



Received & posted: \_\_\_\_\_

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Town Clerk

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

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

Name of Board or Committee:	<u>Lakeville Park Commission</u>
Date & Time of Meeting:	<b>Monday, June 29, 2020 @ 6:30pm</b>
Location of Meeting:	<b><u>REMOTE MEETING</u></b>
Clerk/Board Member posting notice	<b><u>Neli Woodburn, clerk</u></b>

### **AGENDA**

In accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G.L. c.30A, §20, relating to the 2020 novel Coronavirus outbreak emergency, the June 29, 2020 public meeting of the **Park Commission** shall be physically closed to the public to avoid group congregation. **However, to view this meeting in progress, please go to [facebook.com/lakecam](https://www.facebook.com/lakecam) (you do not need a Facebook account to view the meeting). This meeting will be recorded and available to be viewed at a later date at <http://www.lakecam.tv/>**

#### **NEW BUSINESS**

Welcome and introduction of new Commissioner  
Reorganization of Commission roles  
Correspondence: Any new correspondence  
Any New Business for the Commission

#### **OLD BUSINESS**

Review / Approve Meeting Minutes  
LPL/SEM updates: Lodge repairs, Reopen discussion, general updates  
TWC Updates: Mowing equipment issues, PT weekend position, general updates  
Sports Updates: general updates  
CPP Updates: Maintenance needed during closure, general updates  
JPP Updates: general updates  
Any other Old Business to review

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

Clerk Updates: general updates

#### **OTHER BUSINESS**

Any other business from the Commission

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

# LAKEVILLE PARK COMMISSION

## ROLES & RESPONSIBILITIES

### CHAIRMAN

- Oversee the board and all meetings
- Oversee agenda items for meetings w. Secretary
- Meet w town hall RE: the parks as needed, w Selectmen & other town officials
- Meet w Rita at a minimum monthly (dept. head monthly meeting w other DH's)
- Meet w Nate D as needed regarding town parks maintenance schedules
- Schedule/oversee parks budget, revise and create
- Oversee Commission Clerk
- Overall responsibility of Parks department

### VICE CHAIRMAN

- Fills in for Chairman as needed @ Board meetings and other town meetings

### PAYROLL SIGNEE (2 PEOPLE)

- Review weekly time sheets, sign off bi-weekly and submit to town hall payroll

### TWC SCHEDULER/ OUTDOOR RENTAL GROUP LIAISON (SPRING & FALL)

- Emergency contact (must be available for phone calls from our EE's and all groups renting the fields)
- Schedule & oversee Annual spring sports meeting (*Mandatory Late Jan/Early Feb*)
- Oversee Annual meeting:
  - meet with groups making sure you have scheduled field use to alleviate conflicts
  - Collect fees, get signed contracts, get insurance binder & schedules
- Provide secretary with all contracts, insurance binders & schedules (spring & Fall use)
- Schedule field use for
  - Baseball fields
  - Soccer fields
  - Horseshoes
  - football use
  - tennis courts
  - basketball courts
  - new fields

- practice fields
- lacrosse
- FLSC & Women
- town league, outside baseball groups
- pickleball
- general court use
- Provide Maintenance Staff with an overall schedule for the season
- Create a Master schedule for reference throughout the season
- Liaison to the Lakeville Haunted House beginning with initial contact in May/June
  - Scheduling appropriate inspections
  - Contract review
  - Date/Time review coordination with SEM to ensure no conflicts
- Coordinate Fall Schedule of fields with Soccer , Baseball, Football, and Lacrosse
- Coordinate all tournaments
  - Check with SEM for conflicts
  - Communicate with Soccer, Volleyball, Horseshoes, Baseball for scheduling
  - Provide Clerk and Maintenance crew appropriate schedules

#### **JON PAUN PARK (SOFTBALL) SPRING & SUMMER**

- Emergency contact (must be available for phone calls from our employees and all groups renting the fields)
- Schedule for Softball for spring, summer, and Fall with our Town Leagues
- Schedule Ladies Blooperball for summer use
  - Collect contract, Fees & insurance (with copies to Clerk)
- Get copies of all contracts, insurance binders and games schedules & provide to Commission Clerk
- Provide overall schedule and starts date to Maintenance Crew
- meet with all other groups making sure to collect fees, before field use
- oversee, field maintenance and needs of the park (must be available for calls from employees and leagues)
- help organize and prepare information for new bathrooms with board member in charge of that project
- oversee, our employees to ensure the new bathrooms are kept clean
- coordinate field maintenance, town (Highway)EE's and utilizing CPP maintenance staff to help with trash & maybe bathrooms
- Coordinate all Major improvements with Board
- Assist in TWC Tent setup & take down (as applicable)
- schedule mosquito spraying for JPP
  - Plymouth county mosquito control 781-585-5450 fax 781-582-1276

