



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

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

*48-hr notice effective  
when time stamped*

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

Name of Board or Committee:	<u>Lakeville Park Commission</u>
Date & Time of Meeting:	<u>Monday, August 16, 2021 @ 6:30pm</u>
Location of Meeting:	<u><b>REMOTE MEETING</b></u>
Clerk/Board Member posting notice:	<u>Neli Woodburn, Clerk</u>

Cancelled/Postponed to: \_\_\_\_\_ (circle one)

Clerk/Board Member Cancelling/Postponing: \_\_\_\_\_

## A G E N D A

In accordance with the provisions allowed by Chapter 20 of the Acts of 2021, the **8/16/2021**, public meeting of the **Lakeville Park Commission** will be held remotely. **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. Field rental proposal (*Ken Lalli attending*)
2. Review/Approve meeting minutes: 7/26/2, 6/16/21
3. Discuss and vote on additional authorized payroll signee
4. Clear Pond Park: Updates from Director, CPP entrance area (gravel needed) plan
5. Discuss possible food truck policy/procedure
6. Discuss recent capital line item for irrigation
7. Review recent volleyball tournament with possible vote on donation to nonprofit group
8. Old Business:
  - Update on orientation information: History/new member information
  - Lakeville Day plan
  - Lakeville Arts and Music Festival review: date/time, brochure information needed by 9/1
9. Correspondence from the Clerk:
  - Fall contract request

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

**LAKEVILLE PARK COMMISSION**  
**MEETING MINUTES**  
**LOCATION: LOON POND LODGE @ TED WILLIAMS CAMP**  
**WEDNESDAY, JUNE 16, 2021 @ 8:00PM**

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Members Present: Paula Houle, Joe Coscia, Tony Chiuppi, Darlene Lee, Scott Holmes

Other Attendees: Neli Woodburn (Clerk)

Chairman Joe Coscia opened the meeting at 8:06pm. LakeCam was recording the meeting. There were no additional speakers scheduled. Commissioner Holmes was not in attendance at the start of the meeting.

DISCUSS STAFFING FOR THE CLEAR POND PARK 2021 SEASON

Chairman Coscia discussed the recent resignation of the Clear Pond Park (CPP) Director. He will contact Human Resources to post the position as soon as possible; it was unclear if the position needed to be reposted internally or if it could be immediately posted for external candidates. He also felt the opening date of June 26<sup>th</sup> was no longer attainable. Commissioner Houle was also concerned about sufficient staffing for the original opening date and noted even if a candidate was found quickly; it does take time to process. Commissioner Lee felt promoting the job opening on social media may help expedite finding a candidate. Commissioner Houle reviewed a resume received for another CPP position via Indeed for a possible candidate; the individual was a teacher looking for summer work. The Commission Clerk reviewed the possible timeline for posting the position and hiring an immediate candidate (Scott Holmes entered the meeting at 8:11pm); it did not seem possible to open on June 26<sup>th</sup> even if someone was found for the job right away due to the screening process required after hiring. Commissioner Chiuppi suggested posting the position as soon as possible and meeting again on the 23<sup>rd</sup> to review a new opening date. Commissioner Holmes mentioned his daughter may be interested in the position; she is a lifeguard and former employee at CPP.

As of now, there are 4 lifeguards hired for the CPP season. It was suggested to keep the Lifeguard posting up to gather more possible candidates.

Chairman Coscia inquired if Commissioner Houle and Commissioner Chiuppi had received enough information from the former CPP Director to pass on to a new candidate. Commissioner Houle reviewed the information she knew and noted one of the lifeguards has three years of experience at Clear Pond. The portable sink is currently at John Paun Park (JPP), but can be moved to CPP for opening. There will not be an employee at CPP who is ServSafe certified for food preparation. Commissioner Houle explained at this time the concession stand would not open for the season. The Commission Clerk further clarified the stand could sell prepackaged items which does not require a certification. Commissioner Chiuppi emphasized having Clear Pond open for residents to swim is most important. He felt the concession stand could open with a minimum of pre-packaged snacks if the Director is not ServSafe certified. Commissioner Houle noted the raft will not be put out due to the staff shortage. There are currently 5 attendants hired for the season.

