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Town Clerk _____

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

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

Name of Board or Committee:	<u>Lakeville Park Commission</u>
Date & Time of Meeting:	Monday, March 22, 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 22, 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

Any other new business to review

OLD BUSINESS

Review / Approve Meeting Minutes (12/7/20, 1/11/21, 2/22/21, 3/8/21, 3/10/21 Budget meeting)

FY2022 Budget review

LPL Updates: Management Company update, general updates

TWC Updates: Haunted House content recording, G&E update, Maintenance position rehire, general updates

Sports Updates: Scheduling, FLSC request, Horseshoe pit agreement, general items

CPP Updates: general updates

JPP Updates: Tournament contract review/approval, general updates

Any other Old Business to review: 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.

**LAKEVILLE PARK COMMISSION
MEETING MINUTES
REMOTE LOCATION
MONDAY, DECEMBER 07, 2020 @ 6:30PM**

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

Other Attendees: Bhumik (Mike) Patel (cricket representative), Neli Woodburn (Clerk)

Chairman Scott Holmes opened the meeting at 6:32pm. 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 members of the Commission were in attendance. Mr. Bhumik (Mike) Patel was in attendance as an anticipated speaker.

NEW BUSINESS

PRESENTATION WITH MIKE PATEL (*Bringing Cricket to TWC*): Mr. Patel provided the Commission with diagrams prior to the meeting detailing the area needed for cricket. Chairman Holmes noted these were received and he additionally did some research about the sport. Mr. Patel provided an overview of the field setup and field needs for the sport. Commissioner Medford inquired if Mr. Patel has a specific spot in mind to put the pitch for the fields. He only reviewed the soccer field area, but is open to consider other areas at Ted Williams Camp (TWC). Commissioner Coscia asked where the needed 150 yard field would fit; Chairman Holmes noted this has not been measured out at TWC. Mr. Patel explained the field must be grass for play; a baseball field with only part grass would not work. Commissioner Coscia inquired if the pitch area must be a permanent fixture or can it be a removable item; Mr. Patel confirmed the pitch must be a solid surface for the ball to bounce. Commissioner Coscia was concerned about where this permanent pitch area could go in order to not interfere with soccer. Commissioner Houle has been in discussion with Mr. Patel about this proposed cricket area and wanted to clarify some items. She noted this is for regular cricket play (not tennis cricket) and soccer fields are more level for this game. She continued providing information for the pitch area which can be clay. Commissioner Houle was concerned about the group having to return the pitch area to grass for soccer play and inquired if the soccer group could move to the new fields next year allowing for a designated cricket area. Chairman Holmes felt it would take more than one soccer field to provide the needed space and inquired on the days the group would play. Mr. Patel stated they mainly play on Saturday and Sundays. Chairman Holmes noted the soccer fields are very busy on the weekends come spring. He confirmed the new fields are scheduled to be available this year, but would not be big enough for cricket. Commissioner Nolan estimated the cricket area would take up most of the soccer fields at TWC and was concerned about digging up a portion of the soccer fields. The pitch would have to be carefully placed to not interfere with the soccer fields. There are approximately 300 soccer players for the spring session and about 700 in the fall session. Commissioner Nolan asked how many would be part of the cricket league; Mr. Patel stated there would be 11 players on each team, so 24 people on the field for a game including 2 umpires. There may be multiple games on one day depending on the schedule. The cricket season runs late March into Early October. Mr. Patel would want to have the field for a full day. He continued with providing more detail about the pitch; he would have professionals do the construction and it is covered with turf. It is made level to the ground due to players running across it during a cricket match. The dimensions of the pitch were reviewed. Mr. Patel stated to begin a league the group must have a home field; he currently plays with a league in Lowell. There would be no line painting; the group can use

cones to mark the field as needed. Commissioner Nolan was concerned about cricket interfering with the soccer club, but feels it can be looked into further. Commissioner Houle reviewed the area she showed Mr. Patel and inquired if it will fit; Chairman Holmes believed the space is too small but noted he was not sure of the area described. Mr. Patel noted the field does not need to be centered; the needed feature is the circle area. Chairman Holmes suggested meeting at the fields to measure the space needed and to review the space that is available. The Commission Clerk was able to present a Google Maps view of the fields to show the areas being discussed. The soccer fields seem to be the only large area where the 150 yard circle can be placed. Mr. Patel was willing to meet the Commission at the fields to measure out space available; he stated a 120 circle is still playable. There are two different types of games held in cricket; one is about 3 hours long and the other 5 hours. Chairman Holmes reiterated the spring and fall seasons are very busy on the fields with a slower time in summer. Available Commissioners will meet Mr. Patel at the fields for further review on Saturday morning. Mr. Patel left the meeting at this time.

OLD BUSINESS

REVIEW / APPROVE MEETING MINUTES:

Meeting minutes from 4/23/2020 were provided for review. Commissioner Coscia emailed grammar corrections to the clerk prior to the meeting; these were updated.

MOTION by Mike Nolan: Approve the meeting minutes from 4/23/20. Seconded by Mike Nolan

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

Meeting minutes from 6/4/2020 were provided for review.

MOTION by Joe Coscia: Approve the meeting minutes from 6/4/20 as written. Seconded by Mike Nolan

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

LPL/SEM UPDATES

(SEM contract review) Chairman Holmes reviewed the recent Board of Selectmen vote to not extend the Southeast Event Management (SEM) contract; at end of day 12/31/20 there will be no management company running the Loon Pond Lodge (LPL). This also ends the bartending service contract. Commissioner Nolan assisted the Board of Selectmen with creating a contract extension for SEM; which was for one year (2021). Only a few of the changes proposed could be added to this contract extension such as liability, damage, lower price, and CORI forms. They met with SEM to discuss and the owner was not interested in a one year contract; he requested a three year contract like before. He was also not interested in bidding for the contract if an RFP was put out. Selectperson Fabian is currently working on creating a RFP for a new management contract. Commissioner Houle asked if there was a plan for coverage if a new company is not contracted by January; the Commission Clerk confirmed events would only begin in March if regulations allow. Commissioner Nolan noted the plan is to have the RFP out as soon as possible as well as the Bartending contract. He contacted the person from SEM to possibly be hired on a contracting basis in-between; however, it is unclear if this could happen. All outstanding SEM bills (May – December) were recently received; Chairman Holmes noted the Commission was not going to receive those bills prior to the contract not being renewed. Commissioner Coscia responded the payment was part of the contract, so all should have been received. Commissioner Houle inquired if the Town would be paying these bills since the Park Commission does not have the funds; Chairman Holmes confirmed the

invoices will be paid from the funds the Town provided recently. The Commission Clerk inquired who would be handling correspondence with interested parties as of January 1st. Chairman Holmes stated no one is set to handle this work; it was noted the Commission Clerk did not have the time to take on this position and was not hired for that job. The Commission Clerk suggested 'closing' the LPL during this time without a management company since there is no one to answer emails, messages, or calls. Commissioner Houle wondered if the Selectmen would have someone from Town Hall assist during this time or if they have an idea on how to manage this. Commission Nolan noted this vote to not extend happened quite recently, and there was no indication of a plan right now.

