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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:	<b>Lakeville Park Commission</b>
Date & Time of Meeting:	<b>Monday, May 17, 2021 @ 6:30pm</b>
Location of Meeting:	<b>REMOTE MEETING</b>
Clerk/Board Member posting notice	<b>Neli Woodburn, clerk</b>

### AGENDA

1. 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 May 17, 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 (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/>**
2. Jaime from TW Volleyball to discuss the group's season
3. Approve Meeting Minutes from 1/11/21, 1/25/21, and 2/8/21
4. Old Business:
  - Update on clean-up at CPP
  - Update on online purchase of CPP passes
  - Update on central location for keep schedules for all parks
  - Update on TWC office improvements
  - Update on recent Board of Health communication for Covid Restrictions
5. Review with possible vote to approve CPP Lifeguard applications
6. Discuss with possible vote on CPP guest pass fees for the 2021 season
7. Discuss with possible vote on option for non-resident Town Employees to purchase CPP resident passes
8. Discuss with possible vote for dedicated cell phone for CPP Director
9. Discuss with possible vote on CPP Attendant job description/posting
10. Discuss with possible vote on request from Lacrosse group for field space
11. Discuss with possible vote on continuation of flat fee for North East Beach Volleyball group
12. Discuss with possible vote on contracts received from sports teams
13. Discuss with possible vote on request to use the Horseshoe pits by a LPL event
14. New Business:
  - Begin Discussion on use of passcode handles for TWC bathrooms
  - Begin Discussion on Lifeguard 3 day course in E. Bridgewater to assist with shortage
  - Begin Discussion on a 3 year plan for CPP improvements
  - Begin Discussion on other TWC projects
15. Review correspondence from Clerk
16. Possible Executive Session pursuant to M.G.L. c.30A, §21a (4) To discuss the deployment of security personnel or devices, or strategies with respect thereto and not return to open session

**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, January 11, 2021@ 6:30pm

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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 8<sup>th</sup>. The meeting is tentatively scheduled for January 30<sup>th</sup>. 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, JANUARY 25, 2021 @ 6:30PM**

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

Other Attendees: Neli Woodburn (Clerk)

Chairman Holmes opened the meeting at 6:31pm. LakeCam was recording and live streaming the meeting via Facebook. Roll call attendance was completed; Commissioner Medford was not in attendance. There were no anticipated speakers. An introduction regarding the need for a remote meeting and how it will be conducted was read.

**NEW BUSINESS**

ANY NEW BUSINESS FOR THE COMMISSION TO REVIEW:

The Commission Clerk asked if there were any warrant articles for the upcoming Town Meeting; nothing was presented.

**OLD BUSINESS**

REVIEW / APPROVE MEETING MINUTES:

Minutes from the 1/4/21 meeting with the Board of Selectmen were provided for review. Commissioner Coscia provided minor corrections to spelling. Chairman Holmes provided clarification on the statement made by Selectman LaCamera in regards to Legal fees incurred by the Town due to the dispute with the Pickleball group; no fees were actually incurred. The minutes will keep the statement made with the correction being provided on this meeting.

Minutes from the 5/28/20 meeting were also provided for review. Chairman Holmes did not have sufficient time to review the minutes and Commissioner Medford was not in attendance to vote; these will be tabled until next meeting. Commissioner Nolan provided a correction to the minutes at this time.

**MOTION** by Mike Nolan: Accept the minutes from 1/4/21 as modified.

Seconded by Joe Coscia

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

Scott Holmes – aye; **MOTION PASSED**

LPL/SEM UPDATES:

*(RFP updates)* Chairman Holmes noted the RFQ has been modified. Both Chairman Holmes and Commissioner Nolan provided feedback on the RFQ and it was scheduled to be voted on today. Commissioner Nolan noted the RFQ was changed to include some of the feedback provided from the Commission. Some items recommended were not included.

*(SEM payment updates)* Chairman Holmes reviewed the proposed billing for Southeast Event Management (SEM). There were adjustments to be made to the final amount being paid to SEM. There was a dispute on the amount received from the catering revenue with a difference of 2% not included. An adjustment of \$7,140 was proposed to correct this oversight; however, the catering total being listed was not matching calculated amount. The Commission Clerk previously provided a spreadsheet of the revenue based off of the monthly statements from SEM. An additional spreadsheet was sent to the Board of Selectmen from SEM. The Commission Clerk noted the numbers

were audited toward the end of the contract and matched; so it was unclear why the amounts were differing now. The figures were further reviewed and the Commission Clerk realized the spreadsheet only went to November 2019; numbers from December 2019 thru February 2020 were not included (the Lodge shut down in March). Commissioner Coscia suggested gathering the appropriate numbers and one Commissioner meet with the Board of Selectmen for review. The numbers were further reviewed and Chairman Holmes noted the numbers being provided by the Town were fiscal year based. The SEM invoice from June 2020 must go to Special Town Meeting for payment since it is from the past fiscal year; the May 2020 invoice was encumbered. The breakdown will be sent to SEM and therefore included both invoices; the Commission Clerk believed SEM was already informed about the delay in payment of the June 2020 invoice. Commissioner Coscia inquired if SEM was able to confirm receipt of the contracted 20% from the caterers; Commissioner Nolan spoke with SEM and was informed all the new vendors paid the 20%, and only one reoccurring vendor did not pay the full percentage at one point. SEM also noted asking for new caterer contracts from the Town and not receiving any. The Commission Clerk confirmed SEM wanted to provide updated contracts to the caterers; however the contracts had to be produced by the Town, not SEM or the Park Commission. If SEM is able to provide paperwork to show 20% was paid to the Commission, a credit can be sent. Commissioner Nolan noted the minutes from the meeting showed the amount paid was pending confirmation, so the total should be adjusted. Chairman Holmes also questioned when the new vendors began. Commissioner Nolan suggested adjusting the payment to the accurate numbers discussed which were not much different from the numbers previously voted on. Chairman Holmes recommended editing the amounts and resubmitting to the Town Accountant. Commissioner Houle could not be heard at this time, but indicated (with a thumbs up) she agreed with the \$13,230 amount.