DISCUSS WITH POSSIBLE VOTE ON CLEAR POND PARK DAYS OF OPERATION

Commissioner Houle explained after a review of past data, Monday and Tuesday were the least busy days for CPP, so it would close on these days this year. Commissioner Chiuppi clarified the proposal is for CPP to be open Wednesday through Sunday, 10am to 6pm, for the season. He also noted if there is a drastic change to staffing in the near future the opening days could change.

**MOTION** by Tony Chiuppi: The hours of operation for Clear Pond Park are 10am to 6pm, Wednesday through Sunday. Seconded by Paula Houle

Commissioner Chiuppi further stated this is pending an opening date with the hiring of a new Director.

Vote: Unanimous in favor; **MOTION PASSED**

DISCUSS WITH POSSIBLE VOTE UPDATE ON CLEAR POND PARK RESIDENT PASSES

At a previous meeting the fee for Clear Pond resident passes was set at \$99; Chairman Coscia inquired if the reduction of hours would change the pricing. Commissioner Chiuppi felt the price should be reduced due to the new hours of operation.

**MOTION** by *Tony Chiuppi*: \$80 fee for the season for Lakeville resident. Day passes would remain the same (\$8 and \$5). Seconded by Scott Holmes  
Commissioner Lee felt the \$99 fee was fine and noted the reduction will lose the park money.

**Vote:** Unanimous in favor; **MOTION PASSED**

UPDATES ON SWIM LESSONS FOR THE CLEAR POND PARK 2021 SEASON

Commissioner Chiuppi explained there was interest in swim lessons this season, however due to the staff shortage it would not be feasible. There was discussion on the new Director taking on the role of swim instructor if they hold the required certifications; this would be discussed with new candidates as applicable. Any interest received so far will be informed a decision on swim lessons is pending on the hiring of a new Director.

DISCUSS PROCESS FOR MANAGING ON-LINE SALES OF CLEAR POND PASSES

The Commission Clerk explained there needs to be a process for the CPP Director to be able to check the online purchases. A cell phone is provided to the CPP Director for the season. An email address for Clear Pond was created; receipts to consumers would come from this email and an email would be received for each completed transaction. This allows the Director to refer to the emails if there was a question on an online purchase. The online purchase system states to print out the receipt as proof of purchase. Commissioner Chiuppi questioned if someone could show the receipt on their phone instead of printing; the Commission Clerk deferred this question to the new Director to make. The online system is being created now, and verbiage can be edited as needed. Commissioner Chiuppi would like to provide residents with CPP updates via social media; he was fielding many questions recently in regards to the upcoming season. The opening date is To Be Determined at this time; this information can be updated.

Commissioner Houle noted South East Fence Company is interested in donating to Clear Pond and will be looking at repairs needing in the fencing.

Chairman Coscia inquired if fishing was allowed at CPP; it is not allowed. He further asked about signage around this; it was not certain if this regulation was part of the large sign with all the Clear Pond rules. Commissioner Holmes did not recall a time when fishing was allowed there. Commissioner Chiuppi asked the reason why fishing would not be allowed; it was not certain, but has always been the regulation for the pond. Commissioner Houle felt the reason behind this regulation may be due to items fishing can bring to the pond which would hinder the swimming area; also, she noted the pond is Town property and it may be the Town's regulation. Chairman Coscia believed more research is needed and noted a couple of people were recently at Clear Pond fishing.

Commissioner Houle stated some of the staff was still completing their required testing/physicals; once completed they can begin setting up CPP for the season.

**MOTION** by *Joe Coscia*: Adjourn the meeting. Seconded by Tony Chiuppi  
Next meeting previously scheduled for Wednesday, June 23, 2021 @ 6:30pm.  
The procedure for in person meetings is unclear at this time. The Commission Clerk will reach out to the Town Administrator for next steps, but the intent is to have an in person meeting.

