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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, June 07, 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 June 7, 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. John Meleedy (South East Fence) approval request for annual fireworks display
3. Approve Meeting Minutes from 2/8/21 and 5/3/21
4. Old Business:
  - Update on next CPP clean-up day scheduled
  - Update on online purchase of CPP passes
  - Update on possible gravel donation for CPP
  - Update on TWC office improvements (wireless internet and mini-split installation)
  - Update on recent Board of Health communication for Covid Restrictions
  - Update on skate ramps at TWC
5. Review of recent donations: Beach sand at CPP and flowers/plants at TWC.
6. Ratify vote from 5/3/21 meeting
7. Discuss with possible vote on CPP resident season pass fees and swimming lesson fees for the 2021 season
8. Review current CPP employment status
9. Discuss with possible vote sponsorship of lifeguard course for applicants
10. Review with possible vote needed purchases for CPP (receipts/passes/custodial) and TWC Office
11. New Business:
  - Implement shared To-Do list for Commission
  - Request from Boston Tavern for storage unit at TWC
12. Review correspondence from Clerk:
  - Japanese drumming week camp request
  - Pickleball net question
  - Volleyball courts

**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, 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\*\*\*\*\*

**LAKEVILLE PARK COMMISSION  
MEETING MINUTES  
REMOTE LOCATION  
MONDAY, MAY 17, 2021 @ 6:30PM**

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Members Present: Joe Coscia, Paula Houle, Scott Holmes, Tony Chiuppi, Darlene Lee,  
Other Attendees: Neli Woodburn (Clerk), Jaime Velazquez (TW Volleyball), Doug Berry (Clerk),  
Lia Fabian (Board of Selectmen), Ari Sky (Town Administrator), Justin Bradley (Lacrosse)

Chairman Joe Coscia opened the meeting at 6:33pm. LakeCam was recording and live streaming the meeting via Facebook. Roll call attendance was completed; all Commissioners were in attendance. Scheduled Additional speaker, Jaime Velazquez, was in attendance. Also in attendance were Doug Berry, Lia Fabian, and Ari Sky. Selectperson Fabian provided an introduction for the new Town Administrator, Ari Sky. Mr. Sky took a moment to explain he is becoming acquainted with the different Commissions and Departments. The connection with Mr. Sky was lost at this time. No public comment was featured. An introduction regarding the need for a remote meeting and how it will be conducted was read. Mr. Justin Bradley was also in attendance at the meeting.

**Jaime from TW Volleyball to discuss the group's season:**

Jaime Velazquez has been running the TW Volleyball group for the past 15 years. She reported a light was no longer working at the volleyball area and wanted to ensure the lights would be on for the appropriate time. The group uses the courts in the evening; it was requested the lights be on at 7:30pm. Commissioner Holmes noted the timer on the lights was not working properly, but he readjusted it again. He asked for the group to reach out if the lights do not turn on at the needed time. Ms. Velazquez inquired if the bathrooms would be open at Ted Williams Camp (TWC). Chairman Coscia confirmed the bathroom at the Lakeville Mixed Martial Arts (LMMA) building was opened. The owner of LMMA closes the bathrooms at night after his last class; this is around 8pm (Monday thru Thursday). Commissioner Lee is working on an additional plan to ensure the bathrooms are opened for later groups. Ms. Velazquez stated the 8pm closing would work for the time being while the additional plan is being worked on; the group is at TWC until about 10:30pm including clean up. She further asked about the water line addition request for volleyball. This would provide a spigot for the area to hose down the courts when too dusty. Chairman Coscia spoke with the DPW Director who has recommended running a hose from the Horseshoe area to volleyball. The spigot is inside the Horseshoe area, so the group will need access. Ms. Velazquez was concerned about needing multiply hoses to reach the area; she also stated approval was provided by the Commission previously to complete this project. Commissioner Holmes confirmed permission was previously provided, but funding was not available. Ms. Velazquez stated the volleyball group would pay for all work needed. A plan was provided from the Horseshoe group including the water extension for volleyball. Chairman Coscia stated the DPW Director had reservations about running an underground line in the area. Selectperson Fabian added a plan is being worked on in regards to better communication between the Departments and Commissions which may lead to some requests taking a different route. While the Park Commission intended on helping the group with this request, at this time other departments are now involved causing the request to go back to the beginning. Mr. Sky was back on the meeting and spoke to realigning processes to provide a clear procedure for all areas. Funds being utilized for any projects, even with the Park Enterprise Fund, must abide by municipal regulations. Selectperson Fabian stated this request would need a work order submitted by