**MOTION** by *Mike Nolan*: Send the calculated numbers to the Town Accountant and move forward. Seconded by Joe Coscia

**Roll Call Vote**: Joe Coscia – aye, Paula Houle – aye (not audible, visible 'thumbs up'), Mike Nolan – aye; **MOTION PASSED**

Chairman Holmes summarized the numbers will be updated and sent to the Town Accountant with a new total of \$13,230.

*(General Updates)* Commissioner Nolan stated one of the doors to the Lodge was damaged and the Town carpenter was coming to fix it. The fire suppression system pipes leading outside of the building is causing an issue with the gas line to the building. The Building Commissioner has been informed and will check. The portable dance floor at the Lodge is being cleaned up. Chairman Holmes noted this project was not of top importance. The refrigerator which was left at the Lodge without notice was placed there by the Fire Department to set up for a vaccine clinic. There were questions in regards to this proposed clinic; Commissioner Nolan called the Fire Department for more information. At this time, there are no set plans for this clinic. It was noted the building is being used at this time by the Commission Clerk and LMMA. The proposed clinic was not discussed with the Commission. The Town plumber was contacted in regards to a bathroom repair at the Lodge; it was not certain if this was repaired yet.

*(Rental pricing)* Rental pricing was updated about one year ago with SEM. A three year plan was set with increases each year. Chairman Holmes requested to put a rental rate

review on the agenda during the fall of 2021 for pricing in 2023 and 2024; SEM's pricing went through 2022. There were no objections to the set pricing.

#### CAPITAL PROJECTS:

Due to the importance of some items, Chairman Holmes jumped to the Capital Plan topic. A new Capital Plan is due at this time. The first item presented for discussion on the Capital Plan was the Haunted House building. There was an estimate of \$50,000 for the demolition of the building and cleanup of the area. Commissioner Coscia would like to have the outside area cleaned up prior to any demolition of the building. The Town did offer to assist with the cost of the demolition. Commissioner Coscia questioned if the building could be salvaged and felt it may have some value as one of the older buildings used for Ted Williams Camp. Commissioner Nolan had also felt the building had some value as one of the original buildings, but due to its current condition now believes it should be torn down for safety. It was suggested this project be put under fiscal year 2022. Commissioner Nolan stated purchasing of a Kubota, mower, and pickup truck could be removed since the DPW would be handling the equipment purchase. Chairman Holmes questioned if the pickup truck being supplied by the DPW would be for Park use. In the summer, the truck has typically been used at Clear Pond Park (CPP). Repairs to the building at John Paun Park (JPP) could be delayed by closing off the building and attempting to gather donations for this project. Materials for drainage of the parking lot can be removed. Commissioner Nolan recommended adding finishing the new field's parking lot to the list as well as the discussed playground in that area; quotes for this work is currently being gathered. Commissioner Coscia suggested asking businesses for donations to complete this work and allowing advertising on the field in return. The DPW Director estimated the cost for materials only for this project would be over \$15,000. Chairman Holmes continued discussions about the Haunted House building. He stated the good boards on the outside of the building could be removed and used to improve the TWC office. Other updates to the office such as heating and insulation were also suggested to add to the Capital Plan.

Commissioner Nolan suggested moving items from 2022 to 2023 due to lack of funding at this time. Additional parking lot lights were moved to 2024 as well as the bathroom project for the new fields. Commissioner Coscia suggested moving the bathroom unit from John Paun Park (JPP) to the new fields to make the new fields usable faster. A portable restroom could be used at JPP, and he felt the unit would get more use at the new fields. The new fields are not dedicated soccer fields; they are multi use fields. Commissioner Coscia inquired about making the new fields dedicated to soccer and using the TWC soccer area as multi use fields instead. The setup of the fields was reviewed, and further discussion about this plan would be needed. The remaining listed items for 2022 were reviewed (Pickup truck, tennis court repair, CPP Basketball court repair). Basketball courts at both locations (TWC and CPP) are in need of repairs. The estimated amount for the CPP basketball court repairs is high due to the extensive damage requiring the court to be completely rebuilt; it was suggested to move this to 2023. The building at JPP is in need of repairs or removal at this time. Chairman Holmes felt the Haunted House building and JPP building need to be taken care of within a year. Commissioner Coscia questioned putting items less than \$10,000 on the plan. Commissioner Nolan noted the roof of the office building is leaking at this time and mentioned Energy Conservation funds could possibly be used to update the TWC office with a heating system as well as insulation. TWC office renovations were added to



