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Town Clerk

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

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

Name of Board or Committee:	<u>Lakeville Park Commission</u>
Date & Time of Meeting:	Monday, July 13, 2020 @ 7:00pm
Location of Meeting:	<u>REMOTE MEETING</u>
Clerk/Board Member posting notice	<u>Neli Woodburn, clerk</u>

AGENDA

In accordance with the Governor’s Order Suspending Certain Provisions of the Open Meeting Law, G.L. c.30A, §20, relating to the 2020 novel Coronavirus outbreak emergency, the July 13, 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/>**

1. Lia Fabian & Maureen Candito – LPL Management contract discussion

NEW BUSINESS

Reorganization of Commission roles

Correspondence: Any new correspondence

Any Other New Business for the Commission

OLD BUSINESS

Review / Approve Meeting Minutes

LPL/SEM updates: Reopen discussion, general updates

TWC Updates: Restroom discussion, general updates

Sports Updates: Phase 3 updates, Horseshoe tournaments review, Pickleball review, general updates

CPP Updates: 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
Meeting Minutes
Loon Pond Lodge
Monday, June 10, 2019@ 6:30pm

Members Present: Scott Holmes, Mike Nolan, Jesse Medford (@ 7:28pm), Joe Coscia, Justin Bradley

Other Attendees: Bob Hall (Pickleball), Jaime Velazquez (TW Volleyball), Neli Woodburn (Clerk)

Vice-Chairman Bradley opened the meeting at 6:36pm

Vice-Chairman Bradley inquired if anyone was recording the meeting; LakeCam was recording.

6:30pm – TW Volleyball: Jaime Velazquez introduced herself as the person who runs coed volleyball at Ted Williams Camp (TWC) on Monday and Tuesday evenings. The group would like to tie into the water line which is at the Horseshoe courts. The line would go across the parking to the telephone pole where a spigot would be placed. The water would be available for participants to clean up after play as well as clean off the courts. It was unknown if the Park Commission ran the line to the Horseshoe courts or if the Horseshoe group did this project themselves. The volleyball group intends to complete all the work to add the line and estimates doing so in about a month when schedules are compiled for the season. Chairman Holmes recommended parking their vehicles in a manner to block any other visitors from walking over the work area. Commissioner Bradley added to also schedule the work when an event is not occurring at the Loon Pond Lodge (LPL). Commissioner Nolan noted the group would need to call Dig Safe prior to the digging in the area. Commissioner Coscia inquired if the added line would stress the current system; Chairman Holmes confirmed this addition would not affect the system. Chairman Holmes requested Ms. Velazquez provide the confirmed construction date prior to starting.

Motion by Justin Bradley: Allow TW Co-ed Volleyball to run a water line from the Horseshoe area provided the group completes all the work needed and contacts Dig Safe as mentioned.
Seconded by Mike Nolan

Voted: Unanimous in favor – Motion Passed

6:45pm – Pickleball: Mr. Hall attended the meeting as the Pickleball representative. The group recently held a clean-up day for the tennis courts and completed 75% of the work needed. The group's insurance certificate was provided by Mr. Hall and he noted the group is expecting a lower participation number this year. This is due to surrounding areas adding Pickleball courts for use. Mr. Hall provided a brief overview of the game for the newer commissioners who were not familiar with it. Additionally, Mr. Hall noted he was at TWC over the weekend and witnessed people playing Pickleball on the courts who were not with league showing its popularity. Mr. Hall estimates he will have 42 participants this season. Payment was provided for the current sign ups. The group would like advertise on the sign at TWC. Mr. Hall will be providing a free lesson to new players. He is also advertising on the radio in regards to wheelchair play

and would like to hold a specified wheelchair Pickleball tournament in the future. Mr. Hall did not have a court/field contract, so a blank contract was provided to him for completion. The schedule was also requested to ensure no conflicts with other events. Commissioner Bradley informed Mr. Hall of the annual sports/teams meeting which occurs at the beginning of the year where all the paperwork is passed out. Mr. Hall confirmed the schedule would be Monday, Wednesday, Friday and Saturday. Play on the courts will pause if any outside ceremonies take place at the Loon Pond Lodge (LPL). Commissioner Bradley requested the schedule be submitted in writing with the contract. Mr. Hall inquired on what other conflicts Pickleball would encounter besides events at the Lodge. Commissioner Bradley stated there were a couple of times when tennis players were looking for open tennis time at the courts when Pickleball was playing. He also confirmed the need for the schedule is also for the maintenance staff at TWC. This allows the staff to properly care for the area when larger tournaments are scheduled. Also, a master schedule will allow for a posting of times for tennis players to know when the courts are free for use. All information can be sent to the Commission Clerk. Chairman Holmes confirmed the outdoor restroom is now open. There was a plumbing issue keeping it closed, but it has been fixed. Commissioner Bradley will provide his contact information to Mr. Hall as the field scheduler for the Commission. Chairman Holmes added any tournaments the group may hold must be included with the schedule. There is a separate fee for tournaments. Mr. Hall would like to provide the free lessons outside of the group's play time. Commissioner Bradley asked for specific times for this as well so it can be blocked off. Mr. Hall asked if he is able to gather sponsors could the group put in 4 permanent Pickleball courts on 2 of the tennis courts. The nets would be removable but more secure than the portable nets. The group has left the portable nets at the courts this year and moved them to the fence when not in use. Commissioner Bradley asked for more details in regards to doing this project prior to providing a decision on it. Mr. Hall stated Pickleball courts are now being utilized more than tennis courts. Chairman Holmes emphasized the Commission has voted to keep the tennis courts. He additionally asked if there was a plan for the group to paint the first tennis court back to tennis since they were not provided permission to paint Pickleball lines on this specific court. Mr. Hall noted there was no plan by the group to paint the tennis lines. Chairman Holmes stated the Commission will have to do this work since there are people who wish to play tennis there. Tournament contracts were provided. One contract is needed for each tournament. Ideally, schedules for the courts will be posted for public view. Mr. Hall emphasized the group has had no scheduling issues. He also recently viewed individuals skateboarding on the courts. The 'No Dogs Allowed' signs must be replaced. Commissioner Nolan asked the group to contact the Commission prior to hanging any sponsorship signs on the tennis courts. Commissioner Bradley emphasized communication with the Commission in regards to anything happening at TWC is very important. Chairman Holmes confirmed the group can advertise on the entrance sign for a bit of time. The sign does rotate with the information posted. The group has a flag and flagpole they would like to place at TWC. Chairman Holmes would need to know where it was going to be placed before providing approval. Commissioner Bradley suggested adding this to the list of items to review on the courts. Mr. Hall left the meeting at this time.

Review and Approve Bills – Bills were provided for review and approval. The electric bills were incorrectly addressed to the Lakeville Police Department. The Accounting Department has already been in touch with the company to correct the mistake. The invoice for the new bunker rake and the Bathroom unit were received. Both invoices will be put on hold. The bunker rake has not been delivered yet and the Bathroom unit will be tested prior to payment. Payroll was provided for signature as well as approval for the wage increases for next fiscal year.

Review and Approve Meeting Minutes – No minutes were available for review

OLD BUSINESS

CPP

(Upcoming Employee meeting) It was previously voted for the Clear Pond Park (CPP) Director to contact all the individuals on the list to offer positions. It was expected some on the list would not accept the offer; one did decline the offer at this time. Three more maintenance applications were received after the last meeting and were added to the list for a possible position. At this time, there are more maintenance applicants than positions available. No additional Lifeguard applications were received. The advertisement in the newspaper was recently posted to help gather more interest in the position. The CPP Employee meeting is scheduled for tomorrow. HR will be at the meeting to help the hires fill out all needed paperwork.

(Employee review) This was completed by reviewing the spreadsheet provided and the new applicants since last meeting.

(Review of items needed for opening) The annual Boy Scout clean up at Clear Pond Park was completed. The Commission is welcome to attend the CPP Employee meeting tomorrow.

(General updates) There were no additional updates for CPP.

SEM/LPL Updates:

(Calendar review) A copy of the current events calendar for the LPL was provided for review. A Horseshoe tournament is coming up on the weekend, however no conflicts were noted. Commissioner Bradley asked how the tournament scheduling/payment is working out this year. TW Volleyball was the first group to hold a tournament and provide the required paperwork and applicable fee. The Horseshoe group did not provide a Tournament request or the Contract for the season. Commissioner Bradley will reach out to the group for this information. Commissioner Nolan was concerned about an upcoming Saturday event which may be occurring outside while sports are scheduled. The Commission Clerk provided the tournament dates for both the Horseshoe group and Volleyball teams to Southeast Event Management (SEM) for review. SEM did not feel the events being booked at the same time were an issue. Commissioner Bradley felt there were less weddings booked in June. The Commission Clerk noted SEM is not attempting to book multiple events in one day which was difficult for the staff to handle. Instead, weddings are being booked for the entire day at a higher rate. The event calendar was further reviewed for June and July. Commissioner Bradley inquired if there was any non-response from sports teams in regards to scheduling or tournaments. The Commission Clerk provided the tournament request

form to all groups. Soccer and Baseball stated they would not be hosting any tournaments.

(Table purchase) SEM has requested purchasing more 8ft banquet tables for the Lodge. Chairman Holmes and a representative from SEM previously looked for these tables and found them for \$200 each. Chairman Holmes searched again more recently and found the tables for \$70-\$80 from a restaurant supply company. Someone will have to be at the Lodge to receive the delivery of the tables.

Motion by Scott Holmes: Purchase the needed tables for the total price of approximately \$300. Commissioner Nolan questioned if cocktail tables were needed, however it was noted SEM does have some. Seconded by Mike Nolan

Voted: Unanimous in favor – Motion Passed

(Payments review) A payment breakdown was not available for review. In balancing the revenue from the events a discrepancy was found which the Clerk is researching at this time.

TWC UPDATES:

(General updates) Commissioner Nolan noted again the bill for the bunker rake was provided but the rake was not yet received. The Massey Ferguson tractor had an issue recently; however the TWC maintenance employee was able to repair it. The timer for the lights at TWC was reviewed at a previous meeting. Since the repairs, there have been no apparent sign of tampering. Chairman Holmes reviewed the needed signage for the LPL which had been discussed at other meetings. Signs were ordered, but only some arrived. In addition, more outdoor ashtrays were ordered and received. Chairman Holmes is waiting for all items to arrive to set up the smoking area at the LPL which will be away from the doors. He noted the doors leading to the gazebo are now in need of repair due to frequent use to smoke outside. Commissioner Nolan inquired if he should contact the person who agreed to do landscaping work at the Lodge as payment for an event held there. A pathway is needed from the handicap parking area to the front door. The Commission Clerk did attempt to contact someone from the group to discuss the work agreed on, however no response was received. Chairman Holmes reviewed the past discussion with the group; two projects were supposed to be completed in lieu of payment for their event but only one project was completed. The parking area will need to be lined as well. Chairman Holmes confirmed the Superintendent of Streets has a contact for that work.

SPORTS SEASON:

(General updates) Chairman Holmes noted the only sports group with items outstanding at this time is Pickleball. All other groups have provided all paperwork and payments required. Commissioner Bradley will move forward with purchasing a laminator to use for the schedule and signs. The Commission Clerk confirmed the sign at TWC will be updated with the Pickleball information. The TWC Maintenance employee noted to Commissioner Bradley that children have been playing on the fields (not with a league) and kicking up dirt after it has been prepped for a team. Chairman Holmes stated it is a public park and play on the fields cannot be stopped.

AJFC has reached out to begin their usual season. The schedule and use of the fields would be the same as previous years. Chairman Holmes stated the group would still need to submit this information in writing so it can be reviewed by the new Commissioners as well. The group uses the area in August and September. Commissioner Nolan requested the group attend a meeting to speak about their season and the fields. The Commission has recently paid for seed and fertilizer on the field and there is concern about the group damaging the work done. The fees received by the group do not cover the cost of repair to the fields used. Commissioner Bradley suggested rotating the fields used to lessen damage to one area. The cost other teams/groups pay to maintain the area used was discussed. Chairman Holmes inquired if the Commission would like to still charge the same fee or increase the per player fee at this time. Although the group would not start until August, sign ups would begin and an increase in the fee would need to be reflected in their player costs. Commissioner Bradley suggested talking with the group before deciding on the fee. A contract will not be provided until the fee is confirmed.

