



TOWN OF LAKEVILLE MEETING POSTING & AGENDA **REMOTE MEETING**

*Town Clerk's Time Stamp
received & posted:*

*48-hr notice effective
when time stamped*

Notice of every meeting of a local public body must be filed and time-stamped with the Town Clerk's Office at least 48 hours prior to such meeting (excluding Saturdays, Sundays and legal holidays) and **posted thereafter in accordance with the provisions of the Open Meeting Law, MGL 30A §18-22 (Ch. 28-2009)**. Such notice shall contain a listing of topics the Chair reasonably anticipates will be discussed at the meeting.

Name of Board or Committee:	<u>Lakeville Park Commission</u>
Date & Time of Meeting:	<u>Tuesday, March 29, 2022 @ 7:00pm</u>
Location of Meeting:	<u>REMOTE MEETING</u>
Clerk/Board Member posting notice:	<u>Neli Woodburn, Clerk</u>

Cancelled/Postponed to: _____ (circle one)

Clerk/Board Member Cancelling/Postponing: _____

R E V I S E D A G E N D A

1. Meet with representatives from Freetown Lakeville Soccer Club
2. Review and approve meeting minutes (12/6/21, 2/28/22, 3/15/22)
3. Review with possible vote on received Field Time Contracts
4. Discuss plans for remaining sports groups/teams
5. Review revised Roles & Responsibilities for Park Commissioners
6. Discuss plan for transition of information to new Commission
- 7. Discuss with possible vote to add another authorized signer for payroll**
8. Old Business for the Commission
9. Any New Business for the Commission
10. Items from the Clerk
 - Review preparations for exit of Clerk on 4/8/22
11. Any other business that can properly come before the Park Commission

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

**LAKEVILLE PARK COMMISSION
MEETING MINUTES
REMOTE LOCATION
MONDAY, DECEMBER 06, 2021 @ 7:00PM**

Members Present: Joe Coscia, Scott Holmes, Paula Houle

Other Attendees: Neli Woodburn (Clerk)

Chairman Joe Coscia opened the meeting at 7:03pm. LakeCam was recording and live streaming the meeting via Facebook. An introduction regarding the need for a remote meeting was read. Commissioner Darlene Lee and Commissioner Tony Chiuppi were not in attendance.

REVIEW AND APPROVE MEETING MINUTES

Meeting minutes from 6/7/21 and 8/16/21 were provided. Chairman Coscia inquired if everyone was able to review the minutes. It was noted Commissioner Holmes was not listed in attendance at the 6/7/21 meeting; the Commission Clerk will correct this. There were no other corrections/edits presented.

MOTION by Joe Coscia: Approved the meeting minutes of 6/7/2021. Seconded by Paula Houle

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

MOTION PASSED

A motion was made to approve the minutes of 8/16/21, however no second was heard. Unanimous vote to approve is not applicable.

REVIEW QUESTIONS FOR SURVEY MONKEY

Commissioner Holmes did not have an opportunity to review the proposed questions. Chairman Coscia questioned the reason for the survey and noted the Park Commission was not a recreation department. The Commission does not offer programs in the parks. He also mentioned the cost associated with the mailing as well as resources needed to review the answers. He provided edits/comments to the shared document. Commissioner Houle noted the Commission was voted as a park and recreation system in 1990 according to the Town Report, but has not been offering programs. The questionnaire would assist in determining what the Park Commission can offer to make it more useable to the community. Chairman Coscia explained if a group wished to put on a program at the parks, they would ask for permission; however, the Commission does not run or offer programs. He also noted the Commission does not have the infrastructure to support this. Commissioner Houle felt the budget could allot funds for programs at the park. The Commission Clerk confirmed there has not been a recreation budget in the past and noted there was not a manger position to organize programs. She additionally inquired who would manage the activities proposed. Commissioner Houle felt each Commissioner in charge of the area could manage any new programs or activities coming in. Commissioner Holmes explained the Commission has not run programs in the past mainly due to budget constraints. Hiring a Park Director was discussed in the past, but the cost of the position was high and would require the position to run all sports programs at the parks to generate enough revenue to support the expense. Commissioner Houle felt the survey could still be utilized to gain feedback for future use. Chairman Coscia wanted to ensure all Commissioners had the opportunity to review and provide input on the questions. Commissioner Houle will follow up with the Commissioners to gather feedback on the questions.