2022. Listed for 2022 is now a pickup truck, tennis court repair, JPP repairs, Haunted House building and the TWC office. The Basketball courts were further discussed; the TWC courts were not in bad shape and could be pushed off into 2025 at this time. Items can be moved up when the Capital Plan is reviewed again. Clear Pond basketball courts would go into 2023. Commissioner Nolan suggested adding additional funds for the new fields into the capital plan including a playground to the area; this was added to 2023 for the amount of \$20,000. Commissioner Houle missed a portion of the conversation due to audio issues; Chairman Holmes provided a review of the plan. Commissioner Coscia suggested adding repairs to the buildings at CPP to the plan; Chairman Holmes added \$20,000 for this to 2025. Commissioner Houle inquired on the Haunted House building; Commissioner Coscia would like to see if someone can salvage the building. Commissioner Houle would like to move forward with the suggestion of the Building Commissioner to take down the building. Commissioner Coscia will speak with some individuals and groups about the building and bring information to the next meeting for a decision. Commissioner Houle disagreed with waiting for further investigation on possibly salvaging the building. The Commission Clerk noted one Commissioner is not in attendance for this vote. Chairman Holmes would like to move forward with a decision. Commissioner Nolan stated the Building Commissioner, DPW Director, and Fire Chief have inspected the building and all feel it should be taken down. He offered to meet with everyone at the building to further inspect the area for a decision. Commissioner Houle noted some Commissioners recently met at the building and felt it was not safe. She urged to move forward with the recommendation of the Building Commissioner. Commissioner Coscia suggested having the Historical Committee look at the building as well. Chairman Holmes stated a decision on the building will be made at the next meeting after Commissioner Coscia is able to investigate further.

#### FY2022 BUDGET:

Chairman Holmes provided four different potential budgets to the Commissioners. The budget is currently due. The first budget is set as a regular budget based on prior year amounts. Some questions on the budget were gate fee and season pass amounts for CPP; these amounts were estimated. Chairman Holmes reviewed the numbers and noted they were based on previous budgets/actual amounts. Income is lower than previous years due to the use of retained earnings. This budget is not in balance and must be corrected to show a balanced amount. This budget includes CPP amounts and management services expenses for the LPL. The second budget was at 75% of the previous years to account for Covid; the only lines not adjusted were the current employees' salaries. This budget is also not in balance, and would require more adjustments. The third budget was working with 100% numbers, but removed CPP revenue and expenses. This budget shows a surplus. The fourth budget was working with 100% numbers except for CPP season passes (\$2500) and gate fees (\$2,500) which were reduced; a supplement from the Town of \$25,000 was added to this budget. This budget was balanced. Commissioner Nolan recommended submitting the fourth budget and noted the Town has spoken about supplementing funds for CPP. Chairman Holmes then posed the question if CPP would move to residents only (with guests) due to the proposed Town supplement. Commissioner Houle proposed having CPP open for anyone during the week, and having residents only on the weekend. This would allow for additional income and more opportunity for residents to enjoy on the weekend.

Commissioner Coscia does not feel CPP should move to residents only. Commissioner Nolan stated the only reason CPP was open to non-residents was because the Commission did not have enough revenue to run the pond; at that time it was 100% funded by the Park's Enterprise fund. He agreed to move to residents only if the Town supplemented funds; he also felt Commissioner Houle's idea was good and suggested adding residents only on Holidays. Chairman Holmes was unsure if the Town supplement amount should increase; he also inquired on the fee structure for CPP if moved to a resident only area. It was noted connection with Commissioner Houle was lost at this time. Chairman Holmes also stated Covid restrictions could affect CPP again this year. Commissioner Coscia suggested opening normally this year, collect data on where visitors are coming from (weekday versus weekend), and eliminate parties for the season to reduce weekend crowds. Commissioner Nolan suggested submitting a warrant article for the Town Meeting to ask the residents if CPP should be residents only and if they would pay to enter. Chairman Holmes felt the supplemented amount would need to increase to \$50,000 to cover the wages at CPP. The Board of Selectmen have conveyed resident opinions that CPP should return to residents only and have noted other town ponds are not open to non-residents. Chairman Holmes recommended removing the season pass/gate fee revenue from the budget and increasing the supplemented amount to \$45,000. Commissioner Nolan agreed. Commissioner Coscia did not want to move to residents only at this time. Commissioner Houle's connection to the meeting was reestablished at this point. Chairman Holmes provided a review of the discussion for her. Chairman Holmes reviewed the guest policy in the past at CPP. Commissioner Houle inquired if a dump sticker could provide access to CPP as it did in the past; Chairman Holmes noted a large percentage of residents do not purchase dump stickers which would cause an issue. If the budget with the supplemented amount is not approved; CPP would have to go back to regular fees. Commissioner Nolan did not feel the residents could be charged if the Town is providing funds for the season. Revenue would still come from the Concession stand and possibly from guests. Commissioner Houle stated concern about the Concession stand being run by the Commission versus having an outside vendor take control. Commissioner Nolan returned the discussion to the budget.

**MOTION** by Mike Nolan: Move forward with the budget asking the Town for a supplement of \$45,000 to fund Clear Pond Park. Seconded by Scott Holmes

Commissioner Coscia inquired what would happen if the Town refuses; Chairman Holmes stated a user fee would have to be charged. Fee discussion continued. The Commission Clerk confirmed warrant articles are due by March 8. The motion was reviewed again.

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

#### TWC UPDATES:

*(Haunted House building)* This was discussed earlier in the meeting. More information will be provided by Commissioner Coscia at the next meeting.

*(Office damage)* Commissioner Nolan reviewed there is a leak coming in from the roof. The direct cause is currently being looked into by the Building Commissioner. The hedges were removed from the front of the office. Commissioner Houle asked if anyone objected to the Garden Club volunteering their services to plant items at the office; Chairman Holmes would like to stay away from shrubbery in that area. Commissioner

Nolan recommended sprucing up the area around the gazebo for upcoming events. Commissioner Houle mentioned the small trees at the LPL which were supposed to come out as well. Commissioner Nolan will speak with the Highway Department to remove them. Chairman Holmes noted in the past the park maintenance employee was provided a small budget for plantings, so a donation to the Garden Club for their work could be discussed.

