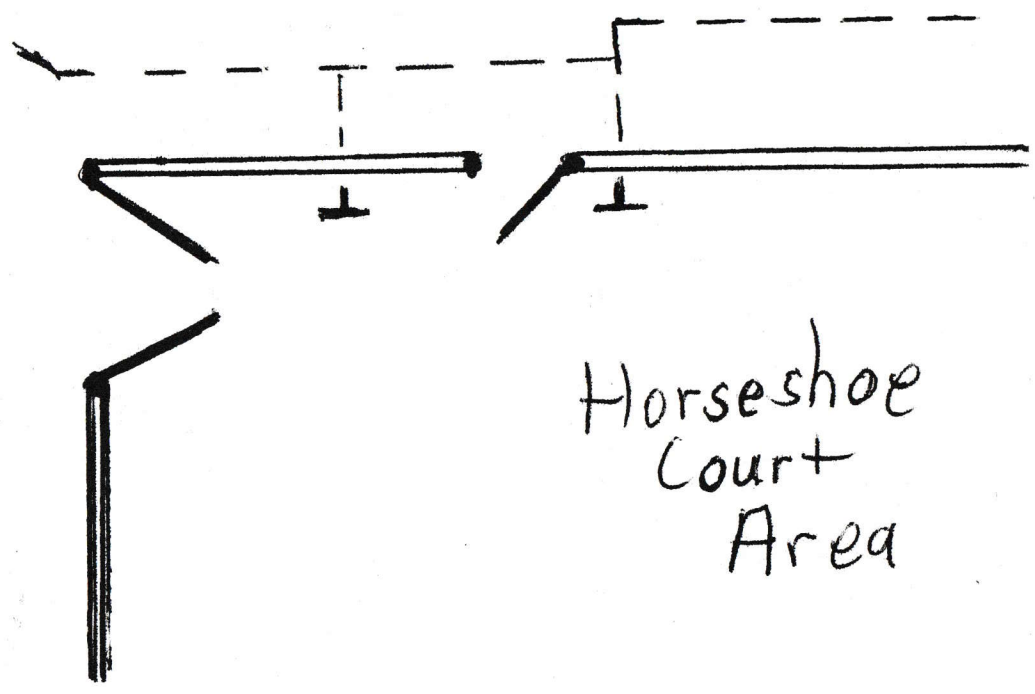
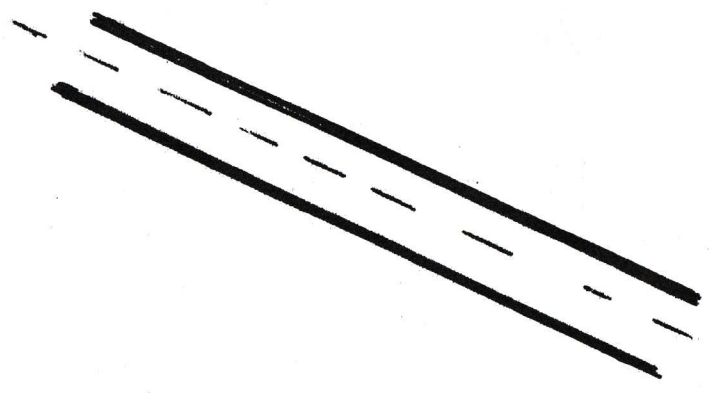


North Fence

Volleyball
Court
Area



poly pipe
Fence
Water Spigots
polypipe inside
2" steel pipe
Utility Pole
60" tall pole to be
installed
to hold water spigot



LPHC
OFFICE

Horseshoe
Court
Area

**LAKEVILLE PARK COMMISSION
MEETING MINUTES
REMOTE LOCATION
MONDAY, AUGUST 24, 2020@ 6:30PM**

Members Present: Joe Coscia, Jesse Medford, Scott Holmes, Paula Houle

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

Chairman Holmes opened the meeting at 6:33pm. LakeCam was recording and live streaming the meeting via Facebook. Chairman Holmes read an introduction regarding the need for a remote meeting and how a remote meeting will be conducted. Roll call attendance was completed; Commissioner Mike Nolan was in attendance.

NEW BUSINESS

ANY NEW BUSINESS FOR THE COMMISSION:

Commissioner Houle proposed researching bids to have a company run the snack stands at Clear Pond Park (CPP), John Paun Park (JPP), and Ted Williams Camp (TWC). Chairman Holmes provided an overview of the snack stands and how they have been managed in the past. CPP is run by the staff; all income and expenses go to the Park Commission. The TWC snack bar has been run by the baseball group; no income or expenses go to the Commission. The snack bar at JPP is run by the softball group; no income goes to the Commission. Chairman Holmes felt the management of the CPP snack stand could change; but suggested speaking with the groups who run the other stands since the revenue is a fundraiser for them. He would like the Commission to create a definite plan prior to proposing a change for those groups. Commissioner Coscia confirmed the snack stand at JPP is completely handled by the softball group and they receive all revenue from it. Commissioner Medford felt a change to the CPP snack stand is possible, but for next year since the pond is closed. He confirmed there was a profit in concessions last year. CPP as a whole was in a deficit, but the specific concessions area was profitable. Chairman Holmes emphasized there is time to further research this possibility; Commissioner Houle will continue to do so.

OLD BUSINESS

REVIEW / APPROVE MEETING MINUTES:

Meeting Minutes from 1/6/20 were provided for review. Chairman Holmes asked the Town Administrator if the minutes could be approved since Commissioner Nolan was one of the three in attendance. Ms. Candito explained the rule of necessity could be used, but this is usually only done in urgent matters. The Clerk did not receive any updates from Commissioner Nolan on these minutes.

MOTION by Joe Coscia: Table the approval of the 1/6/20 meeting minutes until Commissioner Nolan is present. Seconded by Jesse Medford

Roll Call Vote: Joe Coscia – aye, Paula Houle – aye, Jesse Medford – aye;

MOTION PASSED

Meeting Minutes from 1/27/20 were provided for review. Commissioner Nolan was also one of three members present for this meeting; the Clerk received grammatical edits from him on this set.

MOTION by Jesse Medford: Table the approval of the 1/27/20 meeting minutes until Commissioner Nolan is present. Seconded by Joe Coscia

Roll Call Vote: Joe Coscia – aye, Paula Houle – aye, Jesse Medford – aye;

MOTION PASSED

Meeting minutes from 8/10/20 were provided for review.

MOTION by Jesse Medford: Approve meeting minutes from 8/10/2020 as presented. Seconded by Joe Coscia

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

LPL/SEM UPDATES:

(General updates) Commissioner Houle has not yet met Southeast Event Management (SEM). Chairman Holmes will try to set up a day/time to hold a socially distanced introduction. The first event since shutdown will be held later in the month; it is an outdoor event. The outside area behind the LPL needs to be cleaned up for the event and the Commission Clerk added the area around the gazebo should be weeded. Commissioner Medford asked if the new shed in the area will be painted to match the existing décor; Ms. Candito confirmed it will be. The park maintenance staff will be contacted to do the needed cleanup. Commissioner Coscia inquired if the alarm system is set to be fully functional; it is not at this time. The event's use of the indoor bathroom facilities was questioned. Commissioner Houle inquired if someone from SEM will be on site at the event to provide access to the indoor bathroom; Chairman Holmes confirmed a representative is always on hand to an event. The issue which arose was having staff monitoring the amount of people in at one time and cleaning. Chairman Holmes suggested having the single stall outdoor bathrooms available for the event. Commissioner Coscia felt having the indoor bathrooms would be a better option; SEM will be contacted for further details on the event. The Commission Clerk noted the event was not currently being charged a cleaning fee since it was outdoors; use of the indoor bathroom would require this.

TWC UPDATES:

(General updates) The newly paved parking lot was reopened at this time. A company was brought in to plan out parking spots. It is estimated 70 spots can fit in the area; full recommendations on a lay out will be provided.