PRESENT ORIENTATION PACKET FOR PARK COMMISSIONERS

Commissioner Houle has completed an orientation packet for the Park Commission. A full copy of the packet is available at the Ted Williams Camp (TWC) office with some of the items shared via Google Docs. She provided an overview of the documents included. This packet can be provided to any new Commissioners. Chairman Coscia suggested the Commission review the packet prior to deciding on the final version.

DISCUSS SCREEN SHARING DURING VIRTUAL MEETINGS

This agenda item was from Commissioner Chiuppi. Commissioner Houle shared his intent was to implement screen sharing like other Boards and Commissions. Chairman Coscia urged caution since once an item is shared it is public record and wanted to ensure those using this feature know how to properly do so. The Commission Clerk noted she was not able to screen share for the Commission due to her available equipment; she also suggested having one person screen share needed documents. Further discussion with Commissioner Chiuppi will occur to determine his intent with this item.

REVIEW FINANCIALS FOR ALL PARKS

The Commission Clerk has provided all updated financials to the Commission. Commissioner Houle inquired on the amount of revenue each park has taken in. The Commission Clerk explained many items on the budget are combined, but tries to notate which park an item is from. The spreadsheet provided lists this information.

REVIEW RECENT MEETING WITH LAKEVILLE ATHLETIC CLUB

Chairman Coscia met with Richard Anthony of the Lakeville Athletic Club. Mr. Anthony would like to manage the tennis/pickleball courts at TWC for the Park Commission. He also offered to complete maintenance to the area. Chairman Coscia has reached out to the Town Administrator's office for guidelines on how to proceed with this proposal. Mr. Anthony has noted the courts are usually empty and he would like to have a system for people to sign up for play times. Both the Lakeville Athletic Club and the Park Commission would gain revenue from this partnership. Chairman Coscia will continue discussions with Mr. Anthony on this proposal.

DISCUSS ANNUAL USE OF CLEAR POND PARK FOR CHURCH BAPTISM AND POSSIBLE OTHER EVENTS

The Commission Clerk noted Commissioner Chiuppi had spoken with the church group the day of their event in regards to possible future events; she was only aware of the group's request to hold a baptism at CPP annually. This request was included in a letter with their donation to the Park Commission.

REVIEW BUDGET FORMS FOR NEXT FISCAL YEAR

Chairman Coscia is currently working on the budget for the next fiscal year. He felt an important topic for the budget is how the CPP season will run in 2022. Commissioner Houle proposed allowing the residents of Freetown and Middleboro access to CPP. Chairman Coscia did not wish to exclude certain towns versus others. Commissioner Houle noted the reason for these two towns was Freetown and Lakeville share a school district; and Middleboro shares a pool with Lakeville residents. Chairman Coscia would like to make this decision by end of January. He will also be meeting with the Town Accountant and Town Administrator to review the budget items. The Capital Plan will also need to be completed. Commissioner Holmes suggested using the current 5 year Capital Plan and update it for this year.

ITEMS FROM THE CLERK

(Update to alarm System Company) The current alarm system company for the Loon Pond Lodge has changed ownership. The new company, Black Lab Alarm, has sent the recent invoice along with a letter from the old company explaining the change. The price for the yearly service did not change. The usefulness of the alarm service at this time was questioned. Commissioner Holmes suggested giving the Boston Tavern the option of taking over the alarm service since the building is under their care. The Commission Clerk will reach out to Boston Tavern.

(Request to promote Muckey's redemption service) The owner of Muckey's Liquor reached out asking for some promotion around their redemption service bin located at the Transfer Station. Funds from this redemption go directly to the Park Commission. There is a sign at the Transfer Station in regards to this bin. The Commission Clerk was looking to post photos and information about this redemption service via social media.

Chairman Coscia stated one of the coolers at JPP was no longer working. He was able to secure the donation of a similar cooler from Brian and Katie Gonsalves, and it is now at JPP.