### **CLEAR POND SUPERVISOR - SPRING & SUMMER**

- Emergency contact/decisions (must be available for phone calls from our employees/Director)
- Review employees, determine need for current year
- Set up/ with town hall
  - Job postings
    - Begin Director hiring process in Jan/Feb
    - Ensure all posting are up to date an accurate
    - Ensure hiring salaries are up to date and accurate
- Review potential employees and review with board
- Work with Clear Pond Director
  - schedules,
  - work needs
  - new projects to be completed
  - clean up
- Meet with entire staff, set expectations and responsibilities
- Visit CPP multiple times a week checking on staff, etc
- Work as liaison between CPP and Commission
- Determine needs for CPP
  - Supplies
  - Maintenance
- Coordinate with CPP Director
  - maintenance staff at JPP for trash & bathroom clean up
- Help Park Commission with all major projects

### **TWC- FIELD/EQUIPMENT/STAFF LIAISON - ALL YEAR AS NEEDED**

- Emergency contact person (must be available for phone calls from our employees)
- Coordinate with staff, new projects to be done , provide wish list of projects from board
- Coordinate new field development
- Coordinate equipment needs, repairs, and new purchases
- Coordinate major improvements to park facilities
- Oversee improvements and coordinate with other town officials as needed
- Oversee the outside bathrooms are kept clean
- Assist in the setup & take down of tent (as applicable)
- Assist in the needs of the Lakeville Haunted house and parks dept.
- Schedule mosquito spraying for Park
  - Plymouth county mosquito control 781-585-5450 fax 781-582-1276

**LODGE & RENTAL REP. & LIAISON WITH MANAGEMENT CO. ALL YEAR AS NEEDED**

- First/Emergency contact person ( must be available for calls from SEM & our employees)
- Liaison between board and Mgt co
- Fulfill needs of SEM for the Lodge including repairs and maintenance
- Coordinate With Nate Darling scheduled repairs & maintenance for the Building
- Responsible for our staff for winter/snow removal
- Responsible for our staff to do winter maintenance to the building (i.e. painting, cleaning, etc)
- Oversee setup & take down of Tent, based on needs of Rentals (Emergency take downs)
- Oversee emergency repairs, during summer and winter (freezing issues)
- Oversee the relationship with Lakeville Haunted house, Parks dept & SEM
  - Coordinate dates, times, and entrance
  - Help coordinate parking
- Update Board members with monthly upcoming schedule of events at Lodge
- Oversee project: New Pavilion

**Phone Numbers**

Nate Darling	cell 508-930-7504	electric, plumbing, carpentry needs
	off 508-946-8804	

## Mass Effect Sports Academy Proposal

June 25th 2020

**Proposal to the Lakeville Park Comm for use of the outdoor areas to enhance youth sports and recreation;**

Scott Holmes Chairman and members;

My personal background and professional experience relating to this proposal:

1. Retired certified health and physical education teacher Lakeville Schools
2. Masters professional in Recreation
3. CPR and First Responders Cert. with mass cert in Concussion protocols
4. Director of Parks and Recreation and selectman appointed rejuvenation of the former Ted Williams Camp for over 30 years
5. Safe Serv Certified food service

The Mass Effect proposal has come out of the events leading to the closure of many town recreation avenues that have been canceled and limited. I understand we have to follow all state guidelines and adhere to all policies of the park dept. As the owner of the Mass Effect Arena football and sports academy , a non profit organization, established in September of 2019, we wish to utilize the former Ted Williams Camp and its outdoor areas to bring a variety of Sports Instruction for all levels of ability mixed with supervised play time as well as continuing to bring some of the popular events from Clear Pond's Fun in the Sun program; such as the carnival, arts and crafts, music in the parks etc to the public.

If approved we would like to tentatively, based on interest, schedule monday-fri mornings and do not require a structured field just a small open space.

We can go around any limitations or patrons as determined by the park Dept.

The Mass Effect Inc. will be responsible for the budget, instruction and fees / we will establish a working donation agreement with the parks and follow any directive.

Thank you,

Douglas Berry

508-946-1778

Mass Effect Inc.