Commissioner Houle had the AED machine mounted outdoors at TWC. She stated concern about the machine being in the heat and possible vandalism. The Fire Department is offering to hold classes on use of the AED machine. They provided a few possible dates in September. Chairman Holmes previously suggested offering this class to the coaches/members of the teams at TWC. Commissioner Houle suggested holding the class at the LPL adhering to all current regulations; this may require two sessions to include all interested parties.

(Garden Club response to landscaping) The Garden Club will be coming up with a design for the area. Soil samples were taken.

Commissioner Coscia inquired if the AED machines can be locked up after hours; the cases are not able to be locked but there is an alarm if the machine is removed. He also suggested having the AED training outdoors to include more people. The class was estimated at 30 minutes. Chairman Holmes recommended moving with the date of September 14th with the 15th as a second day as needed. Commissioner Houle will inform the Fire Department of the dates and the Commission Clerk will send out invitations to teams/groups. The class will be held at 6:30pm.

Commissioner Houle inquired on the open maintenance position. Chairman Holmes stated HR has attempted to contact the most recent applicant, but there has been no response yet. Chairman Holmes has a lead on a possible applicant. Commissioner Houle asked if the position has flexible hours; the position is for the weekend (Fri – Sun) but the hours on those days are flexible.

Commissioner Medford asked the signs at TWC be updated with more accurate information. Chairman Holmes noted there is not much room on the signs, so the message must be short.

SPORTS UPDATES:

(Samurai's request) The Samurai baseball group has asked for dates in the fall. The contract and updated Covid documentation must be sent to them. The fee for AAU teams was reviewed. Commissioner Coscia asked if this group will be instructed to rent portable restrooms; Chairman Holmes reviewed the groups who have done so. The Samurai's will be charged the standard fee.

(Pickleball review) Commissioner Coscia and Chairman Holmes met with two representatives from the Pickleball group approximately a week ago. Commissioner Coscia was provided an overview of the sport and the courts were examined. The contract was reviewed with them in regards to only using court #2 and #3. The representatives inquired why the group cannot utilize court #1; Chairman Holmes was able to provide them an overview of the decision on how the courts were to be used. Commissioner Coscia noted TWC provides a variety of sports for the area. The representatives were not in agreement with the terms of the contract. Since the meeting, correspondence has been received by the Commission. Commissioner Coscia emphasized again court #1 is for tennis only. He also commented that the Commission is not against the Pickleball group. Ms. Candito confirmed many individuals have reached out in regards to Pickleball recently. She noted many believed something was taken away and were not informed the signed contract detailed the court use. She also noted tennis players are equally entitled to time on the courts. She appreciated the Commission's work on this issue and thanked all who contacted Town Hall about Pickleball. The current schedule was reviewed as well as the additional time the group is now requesting. Chairman Holmes noted the group is asking to use the courts 6 times a week and are on the court more than any other group at TWC. The additional time being requested will be for courts #2 and #3 only. Commissioner Coscia asked if court #3 was used for Pickleball 100% of the time. Chairman Holmes confirmed and explained they were provided court #3 as a dedicated Pickleball court and only asked they provide the times it will be used. The additional time would add Tuesday and Thursday (8am -12) to the current schedule. Commissioner Houle asked if an additional fee will be charged for the extra time; Chairman Holmes stated there would not be additional funds for this. Currently, the group is on a pay per player fee structure for the year. Commissioner Coscia detailed the repair work the group did on the court cracks. Chairman Holmes noted most teams/groups at the parks do work on the fields/courts. He reviewed groups who have built the fields/courts at TWC and all are still charged the fee for use. He reminded everyone the Park Commission is an enterprise fund and does not receive funds from the Town. All funds raised by the Commission go toward expenses at the parks.

MOTION by Joe Coscia: Allow the Pickleball group the additional days (Tuesday and Thursday) requested on courts #2 and #3. Seconded by Jesse Medford
Roll Call Vote: Joe Coscia – aye, Jesse Medford – aye, Paula Houle – nay, Scott Homes - aye; **MOTION PASSED**

Commissioner Coscia felt it was too late in the season to have the group paint court #1 back to tennis and suggested having this work done prior to the group being allowed to play next year. Commissioner Medford agreed with this suggestion.

JPP UPDATES:

(General updates) Free-Lake Softball is schedule to begin practicing in September. Commissioner Coscia had the Board of Health agent visit JPP to inspect the bathroom until. The unit can be used since it is a single stall until. Commissioner Coscia will look into getting the unit running after Labor Day weekend. The softball group must turn in the needed Covid documentation prior to playing. The bathroom unit will be open for the the softball group only, and they will be responsible for the daily cleaning.

(General updates) Commissioner Houle inquired on the status of the dumpster being emptied at CPP; this has not been completed as of yet. The Commission Clerk will contact the

company to clean out the dumpster and coordinate a day/time for Commissioner Houle or Commissioner Medford to unlock the gate for them. Commissioner Houle was also concerned with medical supplies being left at CPP in the winter. She suggested moving the supplies to the TWC office. Chairman Holmes noted the TWC office may not be a warmer area for these supplies; the LPL may be a better location.

The sand at CPP was tilled recently. Plymouth County Mosquito Control was sprayed along with TWC and JPP even though it is closed.

A letter was received from a resident in regards to finances at CPP. The Commission Clerk created a spreadsheet to overview the revenue and expenses at the pond, but it was not completed in time to post for the meeting. The Clerk was able to screen share the document during the meeting. Chairman Holmes reviewed the document explaining the numbers calculated. Some costs for CPP are grouped in with other park costs. Chairman Holmes has requested a more expanded list of budget accounts to fully separate all revenue and expenses at CPP; however this has not been completed. The Clerk attempted to gather those grouped expenses and separate the items into this spreadsheet. Chairman Holmes noted the expenses were higher than the revenue in 2019, which has been the usual over the past years. He estimated if CPP was open for 2020 the expenses would have increased to include new Covid procedures and revenue would have decreased for the same reason. Commissioner Medford emphasized the Commission has discussed this issue at length. He believed the spreadsheet helps clarify the financials for a season at CPP. He would move to focus on CPP becoming more efficient next season and decreasing the yearly deficit. Chairman Holmes reiterated financials were not the main reason CPP was closed for the season; it was the safety of all involved which was of greatest concern.

ANY OTHER OLD BUSINESS TO REVIEW:

There was no other old business to review.

OTHER BUSINESS

ITEMS FROM THE CLERK:

(Review of office requests) The Commission Clerk noted the copier at the TWC office is no longer working. A business reached out with a possible donation, but after some research the copier would not be a good fit. The Commission Clerk is also in need of a new phone; the phone at the LPL broke at an unknown time. She will be ordering some office supplies as well. A new mail slot was put in the office door for drop off items.

ANY OTHER BUSINESS FROM THE COMMISSION:

There was no other business for the Commission to review.

Chairman Holmes asked Ms. Candito if there is any timeframe for when in person meetings will begin again. The Board of Selectmen have not voted on this topic again. It was being looked at but Covid numbers began rising. The numbers will need to improve before it is discussed again.

Next meeting scheduled for Thursday, September 03, 2020 @ 6:30pm via remote access.

MOTION by Jesse Medford: Adjourn the meeting. Seconded by Joe Coscia

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

*****Meeting adjourned at 8:00pm*****

**LAKEVILLE PARK COMMISSION
MEETING MINUTES
REMOTE LOCATION
MONDAY, SEPTEMBER 21, 2020@ 6:30PM**

Members Present: Joe Coscia, Jesse Medford, Scott Holmes, Paula Houle

Other Attendees: Neli Woodburn (Clerk)

Chairman Holmes opened the meeting at 6:30pm. LakeCam was recording and live streaming the meeting via Facebook. Chairman Holmes read an introduction regarding the need for a remote meeting and how a remote meeting will be conducted. Roll call attendance was completed, and no additional speakers were scheduled for the meeting. Commissioner Nolan was having technical difficulties at this time forcing him to leave the meeting and return.

NEW BUSINESS

ANY NEW BUSINESS FOR THE COMMISSION:

There was no new business presented for review.