(General updates) The Lakeville MMA group is currently using the Lodge and outside area for parents who are not comfortable with indoor classes at this time. The Commission Clerk felt the group was doing a good job with the indoor classes, and noted the cleaning company is coming every Saturday morning for a deep clean. There are some LMMA items being stored in the side room.

Jaysan recently came out to further repair the heating system which was having an issue. The company had to replace a part. Commissioner Nolan and Commissioner Houle, who oversee the LPL, were not informed of the heating issue.

TWC UPDATES:

(General updates) There was an issue with blowing out the irrigation system; Commissioner Nolan will go to TWC to help with the problem. All other areas have been blown out. He noted the Highway Department can go to CPP as well to shut down that system and remove the pump; it is on the list. A large dead tree was cut down by the basketball courts. Chairman Holmes noted the Highway Department has been trimming large branches near the Lodge.

The new drainage worked well at the parking lot near the maintenance building; however, the soccer parking lot was still retaining water. The Highway Department stated it may have to remain as is through the winter and be looked at in the spring.

Commissioner Nolan stated the new fields on route 18 will be ready to play on, but the parking lots are not complete. There were funds to finish this project; however the shutdown has reassigned those funds. This job is too big for the Highway Department to complete, so Commission Nolan will reach out to a couple of companies to view the area and provide recommendations. There was also a plan to prep a small area for a future playground. It was clarified the new fields were not just for soccer, but are utility fields. Commissioner Nolan does not feel the new fields would be usable in the spring unless work is done to the parking lots. Commissioner Coscia inquired if the need for donations could be posted to social media; the Commission Clerk will confirm if this can be done. Commissioner Nolan noted the soccer club donated the funds for the well at the new fields, and Old Colony Regional Vocational High School donated the electrical. Commissioner Houle asked for the area dimensions to reach out for possible donations; Commissioner Nolan can provide this information.

SPORTS UPDATES:

Chairman Holmes inquired if the representative from the Horseshoe club got back in touch; the Commission Clerk confirmed he did not. Chairman Holmes asked for a reminder sent to him to provide updated diagrams on the water extension project. The initial project was approved, but the group now wants to add more water to the volleyball area. Chairman Holmes did inform the representative if piping is buried in that area, it must be the proper material since it is a high traffic spot.

(2021 sports fee schedule) Commissioner Coscia has someone interested in holding a softball tournament in July and inquired if the fees will remain the same for 2021. The Commission Clerk provided the current fee for tournaments.

(Responsibilities for each sport) Commissioner Coscia would like to review how the responsibilities for sports will be divided since sport scheduling is not too far away. He has a draft of an updated contract to share which can be used for many different sports.

(Scheduling meeting) Chairman Holmes noted this is usually held in February, but can be moved to end of January. He also confirmed this year may not be an in person meeting, but a virtual one instead.

These items will be added to the agenda for the next meeting for further discussion. Commissioner Nolan suggested making a plan for how sports will run in the spring given the current regulations.

CPP UPDATES:

(General updates) There were no updates at this time. Commissioner Coscia asked if there was any damage at CPP from the recent storm; Chairman Holmes only saw some branches down in the area.

JPP UPDATES:

(General updates) The bathroom unit has been winterized and will be wrapped up for the season. There was not a spot for the unit to be moved for winter. It will need to be cleaned out in the spring, and the air conditioner still needs to be repaired. The unit was pumped out and an invoice should be arriving. The AED at JPP was moved to the office building for the season.

ANY OTHER OLD BUSINESS TO REVIEW:

Commissioner Houle noted the AED machine for CPP needs to be repaired. The Commission Clerk tried to contact the company it was purchased from, but did not receive a response.

OTHER BUSINESS

ITEMS FROM THE CLERK:

(General updates) The Commission Clerk noted she is moving her desk to the LPL due to the weather being too cold and damp at this time. Chairman Holmes stated the TWC maintenance employee could clean the portable dance floor which is currently at the LPL. A review of the portable dance floor was provided.

CORRESPONDENCE: There was no correspondence to review.

ANY OTHER BUSINESS FROM THE COMMISSION:

Commissioner Coscia asked if maintenance items at the parks were still being submitted to Commissioner Nolan for the Highway Department. Commissioner Nolan has submitted everything listed so far, and many items are now completed. Additional items can be sent to Commissioner Nolan. Commissioner Coscia would like to have the Town electrician come to JPP to move the electrical box for the lights; he will continue with this project

Next meeting scheduled for Monday, January 04, 2021 @ 6:30pm via remote access.

MOTION by Mike Nolan: Adjourn the meeting at 8:07pm. Seconded by Joe Coscia

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

*****Meeting adjourned at 8:07pm*****

Lakeville Park Commission
Meeting Minutes
Remote Location
Monday, January 11, 2021@ 6:30pm

Members Present: Paula Houle, Joe Coscia, Scott Holmes

Other Attendees: Neli Woodburn (Clerk)

Chairman Holmes opened the meeting at 6:48pm. LakeCam was recording and live streaming the meeting via Facebook. He read an introduction regarding the need for a remote meeting and how it will be conducted. Roll call attendance was completed; Commissioner Nolan and Commissioner Medford were not in attendance. There were no anticipated speakers.

NEW BUSINESS

ANY NEW BUSINESS FOR THE COMMISSION TO REVIEW:

There was no new business to review.

OLD BUSINESS

REVIEW/APPROVE MEETING MINUTES:

There were no minutes to review at this meeting. Commissioner Coscia inquired if the minutes are caught up or if there were still some outstanding; the Commission Clerk confirmed there were some outstanding minutes and she was planning to have them completed by April when Commissioner Medford is resigning.

LPL/SEM UPDATES:

(General updates) There were no updates provided for review.

Chairman Holmes requested to move to the Capital Projects agenda item at this time in case a Commissioner Nolan is able to attend later in the meeting.

CAPITAL PROJECTS/PROJECTS 2021:

Chairman Holmes began the discussion with the Haunted House building project. The Board of Selectmen requested a decision on this building. Commissioner Coscia created a list of items as part of a plan for the building. He provided a review of the list including creating a team focused on the Haunted House project, fully securing the building, estimate costs to continue the outside clean-up of the area, assess the building (tear down or renovated), and video the contents to sell. He felt a team working on this project more consistently will have better results than waiting for a meeting to discuss. Chairman Holmes spoke about further securing the building as suggested; there was a recent break in which caused damage to the doorway. It is estimated another 10 to 15 additional dumpsters will be needed to clean the outside area. Chairman Holmes suggested having the DPW Director and Building Commissioner inspect the building for their opinions on what can be done. Commissioner Coscia volunteered to start looking further into this with the DPW Director, Building Commissioner, and perhaps one other Park Commissioner. Commissioner Houle recalled the Building Commissioner stated the building was not salvageable at a previous meeting and emphasized the need to demolish it. She also inquired why the Town was not funding the outside cleanup; Chairman Holmes responded it was the Park Commission's responsibility. He also

noted Selectman LaCamera stated the Town would help fund the demolition of the building and Chairman Holmes assumed this would include the outside area. Commissioner Coscia will follow up with various people at Town Hall to gather more information for the Haunted House building plan.