*(To do list for Highway Department)* Commissioner Nolan has a list of items for the Highway Department already started and asked for any additional items to be sent to him. Commissioner Coscia had items which he will send to Commissioner Nolan

*(General Updates)* A tar apron is being constructed along the edge of the soccer parking lot to keep the stone in place. Work to clean up the trails will begin soon as long as the weather cooperates. The Highway Department has been cleaning up at CPP as well. Commissioner Nolan inquired about the water extension proposal from the Horseshoe group. Chairman Holmes has not spoken with the group since asking for an updated plan. The group's original plan was approved, but extending the water toward the volleyball courts was asked to be added afterwards. Commissioner Nolan has communicated with the gentleman from the group and they have spoken with the Volleyball team about extending the water to them. Chairman Holmes told the group proper materials must be used for the project; he noted schedule 40 pipes are usually used to go under a driveway and may be needed for this project. Vehicles cross the area where the pipe will be buried. Lines are painted on the ground for dig safe inspection. Chairman Holmes noted the plan for the added work to the original diagram is still needed; Commissioner Nolan will reach out.

Commissioner Nolan noticed a wire dug up behind the TWC office; he will reach out to the Highway Department for more information. He stated the wire did not look live. Chairman Holmes will also stop by to inspect the wire.

Chairman Holmes stated the area behind the TWC office needs to be blocked off to avoid any vehicles driving there due to an old septic system. It was roped off last year; Commissioner Nolan will ask the DPW employee to look at blocking the area from vehicles.

#### SPORTS UPDATES:

*(Annual Sports meeting update)* The Annual Sport meeting is scheduled for Saturday morning. The method on how to hold the meeting was discussed. It was not clear if the meeting could be held in person. Commissioner Nolan questioned if this type of gathering would be considered a Park Commission meeting since the teams/groups are just passing in their items. There was further discussion on how the meeting will be held. Chairman Holmes will contact the Board of Health in the morning to confirm use of the building; he also requested for the meeting agenda to be posted which will wait until the Board of Health decision. The Commission Clerk noted some teams/groups have asked for a virtual meeting. The 2021 Sports contracts are currently being updated, so teams/groups have not received them yet. Contracts are typically emailed out.

*(Cricket update)* A sketch of the area for cricket was provided by Chairman Holmes. The area seems to be able to fit a smaller version of the cricket field; however some issues did come up. Soccer would be impacted by the cricket addition; 3 fields would be disrupted. Soccer cannot be moved to the new fields since the parking lot in that area is not finished. Chairman Holmes was concerned with bringing in equipment to dig the

area and put a pitch in the middle of the soccer fields. Commissioner Houle confirmed the cricket group would pay for the work needed. Commissioner Coscia felt if the parking lot is not completed at the new fields this year, cricket could not come to TWC. Once the new fields are being used, cricket may be able to set up at TWC. Commissioner Houle inquired if the soccer group would agree to use the fields even though there is not parking; she also noted the cricket team would not be at TWC every weekend due to away games. Chairman Holmes stated Selectman LaCamera has questioned if the Commission wants to rent out the fields to any groups asking for time, or keep it to Lakeville groups only. He further questioned how many residents would be a part of the cricket group. It was unknown where the cricket group members would be from. Commissioner Houle will be attending MA Park and Rec south shore meeting and intends to ask about cricket. The pitch area was reviewed; Commissioner Houle stated the pitch will be even with the rest of the fields. Commissioner Nolan reviewed the amount of local kids who participate in soccer during the season and did not want to take soccer field space away from them for cricket (which is a group of about 20). He also noted the Lacrosse group has been looking for space at TWC for the past couple of years as well. Commissioner Nolan further discussed the suggestion of having the soccer group use the new fields without the parking area finished; he stated it was dangerous to walk across since the area was being prepared for work. This was also the opinion of the Highway Department. Commissioner Coscia suggested reassessing this request in a year or so when the new fields are completed. Commissioner Houle will reach out to the group to inform them there is not space at TWC at this time. Chairman Holmes noted the months of July and August have very little play on the soccer fields. If this is approved, the group may be able to schedule their games during that time. The irrigation system on the fields may cause an issue on where the pitch can be placed. It was explained the pitch would be made of concrete; it must be a hard surface for the ball to bounce on. Commissioner Nolan recommended trying to find another area in town for the group.

*(General Updates)* In the interest of time, the updated sports contracts were already provided to the Commission and Commissioner Coscia just asked for any feedback to be emailed to him. He will edit any items and provide them to the Commission Clerk. The Commission assignments for sports were reviewed. Fees for the AAU teams were discussed. The tournament contract was not provided with the contracts; Commissioner Coscia will send it out.

#### 2020 TOWN REPORT REVIEW:

The Commission Clerk will update the Town Report and provide it to the Commission for review. It will be further reviewed and approved at the next meeting.

#### JPP UPDATES:

*(General updates)* There were no further updates for JPP at this time.

#### CPP UPDATES:

*(General updates)* Commissioner Nolan provided an update on the cleaning of the area earlier in the meeting. The Highway Department has inquired on the Commission's plan on the maintenance positions at CPP; he had previously proposed having a maintenance person on his staff instead. The Commission Clerk reviewed the proposal the year before was the Highway Department would hire a seasonal worker to take care

of the outdoor areas of the parks (CPP and JPP), and a new position would need to be created for the other items needing attention at CPP like trash removal. Chairman Holmes questioned the benefit of having those employees under the Highway Department. Commissioner Nolan will reach out to the DPW Director for more details.