OLD BUSINESS

REVIEW / APPROVE MEETING MINUTES:

Meeting minutes from 2/8/20 were reviewed. Commissioner Medford noted he was not in attendance at this meeting; however the minutes show him there. The Commission Clerk updated this error. Commissioner Coscia provided grammatical errors to the Clerk prior to the meeting. Chairman Holmes inquired on the electricity assessments in the minutes; the Commission Clerk confirmed all were paid at this time.

MOTION by Joe Coscia: Approve the Meeting Minutes of 2/8/2020. Seconded by Mike Nolan

Roll Call Vote: Joe Coscia – aye, Mike Nolan – aye, Scott Holmes – aye;

MOTION PASSED

LPL/SEM UPDATES:

Commissioner Houle was able to meet with the representative from Southeast Event Management (SEM) for an introduction. The SEM representative was able to explain the work being done during the shutdown. During a tour of the area, Commissioner Houle observed damage to the gazebo. Also, SEM has not yet received a new contract for services. Their current contract expires in November and the Loon Pond Lodge (LPL) is booked solid for the next year. Commissioner Nolan stated the Town did reach out to SEM and the contract is now extended through the end of the year. The Commission was not updated about this development; SEM provided the information. A new management contract is currently being worked on. Chairman Holmes noted it was not certain whether the contract will be going out to bid or if a new contract with SEM will be negotiated. Commissioner Nolan has been assisting the Town with updating the contract; he also did not know how the Town will be handling it. Commissioner Coscia inquired if the contract will be reviewed by the Commission prior to being sent out. Commissioner Nolan is trying to keep involved with the process and will send out a final copy to the Commission if it is made available to him. The end date of the contract was an item the Town would like to change to align it more with other contracts.

(Arts Council request for December event) The Arts Council reached out to the Commission Clerk in regards to their craft fair scheduled in December. The group is still moving forward with planning this event and has reached out to the Board of Health for further approvals. The

Board of Health stated they would not be able to provide approval until closer to the event date since regulations can change. At this time, the group is requesting to extend their use of the LPL to the whole building (previously only renting the Diamond Room) and utilize the area outside the building for social distancing purposes. The group will continue communication with the Board of Health prior to the event; however, they would like to delay payment of the rental fee until they have confirmation the event will be held. There were no objections to a delay of payment. The original fee for the event was reviewed. The group would like to keep the fee the same and just pay the increase for the cleaning of the whole building versus one room. Commissioner Nolan felt since the LPL is not being used and the reason for the increase was to adhere to regulations, the fee should not be changed. Chairman Holmes agreed with this, and inquired on how much this rental would be normally. The Clerk was not able to pull up the current fees during the meeting; she provided older rates which may not be correct. The fee discount for the group was reviewed. The group was charged fees since vendors to the fair were being charged a rate for a booth. The fee does not include the cleaning charge which will be an additional cost to the group. Commissioner Nolan added the fee charged was to cover costs incurred at the Lodge by the event including staff.

MOTION by Mike Nolan: Allow the Arts Council use of all the rooms at the Loon Pond Lodge for their event at no additional cost. Chairman Holmes clarified this would be the \$600 fee rental previously approved and the cleaning fee for the whole building. Seconded by Jesse Medford

There was further discussion in regards to the fee being charged, the timeframe of the rental, and the discount being provided to the group.

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

(General updates) Commissioner Nolan stated the damage to the gazebo previously noted was repaired at this time. The TWC maintenance staff handled the repairs and will be staining the area. The archway which was donated to TWC was also damaged recently. It was donated to a previous employee of TWC. Commissioner Nolan recommended taking down the archway and reaching out to the previous employee to then remove it.

TWC UPDATES:

(Line painting update) Line painting should be happening in a week or two. The Lakeville MMA group will be notified so they will not use the parking lot at that time. Chairman Holmes suggested placing cones at the parking lot as well to hinder visitors from driving there.

(TWC fall projects) Commissioner Nolan compiled a list of fall projects for the Highway Department. All Commissioners were able to add to the list, and all parks were included. The Highway Department also provided some recommendations for the parks as well. It was recommended to cut a couple of trees at TWC. Commissioner Nolan was hesitant to cut down trees. The Highway Department would like the list to be prioritized. The Highway Department is already working on some important items listed such as seeding and aeration of the fields. The trail sign listed should be removed at this time. The trails will be cleaned up at a scheduled later date. Removing the small trees from the Lodge area is needed; some of them can be replanted in another location, but the larger ones will not be savable. The DPW Director offered to help find a contractor to roll and spread the material for the new field parking lots. The fields cannot be used until this work is completed; there is concern of injury if visitors walk on it currently. Commissioner Houle inquired if the white gazebo near the playground could be moved to the spot the archway is since this is being removed. She noted this white gazebo is not being taken care of in its current location. Chairman Holmes provided

the history of this gazebo and area. Initially, it was under the care of the family of the individual it is named for; however, in more recent years the Park Commission has needed to maintain it. It was completely cleared out and cleaned approximately 2 years ago. The constant maintenance needed for the area is more than the small TWC maintenance staff can complete. Chairman Holmes observed a variety of photos being taken in this gazebo in its current location. He felt the gazebo should stay in the current location since this is where the family who donated it decided it should go. Commissioner Medford believed it was not the property of the Park Commission to move since it was a part of the donated/dedicated playground area. Commissioner Nolan inquired where the gazebo would go and how it was to be moved. Commissioner Houle would request the Highway Department move it and thought it should be behind the LPL near the pond to replace the archway. Commissioner Coscia suggested taking pictures of the gazebo and the areas for possible alternate locations to gain a better visual of the idea. Removing the shrubs from the front of the TWC office building is on the list; however, the Highway Department has already noted this item will be handled at a later time. If this can be completed in the fall, the area would be ready for new plantings in the spring. Chairman Holmes asked if the flowering bush would be removed as well; it was unknown if it could be trimmed without damaging the plant. The tree in front of the office was noted to be removed since it was dead; this was the opinion of the Garden Club. Chairman Holmes did not agree with this assessment. Commissioner Coscia would like to view the tree again before making a decision. Commissioner Nolan felt the shrubs could be removed in the spring when it is time to plant in the area; he stated this is also the opinion of the DPW Director. He was assured there would be time in the spring for this work. Commissioner Nolan also did not agree with removing the tree, but would like to trim it instead. Commissioner Medford agreed with trimming the tree. Chairman Holmes asked everyone to take a look at the tree since there is still time prior to needing a decision. Cutting down the pine tree in the field was a recommendation of the Highway Department. Commissioner Nolan and Chairman Holmes did not believe the tree was dead. There are many dead trees which need to be removed before these. Cleaning of the dead trees will be made a priority on the list. On the list were items for John Paun Park (JPP) which include cutting back some brush near the fields, replacing rotted fence posts, gate repairs, and moving a post in the playground area. Commissioner Coscia noted the lights at JPP are not efficient. He would like to upgrade the lights whether funded by the Park or by receiving a grant for the upgrade. Commissioner Nolan believed there was a grant writer at Town Hall who could help with this idea.

(LHH volunteer request) Commissioner Nolan was in contact with a past volunteer from the Lakeville Haunted House (LHH). She was requesting to retrieve some items which were hers from the LHH area. Commissioner Nolan has been talking with the Town Administrator and Town Council in regards to this request and the previous encounter with a past LHH employee looking for items. The Commission Clerk has gathered the last correspondences with the official LHH group and the last contract; Commissioner Nolan will be meeting with Town Council and the Town Administrator on next steps. In the meantime, he will reach out to this volunteer for a possible meeting at the LHH to attempt to locate the requested items; however, he believes the items were discarded. There has been contact with someone else who was interested in purchasing the contents of the building as well. No decision on the contents of the building will be made until Town Council provides the proper procedure.

(Landscaping update) This was discussed earlier in the meeting.

(General updates) There were no further updates for the Commission.