JPP

A tournament is scheduled at John Paun Park (JPP) for the upcoming weekend and it is estimated 18 teams will be playing. Commissioner Coscia is working on a fee for the tournament based on the fee from previous years and estimating the number of participants. Two portable restrooms are already on site for the season, and Commissioner Coscia recommended renting two more since the number of attendees will be high. Chairman Holmes recommended renting the additional items and charging the teams for them. The Bathroom unit will not be ready in time for use at the tournament. It will remain closed and the portable restrooms will be utilized instead. The tournament held last year was charged for additional restrooms and additional cleaning. A schedule for trash removal was discussed as well as adding more trash barrels for the tournament. Supplies for the restrooms can be stored at the snack stand over the weekend. The team in charge of the tournament can be responsible for restocking as needed. Commissioner Coscia is also attempting to plan for more efficient parking. He will be asking the owners of the Star Market for use of their parking lot and will inform the local police of the expected increase in activity at the park. There is a pile of stone dust in the parking lot as well as poles which needed to be moved to create more parking. Commissioner Coscia inquired if the Highway Department could assist with this. The Highway Department did want to use the poles to stop people from parking on the fields. Commissioner Nolan will provide the contact information for the Superintendent of Street to Commissioner Coscia so he can schedule the needed help from the department. The bunker rake can be moved to JPP to prep the fields for the tournament. It would be ideal if the old bunker rake could be stored at JPP. There are old handicap parking signs available to use to designate parking. The team hosting this tournament did provide a contract for field use during the season, but did not provide a schedule, insurance, or payment. It was noted the invoice from the tournament last year was paid in full. Chairman Holmes emphasized the team must pass in the insurance binder prior to the tournament. Commissioner Coscia will contact the team for the binder needed. It was discussed how this team and another travel team historically used the fields at JPP without approval of the Park Commission. They

would ask the main softball team at JPP for permission instead. This was discovered last year after an issue when a tournament was being played and facilities at JPP already closed for the season. All JPP Teams/Groups were informed use of the fields at JPP must be approved by the Commission, not another team. The new maintenance employees will not be fully on staff by the weekend to assist with the tournament. It was suggested to contact the current TWC maintenance employees for to help on the weekend. Commissioner Medford suggested the tournament hire a police detail to assist with parking and crowd management. This has not been the case in the past. The hand wash station in the snack stand was reviewed. This is expected to be moved to CPP for the season.

(Bathroom delivery review) The Town electrician is on vacation so a secondary electrician was called in to complete the work. He is expected to complete the work the next day or Thursday. The Highway Department provided a great deal of assistance with setting up the pad properly and setting the bathroom unit on it.

(Bloopers tournament request) The annual Looney Legacy Foundation Bloopers tournament request was received. Chairman Holmes stated the representative on this request can be contacted in regards to the work discussed earlier in the meeting. Commissioner Nolan noted the Bloopers tournament is an easy event to handle at JPP.

(General updates) The Drifters are asking to use the JPP fields at night Monday through Thursday for practice until mid-August. Commissioner Coscia inquired on what fee should be charge for the group. There was discussion on how many participants would be using the fields during the week and which type of fee structure should be used for this group. Commissioner Coscia will further speak to the group for details on how many players there are.

RT. 18 FIELDS

(General updates) The bid is out and due on June 13th. There was a site walk on June 4th with two possible contractors attending. Commissioner Nolan will be reaching out to begin the process on the bid for the second field. The well drilling company was contacted but no response was provided at this time. The work must be completed in June to be paid out of this fiscal year.

REVIEW OF OUTSTANDING ITEMS FROM PREVIOUS MEETINGS

Chairman Homes began the review by confirming a new TWC maintenance employee was hired and began work today. He also reached out in regards to AED supplies needed for the machines on site at the park. The machines cannot be distributed between the parks until the supplies are received. The plumber repaired all known bathroom issues and the timer for the lights was repaired as well. Chairman Holmes purchased a first aid kit for the LPL. He inquired if anyone heard from Mark Clerc, who had questions about the basketball courts. Commissioner Nolan did speak with him and Mr. Clerc was reaching out for assistance in creating a 501(c)(3). The intent was to create this group to raise funds to repair the courts and then build a league to use them. Chairman Holmes is still researching cable price estimates for the Lodge. The owner of the LMMA is hiring an electrician to set up hand dryer at the studio. Installing hand dryers at CPP will be a higher cost since electricity needs to be run to the bathroom. New handicap parking signs are still in process. Chairman Holmes provided a review of

the Pickleball painting which was incorrectly completed at the tennis courts. The Commission had stated the Pickleball group could paint court 3, outline court 2, and leave court 1 completely tennis. The group painted all the courts over the past couple of years and did not adhere to the conditions set by the Commission. The Commission did approve a motion to purchase paint to return court 1 to tennis; the purchase to be \$250 - \$300. Upon research, the cost for the needed paint would be \$500-\$600. Commissioner Bradley would like to walk through the courts with the group to review the needed repaint of the tennis court before purchasing.

CORRESPONDENCE

ITEMS FROM CLERK

(Review of FY ending process) The Commission Clerk provided a copy of instructions for end of fiscal year processes. June bills still needing to be processed must be encumbered if not received prior to the cutoff date of July 10th. The Clerk requested all the Commissioners provide her with any purchases or work being done toward the end of June so those bills can be accounted for. Bills have been missed in the past causing the company to wait for payment until special town meeting. Chairman Holmes noted the Commissioners are encouraged to call Plymouth County Mosquito Control to have the areas of the park sprayed. This may require gates to be opened for the company. Commissioner Nolan has attempted to contact the company but with no answer. A message cannot be left on the machine.

(Correspondence) The 3-on3 Basketball tournament which occurred in 2018 would like to return for another tournament this year. They are requesting the same set up as last year. Chairman Holmes noted the tent will not be available for their use since it is damaged. The group can rent a tent themselves, if needed. The tournament would occur in September, preferably on a Saturday but will take a Sunday if needed. Saturday was an issue last year due to soccer being in full swing at that time. Chairman Holmes inquired if the Cornhole tournament group reached out as well. The Clerk did not have correspondence from him, but it was scheduled on the calendar for 2019. Chairman Holmes presented the idea to hold a tournament to raise funds for the Park Commission. The Commission would like the representative from the Basketball tournament to attend a meeting after a date is booked with SEM. The tournament was not charged a fee last year since it was the first year coordinating this event. A fee would be charged per participant this year and will need to be decided.

A gentleman reached out to the Clerk in regards to using the Pickleball area at the tennis courts. He was inquiring on what times are open and understood an organized group used the area. For reserved time, the individuals would need to go through the same process as the other teams/groups. For pick-ups games, open time will be available once the schedule is confirmed.

NEW BUSINESS

ANY NEW BUSINESS FOR THE COMMISSION

Commissioner Bradley provided an update on Lacrosse. The season is now complete and the area used for their practices worked out well.

Commissioner Coscia inquired on BeFit Performance using the small area at TWC and if anything was heard about it. A payment and contract was not yet received.

Commissioner Nolan did reach out to the Highway Department to roll the small area they were going to use and it was something which could be scheduled.

Next meeting scheduled for Monday, June 24, 2019 @ 7:00pm at the Loon Pond Lodge at Ted Williams Camp.

Motion by Justin Bradley: Adjourn the meeting. Seconded by Mike Nolan

Voted: Unanimous in favor – Motion Passed

*****Meeting adjourned at 8:58pm*****

Lakeville Park Commission
Meeting Minutes
Loon Pond Lodge
Monday, July 08, 2019@ 7:00pm

Members Present: Mike Nolan, Jesse Medford, Joe Coscia, Justin Bradley, Scott Holmes
Other Attendees: Mark Walter (TriFest), Tim Long (TriFest), Neli Woodburn (Clerk),

Chairman Holmes opened the meeting at 7:00pm

Chairman Holmes inquired if anyone was recording the meeting; No one was recording.

7:00pm – Tim Long (AJFC): No one was in attendance at the start of the meeting. Chairman Holmes moved to the next item.

7:15pm – Mark Walter (TriFest): Mr. Walter is the race director for the Cranberry TriFest which occurs annually at Ted Williams Camp (TWC). He attended the meeting to begin discussions for this year's event. There were no changes to note, the TriFest will occur as it has in the past. The group will begin set up on Thursday with races on Saturday and Sunday. Races will start at about 7:30am on both days, and Mr. Walters estimated the race to be completed (including clean up) by 3pm on Sunday. He also noted he has seen an increase in participation this year. The group rents the Loon Pond Lodge (LPL) and the outdoor areas of TWC. It was noted the tent is not usable this year due to damage. Commissioner Nolan recommended reaching out to the tent company Mr. Walters utilizes for his race in Freetown. Outside rental of a tent is approved since the TWC tent is not available. Mr. Walter inquired if the ice machine is working at this time. Chairman Holmes stated the ice machine has been removed from the building due to not working. Mr. Walter has been in contact with Southeast Event Management (SEM) for the rental and has inquired about having a food truck being available for the event. It was confirmed SEM would handle this type of caterer as well as all the beverages for the day. Mr. Walter is aware of road work which is scheduled to occur on Precinct St. He has been in contact with the Highway Department and the Town Administrator in regards to the timing of the work which could affect the race. Chairman Holmes noted it is the state who is scheduling the work since it is for the railway expansion. He asked if Mr. Walter can plan an alternate route for the race if the road work conflicts. It is unknown when the road work will actually be completed and the Town is not able to postpone it. Mr. Walter agreed a contingency plan will be needed. Mr. Walter did receive the needed permit from the State. He will be working with the Lakeville Police as well. Chairman Holmes emphasized if the Commission hears any more information in regards to the impending road work, it will be shared. Mr. Walter discussed an issue with race dates for 2020. He requested dates in September for 2020; however rentals have already been booked. The only weekend remaining was Labor Day weekend. Mr. Walter did not fully understand the reason he could not have the same weekend he has had for the past few years. Chairman Holmes explained the current contract with SEM to handle all rentals at the LPL and TWC. A wedding can be booked two years out, and this may be the case in this situation. The Commission Clerk confirmed every weekend in September is booked with a wedding utilizing the whole building. Due to this situation, Mr. Walter has provided SEM with the next 4 years of race dates. He

foresees an issue with a race on the holiday weekend. He requested to confirm all weekends in August are booked, and if there is a possibility to still hold the race with a wedding event at the Lodge. Mr. Walter explained how he utilizes the building for the race and what he could give up if needed. Commissioner Bradley suggested a meeting with SEM to review these options. The Commission Clerk confirmed the events booked are for the full day. Mr. Walter stated the race can completely be run outside if needed and the building would not be used. Chairman Holmes offered the use of the TWC office as well. A tent can be rented as the space they usually use the building for. Commissioner Nolan requested to reach out to SEM to further discuss the situation. Mr. Walter would like to have the second to last weekend of August or the last weekend of August in 2020 for the race. Chairman Holmes felt an evening wedding would allow for the TriFest to be completed in the morning without interference. Mr. Walter did tentatively book Labor Day weekend in 2020 for the race. The Commission would like to make all events work and will further speak with SEM to review options. Mr. Walter thanked the Commission and left the meeting at this time.

Tim Long (AJFC): Chairman Holmes returned to this agenda item since Mr. Long was now in attendance. Commissioner Bradley began the conversation. He recently spoke with another representative from the group earlier and explained the new discussion around fee for the teams. Commissioner Nolan noted how football practice damages the fields which cause the Park Commission to pay for repair yearly. This past year the field needed to be reseeded and fertilize the area; at a cost of approximately \$2,500. The cost of needed repair is not covered by the fees the group pays for the season. The AJFC does wish to continue using the field and Mr. Long was surprised of the damage since they are not using the fields as much. The group now has a field in Freetown which they are using. Mr. Long did acknowledge the fields are beat up by use from the group.

Mr. Walter returned to the meeting and inquired if there was any other event happening this year which would impede parking for the TriFest. The Commissioner Clerk confirmed there was nothing on the calendar for the weekend; however soccer information is not included. Commissioner Bradley will communicate with the other groups to inform them when TriFest is occurring at TWC.

Commissioner Nolan returned the discussion to Mr. Long and explained the group did pay an additional fee per game in the past. The group has not been playing games at TWC recently. The 2019 schedule was reviewed and it was noted the group does practice multiple evenings per week in August. Commissioner Bradley inquired if the group could move around the fields to help minimize damage to one area. Chairman Holmes stated this was requested in the past. Mr. Long confirmed there are three groups practicing and is open to suggestions. The use of the lights is mainly middle of September and on. Chairman Holmes reviewed the original agreement with the AJFC (prior to this Commission) was to pay the per player fee and donate seed as well as cost of top dressing for the field. Commissioner Nolan was a part of the Commission when this agreement was in place and he noted the group did complete this. This would allow for the field to be reseeded in the fall and be prepared for the spring. Commissioner Nolan stated there are other areas at TWC which will provide enough room for each group to spread out. Chairman Holmes noted the Park Commission is not funded by resident taxes and the fees are truly to try to offset the cost of the fields.

The AJFC will begin their season at the beginning of August. Commissioner Bradley offered to meet Mr. Long before the start of the season to walk the fields for possible locations to move the groups around. Commissioner Bradley will reach out to Mr. Long to schedule this time. The different fields were reviewed and discussed. Mr. Long left the meeting at this time.

Review and Approve Bills – Bills were provided for review and approval. Chairman Holmes inquired if the Clerk was keeping track of the electric bills which will be invoiced to the teams/groups using them; the Commission Clerk is compiling them for invoicing. The bill for rubbish removal was questioned due to the higher amount. It was confirmed the frequency has increased to weekly.

Review and Approve Meeting Minutes – Minutes from the 6/24/19 meeting were provided. An edit to verbiage was provided and updated.