Chairman Holmes felt the Haunted House building plan would be the top capital project for the year. Funds are not readily available for other projects; but Chairman Holmes requested the clerk send the previous capital plan to the Commission for review of the items listed. Commissioner Coscia asked for the definition of what is a capital project; Chairman Holmes did not have a definition but provided examples of what is usually listed.

SPORTS UPDATES:

(2021 sports fee schedule) Chairman Holmes noted the fee schedule was increased last year. Commissioner Coscia recommended defining how long a 'season' is for the sports groups; and proposed different fees for adult versus kid's leagues. He requested the Commission Clerk provide the current fees to everyone for review. Commissioner Coscia is currently updating the sport contracts for more detailed information; he will provide these to the Commission once finished.

(Scheduling meeting) Chairman Holmes inquired when the sports scheduling meeting should be held. There was a conflict last year with the AAU team's meetings; the Commission Clerk confirmed the 2020 meeting was February 8th. The meeting is tentatively scheduled for January 30th. Chairman Holmes will speak with the Board of Health to possibly hold the meeting in person. The Commission Clerk will email the groups with a 'hold the date' for this meeting. Commissioner Coscia recommended all the groups/teams attend to meet the Commission. It was recommended to provide specific times to the groups/teams to avoid a large congregation of people.

(Responsibilities for each sport) Chairman Holmes provided a review of responsibilities for a Commissioner assigned to specific sports. This includes handling scheduling conflicts and communicating with the groups/teams if inclement weather closes the fields. Commissioner Coscia suggested looking into posting the schedules on the Park's website and adding this 'closed' status to it as needed. The Commission Clerk provided a small overview of the current website and restrictions to its design. This will be looked into further.

CPP UPDATES:

(General updates) Chairman Holmes noted the Highway Department has been completed some work in the area. Commissioner Coscia questioned the recent CPP pump house electric bill, and wondered if something was still running. Chairman Holmes believed there were security lights attached to this meter; the pump has been shut down over the winter.

JPP UPDATES:

(General updates) Commissioner Coscia is looking to speak with the Highway Department to cut back some of the brush at John Paun Park (JPP); he would also like them to look at the parking lot area to add posts for better organization of parking.

TWC UPDATES:

(Haunted House building) This was discussed earlier in the meeting and there is a plan being worked on at this time.

(Office building damage) There is water damage at the office building at Ted Williams Camp (TWC). The Building Commissioner is looking into the issue.

(Bathroom repair) There is an issue with the one of the women's stalls at the Loon Pond Lodge (LPL). Commissioner Nolan was working on getting the Town plumber for repairs.

(To do list for Highway Department) Commissioner Nolan is handling this list and corresponding with the Highway Department.

(General updates) Measurements were completed on the fields for a possible cricket area. A cricket field will take up three soccer fields according to the measurements. Chairman Holmes would like to measure the area a second time and then provide a diagram to the Commission for review. He was concerned about the cricket group taking up three soccer fields on a weekend. Commissioner Houle further explained the cricket group would not be there every weekend during their season since they play away games as well. She inquired about use of the new fields for soccer if there is a scheduling conflict. Chairman Holmes explained there are four different sized soccer fields the group uses for different ages and abilities. He also reiterated from the last meeting the parking lot was not in condition to drive on. The funds are not available at this time to complete the needed work on the parking lots. Commissioner Houle inquired about the players just walking to the new fields from the main TWC parking lot. Chairman Holmes stated the group would need to be asked about doing this. Commissioner Coscia felt if the fields were open for use, parking would happen on the road (route 18) since the gate is closed which would cause issues. Companies are being contacted for recommendations on how to make the parking lot useable. Commissioner Houle would like to ask the groups using the new fields if walking from the main parking at TWC would be an issue for them.

ANY OTHER OLD BUSINESS TO REVIEW:

Commissioner Coscia returned the discussion to the LPL; he wondered if the bids for the management contract could be held back to change it to an all in one contract (Management, catering, and bartending). Chairman Holmes explained the RFQ that went out only has the management contract details. The previous discussion with the Board of Selectmen to include all three areas in the RFQ was declined. Feedback heard from the recent tour of the LPL was the interested parties wanted to control all three areas, which was the way the Commission requested to create the RFQ.

Commissioner Coscia inquired if the snack bar/concession stand at TWC was in use during the season. He has a tournament request for JPP in July and would like to have the snack bar run by the Park Commission with hired employees to create income. FreeLake Softball has not shown interest in running the concession stand this year. At TWC the soccer group has a food truck visit during busy times. A discussion is needed with the teams/groups to conclude if they are looking to use the snack bar buildings. Most of the equipment in the snack bars is the Park Commission's; some grills may be the property of the teams/groups. Commissioner Houle inquired who pays for the electric to these buildings and maintenance for items inside; Chairman Holmes explained the maintenance is completed by the group/team using the items and the Commission Clerk added the electricity is assessed to the teams as well. Many items inside the snack stands have been there prior to this Commission. Commissioner Houle inquired if there was room at JPP for a cricket field; Commissioner Coscia did review the area for this possibility, however drainage issues would not provide enough

space for it. The fields off the trails at TWC were discussed; however, this field also becomes flooded easily when it rains and is not large enough for a cricket field. The snack bar will need to be further discussed with the teams who have historically run them. Commissioner Coscia suggested having more out of town teams using the fields since the local group attendance has been low. Chairman Holmes noted the Commission must decide whether they wish to have more out of town teams for increased revenue or make the park only local teams.

Commissioner Coscia inquired if anyone has proposed a street hockey area at TWC. Chairman Holmes only heard of ice hockey being asked for at TWC. Chairman Holmes noted the area the Lakeville Lions Club attempted to have an ice rink could be useable for street hockey.

Commissioner Houle inquired if being a part of a professional Park and Recreation association which connects with other Park Departments in other areas has been considered. There is an annual fee of \$100. Commissioner Houle began providing some additional information about the association; however technical difficulties caused audio issues. Chairman Holmes confirmed the information was not heard. Chairman Holmes tabled this topic due to the technical difficulties Commissioner Houle was experiencing.

OTHER BUSINESS

ITEMS FROM THE CLERK:

(General updates) There were no items presented.

CORRESPONDENCE:

There was correspondence in regards to CPP. Commissioner Medford intended on speaking to it at this meeting. Due to the technical issues, the Clerk will send the correspondence to all Commissioners for discussion at the next meeting.

ANY OTHER BUSINESS FROM THE COMMISSION:

There was no other business for the Commission.

Next meeting scheduled for Monday, January 25, 2021 @ 6:30pm via remote access.

MOTION by Joe Coscia: Adjourn the Park Commission meeting.

Seconded by Scott Holmes

Roll Call Vote: Joe Coscia – aye, Paula Houle – aye, Scott Holmes - aye;

MOTION PASSED

*****Meeting adjourned at 8:25pm*****

**LAKEVILLE PARK COMMISSION
MEETING MINUTES
REMOTE LOCATION
MONDAY, FEBRUARY 22, 2021 @ 6:30PM**

Members Present: Paula Houle, Mike Nolan, Joe Coscia, Scott Holmes, Jesse Medford (@6:39pm)

Other Attendees: Neli Woodburn (Clerk)

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

NEW BUSINESS

ANY NEW BUSINESS FOR THE COMMISSION TO REVIEW:

Commissioner Houle requested to take a moment to remember the 500,000 lives which have been lost to Covid; Chairman Holmes requested a moment of silence for this reflection.