OLD BUSINESS:

Commissioner Holmes inquired on the Haunted House. Chairman Coscia will reach out for an update. All work bids were due by December 1st.

Commissioner Houle noted the extra freezer at CPP works and asked if it could be utilized at JPP. Chairman Coscia stated it was not needed at JPP, but would like to offer it within the Town. He suggested not removing it yet and revisit this idea in the spring.

(Update on three year plan for Parks) & (Update on annual park activity spreadsheet) Chairman Coscia emphasized having the Commissioners review and add items to the three year plan for the parks. The document was shared via Google Docs.

Commissioner Houle inquired if she and Commissioner Chiuppi should work on the CPP budget for next fiscal year. Chairman Coscia will populate the budget based on prior year numbers. He emphasized making decisions for the next CPP season as early as possible. Commissioner Houle has items which will need to be addressed prior to opening next season; she plans on presenting those in January.

Chairman Coscia noted the sport field rental contracts will need to be reviewed for the next season. Specific information will need to be added. He asked for everyone to review the current contracts.

MOTION by Joe Coscia: Adjourn the meeting of the Lakeville Park Commission.

Seconded by Scott Holmes

Next meeting scheduled for Monday, January 10, 2022 @ 7:00pm via remote access.

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

MOTION PASSED

Meeting adjourned at 8:05pm

**LAKEVILLE PARK COMMISSION
MEETING MINUTES
REMOTE LOCATION
MONDAY, FEBRUARY 28, 2022 @ 7:00PM**

Members Present: Paula Houle, Joe Coscia, Tony Chiuppi

Other Attendees: Marc R (Town Planner), Neli Woodburn (Clerk)

Chairman Joe Coscia opened the meeting at 7:08pm. LakeCam was recording and live streaming the meeting via Facebook. An introduction regarding the need for a remote meeting was read. Commissioners Scott Holmes and Commissioner Darlene Lee were not in attendance. Marc Resnick, Town Planner was in attendance.

MEET WITH MARC RESNICK, TOWN PLANNER

Chairman Coscia introduced the Lakeville Town Planner, Marc Resnick. Mr. Resnick explained how Town Planners often work closely with park departments or Commissions and wanted to meet with everyone. The Town is currently rewriting the Open Space and Recreation plan which cannot be more than 4 years old and must approved by the state. This allows application for grants in the future. He provided an overview of the Open Space plan. An inventory of lands is in the plan which includes all parks and open space areas. An analysis is then completed on the inventory which includes condition, needed improvements, and needed expansions. Mr. Resnick would like a walk-through of the park areas to discuss how they are use and makes notes on any equipment or facilities on site; a condition report will be created from the tours. The Commission will be able to meet with Mr. Resnick later to review the report and prioritize need. Chairman Coscia noted a representative from the Park Commission is requested to be on the Open Space committee or be available as a liaison; Mr. Resnick confirmed this request. Chairman Coscia noted the only remaining members after the election who could volunteer now would be Commissioner Houle and Commissioner Holmes. Mr. Resnick further explained the representative could just be someone available to speak to him when something with Open Space is needed. Commissioner Chiuppi inquired if this would assist bringing funds into the parks and who would designate where the funds go. Mr. Resnick explained the Open Space plan would prioritize the needs of the community. There are no direct funds which would come to the parks; grants could be written for needed items as well as submitting applications to various programs for funding on specific projects. Mr. Resnick felt a liaison from the Park Commission would only be needed for a few months while the Open Space plan was being written. Commissioner Chiuppi offered to show Mr. Resnick around Clear Pond Park (CPP). Mr. Resnick is planning to tour the parks with Chairman Coscia toward the end of March and plans to meet with the Commission again to review the information. Commissioner Houle volunteered to act as the liaison. Commissioner Chiuppi noted some documentation which was recently created with recommendations of work needed; this can be shared with Mr. Resnick. A specific date for visits to the parks will be confirmed at a later time. Commissioner Houle inquired if the intention was to bring more programs to the parks; Mr. Resnick explained the Town Planner does not handle programs at the parks. This is usually handled by a staff member of the park. Planners tend to assist with larger improvements. Mr. Resnick was thanked for his time. He noted his intent to stay on the meeting for a few minutes before leaving.