Motion by Justin Bradley: Approve the meeting minutes from 6/24/19 with the mentioned edits. Seconded by Mike Nolan

Voted: Unanimous in favor – Motion Passed

OLD BUSINESS

CPP

(General updates) Commissioner Medford began the discussion about Clear Pond Park (CPP). Mosquito spraying was completed on June 27th. The parking lot has dried out at this time, but is now like cement due to the mud. The Highway Department will be delivering gravel/stone for the parking area, but were waiting for it to dry completely. Commissioner Nolan noted the price for the stone would be around \$600. Commissioner Bradley asked if the stone is delivered now will it hinder this issue from reoccurring next season. Chairman Holmes stated the parking area has never had this issue before and there has been more rain in the past. Commissioner Nolan agreed and added when the pond overflowed one year the parking was not flooded as it has been this year. The reason for the current issue was unknown. Commissioner Nolan believes the stone would have to wait until the fall when the pond is closed. Commissioner Medford noted the last rainfall caused a pooling of water at the parking lot. Chairman Holmes reviewed the expenses from CPP this year including the repairs to the raft and diving platform. CPP has been a loss for the Park Commission historically; however, it is getting closer to breaking even. This additional cost for the parking lot is funded by the Park Commission and not by revenue from CPP; so, the Commission would have to decide how to proceed. Commissioner Medford did not believe it was an immediate issue to have repaired. Commissioner Nolan spoke with the CPP Director about the 4th of July weekend, and it was very busy. It was noted visitors were parking in the industrial lot since regular parking was full. Neighbors posted 'No Parking' signs along the road as well. The stone addition can wait until the fall. The Commission Clerk reviewed the Director's request for sand which was presented at a past meeting. Chairman Holmes stated in the past a company would deliver sand and hold a function in lieu of payment. He further noted the water would need to recede more before any sand can be added. A sand delivery occurs every 2 to 3 years. The current price for sand would need to be researched. The CPP close date was confirmed as August 25th. The Director wanted to confirm the date due to receiving

an event request for that day. The event would need to be informed the dock is historically taken in for the season before the last day. A CPP commercial was created and posted to social media by the CPP Director. This was done with a sports group who was visiting and known by the Director. The commercial was completed as a donation to the pond.

SEM/LPL UPDATES:

(General Updates) Commissioner Nolan thanked Chairman Holmes for his recent plumbing repairs at the Loon Pond Lodge (LPL). Faucets were not working in the bathrooms; 2 in the Ladies Room and 1 in the Men's Room. Chairman Holmes printed out and filed the instructions for these units. He also created a maintenance schedule for the faucets, toilets, and urinals.

There was a recent communication issue with SEM about an event at the Lodge over the weekend. The grass was not mowed for a Friday event, and SEM did not contact a Commissioner with this issue. Commissioner Nolan would like to provide SEM with a prioritized list of contacts for issues needing assistance. This will help avoid future situations and will alleviate not knowing who to contact. Chair set-up for events also needs to be discussed to designate who is responsible for this. Last summer seasonal staff at TWC was able to assist with outdoor event set-up; however this is not available this year. Chairman Holmes added the chairs must be stored inside the building not left outside overnight.

TWC UPDATES:

(General updates) Commissioner Nolan was able to contact Plymouth County Mosquito Control and spraying is scheduled at Ted Williams Camp (TWC) for 2am the next day. Chairman Holmes felt the company may spray more often for the municipality than it does for residents, which is once a month.

The Town mechanic was able to repair the Massey Ferguson tractor and it was returned today. An invoice will arrive for the replaced starter and alternator.

Commissioner Nolan was driving through TWC recently and witnessed a motorized fishing boat being towed from the water. He questioned if there was any regulation for the boats on that pond. Specific regulations for boats were not known. Usually only non-motorized or electric boats are seen on the pond. Chairman Holmes will research further.

Chairman Holmes noted the bathrooms closest to the soccer fields were left open over the weekend. These bathrooms are scheduled to be closed overnight. Chairman Holmes contacted the individuals usually responsible for opening/closing the bathroom and expressed the need for better communication to avoid this issue. Additionally, one of the light timers was not working properly. The Building Commissioner was made aware and keys will be provided for repairs. Commissioner Nolan inquired on the septic system at the Lodge. The Building Commissioner intended to put this maintenance on the Town schedule. Commissioner Nolan would like to confirm this maintenance has occurred or is scheduled to occur soon. Chairman Holmes added the grease traps should be maintained at the same time.

SPORTS SEASON: (General updates) Commissioner Bradley purchased a laminator and provided a laminated copy of the July sports schedule. This can be used by the

maintenance staff to properly schedule work needed on the fields for the teams. Non-field areas like the tennis courts will have a schedule as well. He completed a walk-thru with the Pickleball group recently. The group would like to build a permanent structure which would cost approximately \$500 not including new nets. The current 'multi-use' set up at the courts is confusing. Commissioner Bradley suggested removing one tennis court which would allow for three Pickleball courts in the space if turned sideways. One court will be multi-use and the last court would be tennis only. Chairman Holmes stated this was basically what was requested when the group painted; however, all courts were painted with Pickleball lines. Commissioner Bradley believes a permanent Pickleball section in the courts will alleviate the group's use of all the tennis courts and noted the group needs 6 Pickleball courts for their usual practices. Completing this suggested update to the courts would require resurfacing first. Chairman Holmes emphasized the need for one court to be open for tennis especially on Saturdays. The group currently uses all three courts Monday, Wednesday, Friday, and Saturday. Chairman Holmes noted the days/times are more than any other team/group at TWC and suggested only courts 2 & 3 be used for Pickleball. Commissioner Bradley felt all courts for their reserved time was beneficial to the group. The amount of time other groups reserve was discussed. The payment from the Pickleball group was less than expected, however the participation number was unclear. Commissioner Bradley will follow up and provide an update. Commissioner Bradley reached out to the Horseshoe group, but did not hear back from them yet. The other groups/teams were all set for the season.

Motion by Justin Bradley: Allow Pickleball to utilize 2 tennis courts (courts 2&3) on Monday, Wednesday, Friday, Saturday (8:30 – 12) and Wednesday (4 to dusk). Seconded by Mike Nolan

Further discussion was present prior to voting. Commissioner Nolan asked if this would provide the group permission to reconfigure one tennis court as mentioned. Commissioner Bradley confirms this is not a motion for that suggestion, and a separate discussion would be needed before it is approved. A further discussion on this reconfiguration was held. Repainting of the courts was also discussed. Chairman Holmes felt to ensure the painting is done correctly, the Commission should complete it.

Modified Motion after discussion: Allow Pickleball exclusive use of court 3 (with modifications as needed), court 2 will be a multi-use court, and court 1 will be exclusively tennis; Allow Pickleball to utilize 2 tennis courts (courts 2&3) on Monday, Wednesday, Friday, Saturday (8:30 – 12) and Wednesday (4 to dusk). Seconded by Jesse Medford

Voted: Unanimous in favor – Motion Passed

Commissioner Nolan noted the poles and net from court 3 should be stored for later use. Commissioner Bradley added the group will complete the work as needed for the court 3 modification.

JPP

(Bathroom updates) Commissioner Nolan is scheduled to meet with the manufacturer to discuss the unit set up. The power cord needed for the unit was received and was the last part needed to get the unit running. The water and electrical is hooked up to the

unit. The other Commissioners are invited to attend this meeting and receive instructions on how to start up the unit. Commissioner Nolan is also inviting the TWC maintenance employees to be trained on setting up the unit as well. The unit is currently locked with the basic padlocks the Commission has keys for. A review of the locks used throughout the parks was present. Commissioner Coscia inquired on how the bathroom unit will be opened and closed on a scheduled basis. Commissioner Nolan suggested purchasing a lockbox for John Paun Park (JPP) where the key can be stored. A code for the lockbox would be provided to the Commission and main groups who are scheduled at JPP. Supplies for the unit are already at JPP. Chairman Holmes will be purchasing a mop and small trash cans for the unit as well.

(General updates) Payment was received for the upcoming Looney Bloopers tournament. It was the same amount as last year. The Drifters also submitted payment for their season. The team is using the fields for practices only. Commissioner Coscia replaced the lockbox currently at JPP. There are three lockboxes on site for different areas. The codes have been provided to those who need access. Commissioner Nolan noted someone has already tried to crank the bathroom unit up and will be removing the crank handles to avoid this type of tampering. Chairman Holmes noted a plan for winterization of the unit will be needed; whether it remains at JPP covered or is moved to another location. Moving the unit may be more difficult than originally thought. Commissioner Coscia noted one of the CPP maintenance employees has been working on the JPP area every Friday. The trash is being removed weekly supposedly by a member of the Highway Department. Commissioner Coscia suggested not getting a dumpster at JPP which will have to be monitored and continue with the current process of trash removal. It was heard the Highway Department did not want to continue with trash removal. The seasonal employees can assist with this maintenance but they are only on staff until the end of August. The fall sports schedule has not been received from teams/groups yet.

RT. 18 FIELDS

(General updates) Commissioner Nolan was unable to attend the most recent Board of Selectmen meeting; however, he was able to provide Selectwoman Lia Fabian with the information regarding the fields. She presented this information at the meeting and the first bid for the field was approved by the Board. The second bid was approved to go out with an end date of the 24th. Commissioner Nolan has a walk-thru scheduled for Monday, July 15th. Work on the first field will begin shortly. The electrical box needs a lock on it before a permit for the work will be granted. Commissioner Bradley inquired on the amount the bid was for. The accepted bid was for \$39,300 with the bids ranging from \$39,300 to \$65,000. The company hired for well drilling should be doing the work in the next week or two. The owner of South East Fence Company donated a gate for the entrance of the new fields and completed the installation. Commissioner Nolan thanked Selectwoman Lia Fabian for the assistance with presenting the field information to the Board.

FY19 CLOSE

(Review encumbrances) The Commission Clerk reviewed the estimate for the well drilling will not be needed since the work will be done in July. It cannot be encumbered. Chairman Holmes provided a review of the funds which will be available in the next

fiscal year budget. If needed, additional funds can be requested at Town Meeting. A new estimate for the well would be needed since the original had an expiration date in April. This estimate will be submitted to Accounting to add to the encumbrances. Chairman Holmes reviewed the process for Retained Earnings and the needed certification of the amount. There will be a balance in the FY2020 budget for Capital Improvements which could be utilized to pay this well drilling bill if it is not able to be encumbered. The invoice for the bathroom unit was reviewed. Since the unit will be tested the next day, the Commission signed the bill to pay before the end of the fiscal year. If there are any issues with the unit the bill will not be submitted for processing. The Commission Clerk inquired if there was any other work completed in June which will need to be encumbered. The Old Colony group will be sending an invoice for transportation for the work done. Any supplies for the work were directly invoiced from the supplier.

NEW BUSINESS

RIDING AT TWC

Commissioner Medford was in an online discussion in regards to horseback riding in Lakeville. It was asked if horseback riding is allowed at TWC. Commissioner Medford has witnessed someone riding at TWC recently and was unsure of the policy. Commissioner Coscia noted seeing evidence of horses on the nature trails at TWC as well. Chairman Holmes stated if riding is being done at TWC, the same rules would have to apply in regards to cleaning up. Riders would also need to be aware of the large amount of people and dogs at TWC. Until an issue arises, it was not felt a regulation on riding needed to be placed. Commissioner Medford also noted riding should not be allowed on the fields. The trail is not long and it may be more of a hassle for a rider than other areas.

ANY NEW BUSINESS FOR THE COMMISSION

Commissioner Nolan inquired about the Lakeville Haunted House (LHH). Recently, a resident spoke with the Town Administrator asking if the LHH would be opening this year. The Town Administrator did not have an answer and referred the resident to the Commission Clerk. The Clerk reached out to the resident and explained the Commission does not have a confirmation of this season. The last communication with the LHH was with the old Board who was retiring and looking to pass on the management of the group to a new set of people. This was at the end of 2018 and no other communication has been received since. The Clerk offered to reach out to the old Board of the LHH for any information. Chairman Holmes also requested to ask for the keys to the storage building.

Commissioner Nolan inquired if there was any update on setting up cable TV at the LPL. Further information is pending from the company. Details on what channels are included in the packages are needed before discussing it further.

CORRESPONDENCE

ITEMS FROM CLERK

The Clerk noted the returning Basketball tournament is currently speaking with SEM to confirm a date in September. The group is trying to book for a Saturday. Once a date is confirmed, a representative will attend a meeting to update the Commission.

Chairman Holmes received communication from an individual playing tennis on a Saturday; they were informed they had to stop playing due to a wedding rental at the LPL. In the past, Pickleball play has been asked to pause for an outdoor ceremony but resumed playing after approximately 15 minutes. Chairman Holmes stated a rental at the Lodge does not stop all play at the courts for the day. It was unclear who told the players this information. SEM will need to be contacted about this situation. Renters will need to be informed the courts are open for play during their rental times. A pause in play for ceremonies is acceptable. Commissioner Nolan will speak with SEM about this correspondence.

Commissioner Coscia asked for an update on signage. The Building Commissioner is gathering the needed signs and still waiting on the handicap parking ones. The received signs will be going up around the parking lots. The smoking area signs will be going up as well. No parking signs will be added along the fence of the soccer area.

Next meeting scheduled for Monday, July 22, 2019 @ 6:30pm at the Loon Pond Lodge at Ted Williams Camp.