**ANY OTHER OLD BUSINESS TO REVIEW:**

*(Massachusetts Recreation and Parks)* Commissioner Houle explained the state group, MA Recreation and Parks. There is a regional group for the south shore. The meeting was previously mentioned; Commissioner Houle would like to have any questions the Commission may have to present at this meeting. The fee to join this group on a state level is \$100, but from January to July it is \$50 due to their fiscal year. The application is with the Commission Clerk to be filled out. Chairman Holmes inquired if the admission would be for just Commissioner Houle or the whole Commission; Commissioner Houle explained the Lakeville Park Commission would be registered with the state, but felt the area Zoom meetings would be open to everyone.

*(Proposed mission statement)* Commissioner Houle noted the Park Commission does not have a mission statement. She drafted a mission statement and shared it with the Commission. Chairman Holmes returned the discussion to the MA Recreation and Parks topic.

**MOTION** by Scott Holmes: Join the MA Rec and Park group for \$50 for the rest of the fiscal year. Seconded by Joe Coscia

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

The Commission Clerk will complete the application and follow up with Commissioner Houle for an invoice of the fee.

Chairman Holmes asked for everyone to review the mission statement drafted by Commissioner Houle so it can be approved at the next meeting. The Commission Clerk noted towns in the area have mission statements if needing examples.

**OLD BUSINESS**

**CORRESPONDENCE:**

Correspondence was received in regards to CPP; review of this was postponed until next meeting.

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

**MOTION** by Joe Coscia: Adjourn the meeting. Seconded by Paula Houle

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

\*\*\*\*\*Meeting adjourned at 9:28pm\*\*\*\*\*

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

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

*Other Attendees:* Mark Walter (Rep for TriFest) Neli Woodburn (Clerk)

Chairman Holmes opened the meeting at 6:33pm. 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; Commissioner Medford was not in attendance. Anticipated speaker for the meeting was Mr. Mark Walter.

**6:30PM: MARK WALTER FOR TRIFEST**

Mr. Walter began by stating his interest in returning to Ted Williams Camp (TWC) for the Cranberry TriFest. This triathlon has taken place at TWC for the last 15/16 years. The 2020 event was cancelled due to the pandemic. Mr. Walter hopes the 2021 event can occur in August. The process for all the approvals needed is lengthy, so Mr. Walter is beginning now. Typically registration for the event would be open by this time. He is looking to gain the Commission's conditional approval for the 2021 TriFest; he additionally understood even if the permission is granted, other regulations may prevent it from occurring. The proposed dates for the 2021 TriFest are August 19 – 22. Chairman Holmes felt having the TriFest at TWC has been a good partnership and would like it to come back in 2021. Commissioner Houle did not have any comments. Commissioner Coscia inquired if TriFest was a for profit group; Mr. Walter explained his organization, Sun Multisport Events, have run/organize endurance events like this one for the past 15 years. The group typically works with several local organizations providing donations to them in exchange for some work at the event. The Saturday event typically has 500 participants and the Sunday event around 600 participants. Participants are charged \$80-\$85 for the Saturday event; and \$110-\$115 for Sunday. Mr. Walter explained the costs associated with the event including Police detail, Fire Department, shirts, staff, etc. Commissioner Nolan apologized for not being able to provide more answers when speaking to Mr. Walter recently. He noted at a past meeting with the Board of Selectmen, one Selectman was looking to increase the fee for TriFest significantly. There has been an impression TriFest makes quite a bit of revenue from these events. Mr. Walter estimated the revenue for this event is about \$20,000; this profit is Mr. Walter's salary for about 9 months of work. Sun Multisport Events is a sole proprietorship. Commissioner Nolan noted the Park Commission receives about \$8000 from TriFest and did not know how much authority the Commission will have for the 2021 event. Commissioner Houle inquired if Mr. Walter ran more events like TriFest; he runs about 13 events throughout the state. Commissioner Houle inquired how TWC compares to other venues; Mr. Walter felt the fee was very reasonable and use of the Loon Pond Lodge (LPL) is a benefit. He also stated Loon Pond has unique characteristics including climbing the rock steps after the swim. Commissioner Nolan asked how much Mr. Walter felt the fees could increase. Chairman Holmes noted a fee increase to \$7 was already approved. Mr. Walter was not aware of this increase. Chairman Holmes stated this was explained at the meeting last year. Fees were not increased for that year, but the increase was noted for the next year. Mr. Walter understood the need for an increase and felt \$7 was still reasonable. He stated his concerns for the TriFest during the pandemic and feels participation will decrease for this year. Mr. Walter asked if the \$7 fee is definite or if this needs Board of Selectmen approval; this was not confirmed at this time. Commissioner Nolan