REVIEW AND APPROVE MEETING MINUTES (1/10/22, 1/31/22)

No corrections or edits were provided for the 1/10/22 meeting minutes.

MOTION by Joe Coscia: Accept the minutes as written for the 1/10/22 meeting.

Seconded by Tony Chiuppi

Roll Call Vote: Tony Chiuppi – yes, Paula Houle – yes, Joe Coscia – yes; **MOTION**

PASSED

Minutes from 1/31/22 were provide. No corrections or edits were provided.

MOTION by Joe Coscia: Accept the minutes as written for the 1/31/22 meeting.

Seconded by Tony Chiuppi

Roll Call Vote: Paula Houle – yes, Tony Chiuppi – yes, Joe Coscia – yes; **MOTION PASSED**

Minutes from 12/6/21 were completed and provided; however, Commission Holmes is needed for approval. These minutes will be held until the next meeting.

REVIEW PROPOSED REVISIONS TO 2022 FIELD USE CONTRACTS AND FEES

The Commission Clerk read the added verbiage to the field time contracts in regards to food trucks. The verbiage reviews the responsibility of the group/team scheduling a food truck to speak with the Board of Health and to inform the Commission of the scheduled truck. There were no objections to the verbiage; Chairman Coscia and the Commission Clerk will move forward with updating all contracts with this approved statement.

REVIEW WITH POSSIBLE VOTE ON CPP DIRECTOR JOB DESCRIPTION

The updated CPP Director Job Description was provided to all. Chairman Coscia inquired on the verbiage “possess appropriate water skills and knowledge as indicated by the waterfront lifeguard certificate” located under essential duties and responsibilities as well as under qualifications/skills; he questioned if this should be recommended instead of a requirement. Commissioner Houle believed it was required in the past. The Commission Clerk confirmed in 2021 this was listed as recommended. Commissioner Chiuppi suggested returning this to a recommended item. Commissioner Houle will update the job description. The job description dates will be added by HR. The Commission Clerk noted due to the changes to the description it will need to be approved by the Select Board. Chairman Coscia requested for Commissioner Houle to update the description and review it with HR prior to Select Board approval.

MOTION by Paula Houle: Accept the internal job posting additions and edited portion with that change of recommended waterfront skills.

The Commission Clerk noted this should be the approval of the job description, not an internal job description.

Commissioner Houle amended her motion to: Approve the job description for the Director of Clear Pond Park. Seconded by Tony Chiuppi

Roll Call Vote: Tony Chiuppi – yes, Paula Houle – yes, Joe Coscia – yes; **MOTION PASSED**

REVIEW WITH POSSIBLE VOTE FOR CLEAR POND PARK 2022 SEASON

Chairman Coscia reviewed the three proposals for the CPP upcoming season. One was to remain Lakeville residents only with guests (same as 2021). The second proposal was to make CPP open to Lakeville, Middleboro, and Freetown residents only. The third proposal would open CPP to everyone with no restrictions. Chairman Coscia noted the Select Board was willing to supplement funds if CPP went residents only. They noted it would be an \$8,000 supplement; however, this would not cover the cost of all residents visiting. He felt the Commission must vote on how CPP will run for the 2022 season first. Fees will also be a separate conversation. He felt the decision would not be completed at this meeting due to only three Commissioners in attendance. Commissioner Houle believed since Middleboro and Freetown border Lakeville and share certain things with the Town adding them to access CPP would help increase revenue; she also felt this addition would not be too much to handle for the staff. Chairman Coscia inquired with this proposal would residents of Middleboro and Freetown be able to bring guests from other towns; Commissioner Houle stated it would be fine. Chairman Coscia explained the \$8,000 amount was the estimated revenue for season passes; this figure does not include the additional \$8,000 in gate fees expected. Chairman Coscia explained if the Town was to supplement CPP for residents the amount would need to be \$16,000. No further information in regards to this supplement of revenue was received by the Select Board at this time. Commissioner Chiuppi agreed with moving to the proposal