Motion by Justin Bradley: Adjourn the meeting. Seconded by Mike Nolan

Voted: Unanimous in favor – Motion Passed

*****Meeting adjourned at 9:22pm*****

Lakeville Park Commission
Meeting Minutes
Loon Pond Lodge
Monday, August 19, 2019@ 6:30pm

Members Present: Scott Holmes, Mike Nolan, Justin Bradley, Jesse Medford, Joe Coscia
Other Attendees: Marc Tisdelle (FreeLake Youth Softball), James Taylor (FreeLake Youth Softball), Jamie Bissonnette (FreeLake Youth Softball), Neli Woodburn (Clerk)

Chairman Holmes opened the meeting at 6:31pm
Chairman Holmes inquired if anyone was recording the meeting; LakeCam was recording.

Representatives from the FreeLake Youth Softball Association, the newly created softball group, were in attendance. The group provided a letter detailing some recommended work for the fields at John Paun Park (JPP); a copy of the letter was provided to each Commissioner. The items listed were reviewed. They are items on the list the group will be able to handle on their own, and other items will need assistance from the Commission. An irrigation system was noted as one of the requests. The batting cages currently at JPP would need to come down and a more permanent structure created. The group thanked the Commission for some equipment being made available and noted the fields were in good condition. Other items on the list include work around the whole park. Commissioner Coscia stated some of the brush in the area was currently being cleared out. The group would like to focus on work for Field 1 first. They noted games will be on Sundays; double header games (12pm-5pm approximately). Due to EEE concerns, the group is not having practices after 6pm and they intend to shift the time earlier as daylight begins to shorten. The group will probably have most practices on Saturdays. The group thanked the Commission for all the support they have received in building this new softball group. They noted seeing most of the Commissioners at JPP on a weekly if not daily basis. Commissioner Nolan stated the request for material such as stone dust is usually ordered by the Commission, and asked when the group would like to have a delivery. He also suggested the group contact the Superintendent of Streets in regards to how much stone dust should be added to Field 1 to help with drainage. The group inquired about a budget for the field and how much is available within that budget. Chairman Holmes explained there is no budget allotted for any one field. Items are ordered for any of the fields throughout all the parks and come out of one budget. The only fields in a separate budget are the new fields on Route 18. Commissioner Nolan noted the irrigation request could not just be added to the budget, perhaps it could be a part of the capital expenditure plan. Chairman Holmes added the budget will be tighter than usual since the Commission has lost the annual Lakeville Haunted House income. However, a load of stone dust is an expense which can be covered and delivered for the fall. Commissioner Nolan also mentioned perhaps the grass needs more maintenance at JPP. Currently, it is not treated or fertilized on a schedule basis. Field days were an event in the past where the teams/groups would come together to work on the fields. The group would like to ensure the field maintenance is done equally among the parks. Commissioner Coscia inquired if the group thought about renovating the large shed at

the park. The group did consider this, but did not put it on the list of work to complete because it would be a major project. The shed is used for storage at this time with access only given to members of their board and coaches. A new contract for the fall season will need to be submitted along with the schedule. A permanent schedule for the fields can be posted on the shed. The group's website is also up to date with all games and practices. One of the representatives asked if the field schedule is accessible via the Park Commission's website. Chairman Holmes stated this information is not on the website since it is the first year a master schedule has been properly created. Commissioner Bradley noted the Commissioner assigned to JPP is currently making a separate schedule for that park as well. The fees for the fall season were questioned. Chairman Holmes stated the Commission would need to discuss the fee since the group is having a shortened season of six weeks. Commissioner Coscia will work with the group on the list of requested items.

Motion by Mike Nolan: Approve the FreeLake Youth Softball Association to complete any items from the list presented which they can do on their own. Seconded by Joe Coscia
Commissioner Bradley asked the group to communicate any work being done with Commissioner Coscia, who is overseeing JPP.

Voted: Unanimous in favor – Motion Passed

Chairman Holmes asked the group to reach out to the Clerk when they want to attend a meeting. This will allow them to be put on the agenda, and they can be informed if the meeting already has a number of speakers scheduled. Commissioner Coscia did mention this to the group on another occasion when he was reviewing the list with them.

Review and Approve Bills – Bills were provided for review and approval signatures.

Review and Approve Meeting Minutes – Minutes were provided for review. Corrections and edits to the verbiage were provided. A review of possibly adding a capacity limit for Clear Pond Park (CPP) was present. Chairman Holmes noted since the season is so close to ending, this should be discussed for next year. Also, the noted bathing at CPP was reviewed. The CPP Director did witness people bathing at the pond as well as washing clothing. Chairman Holmes stated a sign would have to be posted if this continues to be a problem. Commissioner Bradley mentioned a possible location for the Farmer's Market which was in the meeting minutes, however this location would not have access to the bathroom which the group would like. Chairman Holmes also mentioned use of the area by Field 6 may be an option.

Motion by Justin Bradley: Accept the minutes of 8/5/2019 with the listed corrections. Seconded by Mike Nolan

Voted: Unanimous in favor – Motion Passed

OLD BUSINESS

CPP

(General updates) This is the last week for the CPP season. There is an event scheduled for Saturday, leaving Sunday to close up for the season. Commissioner Bradley would like to continue this discussion at the next meeting after the pond closes. This will allow for a full review of the season. Commissioner Nolan asked for the hand washing station returned to JPP at the close of the season. All AED machines are not distributed to the

parks since supplies have not been ordered yet. There is a machine at CPP for the season. The CPP Director will be invited to the next meeting for a review and to discuss items needing to be updated. Commissioner Nolan asked for a report on the financials of CPP. The Clerk can compile a report for the whole 2019 season at CPP with all revenues and expenses. The season does begin prior to the fiscal year end, so accounting reports do not provide the overall season.

SEM/LPL UPDATES:

(TriFest Update) Commissioner Nolan met with the race director, Mark Walter, and did a walking tour. He listed the items SEM was concerned with if the race occurs on the weekend of an event at the Loon Pond Lodge (LPL). This is for the 2020 race dates which a wedding is currently booked. The wedding is at 3pm on the day TriFest is requesting. The race can set up without use of the building. SEM requested the race not utilize the space behind the building or the parking lots closest to the building. Mr. Walter felt he could not change the use of the water area behind the building since it would change the distance of the race. He requested to still use this area if the markers are easily removable. The timing of the race and when they would be completed was reviewed. The Clerk noted the participants running through the grass may damage the area just before the outdoor wedding. Chairman Holmes stated the water portion of the race is first and should be done by 8am. Damage to the grass area should be minimal to none. Commissioner Bradley suggested the race next weekend would answer this question. The Commission could visit the area after the race to assess any damage to the grass. SEM would have to contact the booked event if the race is allowed to run on the same day. Commissioner Nolan suggested the Commission can come after the race to fix up the area if worst case scenarios occur. Mr. Walter was adamant the Labor Day weekend dates would not work for a successful race. It was noted this race is now the Park's biggest fundraiser. The Ted Williams Camp (TWC) area is scheduled to be tarred Tuesday or Wednesday so the race will have new surface this year. Commissioner Nolan feels the TriFest should be allowed the requested dates in 2020 and stated concern around SEM not holding those dates for this annual event.

Motion by Mike Nolan: Allow TriFest their requested August dates in 2020. Seconded by Justin Bradley

Voted: Unanimous in favor – Motion Passed

Commissioner Nolan also received a call today from Mr. Walter with concern about the current EEE issues. Race registration usually begins at 6am with the race starting at 7am. Mr. Walter will not have any of his volunteers at the park before dawn; which is 5:32am. All parks are currently closed from dusk until dawn. All groups are asked to not begin until one hour after dawn and to end all activity one hour prior to dusk for the safety of all visitors. This was reviewed with Mr. Walter. The Commissioners have witnessed visitors not adhering to these current closing times and the Town Administrator was consulted. She will reach out to the Police Chief for assistance in adhering to the closing times of the park.

(General updates) Commissioner Nolan will be reaching out to SEM to ask their opinion of the cleaning company at LPL and to review a complaint received about one of the SEM employees.

Chairman Holmes spoke with the Town Clerk in regards to the plastic voting booths currently stored at the TWC office. These have been deemed surplus and she will

coordinate with the Highway Department to remove them. Cable service for the LPL is still awaiting answers from the company. The Commission would have to decide if paying for this service is beneficial at this time.

TWC UPDATES:

Commissioner Nolan began the discussion in regards to the Massey Ferguson tractor which was recently repaired. This piece of equipment is very old and will need to be replaced. In the meantime, another machine (New Holland tractor) may be converted to do the work needed. The cost would be \$2200 for new tires installed. The Massey Ferguson is working at this time, so a decision is not required right away. This other machine could also be used as a trade-in to purchase a newer unit.

Hand spraying was completed at TWC during the day. This was done by a private company hired by the Town. The Town requested a plan from the Commission on how this will be handled from this point on. Commissioner Nolan did tell the Town the budget is already under due to the loss of revenue from the LHH. He believed the spraying today was approximately \$1100, however Chairman Holmes noted this was done at half the price in exchange for allowing the company to place signs in the area. Plymouth County Mosquito Control is still scheduled to spray as well. Commissioner Bradley suggested this additional spraying could be added as a yearly expense; however assistance from the Town would be requested. Commissioner Nolan suggested a budget review at this time with the decrease in revenue from the LHH in mind. Commissioner Nolan suggested reaching out the teams/groups for additional assistance with funding. Items such as fertilizer and other field supplies have been paid for by the Park Commission for the last several years which was not the original agreement.

There are still issues with the irrigation system at TWC. It seems to run fine during the week and then over the weekend the breaker is tripped. This issue has been on-going for about 3 weeks. Chairman Holmes suggested turning off the system at this time. The fields are beginning to brown and could use daily watering in the heat.

Commissioner Nolan was contacted by the Building Commissioner in regards to a request from the Police Station Building Committee. The Committee would like to add a fence on the border of the station to stop visitors from parking along that side. It would be a wooden fence to match the one already at the station.

Motion by Justin Bradley: Allow the Police Station Building Committee to install posts along the grass. Seconded by Joe Coscia

Voted: Unanimous in favor – Motion Passed

(Communication from Police) A copy of the communication was provided to everyone for review. There have been issues with people causing problems at TWC before. This particular issue Commissioner Nolan had spoken to the person prior. The individual requested to ride his dirt bike at the park. Commissioner Nolan stated he could not do so at TWC since it is a part of the National Heritage land. He was found riding his bike at TWC later on. According to the communication, the Police were informed of multiple dates where this person has been found riding his dirt bike at TWC. The Police have asked the Commission to fill out a no trespass order so they have recourse if they are called out again. Commissioner Nolan will move forward with completing this with the Police.

The picnic tables are now stained. Field 4 work was scheduled for this week; however it is being postponed due to the hot weather expected. Chairman Holmes stated the TWC office should be sanded and painted. The office building is being rented out to brides for a bridal area at events. The Clerk inquired if a lock could be placed on the corner office. Chairman Holmes confirmed there is now a lock on that door. The Clerk also suggested using a patrician to block the storage area when someone uses the bathroom. Commissioner Bradley inquired on the revenue brought in from SEM and a potential gap. Chairman Holmes will have figures for the next meeting.

(Seasonal Employee Status) Commissioner Nolan requested to table this item; he did not have the needed information to discuss. This is in regards to changing a position from seasonal to permanent.

(Current Park Hours) This was reviewed previously in the meeting. The park opens an hour after dawn and closes an hour prior to dusk. A communication was sent out to the teams/groups that use the fields.

(General updates) No further updates for TWC were provided.

SPORTS SEASON:

(General Updates) Samurai's AAU is scheduled on the fields at this time. The Giants AAU team has now reached out for the fall season, and Commissioner Bradley is working on scheduling them. The Clerk confirmed the new team would just need the usual contract sent, no additions or edits needed. The Clerk will send the contracts. Chairman Holmes noted the AJFC utilize space near Field 1, which may cause a scheduling issue. Commissioner Bradley did not have time to check on the status of the tennis courts. Chairman Holmes confirmed the tennis court was not painted back. The soccer clinic which occurred at TWC for the summer was having a hard time getting the needed insurance document. Commissioner Bradley has an insurance document from them but it is not correct. Chairman Holmes believed the person running the clinic was going to continue it in the fall. It was allowed at no fee for the summer due to low numbers. The Blooperball payment was submitted at the meeting. Women's Soccer reached out for their fall contract. Commissioner Bradley inquired if there is ever a scheduling conflict with soccer. Chairman Holmes stated there was not usually a conflict, however last year a coach from the FLSC decided to run a Sunday practice and informed the Women's soccer group they could not play. This did cause an issue and the group wants to confirm their day/time to avoid this conflict. FLSC can be informed of the Women's group approved day and time.

JPP UPDATES:

(General updates) Commissioner Coscia stated the portable restrooms can be removed at the end of the month. The Clerk will contact the company to schedule this removal. Commissioner Nolan stated a winter plan for the bathroom unit needs to be discussed. The water line and electricity would need to be disconnected properly and stored.