felt the TriFest has been good for the town and noted the beneficial donations the group makes to local organizations that assist at the event. Commissioner Houle asked if Mr. Walter holds winter events; he does not. He went on to explain due to the pandemic virtual events did occur in January, but this is not typical. Commissioner Coscia inquired on the reservation of 4 days, not just Saturday and Sunday. Mr. Walter explained the pattern has been equipment is delivered on Thursday with a bit of initial setup; Friday is final setup, race on Saturday/Sunday, and breakdown/removal on Monday. Commissioner Coscia emphasized the Park Commission would set the fee, not the Board of Selectmen. The Commission Clerk announced a public comment via Facebook asking who pays for the Police Detail; Mr. Walter responded he pays for any emergency/safety services needed. Chairman Holmes confirmed the Park Commission provides the park and building while Mr. Walter pays all associated fees for the event. Chairman Holmes also explained the fee increase was not only for the TriFest, but throughout the park. Chairman Holmes asked the Commission if they were in favor of TriFest returning. Commissioner Houle was good for it to return. Commissioner Coscia asked if there were any safety issues in the past five years; Mr. Walter noted the event has been fortunate with only slight medical issues needing attention such as bee stings, allergic reactions, athlete induced asthma, and injuries from falling off a bike. He went on to emphasize full effort is taken to make sure the event is safe. Commissioner Coscia had no objections to the event coming back. Commissioner Nolan noted with the increase in fees, TriFest will be the highest paying event at TWC. He also felt the payment received from the event is more than fair. The Park Commission is in support of having the TriFest this year as long as current pandemic regulations allow. Next steps would be for Mr. Walter to complete the usual items for Town approval. Chairman Holmes noted his enjoyment of the event at TWC. Mr. Walter appreciated the Town and Park Commission for being great to work with. He noted everyone involved has been good to work with. This event is coming up on its 20<sup>th</sup> year in the area. Mr. Walter invited the Commission to watch the event in August. Mr. Walter mentioned the group historically has an after event meal on Sunday and inquired if this would be able to happen with the caterer they tend to use. Chairman Holmes explained the contract with SEM expired at the end of 2020 and the management of the building would be going out to bid. At this time, the list of vendors is available but it is unsure if this will change by the time of the event. Commissioner Houle inquired if the participants in TriFest were from Lakeville. Mr. Walter stated some were local. Most participants are from Massachusetts with a small number coming from out of state. Chairman Holmes thanked Mr. Walter for attending the meeting and Mr. Walter left the meeting.

### **OLD BUSINESS**

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

Minutes from 5/28/20 were provided for review.

**MOTION** by *Scott Holmes*: Approve the meeting minutes from 5/28/2020.

Seconded by Mike Nolan

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

Minutes from 6/10/20 were provided for review.

**MOTION** by *Scott Holmes*: Approve the meeting minutes from 6/10/2020.

Seconded by Joe Coscia

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

Minutes from 6/15/2020 were provided for review.

**MOTION** by Scott Holmes: Approve the meeting minutes from 6/15/2020.

Seconded by Mike Nolan

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

**PASSED**

#### LPL/SEM UPDATES:

*(General Updates)* Commissioner Nolan stated the entryway door at the Lodge has been fixed. Lakeville MMA has been utilizing the building Monday through Thursday. Commissioner Nolan inquired if all fees were set for the LMMA lodge use; the Commission Clerk noted Mr. Marando (owner of LMMA) asked about this recently. She will need a method to calculate the electricity usage. Electricity usage from 2019 cannot be used since events were taking place at that time. Commissioner Nolan suggested negotiating an estimated flat fee with Mr. Marando; Chairman Holmes agreed. There is no update from the Town on the proposed vaccine clinic at the LPL. Commissioner Houle inquired on the needed bathroom repairs; Commissioner Nolan had not heard back but will reach out to the Building Commissioner for an update. Commissioner Nolan spoke about a communication from the Board of Selectmen stating their disappointment around notice of the delivery of the fridge to the LPL. It was clarified the fridge was placed at the Lodge on the Thursday with an email sent on the Friday afternoon. Chairman Holmes confirmed he did not view his email after a certain time on Friday and throughout the weekend. Commissioner Nolan wanted to point out the Commission was not attempting to cause an issue, but only to ask questions since access to the building is the Park's responsibility. At no time was the Commission against a vaccination clinic at the Lodge. The Commission Clerk provided an update on the alarm system maintenance; the representative from the company came to change the sensor batteries. Instructions will be created to handle this maintenance in the future; the batteries are available for online purchase via Amazon. The Town is looking to complete a phone system update throughout all departments; Selectman Day is heading up this project. An update to the phone system at TWC/LPL may be delayed due to the way the current system is set up. A cordless phone system is preferred at the Lodge. Chairman Holmes wanted to ensure TWC and the Lodge was being included in the plan for the Town telephone upgrade.

#### TWC UPDATES:

*(General Updates)* Commissioner Nolan will be reaching out to the Building Commissioner for updates to the TWC office roof repairs.

The Horseshoe group is still reaching out to move forward on their water extension plan. Chairman Holmes emphasize the group must submit a drawing of the plan before it can be approved. Only the original plan was received and approved. Chairman Holmes has informed the group of this requirement. A review of the original plan was provided along with the verbal information received thus far for the addition.

Commissioner Houle asked if there was any plan to paint the interior of the LPL; Commissioner Nolan reviewed the Lodge is typically painted over the winter. There has been no discussed about changing the color scheme; it has remained the same since the Lodge's opening. Commissioner Nolan confirmed the paint was touched up over the winter. He also added if there is something wrong at the Lodge; it should be communicated to be fixed. Commissioner Houle noticed tape on the wall in the CW Room; Commissioner Nolan will inform the maintenance employee to remove it. Chairman Holmes noted the tape removal may peel paint from the wall.



Commissioner Coscia returned the discussion to the Horseshoe group water line extension asking if the Highway Department will need to review the proposal first.