which adds Middleboro and Freetown resident to access CPP. He did not support the supplement from the Select Board with the contingency added (residents only). Three votes are required to approve one of the proposals; due to two Commissioner being absent Chairman Coscia felt the issue would not be resolved. Commissioner Chiuppi was concerned since there will be three open positions on the Park Commission come election time and inquired on how the Commission would proceed. It was explained if no one is elected to fill the positions the Select Board would appoint Commissioners. Commissioner Houle asked if the Park Commission would approve the person; they would not. The Commission Clerk recalled the last occasion this occurred and the Commission merely recommended a person to the Select Board; however, the final approval was with the Select Board. Commissioner Chiuppi inquired if Chairman Coscia would compromise his stance on CPP for a motion to pass; he was not willing to do so and wanted to plan for a meeting where the other Commissioners can attend to vote. Commissioner Houle inquired if a written vote could be accepted for an absent Commissioner; it cannot. The topic will be tabled at this time.

REVIEW WITH POSSIBLE VOTE ON HORSESHOE TOURNAMENT REQUEST

The Loon Pond Horseshoe Club has submitted their tournament date requests for approval. Chairman Coscia would like to move forward with approving all dates listed at once and work with Boston Tavern for any potential conflicts.

MOTION by Tony Chiuppi: Approve. Seconded by Paula Houle

The Commission Clerk noted one of the tournament dates coincides with the annual Poker Run; however, the Boston Tavern did not feel it would be an issue to hold both.

Roll Call Vote: Tony Chiuppi – yes, Paula Houle – yes, Joe Coscia – yes; **MOTION PASSED**

The Commission Clerk will communicate with the Horseshoe group on the approved tournament dates and will generate one contract including all dates for the group to sign.

REVIEW REQUEST FROM GIRL SCOUT GROUP

The Commission Clerk shared recent correspondence from a Girl Scout Troop looking to add trash and recycling receptacles at Ted Williams Camp (TWC). Commissioner Houle received an email as well and noted Commissioner Lee and Commissioner Holmes were in charge of items at TWC. Commissioner Chiuppi felt a recycling program at TWC was a great idea; however, it would need to be picked up weekly or bi-weekly. Commissioner Chiuppi volunteered to reach out to the group and perhaps review other projects the Troop can do for the Community Service Award they are attempting to gain.

ANY NEW BUSINESS FOR THE COMMISSION

(Edit responsibilities within the Commission) Chairman Coscia suggested having the responsibilities of the Commission reviewed prior to the upcoming election. He recommended some changes including having one Commissioner in charge of special events at the parks. This will be further discussed at the next meeting.

ANY OTHER BUSINESS THAT CAN PROPERLY COME BEFORE THE PARK COMMISSION

No other business was presented. Chairman Coscia noted Mr. Resnick still on the meeting and asked if he had any additional comments or questions; Mr. Resnick did not.

Chairman Coscia began a discussion on scheduling the next meeting which he suggested should happen soon to decide on the CPP season. Commissioner Houle noted a fee proposal was previously presented by Commissioner Chiuppi. The open date of CPP must be decided as well as the hours of operation which will be dependent on staff. (There was trouble hearing Commissioner Houle at this time) Chairman Coscia recommended scheduling a meeting dedicated to these CPP items. Commissioner Chiuppi inquired about the CPP postings. The Commission Clerk did forward these to HR, however none have been posted yet. The Commission Clerk will request an update. Commissioner Chiuppi volunteered to post

the open positions on the Facebook page as well. The posting will need to be offered internally before posting it for the public on the website.

Next meeting scheduled for Tuesday, March 08, 2022 @ 7:00pm via remote access. This meeting will focus on voting on the three proposals for the CPP season and associated fees. Commissioner Chiuppi felt staffing would be the next important item after these are concluded.