ROUTE 18 FIELDS:

(2nd Bid Update) At the last meeting, it was approved to award the bid to the second bidder. This was due to the lowest bid requiring an additional \$24,000 of loam to be provided by the Commission. The additional loam was not needed for the field. This was added to the Selectmen's agenda; however it was then removed to provide the Commission time

to vote on the bids again. Commissioner Nolan is working with the Town Administrator in regards to dismissing the lowest bid. In addition to the requested loam by the bidder, the references which were contacted provided poor reviews about the bidder's work. It was noted dismissing this bid is in the best interest of the Town. The information from the references was provided to the Town Administrator who will be forwarding it to Town Council for review. Commissioner Nolan is not available for the next Selectmen's meeting. Commissioner Bradley offered to attend to speak to the Park's approved bid. The Commission did not feel a revote was necessary since the decision did not change. Field 1 is complete at this time and ready for irrigation which is waiting on the well. The well estimate was approved back in April and is still not completed. Commissioner Nolan contacted another company to do the work, however they were booked up. The Building Commissioner provided another company which could be contacted to complete this work. Messages have been left for the original company, but no response has been received. The timeframe to seed the fields is running out and is down to weeks left for the season. The timing of Field 2 completion was discussed. Cleaning of the area by the new fields was also completed.

(General updates) No other general updates were provided

ANY OTHER OLD BUSINESS:

There was no other old business for the Commission.

NEW BUSINESS

Paving will begin tomorrow. The work will start on Precinct Street and it will be set to one way access. The other side will be paved the next day and at that step no traffic should go over it. The Highway Department has requested to block off the Precinct Street entrance with cones to stop traffic. The Bedford St entrance will still be available. The Clerk will update social media with this scheduled work.

CORRESPONDENCE:

The Clerk received a request from a group who would like to reserve use of a baseball field for a Wiffle Ball game. This is a single event and not a reoccurring game. Chairman Holmes suggested the group should use a little league field for this type of game and did not feel a fee was necessary for one game. The Clerk will consult with Commissioner Bradley to schedule the date and which field is available.

ANY NEW BUSINESS FOR THE COMMISSION:

There was no further New Business for the Commission.

ITEMS FROM THE CLERK

(Sign at Town Hall) The sign at Town Hall is ready to move to TWC. The employees were instructed to pick it up; however, where the sign will be located has not been determined.

(Desk Surplus for LPL) A list was compiled of all extra future within Town Hall. These items are being made available for any Town Hall department to take. The Clerk reviewed the list and explained Town Hall is currently being restructured. This restructure removes the area currently used at Town Hall by the Commission Clerk. The Clerk suggested taking one of the desks from the surplus list to place it at the LPL which would make for a better location to work from than the office at TWC. She will also speak with SEM

about this move to the LPL. The Commission did not have any objections to setting up a desk at the LPL. The phone line currently at Town Hall for the Park Department will also have to be moved to TWC.

(End of Summer Hours) The Commission Clerk reviewed her hours for the end of summer. She will be out of the office more as the summer ends but will be available via email. New hours will be set once school is in session.

Next meeting scheduled for Monday, September 09, 2019 @ 6:30pm at the Loon Pond Lodge at Ted Williams Camp.

Motion by Mike Nolan: Adjourn the meeting. Seconded by

Justin Bradley

Voted: Unanimous in favor – Motion Passed

*****Meeting adjourned at 8:35pm*****

Lakeville Park Commission
Meeting Minutes
Loon Pond Lodge
Monday, September 09, 2019@ 6:30pm

Members Present: Scott Holmes, Mike Nolan, Jesse Medford

Other Attendees: Connor Walters (Boy Scout Eagle Project), Nicole Philips (SEM), Laurie Perkins (SEM), Neli Woodburn (Clerk)

Chairman Holmes opened the meeting at 6:34pm

Chairman Holmes inquired if anyone was recording the meeting; No one was recording

6:30pm: Connor Walters (Boy Scout Eagle Project) – Mr. Walters attended the meeting to present an idea for his Eagle project. Mr. Walters would like to add a stone pathway at the Dickran Diran Park which will lead to the flag pole creating a circular stone base at the pole and then provide walkways in each direction. Mr. Walters noted the WWI memorial there is also in need of repair. All fundraising will be handled by Mr. Walters. He has approval from the Historical Commission, but has not yet presented his project to the Boy Scout Council. A basic diagram of the plan was provided by Mr. Walters, and Commissioner Nolan asked to see a more detailed plan when it is prepared further along in the project.

Motion by Mike Nolan: Approve Mr. Walters plan for his Eagle Scout project. Seconded by Jesse Medford

Voted: Unanimous in favor – Motion Passed

Chairman Holmes asked to be kept in the loop once the project is approved with the Boy Scout Council. He also offered the Commission's assistance if needed. Mr. Walters provided his contact information to the Commission Clerk for continued correspondence. He also asked who should be listed as the beneficiary of this project. The Lakeville Park Commission can be listed as the beneficiary and anyone on the Commission would be able to sign needed paperwork for the Boy Scouts. The Clerk will also be sending an email statement showing the Park Commission's approval of the project and can add a line stating the Commission is the beneficiary of this work. Mr. Walters left the meeting at this time.

Review and Approve Bills – Bills were provided for review and approval signatures.

Review and Approve Meeting Minutes – There were no minutes to review at the meeting.

OLD BUSINESS

SEM/LPL UPDATES:

SEM was in attendance at the meeting, and wanted to check in with the Commission at this time. The contract with SEM is about halfway through. Chairman Holmes recently received last year's numbers and asked for more time to analyze the information. He would like to meet with SEM again in about two weeks to review the numbers. Chairman Holmes asked if there was anything the Commission could do for them. Commissioner Nolan ensured SEM was aware of the alarm issue happening at the

Loon Pond Lodge (LPL). They were aware and stated concern since they will not be in the building the next day to override it. The alarm is still being tripped in error. The Building Commissioner was informed of the error and stated the Town electrician will be in to repair it right away; however, no repair has occurred by the meeting. SEM was aware the AED machines and boxes were stored in the Ted Williams Camp (TWC) office. Chairman Holmes explained the machines are in need of updated supplies before distribution and he will be working on this. SEM has been in contact with the TriFest director, Mark Walter, and a date for 2020 race was confirmed (8/15). He initially requested the weekend of August 22nd; however SEM felt due to some other circumstances of the wedding booked that weekend it could not be provided. Mr. Walter agreed to August 15th. The event booked for this weekend will need to be contacted and SEM is inquiring what to tell the event in regards to this change. Commissioner Nolan wanted to further confirm the TriFest 2020 date since this was not the date Mr. Walter spoke to him about. SEM confirmed this date early in the day with him. They were also at TWC during the year's TriFest to speak with him about how 2020 will be handled and there was a discrepancy with the information. Mr. Walter believed the large inflatable arch would be used and left in the area when it was stated no items would be left at the water. Commissioner Nolan confirmed he also informed Mr. Walter of this restriction. The event on August 15th has rented the building and gazebo for the whole day. The guest count is approximately 150-160 people. TriFest has reserved their dates for the next four years so this issue will not occur again. Chairman Holmes confirmed nothing from the TriFest will be left around the LPL grounds after the race on the Saturday, so there will be no conflict with the wedding using the grounds. Detailed instructions for TriFest will be provided to ensure the agreement is followed. The Clerk suggested created a list which is signed by the Park Commission for SEM and TriFest to have. SEM agreed a list of terms and conditions is needed to ensure these items are followed. In comparing notes, it seems TriFest is not clear on the specifics of set-up for Saturday and what is allowed or expected of the group. SEM will modify a contract for this specific event with an outline of terms and conditions. The event start time is not confirmed. SEM will confirm the start time when speaking with the renters. The rental and pricing was reviewed for the event.

Motion by Mike Nolan: Allow SEM to negotiate with the renters, within reason, in regards to TriFest booked on the same day. Large requests must be discussed with the Commission. Seconded by Jesse Medford

Voted: Unanimous in favor – Motion Passed

SEM would like to increase rates for the 2021 season. Chairman Holmes reviewed the last rental rate increase still put the LPL at the lower end for price; SEM confirmed this increase would still have LPL rates at about 38% below market. There are currently 26 events remaining this year, with potential for more. Renters will begin booking for 2021 soon.

Motion by Jesse Medford: Approve a rental rate increase of \$400 for the 2021 season. Seconded by Mike Nolan

The rate would begin immediately for any 2021 dates. SEM suggested this type of review each year. There are currently two events booked for 2021 which are contracted for the lower rate.

Voted: Unanimous in favor – Motion Passed

SEM is not currently advertising for the LPL, but utilizing social media heavily. The website is also gathering interest. A booth at a Bridal Fair may be beneficial as well. They were offered a spot at a pop-up Bridal Fair for no cost; SEM will be attending. A 'mock' wedding could be arranged to showcase the building and different vendors. Wedding coordinators were discussed. Currently, a renter may hire a wedding coordinator for assistance with planning and to be on-site for the day. This is not a service offered by SEM. It was suggested to charge the coordinators a fee, like the caterers and bartenders, when partnered with the LPL. SEM would like to use some of the advertising budget for business cards and a professional trifold pamphlet.

(Archway discussion) An Archway was setup on the LPL grounds; however it was not previously approved. A TWC maintenance employee had the archway delivered and setup on the grounds. The representatives from SEM do know the individual who built it, and it was used for a wedding a last year then removed. SEM has booked use of this new archway. There may be a better spot for the archway, but the view of the pond is priority. SEM is able to utilize this archway and will report back to the Commission if any renters complain about its location. SEM suggested having someone with a construction background look at the stability of the archway. The Commission will take a closer look.

(SEM request for Bridal room) SEM would like to add something to the office area where a wedding dress or the like can be hung since it is being rented as a bridal area. Something can be constructed coming from the ceiling or from the wall, but it must be tall enough for the long dresses and be able to carry a good amount of weight. Commissioner Nolan will further research what can be done. The first rental of the office recently occurred and was successful.

The Commission Clerk spoke with SEM in regards to using space at the LPL for her desk. Issues were brought up particularly around not being able to lock the room during events. The Clerk provided a review of the plans for Town Hall at this time, and the changes which were noted since the last conversation. There may be space at Town Hall with the new design. The Clerk will continue to research this option. SEM is in need of a key to the storage area. The locks were recently updated and SEM was in need of supplies over the weekend. Chairman Holmes will provide a key.

(General updates) There were no further updates in regards to SEM or the LPL; therefore SEM left the meeting.

CPP:

(General updates) The CPP Director was unable to attend the meeting to provide an overview of the season. The Clerk was also unable to compile the requested season revenue and expense numbers for the meeting. These items will be discussed at the next meeting. It was unknown if the hand washing station was returned to John Paun Park (JPP); the Clerk will reach out to the CPP Director to confirm.

SEM/LPL UPDATES (cont.):

Chairman Holmes was contacted by the Town Coordinator in regards to the LPL hosting a Southeastern MA Board of Health meeting. Chairman Homes had difficulty accessing the rental calendar at that time. The State will gather a list of possible locations and then make a choice of where to host this meeting. This meeting will not provide

revenue for the LPL, but is a great promotion of the building for those who might otherwise not visit. The date is available for the meeting.

Motion by Mike Nolan: Welcome the Southeast MA Board of Health to hold their meeting at the Loon Pond Lodge on September 12th. Seconded by Jesse Medford

Voted: Unanimous in favor – Motion Passed

Chairman Holmes also discussed the recent MEMA meeting Fire Chief O'Brien hosted at the LPL.

Motion by Scott Holmes: Waive the fee for the MEMA meeting.

Seconded by Mike Nolan

Voted: Unanimous in favor – Motion Passed

Chairman Holmes noted SEM needed to vacuum and clean the room after the meeting. If needed, the Fire Department will need to be charged the cleaning fee after this type of meeting. This can be further addressed with them when the next meeting is scheduled.

TWC UPDATES:

(EEE threat updates/review) Commissioner Nolan stated Mosquito Ranger is scheduled to hand spray TWC on Thursday. He attempted to also contact Plymouth County Mosquito Control, however was unable to get through. He will continue to try to contact them for additional spraying. The Town Administrator reached out due to the open/close times at the park not being followed. She will reach out to the Police Department for more assistance with this, and suggested posting the specific times on the TWC sign. This will require the sign being updated weekly. Chairman Holmes stated the Pickleball advertisement on the sign needs to be removed and the 3-on-3 basketball fundraiser promoted on one side. The other side can be used to update the specific dusk time. He also requested a weekly email sent out to the teams/groups updating the time all players must be off the field. Correspondence was also received from a parent stating practices are being held past dusk and there was a safety concern. Chairman Holmes emphasized giving the groups/teams a specific time to end all activity to avoid this issue. The sign and email will provide a specific close time which will be slightly prior to official dusk time. These will be updated on Sundays for the week.

(General updates) A soil analysis was completed on the soccer fields, the Field 1 area, and the common area which is the rental space. A copy of the analysis was provided for review. The company suggested spreading a weed control on the grass and must be applied by a licensed individual. The cost would be \$4100 for all three areas. Fertilizer with the enhanced lime would cost \$2952. The company recommends applying both. Fertilizer is applied annually at TWC at a cost of around \$2500, but this year clover is spreading across the fields. The budgeted cost for grounds keeping was reviewed as well as the past cost for field applications. Waiting until spring was suggested. Commissioner Nolan asked to table the decision until more information could be gathered.