**Roll Call Vote:** Unanimous in favor; **MOTION PASSED**

\*\*\*\*Meeting adjourned at 8:37pm\*\*\*\*

**LAKEVILLE PARK COMMISSION  
MEETING MINUTES  
REMOTE LOCATION  
MONDAY, JULY 26, 2021 @ 7:00PM**

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Members Present: Scott Holmes, Paula Houle, Joe Coscia, Tony Chiuppi

Other Attendees: Neli Woodburn (Clerk)

Chairman Joe Coscia opened the meeting at 7:03pm. LakeCam was recording and live streaming the meeting via Facebook. A statement was read in regards to holding a remote meeting. Chairman Coscia inquired if there would be any guests to the meeting; CPP Director, Jesse Medford, may join the meeting. Commissioner Tony Chiuppi was on the meeting via phone but could not be seen. Commissioner Lee was not in attendance.

REVIEW/APPROVE MEETING MINUTES: (4/7/21, 6/23/21, and 7/12/21)

Minutes from the 4/7/21 were provided for review. Commissioner Holmes was not able to review the minutes prior to the meeting but would vote if other commissioners were comfortable with them. There were no notes for the minutes.

**MOTION** by Joe Coscia: Approve meeting minutes from 4/7/2021. Seconded by Paula Houle

Roll Call Vote: Paula Houle - yay Tony Chiuppi – yay, Scott Holmes – yay;

**MOTION PASSED**

Minutes from 6/23/21 were provided for review. Commissioner Houle provided an edit on the Clear Pond opening date proposed; the Commissioner Clerk corrected this error.

**MOTION** by Joe Coscia: Approve meeting minutes from 6/23/21. Seconded by Paula Houle

Roll Call Vote: Scott Holmes – yay, Tony Chiuppi – yay, Paula Houle – yay;

**MOTION PASSED**

Minutes from 7/12/21 were provided for review. There were no notes/edits on these minutes. Chairman Coscia moved to a roll call vote; however no motion with second occurred.

APPOINTMENT OF PARK COMMISSION REPRESENTATIVE TO OPEN SPACE COMMITTEE

The Executive assistance from the Board of Selectmen's office reached out for a new representative for the Open Space Committee since the previous representative is no longer with the Park Commission. Chairman Coscia asked for any volunteers to fill this vacancy; there were no volunteers. It was noted connection with Commissioner Chiuppi was lost at this time. Commissioner Holmes recommended putting a hold on this item until Commissioner Lee can be included. Commissioner Chiuppi reestablished a phone connection to the meeting, but was not visible.

DISCUSS WITH POSSIBLE VOTE ON ACCEPTANCE OF DENSE GRADE DONATION AND REQUIRED WORK AT CLEAR POND PARK

There is a donation of dense grade being offered to Clear Pond Park (CPP). The needed work to apply it must be completed by the Highway Department; however, their schedule will not provide time until after the Clear Pond season. A work request can be submitted now for this later work.

**MOTION** by Tony Chiuppi: Take a vote now to move forward on having Clear Pond Park surveyed for a donation of gravel to fix the entrance. Seconded by Paula Houle

Roll Call Vote: Paula Houle – yay, Scott Holmes – yay, Tony Chiuppi – yay;

**MOTION PASSED**

The Commission Clerk will contact the Highway Department in regards to the work needed.

## CLEAR POND PARK

(Review of current ticket sales) The Commission Clerk was able to provide an overview of the revenue amounts received at Clear Pond thus far; 57 season passes were purchased via online and at the gate as well as an additional \$3700 between gate fees and concession. Total revenue received for the season at this time is approximately \$7500; these figures include this past weekend.

(Updates from Director) Jesse Medford was not in attendance at the meeting. Chairman Coscia asked for any updates from Commissioner Houle or Commissioner Chiuppi. Commissioner Houle noted Mr. John Meleedy added more fencing to fix the gap, and the CPP attendants recently repaired something on the lifeguard tower. There have been no incidents when having to turn away non-residents at CPP.