OLD BUSINESS

REVIEW / APPROVE MEETING MINUTES:

Meeting minutes from 7/13/20 were provided for review. Commissioner Coscia already provided corrections to the Clerk in regards to inaccurate court numbers listed in the minutes for the tennis court discussion; this was corrected. Commissioner Coscia also inquired if the Wi-Fi had been extended, but was informed it did not. The Commission Clerk explained the extension of the Wi-Fi was not an optimal solution and IT had suggested adding cable to go over to the office. This was not further investigated since the IT person at the time was leaving the position. The Commission Clerk intends on opening a ticket with the new IT Company after the current issue in the office is fixed and the weather is more accommodating.

MOTION by Paula Houle: Accept the Meeting Minutes from 7/13/21 as corrected. Seconded by Mike Nolan

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

Meeting Minutes from 7/27/20 were provided for review.

MOTION by Joe Coscia: Accept the Meeting Minutes from 7/27/20. Seconded by Paula Houle

Roll Call Vote: Joe Coscia – aye, Mike Nolan – aye; Paula Houle – aye
Joe Coscia – aye, Jesse Medford (Commissioner Medford joined the meeting at 6:39pm) – aye; **MOTION PASSED**

Chairman Holmes abstained from the vote since he did not have an opportunity to review the minutes.

LPL/SEM UPDATES:

(General Updates) Commissioner Houle noted the Board of Selectmen were doing their due diligence for the management company contract this evening. Commissioner Nolan stated LMMA was still using the Loon Pond Lodge (LPL) for classes Monday thru Thursday evenings. Chairman Holmes stated the batteries in the LPL bathroom units

were recently changed. Commissioner Nolan read vaccine doses were not going to be sent to municipalities at this time. Commissioner Houle recommended setting up transportation for Lakeville residents in need; Chairman Holmes noted the Park Commission would not be in charge of organizing such a service. It is unknown how this will affect the proposed use of the LPL as a vaccination clinic.

TWC UPDATES:

(General Updates) Commissioner Nolan noted plowing at TWC has been going well; however this past snowfall the small parking area near the Horseshoe courts was not cleared. He will call the Highway Department to do so since this area is used for LMMA class parking.

SPORTS UPDATES:

(Finalize field contracts) Updated sports contracts were provided for review. A contract for each different sport was created. Chairman Holmes began the review with the Lacrosse contract. The Commission Clerk was in contact with the Lacrosse representative who stated the league was not looking to reserve time at TWC; however a small group may reach out for practice time. Commissioner Nolan asked to clarify the park usage fee listed; this fee includes a cost for fertilization of the fields and utilities. The park usage fee will be customized for each sport since use of field and utilities is different. Commissioner Houle inquired if the teams/groups will still need to rent portable restrooms for their season; the Board of Health will need to be consulted closer to the season start for confirmation. Commissioner Nolan noted some of the portable restrooms at TWC were covered by Covid relief funds; he suggested if JPP will be in need of restrooms using Covid relief funds for the rental should be requested. Commissioner Coscia noted the Pickleball/Tennis contract was updated to state no parking or use of the COA grounds; this was information from Selectman LaCamera. He also detailed court #1 was for tennis use only. Chairman Holmes stated these details will need to be emphasized to the group as well. He also reviewed the fee is the same; however a sports season is being more detailed. This will lead to some teams/groups paying twice during the year for two seasons. In the past, there were three different sports seasons (spring, summer, and fall). It was noted some groups already pay for two separate seasons.

MOTION by Scott Holmes: Split the year into two sports seasons.

Seconded by Mike Nolan

There was further conversation on how to break up the seasons; per a number of weeks or by months. Review of timeframes when teams play was presented. Discretion will be used for teams starting/ending a small time outside the season.

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

The contracts will need to be modified to indicate which season it is for. Commissioner Coscia will add a statement on the contract explaining the split of the seasons. The Men's softball contract seemed fine; Chairman Homes noted they play on field #1 and could be playing two seasons under the new guidelines. The group has typically paid for two sessions in the past. Commissioner Nolan was contacted by the president of the soccer club asking for use of the new fields. He explained the issues with the parking area; the soccer club will look into possible donations to get the parking lot area finished. Chairman Holmes felt even half the parking lot finished would allow for use of

the new fields. The Basketball/Volleyball contract was reviewed next; this may result in two seasons for volleyball. Basketball court time is not typically requested; it's only been reserved for a fundraiser in the past. Chairman Holmes suggested adding the tournament fee to the contract; the Commission Clerk noted teams/groups were asked to submit a separate contract for all tournaments. Commissioner Coscia has this detail in the contract. The method of a separate contract for each tournament will continue. Past issues with groups/teams holding unknown tournaments was reviewed. The Football contract needs Cheerleading added to it, otherwise it is fine. The group is charged as one whole group, not two separate ones. The Horseshoe contract was reviewed; Chairman Holmes inquired if the group had reached out again in regards to the water upgrade. Commissioner Nolan did hear from them but was unable to meet; he did reiterate a new diagram for changes to the upgrade were still needed. The Commission Clerk noted a representative from the group inquired when the next meeting was scheduled. The baseball contract was reviewed; Chairman Holmes explained the FLAA reached an agreement with the Commission a few years ago to pay a flat fee instead of the per player fee. The current flat fee (\$3000) needs to be updated on the new contract. The AAU baseball contract was reviewed; there were no issues. A private use contract for field time was reviewed; the fee of \$150 was questioned. The Commission Clerk recalled the last time the contract was utilized (for BeFit) the fee agreed on was \$150 for that specific group. It was suggested to list this fee as "determined by Park Commission upon request based on field usage". A fee to reference for this contract will need to be determined by the Commission; this will be discussed at another meeting. The contracts for JPP were reviewed; Chairman Holmes confirmed the per player fee of \$20 is only for Town players. Commissioner Coscia noted out of town players were charged a higher fee. He also emphasized the "for office use" section of the contracts and would like to have them approved at meetings by the whole Commission. Chairman Holmes agreed. The contract for the new fields was reviewed; Chairman Holmes asked how the Commission would like to charge for use of these fields. It is unclear when the area will be ready for use. Chairman Holmes noted some teams have donated a substantial amount of funds to help finish the fields. Commissioner Houle asked if the groups want to use the fields without a parking lot would they be provided permission. Commissioner Coscia felt there is a liability issue since the Commission has talked about the condition of the area. Commissioner Nolan further explained the parking area is in process with tailings spread which does not provide a safe area to walk across. The only group who has provided funding assistance was the FLSC. A further discussion would be needed if the fields are intended to be used as everyday fields versus the initial intent of utility or extra use fields. Chairman Holmes agreed since the parking lot is not ready, the fields cannot be used. At this time, the fee section for this contract will mirror the private use contract. A fee will be further discussed at another meeting.