the Park Commission. Chairman Coscia confirmed the Park Commission would not provide the needed hoses for this extension. The Commission Clerk confirmed the volleyball group did receive approval about two years ago for the underground water extension; however the Highway Department was not involved with the parks at that time. Ms. Velazquez stated after that approval two year ago, Dig Safe was called out to the area as required, but they were not able to coordinate their volunteers to complete the work at that time. They were looking to return to the work last year, but the shutdown delayed it. Chairman Coscia will review this information and submitted plan with the DPW Director for a decision. No motion is required at this time since the work cannot be approved until the DPW Director reviews the information. After his decision is received and review, an applicable vote can be made. Ms. Velazquez offered to meet any Town representative at TWC to review the request. The group would like sand delivered to courts. Ms. Velazquez noted the season pricing has doubled (now playing two seasons, not one). Commissioner Chiuppi inquired if this request was part of the regular maintenance for court up keep and if so, it should be considered on a yearly basis. Chairman Coscia did not recall sand delivery in the past, but will speak with the DPW Director about it. Ms. Velazquez stated the Town delivered sand in the past which had rocks in it; she emphasized the group only uses masonry sand for the courts for safety reasons. She requested to be a part of this discussion with the DPW. Tournaments were questioned for the season; Ms. Velazquez broke down the fees the group currently pays which include insurance and the lights used for their night practice. Chairman Coscia believed tournaments were cleared per the newest regulations and instructed the group to submit contracts for tournament dates. Chairman Coscia inquired on the length of a season for the group; they play early May through October. He explained the current contracts were updated to have all groups pay for two seasons and not have one team/group reserve the field for a lengthy time while others pay per season. Commissioner Lee inquired on the cost for sand; Ms. Velazquez had a contact she could reach out to. Commissioner Chiuppi felt it was important to maintain a good relationship with the group who pay to play at TWC. Ms. Velazquez left the meeting at this time.

Chairman Coscia opened the meeting to Justin Bradley from Aces Lacrosse. Mr. Bradley is looking for some field time for the group in the fall. The group has about 8 teams consisting of approximately 140 members. The season would start around September 1<sup>st</sup> and run until the park closes for the winter season; they would like 12 hours a week on the field but are flexible with any availability. Chairman Coscia feels space would be available in the fall and will review further. Mr. Bradley left the meeting at this time.

Chairman Coscia reviewed the new agenda set up for the Commission. He noted no motions would be made under Old Business; this would just be a section for updates on items already in process. Items for voting are listed specifically. New Business is presenting items to be placed on the agenda for future meetings, but again no motions in this section. He noted this meeting will go into executive session due to sensitive information.

**Approve Meeting Minutes from 1/11/21, 1/25/21, and 2/8/21**

Minutes from 1/11/21 were provided for review. Chairman Coscia noted only he, Commissioner Houle, and Commissioner Holmes were able to approve these minutes.

**MOTION** by Joe Coscia: Accept the minutes from 1/11/2021 as written.

Seconded by Scott Holmes

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

**MOTION PASSED**

Minutes from 1/25/21 were provided for review. Chairman Coscia noted only he, Commissioner Houle, and Commissioner Holmes were able to approve these minutes.

**MOTION** by Joe Coscia: Accept the minutes from 1/25/2021. Seconded by Paula Houle

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

**MOTION PASSED**

Minutes from 2/8/21 were provided for review. Commissioner Holmes did not have an opportunity to review the minutes prior to the meeting. Chairman Coscia decided to postpone the approval of these minutes to the next meeting.