(Retail area near water) This item was misspelled and the intent was to re-till the area near the water. Commissioner Houle has suggested re-tilling the area due to grass growing there this year. Commissioner Chiuppi noted the area was re-tilled, but the grass grew since no new sand was placed. This process may also produce an unpleasant smell, which is why it is usually done weeks prior to opening. The Commission Clerk apologized for the typo with the agenda item, and noted the pond level seemed low this year. Commissioner Holmes mentioned weed whacking the area has been one of the jobs for the CPP staff through the years. Commissioner Chiuppi felt adding sand to the area would be the only solution to the grass near the water. Commissioner Houle noted the Highway Department was recently at CPP completing some routine maintenance.

(Adding a town survey on next tax bill regarding residents only status) Commissioner Chiuppi was looking for a way to gather further information from the residents besides online sources or adding a vote to the Town ballot. A survey with tax bills will ensure the information is being submitted by residents in regards to Clear Pond's resident only policy this year. Chairman Coscia would like the Town to be consulted on how this process would be completed. Commissioner Chiuppi has spoken with the Town Clerk; the Commission would need to vote to proceed and there is a cost associated. The cost would be less by gathering a data sample from certain areas; or the whole Town could be surveyed for a higher cost. Commissioner Chiuppi will gather the costs for the mailings.

## STATUS ON ADDING GRANULARITY ON BUDGET ITEMS FOR BETTER TRACKING

Chairman Coscia will be meeting with the Town Accountant to review how the budget line items can be broken down for better tracking. Commissioner Holmes had done some work with this in the past. This meeting will not be to discuss the budget, but how to better organize the line items. Beginning discussions for next year's budget would be around the September timeframe.

## DISCUSSION ON INVITING SENIORS FROM THE COA TO USE HORSESHOE PITS, BOCCE COURT, TENNIS AND PICKLEBALL COURT DURING THE WEEK. CONTACT DIRECTOR AT COA

Commissioner Houle would like to reach out to the senior center about the available areas at Ted Williams Camp (TWC) which are mainly empty during the day throughout the week. In speaking with the Director of the COA, it was unknown the resident seniors were able to utilize Clear Pond Park at no fee. She had the CPP Director forward information for the Clear Pond season to the COA. She would like a friendly reminder sent to the COA which can overview the areas available for use. The Commission Clerk noted the COA has a newsletter which goes out to the seniors and it recently highlighted the Horseshoe pits at TWC. This newsletter could provide the reminder to the seniors about the park. Commissioner Chiuppi suggested



adding this information to the mailing being proposed as well. The Commission Clerk will reach out to the COA with this information.

OLD BUSINESS:

(Lakeville Haunted House: update on demolition) Chairman Coscia spoke to the Building Commissioner about the project. The next step is completing an asbestos abatement survey. This is expected to be done in the next couple of weeks and an update provided afterward. Commissioner Houle would like to utilize the wood at the Haunted House building for items such as a bulletin board for TWC which Commissioner Chiuppi has offered to build. Commissioner Holmes reviewed the small bulletin board at Town Hall which was donated to the Park Commission; it was clarified the Town Clerk communicated the bulletin board was no longer available due to other departments using it. Commissioner Houle wanted to ensure any good wood at the Haunted House was used for projects especially with the current prices of materials. Commissioner Holmes noted there is wood stacked in the building which was not used by the group.

(Update on tennis court resurfacing) Chairman Coscia asked Commissioner Houle for the tennis repair quotes she received; he was missing one. She will email the quote and asked to receive the other two quotes as well.

(Shared document on active work orders) Commissioner Chiuppi would like a document to update the commission on what is actively being worked on to help avoid more than one person asking for the same work to be completed. There are no work orders currently active. Commissioner Holmes suggested the Clerk having a list and the Commissioners can ask for updates as needed. Copies of the work order can be kept in a central location as well.