(General Updates) There were no further items presented

CPP UPDATES:

(General updates) Commissioner Houle inquired about event contracts for Clear Pond Park (CPP); there was a contract updated in 2019 by the CPP director. Chairman Holmes stated the events may need to be reduced for the 2021 season dependent on the budget conversations.

(CPP Maintenance position review) Chairman Holmes noted the Highway Department will be assisting this year, but CPP will still need employees to handle other day to day items at the pond. Commissioner Nolan will reach out to the DPW Director for more information on the position under the Highway Department. A new title for the needed position at CPP was discussed; the title of CPP Attendant will replace CPP maintenance. This position will handle the Concession Stand, Gate fees, cleaning, and trash. The Commission Clerk provided an overview of the needed seasonal status for the employees at CPP. Commissioner Houle inquired about Covid regulations and the CPP opening. Chairman Holmes asked to further discuss this topic at another meeting since the Board of Health will need to be consulted. Commissioner Houle will reach out to the Board of Health agent to discuss regulations around the pond for the season. The Commission Clerk will provide the maintenance position description for review and editing at the next meeting.

Commissioner Coscia suggested opening up the next meeting for community comment around CPP. Chairman Holmes asked to hold on this until the decision on the budget is made since the Town is being asked to fund it. The funding will determine how CPP will be able to open. Commissioner Nolan felt if the Town funds CPP for the season, this would make it residents only. It was noted parties at CPP were always available to anyone (residents or not) even when it was residents only; this option would need to be further discussed.

JPP UPDATES:

(General updates) There were no updates for review.

ANY OTHER OLD BUSINESS TO REVIEW:

(General items) Commissioner Houle attended a Massachusetts Recreation and Park Association meeting recently; she provided a review of topics which were discussed. She noted Pickleball and Tennis were subjects discussed at the meeting including resurfacing the area at different parks; New England Sealcoating was mentioned as a good company with a good price to use. Winter offerings from park departments in the area were discussed. Commissioner Houle noted some parks had a bulletin board set up to post schedules of events and sports. Chairman Holmes explained the bulletin board at Town Hall had been given to the Park Commission; the intent is to move it to TWC this year. Commissioner Nolan noted other towns have a Recreation Department with a Director; the Park Commission is not the same. Commissioner Coscia asked if the TWC should be advertised for events other than sports; some items could be managed by the Park Commission. Holding events at the LPL over the winter was suggested. Chairman Holmes recalled Music in the Park being held at TWC in the past. Commissioner Nolan stated Winterfest was a good event at the park. Events at TWC can be discussed once Covid restrictions are lifted.

OLD BUSINESS

ITEMS FROM THE CLERK:

(General updates) The Commission Clerk did not have items to discuss.

CORRESPONDENCE:

The Clerk only had correspondence in regards to events at the LPL. She will be discussing these with Selectwoman Fabian; she noted there will be refunds to process

for cancelled events. Chairman Holmes asked the reason for the cancellations; the Clerk confirmed it was due to the uncertainty of Covid.

ANY OTHER BUSINESS FROM THE COMMISSION:

Commissioner Coscia inquired on the status of the TWC office building; there was no update at this time.

Next meeting scheduled for Monday, March 08, 2021 @ 6:30pm via remote access.

MOTION by *Joe Coscia*: Adjourn the meeting at 8:01pm. Seconded by Jesse Medford

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

*****Meeting adjourned at 8:01pm*****

**LAKEVILLE PARK COMMISSION
MEETING MINUTES
REMOTE LOCATION
MONDAY, MARCH 08, 2021 @ 6:30PM**

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

Other Attendees: Deb Michaud (*Loon Pond Horseshoe Club*), Neli Woodburn (Clerk)

Vice Chairman Mike Nolan opened the meeting at 6:34pm. 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; Chairman Scott Holmes was not in attendance. Deb Michaud was in attendance for the meeting as a speaker. An introduction regarding the need for a remote meeting and how it will be conducted was read.

Vice Chairman Nolan decided to begin the meeting with the speaker in attendance for the Loon Pond Horseshoe Club. Ms. Michaud heard the fee per member will be increasing to \$40 from \$20 for the 2021 season. She felt the Horseshoe Club would lose more than half its members with this increase. She also heard there would be two seasons throughout the year and noted the Horseshoe Club only plays for one season (May to September). She requested the Horseshoe Club be allowed to continue to play for only one season at the \$20 per player rate. She noted another club in Shrewsbury closed for this very reason. Vice Chairman Nolan explained the Park Commission has not been able to gain revenue due to Covid and the Town is now looking for the Commission to become closer to the normal fees in the area. He further detailed a season is normally 10 to 12 weeks long. It was determined the Horseshoe Club is two seasons due to the length of time the club plays. Ms. Michaud stated \$40 per player for the year will not work and the club will have to limit playing to one season. She understood the budget issues the Park Commission is working with and felt the Town should provide a budget to the Commission. Commissioner Coscia reviewed the Club's season timeframe and suggested this may be concerned a season and a half which could be a \$30 per player fee instead. Ms. Michaud offered for the club to mow the grass in the area to lower costs. Commissioner Coscia did not feel a budget from the Town is the issue with this matter, and noted the decision to split into two seasons was to match other fields in the area. Commissioner Houle asked if the group could shorten their time to fit into one season; Ms. Michaud explained the club usually plays 15 to 17 weeks dependent on the number of teams. She felt the members would not want to pitch for a lesser amount of time. The club has been playing since 1984 and has a routine established with the usual season timeframe. Ms. Michaud inquired if the other younger teams/groups were being assessed the same fee; Vice Chairman Nolan confirmed all teams/groups will be charged the same. Commissioner Coscia continued to review the season timeframe being considered; he felt one season was about 16 weeks. The Commissioners agreed, if the season is 16 weeks it is one season. Tournaments are not part of the season and charged a separate fee. Ms. Michaud further explained there will be pick-up games which are not part of the official schedule; Vice Chairman Nolan confirmed the courts are open to the public for pick-up games. He also asked if the fence would be returned to its original spot; Ms. Michaud confirmed it would be. It was detailed the fence is in between the club's pits and the public pits; this movement would open 4 pits to the public. Commissioner Coscia inquired if all the courts are open to the public; Ms. Michaud explained they are not but the club opens them to anyone requesting. Commissioner Coscia

asked the Commission why the club is allowed to lock up some of the courts; Vice Chairman Nolan confirmed when the club began playing in Lakeville in 1995, the Commission agreed to allow them to build the courts provided that 4 courts were also built for public access at any time. This was the original agreement and he believes it still stands. Commissioner Coscia would like to further discuss this agreement. Commissioner Houle made a motion to allow the Horseshoe club their time; Commissioner Coscia noted this was per contract and a motion is not needed. The motion did not continue since the Commission agreed this was part of the contract. Ms. Michaud noted the water system upgrades were not a priority for the club at this time, and moving the fence would be first. Vice Chairman Nolan recommended the Club discuss the water improvements further before the Commission approves any additional items. New diagrams were recently submitted, but this will be tabled at this time. Vice Chairman Nolan reviewed the fence was a separate issue which is being corrected by moving it to the original place.