**Old Business:**

*(Update on clean-up at CPP)* Commissioner Chiuppi stated clean-up day at Clear Pond Park (CPP) was successful. He estimated about 15 people attended; Commissioner Houle stated it was around 18 – 20 people. He reviewed some of the work completed during the day. One more clean-up day will be scheduled about a week before opening.

*(Update on online purchase of CPP passes)* Commissioner Houle will be hearing from the Accounting Department this week in regards to using UniBank for online pass purchases. She stated there is a need for two credit card machines at CPP. Commissioner Houle asked Selectperson Fabian to provide additional updates. There was a meeting last week with the company to discuss this process. There are many compliance items with the Town which must be followed. One item is a municipality is not able to pay processing fees, so this cost would be paid by the consumer. Selectperson Fabian has also spoken to the Town Accounting Department about this and the Accounting Assistant offered to continue to work with the Treasurer's office to make the further decisions. The Town Administrator will also be involved in these decisions/discussions. Selectperson Fabian will not necessarily be a part of these discussions going forward. Commissioner Houle noted some cash will still be handled at CPP; Chairman Coscia stated this discussion is later on the agenda. A credit card for the CPP Director was questioned; Selectperson Fabian did not have an answer but will look into it. Commissioner Houle also inquired about having an account at a nearby business for food items at CPP; Selectperson Fabian will research.

*(Update on central location for keep schedules for all parks)* A central location for the schedules at the parks was previously discussed. Chairman Coscia suggested having these at the TWC office for any Commissioner to reference as needed. Commissioner Chiuppi would like an online version of the schedules which all Commissioners could access. He felt a digital version would assist if a Commissioner is unable to go to TWC to reference documents. Chairman Coscia inquired if all Commissioners have access to google for this type of document sharing. A Yahoo calendar was utilized in the past; however the format did not match the needs of the park. Commissioner Chiuppi recommended utilizing google Docs/Sheets for these schedules. He provided a review of the programs involved and how this could be set up. Commissioner Lee questioned who would be in charge of adding all the items to google; Commissioner Chiuppi explained the Commissioners would be able to add their information to this location. Commissioner Houle would like to have a physical copy to reference at TWC. Chairman Coscia suggested moving forward with setting this up on google first.

*(Update on TWC office improvements)* Paint color for the office has not been chosen yet; the Commission Clerk will do so in the coming week. The split unit (Heating and a/c) cannot be installed until the office is cleaned. Chairman Coscia stated the office does not need to be cleaned prior to installation. The TWC maintenance employee has been working on cleaning the area. The Commission Clerk explained the internet access voted on at the last meeting

will not be possible. Comcast will not set up access for temporary service since the installation was estimated at \$7,000 - \$8,000; they will review the work needed in the area again. The IT Department was also looking into a line installed from the Loon Pond Lodge (LPL) to the office without much cost; no update was received from this yet.

(Update on recent Board of Health communication for Covid Restrictions) Chairman Coscia reviewed the recent communication which allows sports groups to play without a mask except for close contact areas such as a dugout. The Commission Clerk confirmed no mask was required during play, however did not see the note for mask in close areas. This will be further researched. The Commission Clerk will provide the updated state regulations to the groups/teams. Commissioner Lee noted this will change as of May 29<sup>th</sup>.

### **Review with possible vote to approve CPP Lifeguard applications**

Currently, there are three returning applicants for lifeguards and 4 new applicants. The list of applicants was shared with the Commission. Commissioner Houle stated two applicants are not lifeguard certified. She also requested HR to advertise with Massasoit and Bridgewater State. There was confusion on the number of applicants; but, the Commission Clerk confirmed there were only 7 applications received. Chairman Coscia inquired if Mr. Berry, CPP Director, has been able to review the applications; the Clerk was not able to send those when received since he was not officially hired as Director yet. The Commission Clerk recommended moving forward with the returning applicants at this time. Mr. Berry had no objections to the returning applicants.

**MOTION** by Paula Houle: Accept the three returning applicants for Clear Pond Park lifeguards for the 2021 season. Seconded by Darlene Lee  
Chairman Coscia clarified the 3 applicant are Jordyn Maxim, Jenna Maxim, and Nathan Jope.