SPORTS UPDATES:

(FLAA schedule request) The Freetown-Lakeville Athletic Association has requested use of a couple of fields for the fall. Two days on the Babe Ruth field was requested. This field is already booked for an AAU team, but the group will be able to use it in the afternoon. Also being requested is the Little League field for fall ball, Field #2 and #6 for t-ball, and minor league schedule is pending.

(AJFC request for field practice) The AJFC provided all required documentation at this time. They are requesting field space for practices. Commissioner Houle asked the group on their request for field space in Lakeville versus utilizing the fields in Freetown; the group would like to split time at both since their participants are from both towns. Commissioner Houle reviewed their request and confirmed they were informed of the needed bathroom cleaning as well as only one attendee per participant. The group was inquiring about the need for renting portable restroom since there are now portable restrooms at TWC. Chairman Holmes confirmed the portable restrooms are meant for general use by visitors; sports teams/groups should be renting their own to be responsible for. Commissioner Houle stated the group did not have a full season, so their revenue for additional items is lower than usual. Commissioner Coscia agreed, the group should rent a portable restroom for their dedicated use and noted the normal fee for the season should be charged. Commissioner Nolan inquired how the group was going to hold practices when football is a high contact sport; Chairman Holmes confirmed they adjusted to flag football with little contact and gained approval from the Board of Health. Available areas for football were reviewed; Commissioner Houle confirmed the group stated they would repair any damages to the fields. She also observed a group playing tag football recently with cones set up. Chairman Holmes felt it was just a group of individuals who decided to play. No permission has been provided by the Park Commission. The current baseball schedule and the AJFC request were reviewed. Commissioner Houle did inform them a fertilizer fee may be charged. The group estimated they could provide a \$25 per player fee. There was no objection to the request as long as all requirements are met and a good location is agreed upon. The Commission Clerk provided a review of the document from the group which details they will hold competitive drills at these practices and noted there was a limit of seven players for each side. Commissioner Houle was informed the limit was five players. Outfield areas are available for the group's use; Chairman Holmes volunteered to meet and review these areas with them.

MOTION by Paula Houle: Allow the AJFC use of the fields per the contract.

Seconded by Jesse Medford

Commissioner Coscia asked to confirm if the group will be charged a fertilizer fee; Commissioner Nolan noted the areas discussed were fertilized two weeks ago. Chairman Holmes suggested a \$25 per player fee which would include the fertilizer cost. There was no objection to this fee.

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

CPP UPDATES:

(General updates) Commissioner Nolan noted the Highway Department mowed CPP recently. Commissioner Coscia stated no items from CPP were put on the maintenance list and suggested it be added. Chairman Holmes offered to meet at CPP to list the items needing attention.

JPP UPDATES:

(General updates) Commissioner Coscia provided a review of the fees charged for the fields at JPP. A total of \$5030 was brought in for the season. The air conditioning in the bathroom unit is not working at this time; Commissioner Coscia will reach out to have it repaired. He also pointed out the JPP fields have not been fertilized and recommended it be scheduled. Commissioner Nolan will have a company reach out to Commissioner Coscia to discuss.

ANY OTHER OLD BUSINESS TO REVIEW:

(Route 18 Field updates) Updates were provided earlier in the meeting. The one other item was the irrigation system will need to be blown out, but there is still time before it must happen.

Commissioner Houle had to leave the meeting at this time.

OTHER BUSINESS

ITEMS FROM THE CLERK:

(Storage area at TWC office) The storage area has been cleared out. The Commission Clerk suggested setting up a day to further organize the area and put down the extra flooring available. It was unclear how much flooring was left.

(General updates) The Commission Clerk reviewed recently received correspondence. A group, Angels of America, reached out about a scavenger hunt they are looking to hold. They would like to use a small area in the parking lot for a checkpoint. Chairman Holmes asked for more details about the scavenger hunt and the area the hunt will take place in.

An area Cub Scout group is having trouble finding locations to hold their meetings; they are looking for indoor or outdoor space. The Clerk explained to them any indoor meeting would have a cleaning fee charged. The pack is made up of about 40 children who will be split up into 3 or 4 groups. One parent is required for a child, mask will be required, social distancing will be followed, and contact tracing will be completed. There was concern about going over outdoor limits at this time. Spacing between the groups would have to be far to follow regulations. Commissioner Nolan had to leave the meeting at this time. The Commission Clerk will gather more details from the group and explain the need to separate each group for safety. She will reach out to the Board of Health as well.

ANY OTHER BUSINESS FROM THE COMMISSION:

Commissioner Coscia wanted to reexamine some items from the minutes reviewed earlier. He would like a plan on getting a master sports schedule in place. Chairman Holmes suggested getting all the information to the Clerk to have a central location, and master schedule can then be created from there. The lights at TWC were to be replaced; Commissioner Coscia asked if this was completed. Due to finances, this was not done. The size of lights also needs to be determined.

Next meeting scheduled for Monday, October 05, 2020 @ 6:30pm via remote access.

Motion by Jesse Medford: Adjourn the meeting. Seconded by Joe Coscia

Voted: Joe Coscia – aye, Jesse Medford – aye, Scott Holmes – aye; **MOTION PASSED**

*****Meeting adjourned at 8:19pm*****

**LAKEVILLE PARK COMMISSION
MEETING MINUTES
REMOTE LOCATION
MONDAY, OCTOBER 19, 2020@ 6:30PM**

Members Present: Mike Nolan, Joe Coscia, Jesse Medford, Scott Holmes, Paula Houle (@6:36)

Other Attendees: Neli Woodburn (Clerk)

Chairman Holmes opened the meeting at 6:30pm. LakeCam was recording and live streaming the meeting via Facebook. Chairman Holmes read an introduction regarding the need for a remote meeting and how a remote meeting will be conducted. Roll call attendance was completed; Commissioner Houle was not in attendance. No additional speakers were scheduled.

NEW BUSINESS

ANY NEW BUSINESS FOR THE COMMISSION:

There was no new business presented for the Commission's review.

OLD BUSINESS

REVIEW / APPROVE MEETING MINUTES:

There were no Meeting Minutes available for review.

REVIEW ELECTRIC BILLS:

Commissioner Nolan was notice a couple of items on the recent electric bills to review. (Commissioner Houle entered the meeting at this time) Commissioner Nolan continued the bill review with the Precinct St maintenance pole; he believed this pole has lights which are not working at this time but use is shown on the bill. He will contact the company to further research this item and to speak with them on renaming the meters for more accurate tracking. He noted the usage amount at the Loon Pond Lodge (LPL) which was still high while closed; he will also review this with the company. The Bedford St pump house was discussed. Commissioner Nolan believed this was for the new fields' area, but it is not confirmed. He feels the amount is low for the current usage at the fields. There has been discussion of upgrading the TWC pump for better use. Commissioner Nolan noted the difference in cost between the pump at the new fields and the older pump at TWC; he would like to further research how to make the TWC pump more efficient. The current setup for the pump was reviewed. Commissioner Nolan spoke on the current charge for the Clear Pond pump house while it is closed. Chairman Holmes believes the pump is running at this time which could be due to a leak. He further suggested shutting the pump down now for the winter season. There were no objections to Commissioner Nolan following up with Middleboro Gas & Electric on the stated items. Commissioner Coscia inquired on the procedure of assessing electricity charges to the teams/groups at the parks. The Commission Clerk compiles the electricity charges for the specific areas for the season and provides an invoice to the appropriate team/group. Commissioner Coscia suggested reviewing these amounts to prior to sending out the invoices.

LPL/SEM UPDATES:

(Heating System Test) The Commission Clerk requested to test the heating system at the LPL for upcoming elections. She will turn the system up to a regular temperature and will have it run for a span of time. The LPL system may be currently running due to the cold overnight temperatures. It is normally set around sixty degrees to avoid frozen pipes.

(General updates) Commissioner Coscia inquired about the status of the security system at the LPL. Individual training can be conducted. The Commission Clerk suggested waiting until after elections to handle the system.