CORRESPONDENCE FROM THE CLERK

(Invitation from Lakeville Arts Council) The Commission Clerk noted more correspondence has been received since the agenda posted, but begin with the listed agenda item. The Lakeville Arts Council reached out inquiring if the Park Commission would like to have a table at the upcoming Arts and Music festival. If interested, the Commission would need to submit an application for the space. Commissioner Houle inquired if this event would be in conjunction with the proposed Lakeville Day previously spoken of; Chairman Coscia confirmed this is a separate event. He suggested having a flyer or brochure about what the parks have to offer. He also noted the propose Lakeville Day needs more planning and time. Commissioner Chiuppi felt this was an opportunity to take advantage of, and agreed a flyer/brochure would be a good option. The event is on October 2<sup>nd</sup>, 10am to 4pm. Commissioner Chiuppi volunteered to be there from 1pm to 4pm. Commissioner Houle also volunteered to be at the event as needed. Commissioner Houle inquired if there was any video which could be shown for the event; Chairman Coscia did not believe this could be set up at the table. A questionnaire at this event was suggested in conjunction with the mailings being proposed. Chairman Coscia confirmed the Park Commission will want space at the event; the Commission Clerk will submit the needed paperwork.

The Lakeville Arts Council also requested use of 3 picnic tables and 5 trash receptacles at the event. The Commission Clerk confirmed this is requested every year and the Highway Department handles moving the items. There were no objections to the group's use of the items as long as everything is returned.

The TW Co-ed Volleyball group reached out to confirm the scheduled tournament this past weekend was cancelled, however the July 31<sup>st</sup> tournament is set to go on. This tournament is a fundraiser for the Breathe for Bea group which has held a Cornhole tournament at TWC in the past; this is a non-profit group. The volleyball group is asking for the tournament fees to be

waived, so all funds can be provided to the fundraiser. Past fundraising events were reviewed; this group has paid in full previously with a possible donation back after the event is completed. Chairman Coscia wanted to make sure the process is consistent for any fundraising events. The Commission Clerk noted some tournaments are an event rental with food/beverages versus just renting the courts at the tournament rate. Commissioner Holmes emphasized the Park Commission is also a non-profit group and the fees for tournaments help cover costs of field use. He also reviewed the Commission instituted a rule a few years ago to have all groups pay the applicable fee with a donation being considered after the event. Commissioner Chiuppi would like to have consistency with fundraisers as well. There was no estimate on the number of attendees; and the volleyball group only received the non-profit information today. It is a one day tournament. Chairman Coscia agreed with charging the regular fees for the tournament (\$2 per person) and reviewing the revenue afterward. The Commission Clerk will inform the volleyball group, the fees will be charge per usual with a possible donation back being discussed at a later time. Commissioner Holmes noted a recently received email in regards to the tennis or Pickleball lines. Commissioner Houle confirmed the individual was speaking about the faded Pickleball lines. She spoke with the individual explaining the intent to resurface/repaint the courts in the future.

Commissioner Chiuppi asked for some history of the building at John Paun Park (JPP) and if there is a plan for the building. Chairman Coscia explained this is part of the capital plan; \$50,000 is the estimated cost for possibly taking off the back portion of the building or a full demolition of the building. The Building Commissioner has looked at the building and only a portion of it is being used for some storage at this time. Commissioner Chiuppi was informed the building could be repaired, however this is not consistent with the information previously provided. Chairman Coscia will reach out to the Building Commissioner again to confirm the plan for this building. The Commission Clerk noted the work to the JPP building was part of the capital projects the Town was offering to fund.

Next meeting scheduled for Monday, August 16, 2021 @ 6:30pm.

**MOTION** by Joe Coscia: Adjourn the meeting at 8:14pm. Seconded by Paula Houle

**Roll Call Vote:** Scott Holmes - nay, Paula Houle – yay, Tony Chiuppi – yay, Joe Coscia – yay; **MOTION PASSED**

\*\*\*\*Meeting adjourned at 8:14pm\*\*\*\*

**LAKEVILLE PARK COMMISSION  
MEETING MINUTES  
REMOTE LOCATION  
MONDAY, JULY 12, 2021 @ 6:30PM**

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Members Present: Joe Coscia, Tony Chiuppi, Darlene Lee, Scott Holmes, Paula Houle

Other Attendees: Jesse Medford (CPP Director), Neli Woodburn (Clerk)

Chairman Joe Coscia opened the meeting at 6:35pm. LakeCam was recording and live streaming the meeting via Facebook. An introduction was read in regards to holding the meeting remotely.