MOTION by Joe Coscia: Adjourn the Lakeville Park Commission Meeting at 8:09pm. Seconded by Tony Chiuppi
Roll Call Vote: Paula Houle – yes, Tony Chiuppi – yes, Joe Coscia – yes; **MOTION PASSED**

Meeting adjourned at 8:09pm

DRAFT

Minutes completed by Neli Woodburn, Lakeville Park Commission Clerk

**LAKEVILLE PARK COMMISSION
MEETING MINUTES
REMOTE LOCATION
TUESDAY, MARCH 15, 2022 @ 6:30PM**

Members Present: Joe Coscia, Tony Chiuppi, Paula Houle, Darlene Lee (@7:15pm)

Other Attendees: Neli Woodburn (Clerk)

Chairman Joe Coscia opened the meeting at 7:05pm. LakeCam was recording and live streaming the meeting via Facebook. An introduction regarding the need for a remote meeting and how the remote meeting will be conducted was read. Darlene entered the meeting at 7:15pm

REVIEW AND APPROVE MEETING MINUTES (6/29/21, 12/6/21).

Chairman Coscia noted the minutes from 12/6/21 require Commissioner Holmes for approval; the Commission Clerk confirmed. These minutes will be held for the next meeting. Minutes from 6/29/21 were provided for review. No edits or correction were presented.

MOTION by Darlene Lee: Accept the minutes of 6/29/2021 as written. Seconded by Tony Chiuppi

Roll Call Vote: Tony Chiuppi – approve, Paula Houle – approve, Joe Coscia – approve; **MOTION PASSED**

REVIEW AND VOTE ON UPDATED CPP JOB DESCRIPTIONS (LIFEGUARD, ATTENDANT, DIRECTOR)

Updated job descriptions for Clear Pond Park (CPP) were provided. No questions or comments were present.

MOTION by Joe Coscia: Accept the job descriptions as written. Seconded by Tony Chiuppi

Roll Call Vote: Tony Chiuppi – approve, Paula Houle – approve, Joe Coscia – approve; **MOTION PASSED**

The Commission Clerk will notify HR of the job description approval.

REVIEW WITH POSSIBLE VOTE FOR CLEAR POND PARK 2022 SEASON

Chairman Coscia recommended moving this agenda item to the end of the meeting in case one of the two missing Commissioners joins later.

REVIEW WITH POSSIBLE VOTE ON VOLLEYBALL TOURNAMENT REQUESTS

The TW Coed Volleyball group has submitted dates for tournaments; 6-8 tournament dates were listed. Chairman Coscia inquired on the fees listed on the contract. The fees are per tournament. The Commission Clerk further explained the \$250 deposit listed was added for tournaments by outside groups. The TW Volleyball representative requested to waive this fee. The Commissioner Clerk noted there are scheduled events at the Loon Pond Lodge (LPL) on each tournament date requested. One date coincides with the Poker Run and a Horseshoe tournament. Commissioner Chiuppi felt this was fine and believed there was enough parking at Ted Williams Camp (TWC) to accommodate. The Commission Clerk provided an overview of the Poker Run which begins and ends at TWC; the exact times were unknown. Chairman Coscia suggested telling the Volleyball and Horseshoe groups where to park for these tournaments. The Commission Clerk noted the Boston Tavern mentioned one of the events is large (approximately 100 people) and wanted to ensure parking is available for the schedule reception. Chairman Coscia returned to the suggestion of telling the groups where to park closer these bigger events (i.e. Poker Run, large reception).

MOTION by Joe Coscia: Accept the volleyball tournament request as is and waiving the deposit; only per participant fee would be charged. Seconded by Paula Houle
Chairman Coscia asked the Commissioner Clerk to have to group ask for any parking restrictions prior to their tournament.

Roll Call Vote: Paula Houle – yes, Tony Chiuppi – yes, Joe Coscia – yes; **MOTION PASSED**

REVIEW WITH POSSIBLE VOTE ON WOMEN'S SOCCER SPRING CONTRACT

Commissioner Lee is the liaison for the soccer groups; however, the Commission Clerk received the Women's Soccer League contract and tentative schedule. She reviewed the schedule. Commissioner Lee entered the meeting at this time. The group did provide the required insurance binder and are requesting to begin the season on April 3rd. Chairman Coscia questioned if the fields would be dry enough at that time and if the bathrooms would be opened. The Commission Clerk did not believe this date was much earlier than usual. The weather would determine if the group can begin on that date or not.

MOTION by Tony Chiuppi: Approve the soccer contract. Seconded by Darlene Lee
Chairman Coscia asked the Commission Clerk to ensure no group begins without the season contract and required documents received; she would attempt to do so.