TWC UPDATES:

Commissioner Medford observed the flags at TWC were not in good condition; Chairman Holmes noted the flag at the tennis courts belongs to the Pickleball group. Commissioner Nolan requested a message sent to the Pickleball group in regards to their flag which will need to be replaced or at minimum removed. The other flag at TWC is not very old, but needs to be replaced. The Commission Clerk will research how to purchase a replacement flag. Commissioner Nolan noted the flag's position is dependent on the Police Department's flag; the Highway Department handles moving the position as instructed. Commissioner Nolan suggested removing the flag for the winter to help keep it in good condition. Commissioner Coscia recommended reaching out to some local veterans for volunteers to maintain the flag. Proper disposal of the flag was discussed.

Chairman Holmes will reach out to the Board of Selectmen for approval of in person meetings at the LPL.

(LMMA request) Commissioner Nolan has been in touch with John Marando of Lakeville Mixed Martial Arts (LMMA) regarding use of the LPL for classes during the winter. He discussed this idea with SEM who felt it would work as long as the building was cleaned for Saturday mornings when tours are usually scheduled. Mr. Marando would like to hold classes Monday thru Thursday night and possibly on Saturday. The Board of Health was also contacted and approved of the use as long as all state guidelines are being upheld. Mr. Marando has submitted a plan and had reviewed what they believe are the applicable guidelines for this. The required documentation was received. The group's ability to grapple was in question. Chairman Holmes reviewed the current guidelines on the state website which does not detail grappling. He would like to see in writing the information Mr. Marando received about grappling. The LMMA is currently holding all classes outdoors, but with the colder weather approaching they will need to go inside. The current location is too small to hold regular classes in. Commissioner Coscia inquired on the cleaning process for the class; the group would clean between classes including the bathrooms and deep clean the building once a week. The current cleaning company at the LPL is certified for Covid cleaning; this service was offered to the group at their cost. They may also hire another company who is Covid certified. All mats and equipment would be removed from the building. There was a concern of the LPL obtaining an odor from this type of consistent exercise. The storage room at the office has space for the equipment if needed. A fee would have to be determined for use of the LPL; it was noted the LMMA will still be paying for their normal location during this time as well. Besides rent for use of the space; heat and electricity will be charged to the group. Commissioner Houle suggested waiting for the needed plan from LMMA to review and ensure it aligns with current regulations. The current rent for the LMMA studio was reviewed. Mr. Marando plans on continuing his classes outdoors for the rest of the month leaving time for the Commission to receive the plan and review at the next meeting. Providing Saturday availability would be dependent on whether SEM has tours scheduled. Mr. Marando is interested in either Saturday or Sunday and would follow any schedule provided.

(Review of Scavenger Hunt Request) The Commission Clerk confirmed the Scavenger Hunt request was for only one table at TWC and all in attendance would be wearing masks; the time at the checkpoint would be short. The Clerk informed the Board of Selectmen of the decision to

allow this checkpoint; the group has also reached out to the Board for approval to use other areas in town. Chairman Holmes emphasized it is not a scavenger hunt throughout TWC, but only a checkpoint. Commissioner Coscia reviewed the Commission has already provided approval for this event. No fee will be charged. A date for the scavenger hunt has not been confirmed yet.

(General updates) The request from a local Cub Scout group for meeting space was presented at another meeting; Chairman Holmes had further details for this request. The group would like to meet on Monday and Thursday evenings (5:30pm to 7:30pm) and are looking to use the area next to the LPL around the fire pit. Chairman Holmes noted it will be dark during those times. The group has been informed the only bathroom facilities at TWC are the portable units across the field. The group is also looking to hold meetings on a couple of Saturdays. Chairman Holmes emphasized the group must not go over the 50 person limit. Commissioner Coscia inquired if the group would be looking to hold meetings past November; at this time the only request is for November. Commissioner Coscia suggested the group use space at John Paun Park (JPP) where lights are available; sports at JPP are finished in November. Commissioner Medford noted the Scouts would probably bring lamps as needed for their meetings. Commissioner Houle felt as long as the group follows the current guidelines the space mentioned can be provided. Commissioner Houle was concerned about any insurance liability for the group being on site; Chairman Holmes noted the group can provide an insurance binder. Commissioner Nolan felt the use of JPP was a good idea, although the cost of the lights would need to be discussed. He also suggested the area across from the Lodge provides electricity for portable lights and a closer area to the portable restrooms. Commissioner Coscia suggested the group may be able to provide services at the park in lieu of a payment to use the area. He offered to speak with the group about JPP; the Commission Clerk will reach out to the group with this option and contact information. All Covid documentation will be required from the group along with their plan to follow current guidelines.

SPORTS UPDATES:

(General updates) Baseball is still playing at this time. Women's soccer is playing and the grass on the soccer fields is being mowed upon their request. Soccer try-outs did occur over a couple of days. The Commission Clerk received the required documentation expect for the group's personal plan. Chairman Holmes requested the group remove the nets from the soccer fields once they are finished for the season; this will allow for easier mowing. Commissioner Medford noted Men's softball is still playing; Chairman Holmes believed this weekend is the finals for their season. Horseshoes is also ending this week.

CPP UPDATES:

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

JPP UPDATES:

(General updates) Free-Lake softball is finishing up their season this weekend with a Fun Day on Sunday. Blooperball and Mass Drifters will be finished by the end of the month. Some maintenance items from the list provided to the Highway Department were worked on.

ANY OTHER OLD BUSINESS TO REVIEW:

(Route 18 Field updates) Commissioner Nolan made sure the Commission was aware a letter from Town Council was sent to the Lakeville Haunted House; this was mentioned at a previous meeting. The official letter was not sent out immediately so the due date was changed to reflect this. The deadline would be this Wednesday; if no response is received the items in the

LHH building are the property of the Park Commission. A decision will be needed on what to do with the contents. Commissioner Coscia wanted to ensure the building will be secured after the deadline; Chairman Holmes said one entrance will need to be secured better. A recent incident where someone gained access to the building was reviewed; this person had a key to the door which needs to be further secured. Chairman Holmes observed someone in the area again recently; this person ran a Haunted House in another location and was interested in purchasing the contents. Chairman Holmes gathered the person's phone number to contact him at a later date should the items become available for purchasing. Commissioner Coscia would like to tour the building to take note of the contents and if there are items worth selling. Commissioner Nolan noted another person who attended a meeting with interest in the contents of the building. Commissioner Houle questioned if the building was condemned; Chairman Holmes confirmed it was not, but it could not be used due to lack of a sprinkler system. Clean up of the area is still ongoing; Commission Nolan felt only half the work needed has been completed. Several dumpster loads have been removed from the area. He estimated \$2500 has already been spent on the cleanup project with a volunteer providing the labor. The Highway Department can come with equipment to help finish the project.

OTHER BUSINESS

ITEMS FROM THE CLERK:

(General updates) The Commission Clerk did not have any updates to provide at this time expect for Correspondence.

CORRESPONDENCE:

The Commission Clerk received correspondence from the Lakeville Arts Council cancelling their December craft fair. The group would like to keep the dates already booked for 2021, 2022, and 2023.

ANY OTHER BUSINESS FROM THE COMMISSION:

There was no further business for the Commission.

Next meeting scheduled for Monday, November 02, 2020 @ 6:30pm via remote access.

MOTION by Joe Coscia: Adjourn the meeting at 7:57pm. Seconded by Jesse Medford

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

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

**Lakeville Park Commission
Meeting Minutes
Remote Location
Monday, November 02, 2020 @ 6:30pm**

Members Present: Joe Coscia, Jesse Medford, Scott Holmes, Paula Houle

Other Attendees: Neli Woodburn (Clerk)

Chairman Holmes opened the meeting at 6:33pm. LakeCam was recording and live streaming the meeting via Facebook. Chairman Holmes read an introduction regarding the need for a remote meeting and how a remote meeting will be conducted. Roll call attendance was completed: Commissioner Nolan was not present. There were no speakers scheduled for the meeting.

NEW BUSINESS

ANY NEW BUSINESS FOR THE COMMISSION: There was no new business presented for discussion.