Chairman Coscia welcomed Jesse Medford back to the Park Commission fold and congratulated him on becoming the new Director of Clear Pond Park (CPP)

TOURNAMENT REVIEW FOR TED WILLIAMS CAMP AND JOHN PAUN PARK WITH POSSIBLE VOTE

Commissioner Holmes has not received any tournament requests from the baseball groups at this time; Commissioner Lee has not received any for the soccer fields. Commissioner Chiuppi presented two requests from the TW Volleyball group for additional tournaments this season; he noted one other request was for August 14<sup>th</sup> which was previously declined due to a large event at Ted Williams Camp (TWC). The other two dates were: July 24<sup>th</sup>, and August 28<sup>th</sup>. The Commission Clerk noted there was a 3pm wedding on 7/24, but there was not a concern of conflict.

**MOTION** by Tony Chiuppi: Approve the two volleyball dates of 7/24 and 8/28.

Seconded by Darlene Lee

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

The Commission Clerk presented a tournament date for the Horseshoe League. There was a scheduling issue when confirming a date with the group. They are now requesting to move forward with a tournament on August 15<sup>th</sup>. There is no conflict with other events on this date.

**MOTION** by Scott Holmes: Accept the Horseshoe tournament scheduled for August 15. Seconded by Darlene Lee

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

Chairman Coscia presented a tournament request for John Paun Park (JPP). The annual Peter Looney Blooperball tournament is looking to return on August 14<sup>th</sup> with a rain date of August 15<sup>th</sup>. In the past the group was charged a flat fee for the tournament.

**MOTION** by Joe Coscia: Allow the Peter Looney tournament to be held at John Paun August 14<sup>th</sup> with a rain date of August 15<sup>th</sup> for a charge of \$100. Seconded by Scott Holmes

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

Chairman Coscia presented another tournament request at JPP on July 31<sup>st</sup>- August 1. It would be a two day tournament for U8 and U10 teams. The group would be charge the normal per player fee with additional charges for maintenance items at JPP.

**MOTION** by Joe Coscia: Accept the tournament on July 31 and August 1.

Seconded by Scott Holmes

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

Chairman Coscia noted another tournament is scheduled for the weekend of July 24<sup>th</sup> & 25<sup>th</sup>. This tournament was approved at a past meeting. Commissioner Holmes noted the parking issues at JPP and recommended having parking only on one side of the street. Chairman Coscia is meeting with one of the groups at JPP to review parking, and will assist with marking out spots.



### CLEAR POND PARK UPDATES

*(Notes from the Director)* Mr. Medford felt opening weekend went well. He noted it begin slowly due to weather on Saturday, but was busier on Sunday. He estimated slightly fewer than 100 visitors to the beach for the weekend. CPP has brought in approximately \$3700 at this time. The new schedule for CPP is Wednesday through Sunday, 10am to 6pm; closed on Monday and Tuesday. He received some feedback from guests in regards to having more candy options at the concession stand. The ice cream order has been delayed and it is unclear when it will be received due to the upcoming road construction.

*(Online payments review)* The Commission Clerk noted online payments were going well with about 37 season passes purchased via this method.

*(Opening weekend overview)* Mr. Medford provided this review earlier. There were no additional notes.

*(Road work updates)* The work on Clear Pond Road is scheduled for Thursday. Commissioner Houle inquired if the staff would be paid due to the road closing for the day. Chairman Coscia stated the staff would not be paid for the day; it would be handled like a rain day closing. The Highway Department will provide an update if the road work is delayed due to weather. Chairman Coscia noted Mr. Medford would make the decision on whether to close CPP for that day.

### REVIEW WITH POSSIBLE VOTE MRPA MEMBERSHIP

Commissioner Houle stated the fee for this membership is \$100 and recommended renewing for an additional year. She felt this membership was helpful and she was able to gather information from surrounding park departments. The Commission Clerk explained the \$100 membership is for Professional Individual; membership for a Professional Department (up to 3 members) is \$250. Chairman Coscia recommended continuing with Commissioner Houle as representative for the MRPA. Commissioner Houle provided some more details on what the membership provides.