NEW BUSINESS

UPCOMING ELECTION:

(Park Commission Openings) There will be two open positions on the Park Commission at the upcoming elections. Commissioner Medford is resigning and Vice Chairman Nolan will not be returning. The Commission Clerk would like to post the openings on social media for more publicity. It was reviewed if no one is voted into the position at the Town election; an appointment process will begin where the candidate must be approved by the Board of Selectmen.

ANY NEW BUSINESS FOR THE COMMISSION:

Vice Chairman Nolan noted the contract for the management company at the Loon Pond Lodge (LPL) has been awarded to the Boston Tavern. He explained the accepted bid does not have a management fee and the intent of the company was to have someone full time to run the Lodge. The lack of fee will assist the Commission's budget. Commissioner Coscia questioned the Commission's involvement with the Lodge now that the new company is coming in; Vice Chairman Nolan stated the Town is moving to have all the buildings overseen by the Building Department. It was not clear the plan for the LPL at this time; but anticipated Budget changes will be discussed at the upcoming Budget meeting.

Vice Chairman Nolan provided an update about the TWC office building. The issue found is being fixed during the week. He also spoke to the Building Commissioner about updating the heating and a/c at the office; a split unit may be available to install at the office building along with insulation. The repairs and updates are being moved forward due to the management company requesting to set up an office at the LPL.

OLD BUSINESS

REVIEW / APPROVE MEETING MINUTES:

Meeting minutes from 8/24/2020 were provided for review.

MOTION by Jesse Medford: Accept the Meeting Minutes from 8/24/20 as presented. Seconded by Joe Coscia

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

MOTION PASSED

Meeting minutes from 9/21/2020 were provided for review. Commissioner Houle noted her vote was not on the motion to adjourn the meeting; the Commission Clerk confirmed she left the meeting prior to the adjournment and it was noted as such in the minutes.

MOTION by Joe Coscia: Accept the Meeting Minutes from 9/21/20 as written.
Seconded by Jesse Medford

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

MOTION PASSED

Meeting minutes from 10/19/2020 were provided for review. The minutes were titled incorrectly; the Commission Clerk corrected this.

MOTION by Jesse Medford: Accept the Meeting Minutes from 10/19/20 as written.

Seconded by Joe Coscia

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

MOTION PASSED

Meeting minutes from 11/2/2020 were provided for review.

MOTION by Joe Coscia: Accept the Meeting Minutes from 11/2/20 as written.

Seconded by Paula Houle

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

MOTION PASSED

Meeting minutes from 11/16/2020 were provided for review.

MOTION by Jesse Medford: Accept the Meeting Minutes from 11/16/20 as written.

Seconded by Joe Coscia

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

Nolan - aye; **MOTION PASSED**

LPL UPDATES:

(Management Company Update) This was discussed earlier in the meeting. Commission Coscia inquired when the management company will begin work; Vice Chairman Nolan stated the Town may set up a short term contract with them while the main contract is being edited so work may begin as soon as possible. The Commission Clerk noted Selectperson Fabian has been assisting with event correspondence but has become very busy at this time; the Clerk proposed touching base on emails for events offering the person to be placed on a waitlist for tours or booking questions once the company begins. Vice Chairman Nolan felt this would be fine as long as the Clerk has the time to do so. Commissioner Coscia inquired if an announcement will be made stating the Boston Tavern will be the new management company; the Commission Clerk noted no announcement was made when Southeast Event Management received a contract. Social media and the Park Commission page can be updated; but Vice Chairman Nolan suggested waiting until the contract is signed for this.

(General updates) Vice Chairman Nolan provided an update on some work completed at the Lodge; clean up to the wall at the CW Room was completed. Paint touch ups were completed as well. Commissioner Houle asked if the Town would be cleaning up a tree which fell in the water; Vice Chairman Nolan noted it was on their list to complete when the weather is warmer. Additionally, the pine needles were cleaned from the roof. The Commission Clerk inquired if the new management company knew about LMMA using the building and if this was permissible; it was noted to them and LMMA will need to stop use of the LPL by April 1st. Vice Chairman Nolan has spoken with LMMA about this. The alarm system at the LPL will need to be addressed with the new company coming in. The Commission Clerk noted a list of who needs a code to access the building is needed. It was announced the Board of Selectmen meeting was occurring at the same time and they were discussing the management company contract.

TWC UPDATES:

(Haunted House decision) The Town has officially put aside the funds for the removal and abatement of the Haunted House building. Work cannot move forward until the Commission

decides what to do with the building. Commissioner Coscia would like to salvage a portion of the building; he would also like to sell the items inside. Vice Chairman Nolan felt the building should be demolished at this point. Commissioner Houle reference a letter received by the Historical Committee which stated the building lacked historical significance. Commissioner Coscia would like to also speak with the TWC alumni association about the building. Commissioner Medford felt there were not funds to put toward preserving the building. Vice Chairman Nolan believed the amount from the Town would include completing the outside clean up at the building as well. Commissioner Coscia questioned how to video the contents of the building since LakeCAM stated they would not enter. Commissioner Houle suggested providing any tools or equipment in the building to the Highway Department. Commissioner Coscia volunteered to reach out to the people interested in the Haunted House to discuss purchasing the building contents.

MOTION by Paula Houle: Accept the funds from the Town for the demolition of the Haunted House building. Seconded by Joe Coscia

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

It was noted LakeCAM offered the use of a video camera to record the contents of the building. The Commission Clerk inquired if the funds from the Town included the proposed maintenance building in the area; Vice Chairman Nolan confirmed it does not.

(Snack Bar inventory) Commissioner Coscia would like to inventory items in the concession stand. Vice Chairman Nolan recalled there are two refrigerators in the building, an irrigation box/timer, shelving, and tables. He confirmed the Commission has access to it since the irrigation is controlled from the building. The Commission Clerk confirmed the baseball league was assessed usage of the building in 2019.

(General updates) Commissioner Coscia inquired if the basketball hoops will be put back up; Vice Chairman Nolan will contact the Board of Health to ask.

SPORTS UPDATES:

(Tennis court painting) Commissioner Coscia suggested holding back approval of court time for the Pickleball group until the painting on the courts is corrected. Court #1 is only for tennis and Court #2 is dual purpose for tennis and Pickleball. A letter was sent to the group last year detailing this request to correct the unapproved painting of the courts. Vice Chairman Nolan noted the upcoming budget meeting includes discussing the Park's capital plan which shows an amount for repairing and painting the tennis courts. Commissioner Houle agreed the Pickleball group should be held accountable for the painting and should correct it before they are permitted to play. The Pickleball group has submitted a court time request, but no contract is sign for the 2021 season yet. The Commission Clerk will draft correspondence to send to the Pickleball group in regards to this situation. Vice Chairman Nolan also noted the group will need to be informed of the new season timeframe; the group will be playing for two seasons, not one. It is known the group is currently playing at the tennis club at a much higher rate than TWC.

(Field Day) Commissioner Coscia would like to organize a day for all the leagues/groups to help clean up the park to start the season. Vice Chairman Nolan noted the groups/Leagues historically plan a day on their own to clean up their area.

