



OFFICE OF THE PARKS COMMISSION
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PARKS COMMISSION MEETING MINUTES
Thursday, May 25, 2017

Approved: June 19, 2017

Scheduled Agenda Items:

1. Approve bark mulch for Larter playground.
2. Approve bill for movie night.
3. Discuss future projects.

Meeting Minutes.

1. This was a joint meeting of the Park Commissioners and the Recreation Commissioners.
 - a. Attending the meeting for Parks Commission -- David Greenwood, Jeff Hastings, and Philip DeNyse.
 - b. Attending the meeting for Recreation Commission -- Derek Bernard and Brian Lopaco.
2. The meeting came to order at 6:33PM. The first order of business was to designate positions as the previous chairman for Parks, Mr. James Tully's term had expired. Mr. Greenwood was designated as the new chairman with the concurrence of Mr. Hastings and Mr. DeNyse. Mr. DeNyse requested to record the meeting minutes and collect agenda items for the future meetings. Mr. Greenwood and Mr. Hastings agreed with the request. Mr. Hastings will continue to be the designated Community Preservation Committee (CPC) representative.
3. The following items were voted on by their respective Commissions.
 - a. Mr. Greenwood introduced a motion to spend \$885 for movie projection rental equipment to hold a family outdoor movie night on June 2, 2017 at Larter Field. The motion was seconded by Mr. Hastings and approved on a vote of 3-0.
 - b. Mr. Greenwood introduced a motion to expend the sum of approximately \$184 for the repair of playground equipment at Larter Field. Mr. Hastings seconded the motion and it was approved 3-0.

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- c. Mr. Lopaco introduced a motion to expend \$4,695 from the Recreation revolving fund to replace the wood chips surrounding the playground equipment at Larter Field. The motion was seconded by Mr. Bernard and was passed 2-0.
4. The Commissioner's discussed a wide range of topics and plans for the Park and Recreation assets. The following paragraphs detail the significant issues covered.
 - a. Apparent Theft of Larter Field Sign. It has been reported and confirmed by the Dunstable Police Department of the Larter Field sign was stolen in May 2017. The Commissioners discussed replacement of the sign. It was stated a Police report has been filed. It was unknown if the Town's insurance would cover the loss or the extent of the Town's deductible for this type of loss. However, it was the sense of both the Park and Recreation commissioners that replacement of the sign was important and needed to be accomplished in a prompt manner. Exact details of the replacement were deferred to a future discussions.
 - b. The members discussed the need to ensure the availability of portable bathrooms at Larter Field and one for the Town Common. The frequency of cleaning was discussed and Mr. Bernard will reach out to the vendor, Dave's Septic to ensure we are all set for the season.
 - c. Grounds keeping for the town common was discussed. The Town's vendor Greenscape Land Design Inc. will mow before the Wednesday night Summer Concerts. No additional actions by Commission is needed at this time to prepare for Summer Concerts.
 - d. The storm drain at the junction of the Swallow Union parking lot and the road which runs on the east side of the Dunstable Evangelical Congregation Church does not drain properly. The resulting large puddle is causing erosion on the edge of the Common and damage to the pavement. The Highway department to be contacted to perform maintenance on the storm drain.
 - e. There was a discussion of potential improvements at Larter Field. There are continuing maintenance issues with the baseball dugouts, the sheds are in need of maintenance, and the baseball fields need continued maintenance. Future improvements could include a new building with permanent bathrooms and lights for night operations at the field. Also discussed were the need for basketball hoop replacements.

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5. The meeting was adjourned at 8:25PM. The next meeting is scheduled for June 19, 2017 at 7PM in the Town Hall.
6. The following assignments were made to commissioners for their accomplishment or progress reported at the next meeting.
 - a. Mr. Greenwood to check with Ms. Hutton on the mapping of email address to the town's Park's email account.
 - b. Mr. Greenwood to invite Mr. James Tully to our next meeting to assist us with some history of the commission.
 - c. Mr. Greenwood to review the sprinkler coverage at Larter Field with Ms. Hutton.
 - d. Mr. DeNyse to investigate the hookup of water hose from the fire hydrant directly in front of the Common to facilitate the watering of the two new trees.
 - e. Mr. Greenwood to request cleaning of storm drain at Swallow Union from the Highway Department.

Respectfully Submitted,

Philip J. DeNyse
Parks Commissioner