Roll Call Vote: Tony Chiuppi – approve, Paula Houle – yes, Darlene Lee – yes, Joe Coscia – yes; **MOTION PASSED**

REVIEW WITH POSSIBLE VOTE ON ELECTRICITY INVOICES TO APPROPRIATE AREAS

The Commission Clerk provided the electricity usage for the different areas of the park. Chairman Coscia inquired how this would be divided up for park fees. Chairman Coscia noted some areas have lights on when the groups/teams are not there. The Commission Clerk reviewed past methods on how to charge the different areas for the lights; she noted the groups/teams were last invoiced in 2019. Some groups are charged a flat fee when the actual light usage is unable to be fully determined. There are other groups are charged the direct cost since electricity is only used by them. Chairman Coscia would like to have the per hour rate to charge the groups more accurately. He thought the Building Commissioner may be able to assist in figuring out this charge. Commissioner Chiuppi would like to know the total amount the Volleyball group pays for the entire season including tournaments. He also felt a charge for electricity should be added into the per participant cost versus a separate invoice to pay. The Commission Clerk explained some combined charges and how they are split among groups. Commissioner Lee felt the Electric Company could provide the hourly charge to help with this assessment. Chairman Coscia asked for the Commission to review the information provided on the electricity charges to figure out the best way to handle it. Commissioner Chiuppi continued his suggestion on adding this fee to the per participant rate; Chairman Coscia noted fees could not be changed for this season but could be done in the future. He also noted the fertilizer expense which the Park Commission pays; he felt a portion of this should also be charged to the groups. Commissioner Houle suggested charging a flat fee to the groups/teams instead of figuring out the amounts per hour. Chairman Coscia noted the electricity usage is not the same per group/team. Chairman Coscia will speak with the Building Commissioner to try to gather more information on how to properly assess these fees. No vote is needed since no assessment will be going out at this time. The Commission Clerk stated if the Commission wanted to bill the groups/teams it should be completed soon.

REVIEW REVISED ROLES & RESPONSIBILITIES FOR PARK COMMISSIONERS

Chairman Coscia shared the Roles and Responsibilities for the Park Commissioners and wanted to have a final version by next meeting for the incoming Commission. He made edits to the document. Commissioner Lee reviewed the document and thought it was good. Chairman Coscia added an outdoor event liaison to the responsibilities to help with some extra events occurring.

REVIEW WITH POSSIBLE VOTE FOR CLEAR POND PARK 2022 SEASON (continued)

Chairman Coscia noted the 2022 season would currently be residents only; a continuation from the 2021 season. Commissioner Houle and Commission Chiuppi suggested increasing the occupancy by adding Middleboro and Freetown residents. Commissioner Houle felt adding Middleboro and Freetown would increase revenue while also being a good neighbor to these towns. Commissioner Lee would prefer for CPP to remain Lakeville residents only. Chairman Coscia noted his preference was not to have any restrictions. Commissioner Chiuppi noted it seems there are three different positions and felt a compromise would be needed. He emphasized CPP is open to everyone as long as they are a guest of

a resident. He further mentioned the addition of Freetown was due to the shared school district and Middleboro being a close neighbor; he felt this was a good compromise.

MOTION by Joe Coscia: Make it Lakeville, Freetown and Middleboro residents which can bring guests from other towns. Seconded by Paula Houle

Roll Call Vote: Paula Houle – yes, Tony Chiuppi – yes, Darlene Lee – no, Joe Coscia – no; **MOTION DOES NOT PASS**

Chairman Coscia explained the season goes back to Lakeville residents as it was in 2021. Commissioner Houle noted this can be voted on again after elections with the new Commission. Commissioner Chiuppi recommended keeping the fees the same since there is no change. The season pass fee was \$80 due to being open only five days. Chairman Coscia suggested the season pass should return to \$99 if CPP is back open 7 days a week; this will be dependent on staff and decided later.