*(Haunted House discussion continued)* Commissioner Coscia continued research on possibly salvaging the Haunted House building. He noted the building does have a history at TWC. He recently visited the building with Selectperson Fabian, the Building Commissioner, and Fire Chief. He stated the Building Commissioner felt some of the building areas were better than others. He also visited the building with members of the Historical Commission. There were items inside the building the group would like to salvage, but nothing about the building itself. Commissioner Coscia reviewed his previous suggestion of having LakeCAM record the contents of the building to possibly auction off the items. Commissioner Houle asked if any beams were engraved with past players name's; Commissioner Coscia confirmed there were names engraved on beams, but he did not know who the individuals were. Commissioner Houle suggested having those engravings removed and saved. She also spoke with LakeCAM separately about recording the building contents and LakeCAM did not feel it was safe enough for their staff to do so. LakeCAM is not employed by the Town. A decision about the building must be made. Chairman Holmes stated at a recent meeting Selectman LaCamera reiterated the Town will assist with the cost of demolition since it is a safety risk. Commissioner Nolan would also like to see the building remain since it is one of the last camp buildings on site; but noted previous conversation with the Town where they were adamant the building was a hazard and needed to be taken down. Commissioner Coscia reviewed the most recent conversation with the Building Commissioner he noted some areas of the building may be salvageable. Commissioner Coscia further explained only a piece of the building could be saved, not the whole thing. Commissioner Nolan suggested reaching out to the TWC Alumni group who may be interested in fundraising to salvage part of the building. Commissioner Coscia will reach out to the group. He would also like to have a history of the building and camp. Commissioner Nolan suggested contacting a couple of people with interest in reopening the Haunted House in regards to buying the contents of the building. It was confirmed the Commission is not looking to reopen the Haunted House. Contact information will be provided to Commissioner Coscia.

#### SPORTS UPDATES:

*(Review/Approve field contracts)* Updated sports contracts were provided at a previous meeting. Commissioner Coscia further updated the tennis/Pickleball contract with information from the Board of Selectmen. Commissioner Nolan inquired on the rules included in the information from Selectman LaCamera as this is typically the responsibility of the Park Commission. Chairman Holmes did respond to the communication clarifying the Park Commission has informed the Pickleball group over the past two years; they are not to park or use the bathroom facilities at the Senior Center when playing. Commissioner Nolan asked if the Board of Selectmen had a meeting where these details for the tennis/pickleball agreement were approved. Chairman Holmes will confirm, but believed these notes came from Selectman LaCamera. Commissioner Coscia did not feel these notes were rules, but information needed to be stated on the document signed. Commissioner Nolan questioned the communication's direction in regards to removing a You Tube video posted by the Pickleball group; he noted it is not the authority of the Park Commission to monitor social media for the group. The Commission Clerk will forward the most up to date contract for the Commission's review.

*(Field Scheduling)* The field schedules are a work in progress at this time. The Commission Clerk asked how the Commission would like to proceed with the scheduling. Some groups have

submitted their request via email, 4 groups attended the meeting to speak with Commissioners on their schedule needs, and the other groups do not have a schedule yet. Commissioner Coscia would like to have the main schedule in a common area for everyone to reference. Chairman Holmes noted this is the first year the sports are being split up amongst the Commission; historically one person handled the scheduling for all the sports. Chairman Holmes reviewed while teams/groups have handled schedule conflicts among themselves in the past; the proper procedure is to have a Commissioner approve date/time changes. The Commission Clerk will provide the schedules received to the assigned Commissioner. Chairman Holmes will handle the teams/groups assigned to Commissioner Medford due to his unavailability at this time.

*(General Updates)* Commissioner Coscia inquired if the Horseshoe area is public or private just for the league. Commissioner Nolan explained there are four public pits in the fenced area which is not locked; the other section with 16 additional pits is reserved for league times. The four public courts have historically been reserved for large tournaments held by the league. It was unclear if the 16 league pits are locked on a daily basis or not. There was a concern of vandalism at the pits, and Commissioner Nolan noted the current agreement with the league was in place for many years. Chairman Holmes stated the league built the pits. Commissioner Coscia wanted to ensure all the pits are accessible to the public if not reserved. Commissioner Houle inquired on the number of Horseshoe leagues; Chairman Holmes confirmed there was only one league at TWC. It was not known if all the participants in the league were from Lakeville.

#### CPP UPDATES:

*(AED Update)* Commissioner Houle noted the AED for Clear Pond Park (CPP) is repaired and ready for the season. She noted if any AED does not show a green check, it cannot be used. Batteries were also changed, and the needed pads were replenished (good for 5 years). Commissioner Houle will contact the AED distributor (Zoll) for pricing on batteries and pads.

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

#### JPP UPDATES:

*(General updates)* Commissioner Coscia received a proposed layout from the FreeLake Softball group for the parking area at John Paun Park (JPP). He will meet with the DPW Director to review the plan and what the department can assist with.

#### ANY OTHER OLD BUSINESS TO REVIEW:

*(Massachusetts Recreation and Parks)* Commissioner Houle stated the enrollemnt is signed with the group and the Commission Clerk is handling the fee via an invoice. Chairman Holmes confirmed this was approved at the last meeting.

*(Proposed mission statement)* The Commission Clerk provided Commissioner's Houle proposed mission statement prior to the meeting. Commissioner Coscia did not have time to fully review the mission statement. Commissioner Nolan was able to find some of the original paperwork from the Town's taking of the land and the purpose of the parks at that time. He will share this information with the Commission. Chairman Holmes requested to revisit this at the next meeting.