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

The Commission Clerk will inform HR of the approval and will forward the new applicants to Mr. Berry for review.

### **Discuss with possible vote on CPP guest pass fees for the 2021 season**

Chairman Coscia noted this discussion was for guest past fees only. Commissioner Chiuppi stated the proposed fee for guests 16 years old and over would be \$8, children under 2 would be free, children under 16 but over 2 would be \$5, and the season pass would be \$100. Chairman Coscia emphasized the discussion was only for guest passes. Mr. Berry stated senior citizens must also be considered. The Commission Clerk asked if the fee would be for residents without a pass as well as non-resident guests; Commissioner Chiuppi stated yes. She also confirmed resident senior citizens were historically free and inquired if non-resident seniors would be charged a fee. Commissioner Chiuppi suggested a senior citizen who is not a resident would be \$5. Chairman Coscia clarified any 16 and over guest is \$8 and guest 16 and under is \$5; Commissioner Chiuppi confirmed this and restated a senior citizen guest would be \$5. A senior citizen has been defined as anyone 60 years of age and older. Commissioner Holmes further clarified children 2 and under would be free.

**MOTION** by Tony Chiuppi: 16 and over is \$8, 60+ is \$5, 2 and under is free, and 16 and under is \$5. Seconded by Darlene Lee  
Chairman Coscia restated the motion is to move forward with the prices mentioned, \$8, \$5, \$5, and free.

**Roll Call Vote:** Paula Houle – yes, Tony Chiuppi - aye, Scott Holmes - aye  
Darlene Lee – yes; **MOTION PASSED**

Chairman Coscia confirmed the motion passed for \$8, \$5, \$5, and free for guest passes.

**Discuss with possible vote on option for non-resident Town Employees to purchase CPP resident passes**

Commissioner Chiuppi felt if a Town employee can show a Town ID they should be allowed to purchase a season pass. The Commission Clerk confirmed there are no IDs which can be provided; however, there is a listing which can be cross referenced. It was clarified the season pass would include the employees, their spouse, and children.

**MOTION** by Tony Chiuppi: Allow Town employees to purchase season passes to Clear Pond Park. Seconded by Paula Houle

It was clarified this is for non-resident Town employees. Commissioner Holmes asked if the rate would be the resident pass rate; Commissioner Chiuppi stated it would be. Commissioner Lee noted the resident season pass rate was not set yet. Chairman Coscia stated this was set previously and would be the same as 2019. Commissioner Lee noted the guest passes could be changed but the season pass was not being allowed to change. Chairman Coscia stated this was due to changing this season to residents only. Commissioner Lee stated a motion was made a seconded at the last meeting, but no vote was completed. Chairman Coscia emphasized this discussion was for agenda item #7 for Town employees, not resident passes.

**Roll Call Vote:** Scott Holmes – yes, Tony Chiuppi - yes, Darlene Lee – yes, Paula Houle – yes; **MOTION PASSED**

**Discuss with possible vote for dedicated cell phone for CPP Director**

The Commission Clerk explained a cell phone has been provided to the CPP Director for the past couple of years and the Town Accountant is able to set this up again for the season. There is a cost per month for the service. Mr. Berry confirmed the dedicated cell phone is very useful as it is a direct line to him to handle any issues with the park. Commissioner Lee thought this was already voted on; the Commission Clerk stated this was discussed previously but a vote was not completed since it was not certain how useful it was for the director.

**MOTION** by Scott Holmes: Continued what has been done in the past allowing Mr. Berry to use one of the Town's cell phones. Seconded by Paula Houle

**Roll Call Vote:** Tony Chiuppi - aye, Darlene Lee – yes, Paula Houle – aye, Scott Holmes – yes; **MOTION PASSED**

**Discuss with possible vote on CPP Attendant job description/posting**

The Commission Clerk confirmed this job description/posting is all set and just waiting for Board of Selectmen approval at their next meeting on May 25<sup>th</sup>. There is not concern about filling this position at this later time.

