



OFFICE OF THE PARKS COMMISSION  
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**PARKS COMMISSION MEETING MINUTES**  
**Monday, June 19, 2017**

**Approved: July 10, 2017**

**Scheduled Agenda Items:**

1. Items schedule for Vote (Parks):
  - A. Obligation of Remaining Funds for FY 17.
2. Reports and Discussion Items:
  - A. Progress Report for Swallow Union Playground Renewal Project.
  - B. Playground Improvements at Later Field.
  - C. Change of Portable Bathroom Vendor
  - D. Review of Future Parks and Recreation Projects and Maintenance Items

**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 -- Brian Lopaco and Jim Tully.
  - c. Others attending: Tracey Hutton, Town Administrator; John Callahan, Summer Concerts Committee; Tiffany Naughton, Playground Subcommittee; and Chrissy McLane, Playground Subcommittee.
2. The meeting came to order at 7:03PM. A quorum was present for the Parks Commission. No quorum was present for the Recreation Commission.
3. The first order of business was to review and approve the minutes from the May 25 and May 31, 2017 meetings. Minutes was accepted and will be posted on the Town's web site.
4. The Parks Commissioner Chairman, Mr. Greenwood introduced Ms. Tiffany Naughton to the Commissioners stating that Ms. Naughton is potentially interested in joining the Recreation Commission to fill a board vacancy.

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5. Mr. Greenwood shared the recent history for the change of portable bathroom vendor. The compelling factors in deciding to change vendor was the lack of prompt serving and equipment maintenance. Mr. Greenwood working with Ms. Hutton have selected RM Ratta Corp. as the new vendor. There will be two units at Larter field, one of which will be ADA compliant. One of the two units will stay at Larter field year round. The new vendor will also place an ADA compliant bathroom on the Town Common for Summer Concerts (8 weeks). Cost for these units are part of the Recreation Commission's budget.
6. Mr. Greenwood reviewed the success of the first Movie night at Larter Field on June 2, 2017. Mr. Greenwood indicated it appeared a couple of hundred people attended the event. It was also observed that some work needs to be done with outreach and advertisement for future events. There was discussion of conducting two more movie nights in July and August. There is a donor in town who is willing to fund one additional movie night. There was a discussion of how donations are handled by the Town. Donation monies must be channeled through the Town. Further discussion was tabled pending a greater understanding of the benefactor's intent to support one or two more movie nights.
7. Mr. Greenwood brought up the need for a supplemental funding appropriation to cover additional woodchips for the Larter Field playground. After the vendor distributed the wood chips, they recognized additional material was needed to completely fill the space. Without direction or requirement, the vendor added additional wood chips to fill the space. Mr. Greenwood requested the Parks Commissioners consider a supplemental funding request for just the additional cost of the material. This amounted to \$300. The vendor did not ask for delivery fee. The Parks Commissioners vote 3-0 in favor of the motion.
8. Mr. Greenwood provided a Playground Project update. The present schedule is to receive and open bids on July 25, 2017. Prior to this date there will be a bidder's review and question and answer session on July 13, 2017. The order for the actual playground equipment will not occur until the landscape bids are received and costs of the effort are evaluated. The turnaround time for the equipment shipping is approximately six weeks. Ms. Naughton will reach out to Swallow Union Principle Peter Myerson on the new expected completion date of Sep 30, 2017. It was suggested we keep the APT president informed so they may adjust any plans for the back to school picnic. There was a brief discussion if the new playground should have a name other than Swallow Union Elementary School Playground. There were views expressed this was not perhaps in the best

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use of the Commissioner's resources to work out naming of the playground. It was suggest to refer the issue to the Selectboard. Ms. Hutton indicated she would raise the issue of the Selectboard.