(Scheduling) Commission Coscia noted the schedules need to be completed soon. The Commission Clerk noted all received schedule requests from teams/groups have been provided to the Commissioners assigned at this time. She asked if the contracts should wait

until the schedule is approved or send contracts out as soon as possible; Commissioner Coscia noted he did not review the schedule requests yet and would like to review them with the other Commissioners on a designated day.

(General updates) Vice Chairman Nolan was recently contacted by a former employee looking to come back to work at TWC. He provided a review of the work they historically took care of at TWC and noted the position was never filled. He suggested tabling any further discussion until the next meeting.

CPP UPDATES:

(CPP Maintenance position review) The old maintenance position at Clear Pond Park (CPP) needs to be reviewed. This position will be revised and tentatively titled CPP Attendant. The Highway Department will be taking on a portion of the maintenance to the area. The title change was also suggested to ensure the seasonal status of the position. Vice Chairman Nolan has been speaking with the DPW Director and one full time employee was preferable to multiple part time employees. This full time position will also cover the other parks during the season. Vice Chairman Nolan is looking to meet with the DPW Director to further detail the position. The Commission Clerk has provided the CPP Maintenance job description for review and edits. Vice Chairman Nolan further reviewed the current maintenance employee at TWC and noted the new relationship with the Highway Department has been beneficial.

(General updates) Vice Chairman Nolan spoke with Selectman LaCamera and questioned the budget not showing funds from the Town for CPP (which was requested). It was explained the Town could not fund the whole budget for CPP but would entertain discussion on partial funding. The question of making CPP resident only or not must be decided. The discussion for making it residents only was dependent on the Town's ability to help fund the pond. Commissioner Houle suggested reducing staff to help lower costs for CPP; maintenance staff can be reduced since the Highway Department will be taking over some of those duties. The staff during the 2019 season was reviewed for comparison. A previous discussion in regards to residents only was reviewed; it was noted there were different opinions on this matter.

JPP UPDATES:

(Snack Bar Inventory) This was discussed earlier in the meeting for the TWC snack bar. Commissioner Coscia will take care of completing this inventory.

(General updates) Vice Chairman Nolan pointed out the recent work done by the Highway Department. Commissioner Coscia would like to speak with the DPW Director to help place posts for better organization of the parking lot. An out of town softball team is looking to hold a tournament at JPP (July 23 – 25). Commissioner Coscia will compile the costs/fees to charge the group and will provide this to the Commission for review.

ANY OTHER OLD BUSINESS TO REVIEW:

(Website upgrade) Commissioner Coscia would like to update the Park Commission's page on the Town website; he would like to post the field schedules online. The Commission Clerk provided an overview of the page and the restrictions on what can be done with it. Commissioner Houle reviewed the bulletin board which is still at Town Hall can be used at TWC to post printed schedules of the fields as well. This was not moved last year when it was found to have concrete holding it in place; there was not sufficient time to cut it out of the area before the cold weather. The Commission Clerk noted the page on the website does have a tab for Sports and has links to the sport's websites.

(Mission/Vision statement) Commissioner Houle had previously proposed a Mission and Vision statement for the Park Commission. Vice Chairman Nolan was able to provide some historical documents about TWC and provided a review of it. The document was permission to use the name of Ted Williams for the park. Vice Chairman Nolan asked to table this discussion for the next meeting to allow for further time to review. Commissioner Coscia also drafted a mission/vision statement and will provide it to the Commission.

OTHER BUSINESS:

ITEMS FROM THE CLERK:

(General updates) The Clerk requested to move forward at this time.

CORRESPONDENCE:

Mr. Doug Berry recently reached out in regards to Mass Effects Sports which he attempted to bring around last year. The Commission Clerk provided the information submitted in 2020 to the Commission for review. Mr. Berry would like approval to hold this during April vacation (16th – 23rd). Vice Chairman Nolan will ask the Board of Health about holding this. Commissioner Coscia would like more detail. The Clerk will reach out to Mr. Berry after Board of Health approval.

ANY OTHER BUSINESS FROM THE COMMISSION

Commissioner Coscia requested fertilizer for JPP this year; Vice Chairman Nolan confirmed funds were put aside in the budget for it. A gentleman was supposed to review the fields for this, but it did not occur. A discussion with the DPW Director about fertilizer needs to take place.

The mission statement will be further worked on and presented at the next meeting. The vision statement will be edited after the mission statement is approved.

The Commission Clerk inquired if she is needed at the Wednesday budget meeting. The Commission felt the clerk should be in attendance. The Clerk provided an update on the bulletin board at Town Hall; it is no longer available for the Commission's use.

Next meeting scheduled for Monday, March 22, 2021 @ 6:30pm via remote access.

MOTION by Mike Nolan: Adjourn the meeting at 8:45. Seconded by Joe Coscia
Commissioner Coscia noted the next scheduled meeting is 3/10 for the budget review.

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

****Meeting adjourned at 8:45pm****

**LAKEVILLE PARK COMMISSION
MEETING MINUTES
REMOTE LOCATION
WEDNESDAY, MARCH 10, 2021 @ 8:00PM**

Park Department

Present for discussions were members of the Park Commission: Michael Nolan; Joe Coscia; and Paula Houle. Mr. Nolan called the Park Department meeting to order at 8:13 PM.

Chairman LaCamera said this has been a difficult year for the Park Commission due to Covid. Revenues are pretty much nonexistent. The new stimulus money will allow lost revenue to be reimbursed over a two (2) to three (3) year period.

Mr. Nolan said he has met with Tim Malinosky from Boston Tavern. In the first year, the revenue should be close to what they estimated. Selectman Fabian said Selectman Day had questions on the revenue projections. People are already contacting them to discuss booking events. Mr. Nolan asked if they should be given a one (1) month contract while the final contract is being worked on. Selectman Fabian said Town Counsel felt that we should just do the final contract. Boston Tavern is also waiting on a pending license from the State. She is waiting on the attorney to send a draft contract. Mr. Nolan said the martial arts business has been notified that they need to be out of their space by April 1, 2021. Mr. Malinosky is planning on actively using the kitchen to cook. There is work that needs to be done there. Selectman Fabian said we should possibly meet with Nate Darling to discuss the work needed. Mr. Nolan said Mr. Malinosky indicated that he would be able to pay for some of the work needed. Chairman LaCamera said if we need funding, we need to figure that out soon. Selectman Day said he wants to make sure there is an agreement regarding the upgrading of the kitchen. Selectman Fabian said she has instructed the attorney to put some language in the contract regarding that. Chairman LaCamera said we should figure out who is responsible for what regarding improvements. Mr. Nolan said it seems like this is a bit open ended. There are two (2) classifications of improvements, like fixing the units over the stove. If he did that, it would stay if the vendor left. If they brought in an extra fridge, it would be theirs to take. Mr. Malinosky would like to use an office where the Park Department's Clerk is currently in and the storage part of our office building. Selectman Fabian said she has addressed the office space, but not the storage space.