Commissioner Nolan revisited the issue with the faulty alarm at the LPL. He reviewed the current problem and the Town electrician is expected to come pinpoint the issue. Commissioner Nolan will contact the Building Commissioner for an update. He will also

ask for an update on the septic system maintenance as well as the grease traps at the LPL.

The Commission Clerk presented suggestions sent by Commissioner Coscia, who was not in attendance at this meeting. He recommended drafting a letter which each team/group would need to sign in acknowledgement of the closing time and adding failure to adhere to the time posted could affect the continuation of the season as well as future seasons at TWC. Commissioner Nolan did not wish to add this to the communication to teams/groups. Commissioner Medford also did not feel signatures were necessary. Chairman Holmes added a sign will need to be posted at the Basketball Courts showing the park's closing time. Commissioner Nolan believed the Commission has exceeded their responsibility with all the additional spraying and communication. Surrounding towns do not seem to be as detailed. A weekly email with the exact closing time should be sufficient.

No parking signs were placed on the fence along the soccer field; however, Chairman Holmes noted cars were parked right in front of these signs on Sunday. Also, Chairman Holmes had to stop an individual at a weekend event from driving on the fields. He informed SEM to emphasize with outdoor events that they cannot park on the grass. Additionally, he suggested adding more no parking signs for the grass area. The cost is approximately \$15-\$20 each. Commissioner Nolan inquired who is responsible for emptying trash at outdoors events. It is believed SEM should be emptying the bins during and after events. It has been noticed trash is not being handled on a regular basis at this time. This will be further discussed with SEM.

SPORTS SEASON:

(User fees for 2019/2020 season) Commissioner Nolan requested to table this topic since the full Commission is not in attendance.

(FreeLake Softball short season) Commissioner Coscia sent his recommendation for the FreeLake Softball season fee to the Clerk, who read it aloud at the meeting. He suggested a fee of \$100 for a one month season. Trash disposal will have to continue during the group's times as well as bathroom maintenance. A full season fee would be approximately \$750 based on the numbers provided.

Motion by Mike Nolan: Provide a discount of half off the full price for the season. Seconded by Jesse Medford

Chairman Holmes requested a bill be sent to the group showing the original price and the one time discount.

Voted: Unanimous in favor – Motion Passed

(General Updates) There were no further updates.

JPP UPDATES:

(General updates) The bathroom unit is ready to close at the end of October. Commissioner Nolan will consult with Commission Coscia about this. Chairman Holmes inquired about Blooperball playing into November. No communication was received from the group about this extended schedule but Commissioner Coscia may have talked with them. A plan for winterization of the bathroom unit still needs to be confirmed.

ROUTE 18 FIELDS:

(General updates) The recent work at the fields was reviewed. The well pump is not installed so the irrigation system is not running yet. The grass should still begin growing even without irrigation at this time; the company stated the grass application was guaranteed.

ANY OTHER OLD BUSINESS:

The event calendar was further reviewed. Chairman Holmes asked if the Horseshoe group held their night event on Friday, however it was not confirmed. Assawompset Elementary School is scheduled to utilize the parking lot for an upcoming evening event for overflow parking. Visitors will be shuttled to the school by buses.

NEW BUSINESS

CORRESPONDENCE:

Chief O'Brien sent a thank you letter for the use of the LPL to hold a MEMA meeting. The correspondence from the concerned parent was already reviewed in the meeting. A request from a metal detecting group was received. The group would like to use CPP for a metal detecting event since the season is now over. The pond area is closed for the season including bathroom facilities and mosquito spraying being stopped. Water safety was a concern since there are no lifeguards. The Clerk will reach out for more details on the event such as the number of attendees and specific time.

ANY NEW BUSINESS FOR THE COMMISSION:

The Clerk presented a possible request from the AES PTO. The group is looking to host a Trunk or Treat for the school children and may be in need of a larger parking lot than the school. The Commission was open to the idea and requested more information as planning continues.

POINT OF CONTACT FOR TOWN ISSUES:

Commissioner Coscia sent in his recommendation to have one Commissioner be the Point of Contact for all Town issues. It was reviewed the Chairman position takes on this role already.

Commissioner Medford asked if anyone had heard about the Lakeville Haunted House (LHH) for next year. The Clerk heard some individuals were attempting to put a new board together but not for this year. No official communication was received. It was noted the LHH would have been closed this year due to the EEE threat anyway.

ITEMS FROM THE CLERK

(Desk location) This was discussed earlier in the meeting.

(New Office Hours) The Commission Clerk did not have new office hours to present at this time.

Next meeting scheduled for Monday, September 23, 2019 @ 6:30pm at the Loon Pond Lodge at Ted Williams Camp.

Motion by Jesse Medford: Adjourn the meeting. Seconded by Mike Nolan

Voted: Unanimous in favor – Motion Passed

*****Meeting adjourned at 9:03pm*****

Lakeville Park Commission
Meeting Minutes
Loon Pond Lodge
Monday, October 07, 2019@ 6:30pm

Members Present: Scott Holmes, Mike Nolan, Jesse Medford, Joe Coscia, Justin Bradley
Other Attendees: Neli Woodburn (Clerk), Neli Woodburn (Clerk), Neli Woodburn (Clerk), Neli Woodburn (Clerk)

Chairman Holmes opened the meeting at 6:30pm
Chairman Holmes inquired if anyone was recording the meeting; LakeCam was recording

6:30pm - Lakeville Agricultural Commission (*Farmer's Market Update*): Representatives from the Lakeville Agricultural Commission attended the meeting to provide a follow up to the previous meeting. The group recently met with the Town Administrator who explained what the Board of Selectmen would like to see with this project and provided questions which need answers prior to any approval. The questions will require a survey being sent out to residents. The questions were based off of State requirements. The group is still looking to use space at Ted Williams Camp (TWC) on Saturdays from about 10am until 2pm. Chairman Holmes stated the park is very busy on Saturdays with sports which would be beneficial for this; however a conflict may arise if an event is scheduled at the Loon Pond Lodge (LPL). The Selectmen would like the group to provide an alternate site (not TWC) for the market as well. The group did look at Dickran Diran Park and that surrounding area as a possible second location. Chairman Holmes reviewed the other parks under the Commission's management; however, these areas would not work out for a Saturday market. Dickran Diran Park does not have bathroom facilities or parking and a police detail would be needed to allow for safe crossing of the road. Commissioner Nolan suggested speaking with the Church near the park for possible access to their parking lot. The group also stated the market did not have to be on a Saturday and other days could be discussed. The group would like to begin this market with about 12 vendors. Commissioner Nolan suggested another grassy area near the playground which may accommodate the market on a Saturday. Commissioner Bradley suggested adding a question to the survey in regards to what days people would visit most. The Board of Health was also met with and the required documentation needed for this market was reviewed. The Farmer's Market would run every week from June through October. Commissioner Nolan noted the TriFest occurs in August and typically takes up the majority of the space at TWC. This is a weekend event. Commissioner Nolan inquired if there would be an issue if the market would have to skip a week due to this event. The weekly timeframe is to provide consistency of this event. Chairman Holmes stated July and August are quieter months at TWC. The market must be as ADA compliant as possible. The Board of Health agent would be inspecting all the vendors for the market. There would be crafters and artists welcome at the market as well as foods. The group asked if Wi-Fi extenders could be used to ensure vendors can access service for their card machines. Chairman Holmes explained there is Wi-Fi out at the karate studio and at the Lodge which may be sufficient. A power supply would be needed for the vendors as well.

There is access to power at different locations of the park depending where the market will be set. Commissioner Bradley recommended informing SEM of these discussions as well. Commissioner Coscia inquired if the vendors would need CORI checks since the market would be at a park. Chairman Holmes will consult with Town Hall in regards to this. There were no other questions or updates at this time so the members of the Lakeville Agricultural Commission left the meeting.

Review and Approve Bills – Bills were provided for review and approval signatures.

Review and Approve Meeting Minutes – Meeting minutes from 9/23/19 were provided for review. Commissioner Nolan provided some edits to the verbiage of the minutes for clarity. There was a review in regards to the pending Nor'East Hydroseed invoice noted in the minutes. The bills are currently still not paid and the company recently called Commissioner Nolan. The Clerk was informed the budgeted amount for the work was scheduled to be paid with the remaining balance being kept aside for Town Meeting. Chairman Holmes explained the amount budgeted was an estimate, not a confirmed total. He will contact the Town to further discuss how to resolve this issue.

Motion by Mike Nolan: Accept the meeting minutes from 9/23/19 as amended. Seconded by Joe Coscia
Voted: Unanimous in favor – Motion Passed

Motion by Mike Nolan: Accept the meeting minutes from 9/23/19 as amended. Seconded by Joe Coscia
Voted: Unanimous in favor – Motion Passed

The Commission Clerk was able to provide confirmation of what amounts were paid to Nor'East Hydroseed and the dates of the checks. Commissioner Nolan noted the Board of Selectmen approved both of the bids for their full amounts and it is unknown why both will not be fully paid to the company.

OLD BUSINESS

SEM/LPL UPDATES:

The busy season at the LPL has started to subside. No issues have come up with the LPL requiring attention. Commissioner Bradley noted that the operation of the Lodge seems to be going smoothly, however is curious about how lucrative it is. The Clerk is currently compiling numbers to compare revenue over a couple of years. Commissioner Nolan noted SEM just recently received approval for a rental fee increase. The contract with SEM expires in a year come November and the contract will have to be reviewed prior to this end date.

(TriFest Amended Contract review) SEM provided a copy of the TriFest contract for review. Commissioner Nolan inquired on the difference in fees from past events and noted nothing was checked off on the contract. The Clerk stated SEM was unsure of the pricing structure for the 2020 TriFest weekend since there is another event booked at the Lodge. In the past, TriFest is charged a flat fee for use of the Lodge and field over the weekend. It was not confirmed if SEM has contacted the other event booked for the TriFest weekend. Commissioner Nolan will contact them for further information. Included with the contract was an addendum section outing where TriFest items can be

stored, what areas must be cleared of all race items and other items previously discussed. The Clerk suggested adding a signature line to the bottom to show the director agreeance with the listed addendum. Commissioner Bradley noted the large inflatable archway is used by the swimmers as a point of reference. All items on the addendum seem to be in order; there were no additional notes to list. Chairman Holmes will offer the TWC office building for the race registration as long as the building is not rented out for the event on the same day.

(General updates) Chairman Holmes received a call from the Town Administrator in regards to a complaint about the Bartending Service of New England. This complaint was posted on a wedding site and on Facebook. The complaint was reviewed. A Town Employee responded on social media stating they would take care of it; however, this employee is not part of the Park Commission or Bartending staff. SEM was contacted and Chairman Holmes provided a review of the situation from SEM. The event group was brining outside alcohol into the building which is not allowed and is stated on the rental contract as such. The post was removed from social media at this time. Chairman Holmes will contact the Town Administrator to provide more details on the situation. The Commission would like to hear of these situations prior to a discussion with Town Hall; Commissioner Nolan will reach out to SEM to request being informed of complaints or police being called to the Lodge.

TWC UPDATES:

(EEE threat updates/review) Current closing time at the parks is 6:15pm; upon research Chairman Holmes found sunset time is 6:15pm. Park Closing time will need to move to 6:00pm. Teams/Groups are adhering to the current closing times at the parks. The Commission noted not seeing anyone playing after the close time. Signs will need to be updated and an email sent to the Teams/Groups with the updated closing time. The following week will be updated to a closing time of 5:45pm.

(General updates) The fertilizer was recently applied to the fields. The clover is dying out and making the grass not look as green as usual. In case it is questioned, it is not the grass dying out. The sign at Town Hall is secured with concrete underground. It can be cut out and refitted for posts. The Highway Department could also be contacted for assistance in digging out the sign. TWC will be prepping to close for the season; maintenance staff will begin shutting things down around November 1.

Chairman Holmes noted a security light is on at the Lakeville Haunted House (LHH) area. He inquired who is paying this bill. It was unknown where the bill is sent and why the light is on. No communication has been received by the LHH on reestablishing the group for a 2020 season. The building in the LHH area would need to be repaired if a new group wanted to come in. There is also a large amount of clean-up needed in the area. The Park Commission felt the clean-up of the area would fall upon them since there has no responses from the old LHH board. A No Trespassing sign was suggested for the area.

SPORTS SEASON:

(General Updates) There were not many updates at this time since it is the 'off' season. Painting of the tennis courts is still a project being discussed. Sports Teams/Groups are following park closings due to EEE. The AJFC seems to be rotating to help avoid field

damage. Chairman Holmes noted one group is concentrating by a field and it is beginning to show signs of damage. The group should be asked to return the tackling dummies to the maintenance building area. They are being left around the field after practice. All paperwork was turned in for the summer clinic at TWC. The representative for this clinic is now knowledgeable with the procedure and the needed documents. The Drifters had reached out for time on Field 5, but wanted to remove the mound there. Due to the low use of this Field, the group can play on it at their times but is not allowed to modify it.

JPP UPDATES:

(Winterization of the restroom) The bathroom unit was pumped out on Friday, however Commissioner Coscia received a call over the weekend stating the unit was not flushing. He visited the park and the unit seemed to be working. The light in the unit has been left on by the Teams/Groups. Commissioner Coscia spoke with the Teams/Groups to ensure this is being handled. He will be contacting the company to receive a tutorial on how to winterize the unit.