OLD BUSINESS

REVIEW / APPROVE MEETING MINUTES:

Meeting Minutes from 4/13/2020 were provided for review. Chairman Holmes stated Commissioner Nolan would need to be present to approve these minutes. The Commission Clerk asked for any edits/updates to the minutes; Chairman Holmes requested all edits be emailed to the Clerk and the minutes will be set to approve at the next meeting.

LPL/SEM UPDATES:

(General updates) Commissioner Houle reached out to Southeast Event Management (SEM) and spoke about the contract. The current contract will expire at end of day on December 31, 2020 and the group has not yet received a new contract. Chairman Holmes confirmed the contract is not completed. Commissioner Houle inquired why the Commission is not presenting the contract for this service; Chairman Holmes confirm the Board of Selectmen sign the contract. He provided background on the original management contract. He noted Commissioner Nolan has been a part of the contract discussion and believes he has seen the most recent version. The plan is to meet with the Selectmen to discuss the contract and the Park's budget. Chairman Holmes noted three members will need to be present for this meeting which is tentatively scheduled for next Monday. All Commissioners stated they would be available on the Monday evening proposed. The upcoming special Town Meeting (set for November 30) will be discussed as well; the Town is proposing a transfer of \$50,000 from free cash into the Park Budget to help finances through the spring. The two options for the management contract are to negotiate a new contract with SEM or have the service go out for RFP as it did before. It was unknown if the contract portion of the meeting will be in executive session. Commissioner Coscia believed the Commission voted on going out for bid for a new contract, but the details were not recalled.

TWC UPDATES:

(LMMA request updates) The most recent regulation has decreased the number allowed for indoor events to 10. Chairman Holmes has been in contact with the Board of Health for further clarification on the LMMA group's ability to complete normal practices. Commissioner Coscia inquired if the groups are in different rooms at the Loon Pond Lodge (LPL), could he hold a second class in the building. Chairman Holmes noted the communication with the Board of Health has referenced the building, not per room. He will ask for further clarification on this question. The Commission Clerk received correspondence from LMMA which stated they can adhere to the 10 person limit, they will ask parents to wait outdoors, and will stop grappling at

this time. She also shared Commissioner Nolan's opinion on the matter (which was emailed to her) which is to allow the group use of the building as long as the Board of Health approves, all required documentation is received, and grappling is stopped. The remaining Commissioners were in agreement as long as the Board of Health approves. Chairman Holmes noted the LMMA group is still paying rent on their location at Ted Williams Camp (TWC) even while not using it and holding classes outdoors. Commissioner Coscia wanted to ensure a base rate is set for use of the building; he suggested \$150 per room per week. Commissioner Medford emphasized this amount would be almost double his normal rent amount per month and felt this is not feasible for the group. Commissioner Coscia corrected his recommendation to \$150 per room per month, not per week. This rental amount does not include the cleaning fee required per week. The group will also continue to hold classes outdoors if the weather permits. The studio can still be used to hold one small class. Mr. Marando's recent volunteer work at TWC was reviewed. Chairman Holmes stated this volunteer work is part of the contract for the studio. Commissioner Coscia would like to have this work taken under consideration as part of the lowered rate for the LPL. The Commissioners agreed this specific rate is only for LMMA with consideration of the additional work provided by the group. The Commission Clerk suggested taking the monthly amount and having a daily room rate since the group may or may not use the building every week. The daily rate would be approximately \$7.50 per day based on 20 days. Commissioner Coscia recommended noting it both ways dependent on the use for the month; he further noted the Commission is flexible with this.

MOTION by Joe Coscia: Approved use of the Loon Pond Lodge by the LMMA for 4-5 days a week at the rate of \$150 per room per month plus cleaning costs.

Seconded by Paula Houle

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

The Commission Clerk will inform the group of the rate and begin editing a rental contract for this purpose.

(Haunted House discussion) The Park Commission now officially owns the contents of the Haunted House building. The Commission needs to make a decision on how to proceed. Chairman Holmes asked the Commission their thoughts on possibly having a Haunted House back at TWC; a couple of individuals have stated interest in doing so. An inventory of the building would need to be completed during the day since there is no electricity at the building. Commissioner Coscia suggested using a generator and construction lights to get into the building for inventory. Chairman Holmes returned the discussion to possibly having a haunted house attraction again. Commissioner Medford and Commissioner Coscia felt it would be a good event to bring back, but in a different capacity. The building needs to be secured so no one can access it and the outside must be cleaned up for safety. Commissioner Houle also felt a Haunted House event would be fine as long as the building is not used. She also felt any cloth items may violate health issues and does not want the Commission to be held liable. Chairman Holmes will further clarify this with the Board of Health. One of the individuals interested in the Haunted House did offer to clean up the rest of the area if the props in the building were given to him. The Commission Clerk inquired if the contents must be inventoried for official purposes; Chairman Holmes was not certain. The Commission Clerk spoke with one of the individuals interested in the Haunted House; this person wanted to make it more commercial and hold seasonal events, not just a Halloween one. He was not interested in the building or contents, but offered to remove everything for use of the space. He was looking for a commitment for 2021; the clerk's opinion was it would not be available for 2021. This was due to the clean-up still required, inventory of the building contents, making decision on the

future of the building, and any other items which will need to be completed. She stated if the Commission disagreed with her assessment, she can contact the person again. Chairman Holmes agreed with the limited amount of time the Commission has available, the area would not be ready in 2021. Commission Coscia suggested determining the amount of area any Haunted House is approved to use including parking space. The Commission Clerk further added if the person could not get a commitment for 2021, he would be moving on to other ventures. Once the area is cleared out, a RFP may be needed to bring in another Haunted House if the decision is to do so. The Town would need to be involved in any new group coming to open a Haunted House type event. Commissioner Coscia inquired on the last contract with the LHH group; the Commission Clerk can share the contract with the Commissioners to review.

(General updates) The Commission Clerk received notes from Commissioner Nolan to present at the meeting. Commissioner Nolan's notes were:

- 1) A clarification of bills from Winfield Solutions; two bills were recently received for fertilizer and a fee for application. He confirmed with the company the application fee was an error; only the fertilizer fee should be paid.
- 2) The archway adjacent to the LPL was taken down. Commission Nolan attempted to contact the former employee this was gifted to, but has not received a response yet.
- 3) The Highway Department provided notice, the Town decided to withdraw the advertisement for the Supervisor of Parks position and to hire an Equipment Operator instead. Commissioner Nolan felt this change was fine due to the good relationship with the Highway Department. Chairman Holmes further questioned if this new position will be working at TWC or be working at the Highway Department.
- 4) Shaw Construction will be out as soon as the weather clears to repair the drainage at the Soccer parking lot area. This does not include the wood fence type structure which is being built by the Highway Department.
- 5) Clear Pond Park (CPP) projects are needed for the list to submit to the Highway Department. Commissioner Nolan has sent the list with the other parks at this time.
- 6) Repairs to the small outside bathroom have been completed; just waiting on new fixtures.
- 7) The flag at the Pickleball area was taken down by the TWC employee and stored. The Commission Clerk informed the group and they asked it be disposed of properly. A new flag will be needed if the group chooses to put one up next season.

Chairman Holmes added a donation was provided to the Lodge of a dance floor. It is a 40 x 40 portable dance floor. It came from LeBaron Hills who utilized it for a few years before a permanent dance floor was installed. Chairman Holmes suggested going through the pieces to find any which are too damaged to keep and clean the ones which are usable. Commissioner Houle inquired if the floor can be set up outdoor for events; Chairman Holmes felt it could be used as long as it does not get wet. An additional fee can be charged for this item since an employee would have to set it up and take it down. Chairman Holmes reviewed previous outdoor events which rented dance floors. The amount of time it takes to set up and take down will need to be determined so a fee can be calculated. A further discussion with SEM about the dance floor will be needed. The TWC Maintenance employee can clean the dance floor over the winter.