**Discuss with possible vote on request from Lacrosse group for field space**

Chairman Coscia would like to address this request in the fall since they do not need field space until then. Commissioner Holmes confirmed he will touch base with Mr. Bradley to gather the needed information. He will present it to the Commission if there are any questions or concerns. He believed there would be space at TWC.

**Discuss with possible vote on continuation of flat fee for North East Beach Volleyball group**

Commissioner Holmes asked if this was the former Thunderbirds group; the Commission Clerk confirmed and noted they renamed. He recalled the group came to the Commission about 5 or 6 years ago and presented this fee. It was accepted at that time although it was not originally set by the Commission. This group could have as many players as needed, but only use the courts for about 6 hours per week. The group is scheduled on opposing days from TW Volleyball to avoid conflict. The flat fee has been \$1,500 for their season.

**MOTION** by Scott Holmes: Keep the flat fee for North East Beach Volleyball.  
Seconded by Tony Chiuppi  
**Roll Call Vote:** Paula Houle – aye, Darlene Lee – yes, Tony Chiuppi - yes, Scott Holmes – aye; **MOTION PASSED**

**Discuss with possible vote on contracts received from sports teams**

The FLAA contract was received recently; and North East Beach Volleyball was awaiting the decision on the fee to submit their contract. Men's softball delayed submitting their contract and stated they paid a flat fee for the season. Commissioner Holmes stated this group does not pay a flat fee; they pay the per player fee for a season. The Commission Clerk will confirm with them it is a per player fee for the season. There were no other new contracts for review. Chairman Coscia noted the co-ed Blooperball group did not submit a contract for the season; only a schedule was provided. He will touch base with them during the week. Commissioner Holmes stated historically the Park Commission has to receive a contract, insurance binder, and payment before playing. Chairman Coscia confirmed this should be the procedure and wants to ensure this happens next season.

**Discuss with possible vote on request to use the Horseshoe pits by a LPL event**

The Boston Tavern reached out to the clerk in regards to an event scheduled for June 18<sup>th</sup>. The event has requested use of the horseshoe pits. A mobile bar will be set up by the Boston Tavern for this event as well. The Commission Clerk suggested the event use the four public pits leaving the regular pits for the league; Commissioner Holmes confirmed those four should be open for use. The number of public pits was corrected from three to four earlier this year. Commissioner Chiuppi stated the Horseshoe League is not scheduled to play on a Friday. The Commission Clerk also inquired if the event will be charged an additional fee for use of the pits. Commissioner Holmes noted events at the lodge have not been charged in the past for use of the sports areas at TWC. Commissioner Chiuppi felt if it was a party type of situation they should not be charged; but if it moves to a tournament type of play, it should be. The Commission Clerk emphasized the event would want to reserve the pits for the date. Chairman Coscia inquired if the event requested use of more pits, would the Commission entertain reaching out to the Horseshoe League to unlock them. Commissioner Chiuppi felt since the League is paying to maintain those certain pits, it should remain locked. Commissioner Holmes felt 4 pits were sufficient for the event. There is a Horseshoe tournament scheduled the next day; keeping the pits in good condition is important.

**MOTION** by Tony Chiuppi: On June 18<sup>th</sup>, the Boston Tavern can promote use of the 4 open pits at the Horseshoe area of Ted Williams Camp at no cost.  
Seconded by Darlene Lee

Commission Lee clarified these are the four separate pits; Chairman Coscia noted they were on the left. Commissioner Holmes requested communication to the League of the use of the pits on this date; the Commission Clerk has reached out to the League for any thoughts on the matter.