**MOTION** by Paula Houle: Remain with MRPA for one individual for one year at a cost of \$100. Seconded by Darlene Lee

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

### FY2021 ENCUMBRANCES REVIEW

The Commission Clerk reviewed encumbrances are due soon and provided a review of the process. She asked the Commission to provide any work completed in June that has not yet been paid; the company can be contacted for the needed information to properly encumber the funds. Commissioner Houle inquired if the recent work on the shed at CPP would be invoiced to the Park; it was not clear at this time. The Commission Clerk can reach out to the building department for clarification.

Commissioner Chiuppi inquired on recent invoices signed showing equipment purchased by the Highway Department but charged to the Park Commission. The Commission Clerk recalled a list being compiled of equipment needed for maintenance at the parks. Chairman Coscia heard this as well. Commissioner Holmes noted this is a new procedure with the Highway Department and recommended speaking with the DPW Director for a clear plan on future purchases. Chairman Coscia will speak with the DPW Director in regards to this. The storage of the newly purchase equipment was assumed to be at TWC. The Commission Clerk was able to reviewed the communication from the Town Administrator with the list of equipment needed totaling \$5060. The communication did state the Park Commission would be charged for the items. The invoices recently received were for only a small number of items on the list provided.

### REVIEW ANY SPORT TEAM/TWC ISSUES

Commissioner Lee has not had any issues presented to her by the soccer group, and was informed the season is over at this time. The soccer nets have not been moved as requested; Commissioner Lee will reach out.

Commissioner Lee had communication with the owner of Lakeville Mixed Marital Arts who is requesting more space for his business. He would like to extend into the maintenance bay area of the building.

She has reached out to have this question posed to the DPW Director in regards to if the equipment needs to be stored at TWC. Commissioner Holmes stated this has been requested in the past; however, there is not another location at TWC for the equipment storage. Commissioner Lee is in communication with the person looking to put a memorial bench at TWC. They are scheduling a meeting at TWC to look at the area and speak about different bench options.

OLD BUSINESS:

*(Update on Skate Park: volunteer offer to paint area)* Commissioner Chiuppi met with a resident in regards to the skate park condition. She donated two cans of concrete sealer to help fix some cracks and is offering to paint the area. Commissioner Chiuppi suggested setting up a volunteer day to spruce up the skate park. Chairman Coscia felt a motion was not needed to accept the donated items and recommended to move forward with this work. A bench is being offered as a donation to the area as well. Chairman Coscia noted the bench may need to be bolted down. There were no objections to either donation.

*(Update on park information/orientation items)* Commissioner Holmes was going to begin on this project with some park information; however he did not have time to do so. He will look at working on this.

Commissioner Houle inquired the possible Lakeville Day in the fall which was brought up last year. Chairman Coscia would like to gather some more information for the next meeting. The day would help highlight what TWC has to offer. This would be sponsored by the Park Commission. The fire pit at the Loon Pond Lodge was discussed. This long one has been used for grilling in the past. Many food vendors now bring their own equipment instead of using this pit.

Commissioner Holmes requested having the old Town Reports as a base for the park information collaboration mention before.

Commissioner Houle noted South East Fence Company donated some fencing for Clear Pond Park. There is still a gap, but the donation helped elongate the fence. Commissioner Holmes recalled the current fence was put up by the CPP maintenance crew approximately 40 years ago; he suggested purchasing a roll of fence to have the current crew extend it.

Commissioner Houle inquired when money can be spent at CPP such as purchasing additional fencing. Chairman Coscia stated small projects such as fencing can be considered; the cost would need to be calculated and presented at a meeting. Large projects would have to wait until after the season or into the next year.

CORRESPONDENCE FROM THE CLERK

There was no correspondence to present.

Next meeting scheduled for Monday, July 26, 2021 @ 7:00pm via remote access.

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

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

\*\*\*Meeting adjourned at 7:15pm\*\*\*