*(Any other items)* Commissioner Nolan inquired on the status of the RFQ for the management company and caterer. Chairman Holmes did not have an update at this time. Commissioner Houle believed responses were being received through February 8th and there were two interested vendors. Commissioner Nolan noted the original RFQ for a management company had changed to include catering and bar services. She believed the two interested vendors

were all inclusive. Chairman Holmes confirmed the two interested parties were the ones which were met previously; the RFQ has changed since then. He was unsure who the updated version went out to and if there was a response yet. It was unclear if it was even posted at this time. Commissioner Nolan believed the updated version was not by invitation, but open to everyone. He questioned if any of the current caterers were contacted about this; since it was not clear Commissioner Nolan will reach out to the Town for more information. The Commission Clerk confirmed this updated version is open to all.

### **OLD BUSINESS**

#### **2020 TOWN REPORT REVIEW**

The updated annual Town Report for 2020 was provided for review. Chairman Holmes provided an edit to the report to account for all elected Commissioners in 2020 and Commissioner Coscia added an edit for proper titling. There were no other edits for the report and Chairman Holmes approved submitting the report to the Town.

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

*(General updates)* The Commission Clerk is preparing to submit the seasonal employment status for CPP this season and inquired who should sign. Chairman Holmes will sign and noted the CPP maintenance position will need to be edited. A suggested title of “custodial” was presented. The Commission Clerk will work with the HR Department on this position change. The job duties will need to be edited since the Highway Department will be taking over some of the maintenance work. Commissioner Coscia suggested designating a Commissioner for CPP since Commissioner Medford will be leaving at his term end. Commissioner Houle offered to oversee CPP.

#### **ANY OTHER BUSINESS FROM THE COMMISSION**

Commissioner Houle noted a tree had fallen into Loon Pond which needs to be removed. Commissioner Nolan will ensure this is taken care of.

Commissioner Nolan returned the discussion to CPP and asked when the Commission should hear back about the budget proposal. Chairman Holmes had not heard back yet. He will be meeting with the Town Accountant about some budget items. The budget was submitted last week.

Commissioner Houle referenced an email received from Selectman LaCamera in regards to field fees charged nearby (Taunton). Chairman Holmes clarified the rates are for the rental of the fields with the “pay to play” groups being charged extra since they are out of town. The Commission charges by season, not by the number of games. The Commission recently raised the fees for all use of the fields. Commissioner Nolan did not have an opportunity to review this communication and asked to table the discussion until next meeting. Commissioner Coscia felt some of the items in the communication could be edited and used for TWC, but not necessarily the fees.

The Commission Clerk will have Commissioner Houle sign the seasonal employment status application for Clear Pond Park since she offered to oversee the area.

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

**MOTION** by Mike Nolan: Adjourn the meeting at 8:32pm. Seconded by Paula Houle

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

\*\*\*\*\*Meeting adjourned at 8:32pm\*\*\*\*\*

# **Clear Pond Park Proposal**

## **2021**

### **Justification for fee increases and town employees use of the park.**

-Clear Pond this year will be residents only though also allowing town employees to buy season passes or day passes by showing a town ID.

-Residents can bring up to 8 guests. Beyond this they would be asked to fill out a party form and pay the fee for parties of (TBD)

-Part of the fee increase is to pay for lifeguards and attendants to keep the park clean and safe.

-Raising the prices hopes to bring more revenue so that Clear Pond become a self sustaining entity of the park.

### **Proposed Process for Passes**

-We would like to see as many season passes bought through the town website as possible. Here will have a record of what families who bought a pass. They will be checked off at the gate and given a physical pass.

We are hoping to have a credit card system that could also take payment for season passes with credit card at the gate. This system could be used for any gate fee, either the \$5, \$8, or \$100 option. Cash would also be an option but credit preferred.

### **Projected Revenue**

#### **Gate Fees**

120 residents family passes @ \$100 =\$12000.00

\$8 for Adults and guests

\$5 for under 15 yrs

Lakeville residents projected gate fees=\$8,000.00

Concession - \$5000

Swim Lessons - \$1,000

Other park activities \$1,000

Group Outings \$1500  
Total=\$27,500

### **Expenses**

2021 Expenses:

Attendants - (4) 56hrs per week @\$11.83/hr  
x 9 weeks= 8733.60

Lifeguards - (7) @ 13.95/hr = \$17577.

Director - @ \$19.77/hr x56hrs =12178.30

Food - \$2,500

Misc - \$2,000

Trash & Electric - \$300. (No trash )

Total Expenses - \$41288.9

**Expected Loss= \$13,788.90**

### **Suggested ways to gain more revenue over time:**

- Use Credit Cards at snack bar and at gate
- Fix broken down mini golf course and make it  
More user friendly
- Have music in the park
- increased summer programs
- online pass purchases
- Fewer attendants due to town clean up and trash pick up
- price changes at snack bar

### **Joe's Projections**

#### **2021 Revenues:**

- 97 Lakeville resident passes @ \$80/ea - \$7,760
- Gate Fees (estimated for Lakeville residents (30% of total)) - \$7,156
- Concession - \$5,000
- Swim Lessons - \$1,000
- Total Revenues - \$20,916

#### **2021 Expenses:**

Attendants - \$18,427

Lifeguards - \$21,572

Director - \$8, 321

Food - \$2,500    Misc - \$2,000  
Trash & Electric - \$937  
Total Expenses - \$53,757

**Expected Loss= 32,841**

**Further Notes**

The prior projections were not based on \$100 gate Fees.  
Directors Salary is \$19.77 based on 56 hrs/wk.

Trash fees are not applicable.

Average lifeguard rate is \$13.95/hr for 7 guards,

Attendants (4) @ \$11.83/hr is \$8733. The salary and # of attendants are not reflected in this 2021 budget