**Roll Call Vote:** Paula Houle – yea, Tony Chiuppi – aye, Darlene Lee – aye, Scott Holmes – aye; **MOTION PASSED**

The Commission Clerk had an additional event promoting use of the Horseshoe pits; however it was not requested with Boston Tavern or the Commission. Since there are four pits open to the public any event is able to use them. Commissioner Holmes highly recommends requesting use to ensure they are reserved for an event. Chairman Coscia would like Boston Tavern to inform the Park Commission when reserved. The Commission Clerk stated it would then be Boston Tavern's responsibility to place signs up at the pits showing they are reserved for an event. Chairman Coscia noticed a portable restroom in the area of the horseshoe pits

and inquired if it was the League's. Commissioner Chiuppi did inform the League the restrooms were now open, but they were concerned the restrooms would close prior to their end time, and lighting on the way to the restroom was not sufficient. He informed the League a schedule for opening and later closing of the restrooms was being discussed at this meeting. Commissioner Holmes noted the lights should be on at the Volleyball area to help with lighting the path to the restrooms later in the evening and reviewed the policy from the Board of Health at the beginning of the season was every group needed a portable restroom to use. Commissioner Lee would like to have the representative from each group given a key to the restrooms. It would then be their responsibility to ensure the restroom is closed properly when their group leaves. A problem can be reported to Commissioner Lee. Chairman Coscia asked to wait for further discussion on this topic since it is on the agenda next. Commissioner Chiuppi can confirm the time the Horseshoe group ends their practice.

**New Business:**

*(Begin Discussion on use of passcode handles for TWC bathrooms)* Commissioner Lee would like to give representatives of the Leagues a key to the restrooms to alleviate some of the issues. Chairman Coscia was concerned if the restroom was not closed by the last group on the fields there would be resulting damage or issues. Commissioner Lee confirmed the restrooms are not open or closed on the weekend by the same individuals, another plan is needed. Commissioner Chiuppi suggested surveillance cameras for the outside area of the bathrooms to help hinder damage. Commissioner Holmes stated there was an employee previously who worked over the weekend and handled the restroom opening and closing. Also, groups were not typically playing in the later hours. Commissioner Lee was willing to have a meeting with the group representatives to explain the situation and the need for them taking on responsibility of the restrooms. She suggested the last group/team could send her a picture when the restrooms are being closed to show no damage and confirm proper closing. Commissioner Holmes noted this has been an ongoing issue and damage to the restrooms has resulted in thousands of dollars in repairs.

**MOTION** by Paula Houle: Let the leader of each team/League have a key. Any resulting issues can be addressed at that time. Seconded by Darlene Lee

Chairman Coscia brought the discussion to the noted passcodes on the agenda. Commissioner Chiuppi placed this on the agenda, but it was merely an alternative to a key which can be lost. Commissioner Holmes believed the passcode was a beneficial idea since the code can be changed at no cost, versus changing a key lock which will require a locksmith at the applicable fee. Commissioner Lee was concerned about the turnaround time for installing passcode locks. The Commission Clerk suggested moving forward with the keys now with intent to replace those with passcodes. The keys will be obsolete once the passcode lock is installed. Selectperson Fabian offered to find if this installation can be expedited to move to passcodes quickly. Commissioner Lee has the contact information for all the groups/teams at TWC and offered to communicate with them.

**Roll Call Vote:** Tony Chiuppi – aye, Scott Holmes – yes, Paula Houle - aye, Darlene Lee – aye; **MOTION PASSED**

Chairman Coscia requested any reports of damage be sent to him as well. Commissioner Lee noted she has been opening and closing the restrooms for the Women's Soccer League and had an issue with one stall which is being repaired.

*(Begin Discussion on Lifeguard 3 day course in E. Bridgewater to assist with shortage)* Commissioner Houle explained there is a shortage of lifeguard applicants at this time. She suggested sponsoring two lifeguard applicants for a course in E. Bridgewater. The course is in June for three days at a cost of \$450 per person. Chairman Coscia recommended waiting to see if the

new posting at the schools will generate the needed applicants. Commissioner Lee reached out to Apponequet High School for possible applicants, but the contact at the school did not have any certified students to refer. Commissioner Houle reached out to the YMCA but they were unable to assist since they are also experiencing a lifeguard shortage. Mr. Berry confirmed any lifeguards must be certified at the moment they are working. They can be hired if the certification is in the near future, but they would not begin working the tower until it was completed. Commissioner Holmes was concerned about waiting two weeks for the next meeting to approve lifeguards applicants; he suggested allowing Commissioner Houle, Commissioner Chiuppi and Mr. Berry the authority to hire qualified applicants.