SPORTS UPDATES:

(General updates) Teams/Groups are finishing up their season. The Volleyball nets are still up although no one has observed them playing at the courts recently; Chairman Holmes will be

turning off the lights for the courts at this time. The Commission Clerk will reach out to the volleyball group about the lights being turned off for the season and to remove the nets.

CPP UPDATES:

(General updates) Chairman Holmes reviewed the Police Chief has removed the security camera in the area. A list of projects for CPP is needed to provide to the Highway Department. The pump and bathhouse needs to be shut down for the winter; this will be added to the list for the Highway Department.

JPP UPDATES:

(General updates) Commissioner Coscia inquired if the Cub Scout representative reached out. He met with them at John Paun Park (JPP) for meeting space and believed they were interested. The Commission Clerk did not receive anything from them, but will reach out. An insurance binder is still needed from the group as well. The portable restrooms were set to be removed today. The bathroom unit will be winterized over the next week. Commissioner Coscia will reach out to the DPW Director to possibly move the unit out of JPP for better winter storage.

ANY OTHER OLD BUSINESS TO REVIEW:

Chairman Homes asked all the attendees for any other old business; no one had anything to present. Chairman Holmes reviewed the need to clarify some state regulations with the Board of Health.

OTHER BUSINESS

ITEMS FROM THE CLERK:

(General updates) The Commission Clerk did not have further updates.

CORRESPONDENCE:

There was no correspondence to review.

ANY OTHER BUSINESS FROM THE COMMISSION

Commissioner Coscia would like to review and update the sports contracts over the next month. He would like to define the timeframe for a season. He suggested posting the field schedules on the website as well. Chairman Holmes reviewed there were three seasons for the sports teams in the past and noted some teams do pay for two seasons. He felt two seasons should be defined since the middle summer portion is not busy. Commissioner Coscia also proposed looking into holding a Park Commission fundraiser next year.

Commissioner Houle asked for an update on a request previously received in regards to checking Loon Pond for endangered species. The group was asking permission to take a canoe out on the water to photograph plant life and possibly take samples. Chairman Holmes noted permission is not needed to go out on the water.

Next meeting scheduled for Monday, November 16, 2020 @ 6:30pm via remote access.

MOTION by Jesse Medford: Adjourn the meeting. Seconded by Joe Coscia

Roll Call Vote: Jesse Medford – aye, Joe Coscia – aye, Paula Houle – aye, Scott

Holmes – aye; **MOTION PASSED**

*****Meeting adjourned at 8:03pm*****

**LAKEVILLE PARK COMMISSION
MEETING MINUTES
REMOTE LOCATION
MONDAY, NOVEMBER 16, 2020 @ 6:30PM**

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

Other Attendees: Neli Woodburn (Clerk)

Chairman Scott Holmes opened the meeting at 6:35pm. LakeCam was recording and live streaming the meeting via Facebook. He read an introduction regarding the need for a remote meeting and how the remote meeting will be conducted. Roll call attendance was completed; all were in attendance. There were no additional speakers scheduled; and no public comment was featured. An introduction regarding the need for a remote meeting and how the remote meeting will be conducted was read.

NEW BUSINESS

ANY NEW BUSINESS FOR THE COMMISSION

Commissioner Houle presented an interested party who would like to bring cricket to Ted Williams Camp (TWC). She provided background information about the sport. The gentleman looking to bring this new sport is Mike Patel. He is looking to create a new team with TWC as their home field. Commissioner Houle asked for assistance in figuring out space on the fields for it. Chairman Holmes would like to invite Mr. Patel to the next meeting allowing the Commission time to compile questions around the sport and the space required. The Commission Clerk inquired if Mr. Patel has already visited TWC to review the size of the current fields. Commissioner Houle has met him at TWC previously. The Commission Clerk added some more information around cricket stating side by side soccer fields are usually a good area due to the long pitch and the circle field around it. The Commission was interested in further discussion. Commissioner Nolan wanted to confirm if any permanent structure would be needed or planned. Commissioner Houle believed a removable section would be needed for the pitch, but would be taken away after gameplay. Chairman Holmes suggested meeting Mr. Patel at the fields prior to the next meeting to gain a better understanding of what is needed. Commissioner Houle will set up a time to meet Mr. Patel at the fields and update the Commission on the date/time.

OLD BUSINESS

REVIEW / APPROVE MEETING MINUTES

Meeting minutes from 4/13/20 were provided for review. Commissioner Nolan provided a grammatical error to correct, and inquired on the noted drainage project approval by the 'Building Committee' which was actually the Board of Selectmen. The Commission Clerk confirmed the Town Administrator stated 'Building Committee'.

MOTION by Joe Coscia: Approve meeting minutes from 4/13/2020 as amended.

Seconded by Mike Nolan

Roll Call Vote: Mike Nolan – aye, Jesse Medford – aye, Joe Coscia – aye, Scott Holmes – aye; **MOTION PASSED**

Meeting minutes from 11/9/2020 were provided for review. Commissioner Nolan was not present at this meeting, but provided some spelling/grammatical errors. He inquired on the mower purchase noted to be only for park use; he previously heard this mower would not be exclusive to the parks. The Commission Clerk confirmed this is the manner which Selectman

LaCamera presented it. It was confirmed the meeting minutes were posted on the website for public view during the meeting. Chairman Holmes also provided minor edits to grammar/spelling.

MOTION by Joe Coscia: Approve meeting minutes from 11/9/2020 as amended.

Seconded by Paula Houle

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

LPL/SEM UPDATES

(Review of Board of Selectmen meeting) Commissioner Coscia had a question on a passed motion in the minutes which stated if an agreement cannot be reached with Southeast Event Management (SEM) by Tuesday; the management contract will go out for RFP. He asked for clarification on the agreement referenced. Commissioner Houle stated there were contract changes the Board of Selectmen want to propose to SEM for a shorter contract period of January 1st to October 31st. The owner of SEM was away and not available to meet as soon as expected. The meeting still needs to take place to review the changes and have SEM agree to them. Commissioner Houle provided the items which are being presented to SEM:

- 1) The management fee. It was recognized SEM is still corresponding with events and interested parties; however they are not in the building. SEM will be asked for a decrease in the rate.
- 2) Reporting to change to every 30 days, not 90 days as noted.
- 3) CORI checks for individuals in or around Loon Pond Lodge (LPL)
- 4) ServSafe verbiage must be addressed.

Chairman Holmes noted the caterers hold the ServSafe certification. Commissioner Houle stated the certifications were asked for from the Commission Clerk and could not be found. The Commission Clerk confirmed all required documentation such as ServSafe is provided to the Board of Health and therefore additional copies are not held in other locations. She added this might be a reference to the caterer contracts which many were signed when the LPL began holding events. When asked these could not be located. Further discussion around ServSafe certification continued. Commissioner Nolan added his notations for the contract had the ServSafe verbiage under the vendor portion, not SEM. He provided edits to the contract approximately 4 to 5 months ago to the Board of Selectmen. He also pointed out (in reference to item #1) the current contract lists a reduction in the management fee when SEM does not meet a certain amount which would happen this year. The Commission Clerk further questioned the reporting change noting SEM provides a breakdown of the events and revenue two times during the month; on the 15th and on the 30th or 31st. It is believed there is miscommunication about this reporting; the reporting twice a month versus the year-end reporting. It was noted the previous Board of Selectmen did not request to view these reports which were provided directly to the Park Commission. Commissioner Houle continued with the proposed amendments to the contract:

- 5) A separate contract for the cleaning company. Commissioner Houle reviewed the MA law in regards to the Town holding contracts with all vendors. Commissioner Nolan noted the Board wanted input on the cleaning contract and the Town holding all the contracts was discussed previously.