Chairman LaCamera said the hall rental fee goes directly to the Town. Mr. Malinosky indicated that it was a whole package: hall rental, catering and bar and we would be getting a percentage of that. We need to address that. Chairman LaCamera said he thought the percentage would be based upon the catering service and bar service. Selectman Fabian said she will discuss that with Mr. Malinosky. Chairman LaCamera said it is estimated at \$85,000 for rental fees of the hall. Bar service is estimated at \$20,000 and food service is in the

\$20,000's. The totals have been averaging \$145,000 and no management fees need to be paid. Mr. Nolan said the percentages have dropped to 12%. Chairman LaCamera said the volume of events should be higher. We will still be ahead by not paying management fees. Mr. Nolan said he doesn't believe that Mr. Malinosky knows that the Town will be getting the hall rental fees. Chairman LaCamera asked about the \$7,500 for cleaning service? Mr. Nolan said a cleaning service comes in after every event. We charge for the cleaning service. Chairman LaCamera said Boston Tavern would charge the cleaning fee and be responsible to do the cleaning. Further discussion occurred regarding the revenue projections. Selectman Day said there is \$300,000 projected for year 1. In FY20, we made \$35,000 minus the hall rentals. Mr. Nolan said Mr. Malinosky mentioned their prices would be higher than what is being charged now. Selectman Fabian said they will have a full-time person on for a while. Mr. Coscia said we aren't sure that the Park commission gets 100% of the hall rental. Selectman Fabian said she thought they were going to be charging per person; there may not be a hall rental fee.

Chairman LaCamera said in looking at other revenue numbers, you have field rentals of \$33,000; is that the leagues. Mr. Nolan said yes; we raised the fees 30% last year. This year we voted for any groups there for a longer period of time, rather than charging them one (1) \$20 a head fee, we are breaking that up into two (2) 16-week seasons. Those revenues should double. Mr. Hassett said the last full year in 2019 was at \$28,000. Mr. Nolan said we added the 30% increase for 2020. He feels good about the \$33,000. Group outing fees for Ted Williams Camp is at \$5,000. Discussion occurred regarding the fees for the Cranberry Trifest. Ms. Woodburn said the \$5,000 is their per participant fee. Mr. Nolan said their per participant fee will be higher, but they anticipate less participants. Ms. Woodburn noted that they do food and beverage one day of the event.

Chairman LaCamera said going forward; we want the contracts and deposits to go to Accounting for recording. Discussion occurred how payment would be made. Mr. Hassett said the Town would want custody of the funds instead of it to a third party. Mr. Nolan said the company would expect to keep the funding and we should talk to them. We can tell them that the Town wants the deposit. Mr. Beals asked who keeps the deposit if a party backs out. Mr. Nolan said the previous company returned it to the Town. Mr. Beals said the Town should get the deposit money. If the renter backs out, we are relying on the vendor to return the money. Selectman Fabian said she will have Mr. Hassett put together some sort of language on this to discuss with the vendor.

Chairman LaCamera said the budget is out of balance by \$57,000. You can use some of your retained earnings, but we are trying to protect that. If we don't get the rental fees, we have a big problem. Scott Holmes joined the meeting at 9:16 PM.

Regarding Clear Pond, Chairman LaCamera said the Selectmen never said that the Town would pick up the cost of Clear Pond 100%. We need to discuss the season pass revenues and gate fees. You are projecting \$2,500. How did that happen? Selectman Fabian left the meeting at 9:22 PM. Mr. Nolan said it was reduced by considering that it will be Lakeville residents only. Mr. Holmes said we thought the Town would fund it so we didn't have out of town people there. Chairman LaCamera said residents must pay a fee. Mr. Nolan said we have to re-evaluate the numbers. Mr. Nolan said the number floated out for Clear Pond was \$25,000. Ms. Woodburn said in 2019, there were 97 resident passes and 42 out of town passes sold. It is \$130 for out of town passes and \$80 for resident passes. Chairman LaCamera said a season pass could be issued to a Lakeville household and then they buy a guest pass and that is assigned to the particular residence to be used. Discussion occurred regarding the season pass system. Mr. Coscia said the Park Commission has not voted on Lakeville residents only. Ms. Houle said it is hypothetical only as we don't have the money for the pond. Selectman Day asked if costs remain the same based on the number of people let in. Mr. Holmes said the staff is the same, regardless of the amount of people there. Mr. Nolan said he thought the Park Commission agreed if we got funding, it would be residents only. Discussion occurred regarding estimating revenue for Clear Pond if it is limited to residents only and staffing at Clear Pond. Selectman Day asked about tennis court repairs. Ms. Houle said they are sending a letter to Pickleball about it. Mr. Coscia said the Park Commission received an estimate of \$28,000. Chairman LaCamera said we need to get the DPW Director involved in these repairs.

Discussion occurred regarding meeting with the Park Commission again. Mr. Coscia said the Park Commission needs to meet alone prior to meeting with the Board of Selectmen. Chairman LaCamera said we have a meeting on March 22nd so we can shoot for that. Mr. Nolan said we need the meeting on the 22nd to work on this. It was agreed to meet at 8:00 PM on March 22nd.

Upon a motion made by Mr. Nolan and seconded by Mr. Coscia, it was:

VOTED: To adjourn the Park Commission meeting at 10:07 PM.

Roll call vote: Mr. Holmes – aye; Mr. Coscia – aye; Ms. Houle – aye and Mr. Nolan - aye.

PROPOSED MISSION/VISION STATEMENT FOR THE PARK COMMISSION (2021)

MISSION STATEMENT

The Commission is dedicated to preserving and improving both the quality and accessibility of our open space and natural environment; as well as promoting healthy activities and programs in our safe, well-maintained parks and public spaces.

VISION STATEMENT

In 1986, Ted Williams granted permission to transfer the Ted Williams Baseball Camp to the Town of Lakeville. The ballfields grew from a few to many. The Commission now sustains the Ted Williams Camp and the dynamic park system throughout the town. We welcome and provide innovative programs for our evolving community. Our Commitment inspires recreation which promotes health and enjoyment as we reach into the future.

**Clear Pond
(June 26 - August 29, 2021)**

(2019 Season)						
Positions	# of Employees	Hourly Rate	Hours Per Week	Weeks Per Year	Salary	Total
Payroll costs						
Director					\$7,442.00	\$7,442.00
Lifeguards					\$21,086.00	\$21,086.00
Attendants					\$17,803.00	\$17,803.00
Other costs						
Snack bar food & electricity						\$4,600.00
Trash pick up						\$300.00
					\$46,331	\$51,231.00

Proposed for 2021						
Positions	# of Employees	Hourly Rate	Hours Per Week	Weeks Per Year	Salary	Total
Payroll costs						
Director	1	\$20.36	40	9.00	\$7,329.60	\$7,329.60
Lifeguards	6	\$15.27	20	9.00	\$16,491.60	\$16,491.60
Attendants	5	\$11.83	20	9.00	\$10,647.00	\$10,647.00
Other costs						
Snack bar food & electricity						\$0.00
Trash pick up						\$300.00
					\$34,468	\$34,768.20

Payroll savings		\$11,863
Keeping snack bar closed		\$4,600.00
Total savings		\$16,463