**MOTION** by Tony Chiuppi: Doug, Tony, and Paula will be able to take any new lifeguard applicants under review and expedite the process because of the need this year for lifeguards as soon as possible. Seconded by Scott Holmes

**Roll Call Vote:** Tony Chiuppi – aye, Darlene Lee – yes, Paula Houle – aye, Scott Holmes – yes; **MOTION PASSED**

*(Begin Discussion on a 3 year plan for CPP improvements)* Chairman Coscia would like to begin a 3 year plan for improvements at CPP. He is currently beginning work on a 10 year plan for Lakeville parks which will be shared at a later time. Commissioner Chiuppi would like to gather some public response for the list as well. He wants to make sure information is getting out to everyone in regards to the 2021 season.

*(Begin Discussion on other TWC projects)* Chairman Coscia spoke with the DPW Director who had ideas on how to improve the current offerings at the park. Commissioner Chiuppi suggested adding music at the park which is a popular event. Commissioner Lee spoke about the new sign for the TWC playground and noted the family would like to plan a rededication. She has also been in touch with some scouts and volunteers willing to assist with the fitness trail repairs.

#### **Review correspondence from Clerk**

The Commission Clerk received an inquiry about taking wood from CPP for firewood. The Commission did not recall this occurring in the past. Any downed trees are taken by the Highway Department. The individual is offering to cut up a downed tree if he is able to take the wood; Chairman Coscia referred this to the Highway Department.

The Kenney 3-on3 Basketball tournament would like to return to TWC for 2021. They utilize the basketball courts for the day and have a catered meal outdoors. The group is already speaking to the Boston Tavern for the meal portion of the event. According to the current fees with Boston Tavern, there is no cost for the rental of the outdoor space. Commissioner Chiuppi has been in contact with the group as well. There was concern about a tent for the event; however, there is no tent available at TWC. Commissioner Holmes recalled the first year of this event was at no fee. This was the first time a group was reserving the basketball courts for an event. The Commission had to put up signs showing the courts were reserved for the day. The second year of the event, the tent at TWC was damaged so the group had to rent a tent which is a significant cost to a fundraiser. Since the group is not renting the building, there is not a fee for this outdoor event. The Commission Clerk reviewed the current fees with the Boston Tavern. She will reach out to the Boston Tavern in regards to a fee for this type of event and will look back at the fees paid by this event. More details will be gathered to bring to the Commission.

The Clerk was contacted by an individual who is looking to have a memorial bench at TWC for a friend's son who has passed. Commissioner Lee has some experience with this type of request since her mother has a memorial bench at the playground. A location was not

mentioned, but the son played soccer. The Commission Clerk will contact the person for more information.

Commissioner Houle noted Ted Dellarocco is donating 4 basketball nets to Clear Pond Park. The raft is being moved back to the CPP side for use. Burns Sand and Gravel will donate 50 yards of sand for the beach. Gravel and additional sand is still needed. Commissioner Chiuppi clarified the sand is being donated but will not be delivered. Commissioner Holmes will reach out to the Highway Department for assistance in delivering the sand.

**Possible Executive Session:**

**MOTION** by Joe Coscia: Enter into 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. Seconded by Scott Holmes  
**Roll Call Vote:** Scott Holmes – yes, Paula Houle – nay; **Voting did not continue due to further discussion**

Commissioner Chiuppi asked for clarification about entering into Executive Session. The meaning of this was explained and it was confirmed decisions do not have to be made during this time but votes can be completed. Chairman Coscia asked to do the roll call vote again:

**Roll Call Vote:** Scott Holmes – yes, Paula Houle – nay,

Further explanation was provided including any motions passed would be ratified at the next meeting; however the discussion leading up to the motion would remain not shared due to security purposes.

**Vote continued:** Darlene Lee – yes, Tony Chiuppi – yea, Joe Coscia – yea.

4 yeas, 1 nay: **MOTION PASSED**

\*\*\* Public meeting ended and Executive session entered at 8:49pm \*\*\*