(General updates) The FreeLake Softball group has offered to take the bunker rake and drag the fields themselves. An old machine could be given to the group to complete this maintenance as well. The hand washing station was returned to JPP and Commissioner Coscia set it up in the snack stand. Chairman Holmes will talk to Town Hall in regards to possibly selling the bunker rake to the Group. Commissioner Coscia has blocked off a section of the storage shed to ensure non-authorized personnel are not accessing this part of the building. Lights have been left on indicating someone entering.

The pumping cost and amount was reviewed. This first maintenance will help indicate how often this should occur during the season. Commissioner Coscia would like to try to find out many flushes can occur prior to pumping. There should be an alarm which indicates when a low number of flushes are left. Commissioner Nolan recommended measuring the unit for a possible cover for the winter. The Town Plumber was contacted and will be looking at the area to provide an estimate for burying the water line for the unit. He did suggest having the ditch dug by one of the teams to lower costs. The plumber will also look at winterizing the well pump. Commissioner Coscia would like to add stone dust to the parking lot at JPP. The Highway Department can be consulted on the purchase. The Teams/Groups at JPP can assist with spreading the material. Commissioner Medford added purchasing some for CPP at the same time to possibly reduce the cost. The Highway Department will work on trimming the area by the entrance at TWC. While speaking of TWC, Chairman Holmes asked if the maintenance employee could be informed to remove the stump by the road. Chairman Holmes will reach out to the Building Commissioner for assistance in securing the storage area which should not be accessed. Commissioner Bradley added he should also look at the LHH area.

ROUTE 18 FIELDS:

(Change order from Nor'East Hydroseed) The fields are looking good. Commissioner Nolan will provide photos to upload to social media. The area is still being worked on. Weeds can be handled when starter fertilizer is put down. One application of starter fertilizer can be done before the growing season ends at a cost of \$850 for both new fields. The

ongoing grounds keeping budget will need to be increased to include these new fields and possibly JPP.

Motion by Mike Nolan: Allow Nor'Easts Hydroseed to apply starter fertilizer and handle field weeding at the listed cost of \$850 for both fields. Seconded by Justin Bradley

Voted: Unanimous in favor – Motion Passed

Groups/Teams may need to assist with fertilization costs of the fields. Chairman Holmes recommended reviewing the costs and coming up with a fee for Teams/Groups who utilize the fields for fertilization costs.

(Bill from DM Well drilling) This bill has not been paid yet. The delay in receiving payment is not known. Both Commissioner Nolan and the company have contacted the Accounting Department in regards to the payment. An additional invoice was received recently and reviewed. Commissioner Nolan stated the pump did need to be increased and additional items needed; however, not at the cost of this additional invoice. Commissioner Nolan will be discussing the invoice for this work with the Soccer Group who was interested in donation funds for the project.

ANY OTHER OLD BUSINESS:

Commissioner Nolan inquired on the status of the possible shed for voting equipment. Chairman Holmes stated it was still being discussed and provided an overview of the situation which occurred when voting equipment was being put away. A shed was proposed to avoid this issues in the future in lines with the Park shed which is at the office. Funding for this shed would not fall under the Park Commission. Commissioner Nolan felt the size of the current shed would not be big enough for the equipment. Chairman Holmes did not wish for an additional shed to go any bigger. The Commission is receptive to the shed proposal so discussions will continue with Town Hall. Possible renovations to the TWC office were also discussed with Town Hall since the Commission Clerk will not have a space at Town Hall in the future.

NEW BUSINESS

CORRESPONDENCE:

(Voting Memo Review) The recent memo from the Town Clerk in regards to voting dates was provided for review. The November voting date is in the calendar at this time. Set-up does not require a full day before, so the Lodge is available for morning rental allowing for afternoon set-up. Chairman Holmes has communicated this to the Town Clerk. SEM cannot rent the LPL on days of elections. A memo will be created and provided to the Town Clerk detailing this.

A local Boy Scout Troop is searching for a meeting space for an upcoming meeting. Their usual space is not available. This is a one-time request. The building is rented for the date requested; however, the Clerk will review with SEM if the Lounge may be available.

Motion by Mike Nolan: Allow the Boy Scout Troop to hold their meeting in the lounge of the Loon Pond Lodge as long as it is available and the troop cleans up afterward. Seconded by Jesse Medford

Voted: Unanimous in favor – Motion Passed

The group can be given a vendor code and provided instructions on how to open and close the building.

Commissioner Nolan spoke with an individual who is interested in holding a car show at TWC. He would like to attend the next meeting to further discuss this possibility.

ANY NEW BUSINESS FOR THE COMMISSION:

There was no further new business to discuss.

ITEMS FROM THE CLERK

(Desk location update) This was discussed earlier in the meeting; however, moving to the TWC office does not seem to need to happen before the winter. Establishing better Wi-Fi access will be needed prior to moving to the office. The Clerk would like to meet with the IT person to review what is needed.

Next meeting scheduled for Monday, October 21, 2019 @ 6:30pm at the Loon Pond Lodge at Ted Williams Camp.

Motion by Justin Bradley: Adjourn the meeting. Seconded by

Mike Nolan

Voted: Unanimous in favor – Motion Passed

*****Meeting adjourned at 8:34pm*****

Lakeville Park Commission
Meeting Minutes
Loon Pond Lodge
Monday, December 16, 2019@ 6:30pm

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

Other Attendees: Jed Cornock (Masterplan), Nicole Phillips (SEM), Laurie Perkins (SEM), Rich LaCamera (Selectman), Neli Woodburn (Clerk)

Chairman Holmes opened the meeting at 6:32pm

Chairman Holmes inquired if anyone was recording the meeting; LakeCam was recording

6:30pm – Lakeville Lions request: Not present at the start of the meeting. Chairman Holmes moved forward to the next agenda item.

6:45pm - Master Plan update with Jed Cornock: Mr. Cornock introduced himself to the Commission stating he is the Principal Comprehensive Planner & Contract Coordinator for the Southeastern Regional Planning & Economic Development District (SRPEDD). He was asked by the Lakeville Master Plan Implementation Committee to visit with all Boards/Commissions in town to bring everyone up to date on the Master Plan effort. The Committee is holding an open house at the Assawompset Elementary School on January 11th from 10am to 12pm where they will outline a draft master plan to the community and ask for feedback. As part of the effort Mr. Cornock is providing a list of goals and strategies to the various board/commissions in town. This has been formulated over 2 years; 4 public workshops and meetings with various Town departments included. A copy of the goals and strategies was provided to the Commission. Mr. Cornock led the review focusing on items dealing with the parks. It was noted in the workshops residents wished for other methods, such as walkways and bike paths, to access areas in town. Mr. Cornock asked for an overview of the Park Commission and the areas the Commission manage. Chairman Holmes provided a brief explanation of the Park Commission and the areas managed which include Ted Williams Camp (TWC), Clear Pond Park (CPP), John Paun Park (JPP), and Dickran Dirian Square. Mr. Cornock inquired on events over the winter at TWC which could be expanded on. Chairman Holmes stated Winterfest was held at TWC for about three years; however the group who ran this event was not able to continue. Another winter event was the skating rink by the Lakeville Lions group; however the winter did not provide cold enough temperatures to keep it running. The Loon Pond Lodge (LPL) also had a holiday shop over the winter. There is not much scheduled during this time due to weather constraints. The trails at CPP and TWC were reviewed. The TWC trail is in need of clean up and the Commission does plan to do so. The TWC trail also had exercise stations throughout. Chairman Holmes explained the limited resources at the parks in regards to the Maintenance staff. There are budget constraints which hinder additional staff being hired. Commissioner Nolan explained the Park Commission is an enterprise fund which means the Town does not fund the budget. The Park Commission generates its own revenue for the budget. It has been an Enterprise Fund for approximately 20 years with no intent to return to the Town's budget at this time.

The budget is reliant on the revenue from the LPL and field user fees. Mr. Cornock asked about the expansion currently going on at the parks. Chairman Holmes provided an overview of the two new fields on Route 18. The fields will be for multi-purpose use and are expected to open in 2021. An additional practice area may fit in this space; however the fields and parking will be completed before assessing this addition. Mr. Cornock asked if more field space would be needed in the future. Chairman Holmes did not foresee the need for adding more fields in the area since the two new fields would help alleviate field space issues. Mr. Cornock stated people commented on the current state of CPP and the needs for updates or repairs. Chairman Holmes listed the repairs and additions done over the past couple of years. Additional funding would help speed up some of these projects. Commissioner Nolan explained the reason for out of town guests at CPP is to help with funding. If CPP were to move to residents only, Town funding would be needed. Mr. Cornock was able to speak with the TWC maintenance staff when he was on site handing out pamphlets in regards to Master Plan. He stated the staff explained the large amount of work needed to care for such large spaces. He was also informed a Highway Department employee is provided to the Park Commission for the summer. Chairman Holmes further explained the agreement with the Highway Department for this seasonal assistance and noted the Park Commission pays the employee's salary with benefits from their budget. This employee works at TWC from April 1st until November 1st, approximately. Mr. Cornock felt the biggest problem for the Park Commission seems to be funding and staffing. Commissioner Nolan noted the amount of volunteer work is extremely helpful. The parents and staff of the Teams/Groups at TWC complete a great deal of work on the fields they play on. Chairman Holmes provided an overview of work completed by Teams/Groups at TWC. Each Team/Group comes before the Park Commission for approval of any work being completed. Chairman Holmes further added the field fees collected from the Teams/Groups does not cover the expense of even the maintenance employee salary. Mr. Cornock inquired if the Town would be able to help fund the Park Commission while staying an Enterprise Fund. Chairman Holmes stated it was allowed in the past. The Master Plan will be delivered to the Town in March. After that the Master Plan Implementation Committee will work with the responsible parties to move the plan forward. There were no further questions or comments at this time, so Mr. Cornock left the meeting.

Commissioner Coscia inquired if anyone knew the reason the Lakeville Lions wanted to attend the meeting. The Commission Clerk believed it was to speak about their upcoming event. SEM did receive communication stating they were attending the meeting to request the usual price reduction for their fundraising comedy event. A date has been booked for the event. In the past, the Lakeville Lions paid in full for the rental of the LPL and the Park Commission donated back to the group.

Motion by Mike Nolan: Approve a donation back to the Lakeville Lions for half the rental fee (same amount as last year). Seconded by Joe Coscia

Voted: Unanimous in favor – Motion Passed

The Cleaning fee will still be charged for the event. Chairman Holmes noted if the Lakeville Lions were attending for another reason or needed something else for their upcoming comedy show, they should attend the next meeting.

Review and Approve Meeting Minutes – Minutes from 11/18/2019 provided for review.

Motion by Mike Nolan: Approve the meeting minutes from 11/18/19 as submitted. Seconded by Jesse Medford

Voted: Unanimous in favor – Motion Passed

Review and Approve Bills – Bills were provided for review and approval.

OLD BUSINESS

SEM/LPL UPDATES:

SEM was in attendance and began the discussion with the plan to have a Bridal/Vendor show at LPL. The event is scheduled for January 26th. There will be no fee for vendors signing up, and will be more of an event to promote the venue. This is scheduled during a slow period for the Lodge. SEM will clean after the event. There were no objections to moving forward with this event.

SEM inquired about the Car Show being planned for July 2020. A recent article in Southcoast Today listed some incorreced information and SEM wanted to confirm. The event is scheduled for the Saturday, not the Sunday listed. Chairman Holmes further reviewed the information about the event since the article was not accurate. There is a wedding interested in booking the LPL on the date of the Car Show. The bride noted wanting to take photos with the classic cars. The Car Show will have cars on display, vendors selling goods, and the Park Commission would set up a food truck or a food booth. Exact details for the Car Show are still not confirmed, but the group was definitely not looking to rent the LPL as part of the event. The renters will be informed of both events occurring on the same day.

SEM has submitted all renewal applications at this time. These include all items for the Board of Health and renewal of the liquor license. Commissioner Nolan noted a recent issue with the thermostat at the LPL was fixed. The Building Commissioner offered to monitor the Lodge's temperature as he does for other Town buildings. SEM stated the temperature is adjusted dependent on the event, number of people, etc. The Commission Clerk suggested providing the Building Commissioner with the events calendar for the month to make him more aware of possible temperature fluctuations. SEM wanted to ensure they would be able to override the system when needed.

(TriFest 2020 further review) The parking lot use for the race has been confirmed. The small lot will be used for the event at the Lodge that day. The race on Saturday is expected to be completed between 11am and Noon that day; it is the shorter race that day.

(Poll worker training request) A memo was received from the Town Clerk requesting use of the LPL for poll worker training; a copy was provided to all Commissioners for review. This training occurred at the LPL back in 2016. The location for training rotates each year. SEM was informed no special set-up would be needed for this event and 100 to 120 people from neighboring communities were expected to attend. There are no conflicts for the date/time of this training. The cleaning fee was discussed. This fee is charged to all events at the Lodge. The Commission Clerk confirmed there is no event on the following day; but there is an event if the rain date is used. The current fee charged was reviewed.