OLD BUSINESS FOR THE COMMISSION

(Update on Girl Scout Troop request - trash/recycle project) Commissioner Chiuppi spoke with the Troop leader about the proposed project. He offered alternative projects among the parks as well. The Troop Leader stated she would contact Chairman Coscia; he did not receive anything yet. The current amount of trash and recycling bins at TWC was reviewed. Chairman Coscia recommended signage to help promote recycling at TWC; perhaps in one area. Commissioner Chiuppi will continue to work with the Troop for a possible project

Chairman Coscia began a discussion on how the exiting Commissioners would transfer information or documents for new Commissioners. He suggested creating files per park to distribute to the newly elected Commissioners and providing the files to the Commission Clerk to pass along. Commissioner Lee noted there are no names on the ballot; Chairman Coscia replied write-in candidates may come up. The Commission Clerk was concerned about receiving electronic documents to turn over since she will be leaving as well and suggested printing items to leave at the office. Commissioner Chiuppi recommended using a USB drive. Chairman Coscia recommended a meeting of the new Commission the week of elections. The final meeting for this Commission is already schedule for 3/29/22. Commissioner Lee noted she would not be available for the last meeting. The Commission Clerk agreed with the idea of saving items to a USB which can be labelled for quick reference.

ANY NEW BUSINESS FOR THE COMMISSION

Commissioner Chiuppi was contacted by a resident to pilot a field hockey program at TWC. He would like to use some space possibly for a day and try to build a more frequent program. The Commission Clerk will work with the person for the required insurance binder and can send a contract if needed. A fee would be needed for the contract. Commissioner Chiuppi noted in the past a new program which did not know if participants would sign up would be free at first. Chairman Coscia stated there would be room and inform Commissioner Chiuppi to move forward with the request.

Chairman Coscia discussed the FreeLake Softball group's increasing need for field time. The group is now based out of John Paun Park (JPP). The group would like to utilize field #5 at TWC for additional practice. He has sent the request to Commissioner Holmes who oversees the baseball field schedule. It was not known if any other group/team is using the field for the season.

ITEMS FROM THE CLERK

(Special Town Meeting items) The Commission Clerk noted the Special Town meeting scheduled for May 16, 2022; articles for the meeting must be submitted by March 21, 2022. She did not believe there was anything to submit for the Park Commission. The type of items for an article at this meeting was reviewed; in the past it has been financial items where a transfer of funds was needed to pay specific items. There are no outstanding items at this time.

ANY OTHER BUSINESS THAT CAN PROPERLY COME BEFORE THE PARK COMMISSION

Chairman Coscia noted the Park Maintenance Employee was on leave for a bit and has not returned yet. He noted a plan must be in place if the employee ends up not returning. Commissioner Houle inquired if the bathroom by the pines had a new sink installed; Chairman Coscia confirmed it was on the list of

items for repair, but did not get completed. Commissioner Lee noted the owner of Lakeville Mixed Martial Arts was in charge of cleaning the bathrooms at that building. The Commission Clerk stated opening of the bathrooms would be on the Highway Department schedule to complete. Chairman Coscia will reach out to the Highway Department to clarify. He also noted the unit at JPP would need to be opened; he will not be in Town to do so before leaving the Commission. The Highway Department will not open that unit.

POSSIBLE EXECUTIVE SESSION PURSUANT TO M.G.L. C.30A, §22 (F): APPROVAL OF EXECUTIVE SESSION MINUTES FROM MAY 17, 2021 AND JUNE 29, 2021 AND NOT RETURN TO OPEN SESSION

Chairman Coscia explained the meeting will go into Executive Session to approve two sets of Executive Session minutes. Commissioner Houle will not be able to vote on one set since she was not in attendance.

MOTION by Joe Coscia: Enter into Executive Session pursuant to M.G.L. C.30A, §22 (F): Approval of Executive Session Minutes from May 17, 2021 and June 29, 2021 and not return to open session. Seconded by Darlene Lee

Roll Call Vote: Tony Chiuppi – yes, Paula Houle – yes, Darlene Lee – yes, Tony Joe Coscia – yes; **MOTION PASSED**

Next meeting scheduled for Tuesday, March 29, 2022 @ 7:00pm.

****Meeting adjourned at 8:08pm****
Executive Session began

Minutes completed by Neli Woodburn, Lakeville Park Commission Clerk