Commissioner Houle mentioned to the Selectperson the Town has not been handling the maintenance or repairs even though the property falls under the Town; this has been the responsibility of the Commission. Chairman Holmes confirmed this has been the responsibility of the Park in the past; however, certain items have been taken care of by the Building

Commissioner. Commissioner Nolan noted the daily upkeep has been under the Park Commission while larger repairs have been taken on by the Town. He then pointed out the current contract states the management company will pay for any damages as a result of an event. The Park Commission has taken on the cost for damages over the past three years. Left out of the contract was the Bartending agreement, Caterer fee verbiage, and repairs/maintenance verbiage. Commissioner Coscia wants to ensure the Park Commission is able to review the contract prior to it being signed; Commissioner Houle will ask about this. Commissioner Nolan noted he stated his interest in being involved with this contract previously and still wishes to be a part of the discussion. Commissioner Coscia suggested having another meeting with the Selectperson to review these items and include Commissioner Nolan and Chairman Holmes for further details.

TWC UPDATES:

(LMMA update) Commissioner Nolan spoke with Mr. Marando; the LMMA group began use of the Lodge this week. The group will continue to use outdoor space while the weather permits. SEM had a tour over the weekend and noted the Lodge was cleaned up. The Commission Clerk also received feedback from a Town employee who entered the building for repairs; no LMMA equipment was left in the building.

(Haunted House Building update) Certain Commissioners and the Clerk toured the Haunted House building over the weekend. The amount of items left behind was more than expected. Commissioner Nolan discussed the clean-up of the outside area which was halted due to funding. At this time, the Town has asked for no extra expenses to the budget. Commissioner Nolan has not order additional dumpsters for clean-up due to this. He also inquired if contacting the interested parties was discussed at the last meeting; Chairman Holmes stated he did not contact anyone since a decision on next steps was not made. Commissioner Nolan stated the Building Department does not feel it is salvageable and the Fire Chief believes it is a Hazard. Personally, Commissioner Nolan would like to see it renovated as a historical building. Commissioner Coscia agreed looking into repairing the building was a better option and looking into its Historical value may help fund the repairs. Due to the amount of items in the building, videotaping the contents was suggested. The electricity may need to be turned on again to light the building for any inventory; the fee to do this was not known. Commissioner Nolan noted a wire is down and would need to be fixed for the power to turn back on; there was not a reason to repair this line before since the power was off. The Town electrician may need to visit to inspect the wires inside.

(General updates) The Horseshoe League has reached out asking permission to add water spigots to the area and sprinkler heads to water the grass between the clay pits. Funding for this project will be provided by the Loon Pond Horseshoe Club. A diagram of the proposed additions was also provided by the Club. Commissioner Nolan did not object to this addition to the Horseshoe area. Commissioner Coscia inquired about the increased water usage; Commissioner Nolan stated the water comes from the well and this additional usage would only increase the cost slightly.

MOTION by Mike Nolan: Allow Loon Pond Horseshoe Club to complete the both parts of the proposed water addition. Seconded by Jesse Medford

Commissioner Coscia asked if there are buried powerlines in the area which must be handled. Commissioner Nolan informed the group they must call Dig Safe prior to any work.

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

The Commission Clerk will inform the group of the approval per the design provided.

The TWC Maintenance Employee has returned and the group is currently handling leaf clean up at the park.

SPORTS UPDATES:

Commission Nolan noticed soccer teams practicing on the fields. He inquired if the FLSC provided the needed documentation for use of the fields; the Commission Clerk confirmed the group provided the documents except for the groups own Covid plan. Chairman Holmes also noted the newest checklist would need to be sent to them. The Highway Department has also asked for the nets to be removed for easier maintenance of the fields. Chairman Holmes suggested giving the FLSC specific dates the nets must be moved off the fields so proper maintenance can take place. Commissioner Nolan will contact the president of the group to discuss these items.

(Request for new sports group to use field in 2021) Commissioner Houle presented this item earlier in the meeting.

(General updates) A review of the teams/groups still playing was present; Commissioner Medford noted the volleyball nets were down at this time.

CPP UPDATES:

(General updates) Commissioner Medford compiled a list of projects and needed maintenance at Clear Pond Park (CPP). He provided a review of the list which included removing fallen trees, fence repair, new beach sand, outdoor speaker system installation, repair and purchase picnic tables, repair basketball area, repair roof of storage shed, new gravel for parking lot, remove stumps to create a path from ADA parking spaces, and add permanent 'No Parking' signs to the street. Commissioner Nolan noted some of the items listed can be handled by the Highway Department while other will be the responsibility of the Park Commission to accomplish. He will add the items applicable to the Highway Department to the main list and send it to them. Tailings could not be used at the CPP parking lot since it will cause drainage issues.

JPP UPDATES:

(General updates) Winterization of the bathroom unit has begun. Commissioner Coscia would like to speak with the DPW Director to possibly move the unit to a better winter location. The unit's water hose needed to be replaced. The softball group cleaned out the snack bar of items no longer needed; he will speak with the Highway Department to move the items to the dump. The fields will be locked up. A plan for the parking lot area needs to be completed and perhaps the Highway Department can assist with this project. Commissioner Coscia did not hear back from the Cub Scout group about using the area for meetings. (The Commission Clerk had to sign out of the meeting and re-enter due to technical issues)

ANY OTHER OLD BUSINESS TO REVIEW:

Chairman Holmes inquired on the status of the drainage repairs at the soccer parking lot. The last update was the company planned on returning to fix issues; no work has been done yet. Commissioner Nolan will reach out for more information.

(Update on snack bar vendors) Commissioner Houle reached out to vendors to possibly take over the snack bars at the parks. She contacted four possible vendors: two declined, one would

take it under consideration next year, and the last vendor expressed interest. Commissioner Houle is working with two options; first is having a vendor take on only CPP, and the second having a vendor handle all three snack stands. Commissioner Coscia noted the JPP snack bar is completely run by the softball group and felt it should not be in consideration of a vendor taking over. He also stated baseball handles the stand at TWC. Commissioner Nolan stated the concession stand at CPP does historically make revenue for the parks and he felt a vendor should not take it over. He also provided how the snack stands at TWC ran in the past. It was clarified that CPP as a whole loses money each year, but the snack stand historically generates funds. Commissioner Medford agreed with Commission Nolan, he would not like to privatize the snack stand at CPP. He also suggested just having food trucks attend large events at JPP and TWC; SEM has used some in the past and the same 20% fee can be charged on the earnings. Chairman Holmes asked how much the park could make with a vendor taking over the stands; Commissioner Houle felt a percentage is not the best option since it varies but instead charge a flat rental fee of the building. Commissioner Medford felt the idea of a flat fee would provide a consistent revenue stream for CPP. The number of employees needed to run the CPP stand was reviewed. The Commission Clerk was able to confirm the CPP snack stand generated \$3000 in revenue it's last year, however this figure does not include the employee's salary to run it.

MOTION by Paula Houle: Move forward with vendors for either snack stand option: only CPP or all three. Seconded by Scott Holmes
Commissioner Nolan noted if this moves forward it will have to go out for RFP. Commission Coscia requested to amend the motion to remove JPP from the options; Chairman Holmes confirmed this motion needs to be voted on at this time.

Roll Call Vote: Mike Nolan – no, Jesse Medford – nay, Joe Coscia – no, Paula Houle – aye, Scott Holmes - aye; **MOTION DOES NOT PASS**

Chairman Holmes thanked Commissioner Houle for the work and time she put into researching this option. He felt this could be revisited if the concession stand at CPP has another year of lost revenue.

OTHER BUSINESS:

ITEMS FROM THE CLERK:

The Commission Clerk received correspondence about Elder's Pond and inquired on what group is in charge of it. Chairman Holmes noted it is a water source for the city of Taunton.

CORRESPONDENCE:

There was no other correspondence for review

ANY OTHER BUSINESS FROM THE COMMISSION

There was no other business presented for review.

Next meeting scheduled for Monday, December 07, 2020 @ 6:30pm via remote access.

MOTION by Joe Coscia: Adjourn the meeting at 8:37. Seconded by Scott Holmes

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

Meeting adjourned at 8:37pm

Proposed Mission/Vision statement for the Park Commission (2021):

To promote healthy activities and safe programs for all our community participants. To improve the quality and accessibility o our open space and natural environment.