9. Mr. Greenwood inform the Commissioners he had obtained new keys for the Later Field snack shack lock. Keys were distributed to Mr. Greenwood, Ms. Hutton, Mr. Lopaco, Mr. Hastings, Mr. DeNyse, and Mr. Tully. Since the Dunstable Youth Athletic Association no longer operates, the remaining equipment in the building is considered abandoned and will be disposed of by the Parks and Recreations Commission.
10. There was a discussion of some of the recent Greenscape's bills for the maintenance of the ballfields at Larter Field. Review of photos of the fields indicated they had not been serviced. Ms. Hutton to follow-up with Greenscape's on the nature of the bill.
11. There was a general discussion of some of the ongoing maintenance issues which need to be worked around town.
  - a. The catch basin/storm drain on the road leading from Swallow Union School on the west side of the Town Common needs to be cleaned as it is not properly draining. Ms. Hutton indicated the School Department has responsibility for servicing. She will contact the School Department and it should be resolved soon.
  - b. There are two trees on the Town Common in need of removal. One tree is dead and the other was broken in a storm. Both are on the east side of the Common near the Fenchetti property line. The Parks Commission would like to have the trees removed. Ms. Hutton will reach out to the Tree Warden to see if there any concerns about removal and to see if the Warden can remove the trees.
  - c. There was a discussion of the need to prune the shrubbery around the sheds at Larter Field. Ms. Hutton indicated she would ask Greenscape's to see if they can accomplish this task. Also discussed in conjunction with the sheds at Later Field was the need for repair or replacement of them. One shed is very poor condition and the other needs maintenance. Some ideas where shared, but no specific action plan was decided upon.
  - d. Benches at Later Field. There is a party in Dunstable who desires to donate two benches for placement at Larter Field. The Commissioners discussed bench locations and bench styles. It was discussed the benches should be all the same style and have sufficient durability and be aesthetically consistent with the Town's character. No decision was

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- reached on the specific features. Further review and discussion to be held at a future meeting.
- e. Playground Enhancement at Larter: Sandbox. The Commissioners discussed the potential addition of a sandbox at Larter as a possible Boy Scout Eagle project. Mr. DeNyse will communicate to the Scoutmaster the Commissioners were in agreement this would be a good addition to the playground at Larter Field if a scout would like to select this as an Eagle project.
  - f. Replacement Sign at Larter Field. Mr. Tully brought up the need to replace the sign recently stolen from the field entrance. He suggested a boulder or stone be selected from the old Town quarry on the Land Trust and be inscribed and placed at the entryway. He estimated it would cost between \$8-10K for the transportation and inscription. No decision was reached on approach or how it could be funded.
12. Mr. Greenwood discussed the remaining FY17 budget amount of approximately \$4400. The Commissioners discussed status of any remaining bills and any purchases. It was discussed to purchase two new acrylic backboards and rims for the Larter Field basketball court. The cost of the new backboards would be approximately \$2400. There was discussion of the need for the replacement as the current backboards are functional, but have a different construction than what most of the kids playing ball are used to. The Parks Commission voted 2-1 in favor of the purchase. An additional purchase regarding replacement tennis court nets was brought up by Mr. DeNyse. He noted the age and poor condition of the nets. Mr. DeNyse accomplish a preliminary cost estimate for replacement of the nets of approximately \$800. The members were in agreement with the replacement of the nets. The Parks Commission voted 3-0 to expend \$1000 on new tennis court nets. The issue of need to repair the chain link fence gate on for the ball field on the west side at Larter Field was also raised by Mr. DeNyse. The repair would include remounting the gates and replacement parts as needed. The Parks Commission voted 3-0 to expend \$1000 to repair the gates.
13. Mr. Callahan of the Summer Concerts committee spoke to the commissioners on the use of the Common. There is a desire to expand parking to the southern end of the Common for the staff and band who arrive early. There was a discussion of where the food vendors would park and the need to keep the lane which runs parallel to the Church free of parking.

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14. The meeting was adjourned at 9:35PM. The next meeting is scheduled for July 10, 2017 at 7PM in the Town Hall.

Respectfully Submitted,

Philip J. DeNyse  
Parks Commissioner