Motion by Jesse Medford: Allow the poll worker training at the Loon Pond Lodge for the date requested (rain date included) with only the cleaning fee charged. Seconded by Mike Nolan

Voted: Unanimous in favor – Motion Passed

(General updates) SEM did receive the signed contract for TriFest. The director would like to bring in a food truck for the race. SEM informed him if the food truck brought in is not on the vendor list at LPL they would need to contact SEM. He was also informed of the needed items from the Board of Health for any new caterer on site. This was discussed last year as well; however no food truck was hired. There is a concern of hiring a food truck for this race since the LPL is booked out the same day. Further details are needed around this. SEM has two food trucks approved and on the vendor list. These food trucks can be set at TWC to generate revenue from the caterer without an event due to the number of visitors for sports play. Commissioner Coscia was concerned this would take away from the Group/Team's concession stand profits. The soccer group has had a food truck at the fields on Saturdays in the past.

Commissioner Coscia noted the cover on one of the thermostats at the LPL was broken. SEM noted they have not seen a guest at any event attempt to change the temperature themselves. Guests tend to inform the bartenders if the room is uncomfortable. It was mentioned the covers have been repaired more than once. The covers can be replaced at this time and charged to an event if they are found to be broken. SEM offered to research the cost of new thermostat covers and if there are any better options.

SEM would like to review 2022 pricing. They expect to start fielding calls for 2022 dates soon. The only change in pricing suggested was an increase to Saturday wedding rentals, which is the most popular day. They will attend a meeting in January to further discuss this rate. SEM was thanked for their work and they left the meeting.

TWC UPDATES:

(Snow Removal position) Commissioner Nolan spoke with Doug Berry about the snow removal position and he was interested. There was a concern about the snow blower not working and Commissioner Nolan will take some time to repair it. Paperwork was filled out for the position, and an employment letter was sent to him by HR.

Motion by Mike Nolan: To bring back Doug Berry for the snow removal position this year. Seconded by Joe Coscia

Chairman Holmes noted the rate for the position was posted and Mr. Berry accepted the position. He will need to communicate with SEM for the event schedule.

Voted: Unanimous in favor – Motion Passed

(Part-Time employee review) Commissioner Nolan believed one of the part-time TWC maintenance employees was seasonal and stopped working for the winter around Thanksgiving. The other TWC maintenance employee would traditionally stay on through the winter to handle smaller indoor maintenance items. Hours for the maintenance staff were reduced last winter to 8 hours per week. The part-time position is a 0 to 18 hour position. Possible work available for the off-season was reviewed. Commissioner Nolan noted since he oversees the employees at TWC he did not feel

two employees are needed during the winter for the full amount of part-time hours. He suggested having them on call if any work is needed and keeping them both on the books as active employees. Once the spring begins, there will be more work for both positions. Commissioner Nolan would like to provide the employees with a specific schedule. Currently, the employees work whenever they are available.

(General updates) The sign on route 18 is too dark for visitors to notice in the evening. Solar lights were suggested since there is not electricity available to use. Solar lights are also less expensive to set up. Commissioner Coscia recommended the solar lights as a temporary solution and trying to hook up regular lights in the spring. Regular lights will provide more illumination overall.

SPORTS SEASON:

(2020 fertilizer cost proposal) A proposal was created by Commissioner Bradley and provided to the Commission for review. The 2020 field use fees have been increase. The additional fertilization fee must be determined and the date for the Annual Sports meeting needs to be set. Discussion on how to communicate the additional fees was present.

Motion by Mike Nolan: Send out communication to the Teams/Groups of the increase of field use fee to \$20 per player and the flat fees to AAU and Little League as previously discussed at past meetings; holding off on the recommended fertilizer upcharge.

There was additional discussion on when this communication should go out. The motion to approve the field use fees was already passed at a previous meeting; the approved 2020 fees were reviewed. It was recommended to also inform the Teams/Groups of the additional fertilizer fee which is still being calculated and noting it should not be a large expense. Commissioner Coscia recommended the Clerk draft this communication for review before the next meeting.

The above motion was seconded by Joe Coscia

Voted: Unanimous in favor – Motion Passed

Commissioner Coscia will be creating a specified contract for JPP which will list the fields the group is approved for.

JPP UPDATES:

(General updates) John Paun Park is now closed for the season. Commissioner Coscia was able to further winterize the bathroom unit and all is set for the season. A tarp was used to cover the unit and protect it for the winter. The intent is to utilize the trap to cover the unit for a couple of years.

Commissioner Coscia would like to have the storage building at JPP inspected to determine if repairs can be completed to make the building more usable or if the building needs to be taken down. The Building Commissioner will need to be contacted for this inspection.

ROUTE 18 FIELDS:

(General updates) Commissioner Nolan believed the well drilling company received their check for the work completed. Nelson Excavating should be at the fields to begin some work and start the parking lot area. Chairman Holmes noted the new field was relatively

dry after the amount of rainfall in the area; other fields were very wet or flooded. Commissioner Nolan thanked the Freetown Lakeville Soccer Club for paying for the well drilling at the new fields.

BUDGET REVIEW:

(General updates) Selectman Richard LaCamera was in attendance at the meeting for the budget review. Chairman Holmes did not have the most up to date budget proposal with him. He will be attending a budget workshop with the Town Administrator to review all the items proposed along with the Town Accountant. Afterwards, a meeting with Selectman LaCamera will take place. Selectman LaCamera would like to work together with the Park Commission and help combine maintenance needs with the Park and Town. The Town is looking to have one person in charge of custodial services throughout the Town buildings and the Park buildings could be included. The Town is also looking to create a Repair/Maintenance plan for the buildings. This is in addition to the usual Capital Plan. Various employees throughout the Town can assist in completing these repairs and maintenance. Selectman LaCamera noted any items for procurement will now only go to the Town Administrator. This is to streamline this process and not receive conflicting information by speaking with more than one person. She is the Chief Procurement Office for the Town. Selectman LaCamera also suggested changing the part-time Highway/Park employee to a full-time Highway employee who handles the park items. Commissioner Nolan stated conversations about this position have begun with the Superintendent of Streets. Chairman Holmes explained the Commission did previously vote to hire their own employee to replace this position. Selectman LaCamera stated his belief was the benefits for this position should not be paid by the Park budget and is a Town responsibility; further discussion would be needed about this subject. He reviewed recent minutes for information in regards to TriFest and read updates for CPP. He personally believes the Town should move to make CPP residents only again. He felt a majority of stress at CPP was due to accommodating such a large amount of visitors. He reviewed the budget proposal and calculated CPP takes \$50,000 to run. Chairman Holmes explained that amount would cover the payroll for the CPP season; however there are expenses at CPP which are listed under regular maintenance costs so this amount is not exactly accurate. Selectman LaCamera felt a supplement of around \$25,000 from the Town's budget would cover the loss of out of town fees to make CPP resident only. Residents would still need to pay a fee. Commissioner Coscia felt there would not be enough residents who wish to visit CPP to keep it open. Commissioner Medford agreed the biggest complaint about CPP was it is open to everyone. He believed if it became resident only more people would visit. Chairman Holmes felt making CPP resident only would be a good thing for the town. It was noted the return of Doug Berry as Director brought people back to the Pond. The Commission was interested in further discussion about this subject. Commissioner Nolan explained one of the reasons CPP was open to the public was due to former residents who still lived in neighboring towns. In the past couple of years, the number of non-residents has increased especially those from non-neighboring towns. The Capital Plan is going to be updated; anything over \$10,000 should be listed on this plan. Additionally, a list of any repair/maintenance items under \$10,000 should be created so the Town can try to prioritize those and try to provide assistance. Selectman LaCamera pinpointed the parking lots at TWC as an issue and

would like to discuss them further; a short-term and long term solution should be decided. Chairman Holmes noted the soccer parking lot used to drain off into the woods, which is now where the Police Station is located. This building raised the land level and now the water cannot drain like it used to. The Park Commission paid to have a drainage plan created, and then the work went out to bid. The prices which came back were much higher than expected and could not move forward at that time. Selectman LaCamera verified the amount of funds in retained earnings for the Park Commission. Chairman Holmes explained a large portion of those funds are for finishing the new fields and the bathroom unit at JPP. Commissioner Nolan asked to discuss the recent Board of Selectman meeting in regards to TriFest. He provided a bit of history around the fees charged for this event which started at \$2 per participant when the race first started; it is now \$5 per participant. Selectman LaCamera reviewed the amount of money being generated from this race and the one held in Freetown. The group is not a non-profit entity. Commissioner Nolan stated the contract for 2020 has already been provided to TriFest and did not believe the fee should change at this time. Also, the group will not be using the building which is different from past years. The fee for 2021 could be discussed at a later time. Selectman LaCamera is reviewing the management contract at the LPL to ensure the group is compliant with the terms. He noted a marketing plan is supposed to be created by the group and reports sent on a regular basis. Chairman Holmes confirmed the Park Commission receives the reports twice a month. A yearly guaranteed minimum amount is supposed to be met by the group as well. Selectman LaCamera reviewed the Town's use of the LPL for official events such as elections, which is listed in the contract. The contract is reaching its end date on November 1st, and discussions should begin about a new contract. Selectman LaCamera asked about the cleaning company used at the LPL. Commissioner Nolan stated the Commission is open to any suggestions for a better, less costly cleaning. Chairman Holmes explained this was the only company willing to do this cleaning job at a fair price and a few were looked at. Each event is charged the applicable cleaning fee whether the rental is donated or not. Selectman LaCamera stated the Town would pay the cleaning fee for Town events as needed. Commissioner Nolan asked Selectman LaCamera if he had received complaints that the parks area is not available for the Town to use; no complaints were directly received. Commissioner Nolan noted the Commission is open to discuss using the space for Town events. There were no further questions or comments; Selectman LaCamera left the meeting.

REVIEW OF OUTSTANDING ITEMS:

The possible shed for Town voting equipment was tabled at this time. Chairman Holmes spoke with the Building Commissioner, but the discussion has not continued. The Commission Clerk inquired about the sign at Town Hall moving to TWC. The sign could be cut and removed from its footing. The Highway Department was not able to assist with it at this time; too many other projects going on. Adding the sports package to the existing cable at LPL can move forward; the Commission Clerk will reach out to Town Hall to add the sports package. Handicap signs are not up yet. Field light replacements did not occur this year. Expansion to the LMMA building may not be able to occur; no confirmation was provided yet.

The Commission Clerk received a response from the Lakeville Haunted House (LHH) in regards to the extension provided (into January 5th) to remove all items from the area.

They would like to extend the time further into spring to remove their items. The group is still in touch and still hoping to hand it over this spring to a new group. Commissioner Coscia noted the LHH area is a hazard and did not wish to extend the timeframe for removal of items. Temporary fencing was suggested to block the area from visitors. The Commission did not wish to change the previously approved motion extending the time to January 5th. The Commission Clerk asked if the rubbish removal frequency should change at this time to reflect the slower season; it was agreed to call the company to do so. The person running the possible Car Show should be invited to a meeting within the next month.

ANY OTHER OLD BUSINESS:

There was no other old business presented for discussion

NEW BUSINESS

CORRESPONDENCE:

No correspondence was present to discuss.

ANY NEW BUSINESS FOR THE COMMISSION:

No other new business was presented for discussion.

ITEMS FROM THE CLERK

The Commission Clerk noted she will be on vacation the next week. Chairman Holmes added the list of what the cleaning company does for the regular cleaning of the rooms. The kitchen is not part of the cleaning paid for. Chairman Holmes also noted his vacation time next week. The Clerk will update the route 18 sign for the holidays.

Next meeting previously scheduled for Monday, January 06, 2020 @ 6:30pm at the Loon Pond Lodge at Ted Williams Camp.

Motion by Mike Nolan: Adjourn the meeting. Seconded by Jesse Medford

Voted: Unanimous in favor – Motion Passed

*****Meeting adjourned at 9:05pm*****

Lakeville Parks Comm

Regarding the agreement between Pickleball and the Lakeville Parks.

The Parks commission has been very fair and accommodating to your group as we have been and continue to be excited to see the use of our facilities.

However, there are several areas which need to be addressed.

The numbers you gave us are way off- see pictures of 07/01/19 and 07/8/19. You filled out a contract which stated you had only 15 people playing. We have counted as many as 40 on 7/1 and 26 on the 7/8, which were the only times we checked. You are playing four separate sessions per week. So, 35 extra players at \$20 = \$700 due from you.

Regarding the courts, you are contracted for the use of two tennis courts- numbers 2 and 3. Giving you room for 4 pickleball courts. Almost every day you are tying up all 3 tennis courts, not allowing any room for tennis.

Which brings us back to the fact that you were authorized to paint pickleball courts on tennis courts 2 and 3 only. You have clearly marked 6 pickleball courts, using all three tennis courts.- see pictures.

This was addressed last year (see minutes of 6/10/19) and you were asked to repaint tennis court 1 back to tennis and tennis court 2 to dual use. Instead you repainted all of them for pickleball.

You repaired the cracks in the areas of the courts that pickleball is painted, but left the rest of the tennis courts with cracks. Thank you for that.

This does not sound like an equitable arrangement as you are doing whatever you want, without regard for any of the town's residents or the Park Commission.

The Park Commission will now be forced to resurface and paint the courts ourselves. Do not repaint over them again.

And lastly, please furnish us with you rosters with addresses as we would like to know how many participants are Lakeville residents.