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PARKS COMMISSION MEETING MINUTES

Approved: **August 8, 2017**

Meeting Date: **Monday, July 10, 2017**

Scheduled Agenda Items:

1. Review and approval of meeting minutes: June 19, 2017.
2. Reports and Discussion Items
 - A. Review of funds expended in FY17.
 - B. Progress Report for Swallow Union Playground Renewal Project.
 - C. Review of current projects.
 - D. Budget review for FY18.
3. Review of Future Parks and Recreation Projects and Maintenance Items
 - A. Later Field Sign Replacement
 - B. Later Field Benches
 - C. Project identification and prioritization

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 Dereck Bernard.
 - c. Others attending: Tracey Hutton, Town Administrator; and Tiffany Naughton, Playground Subcommittee.
2. The meeting came to order at 7:00PM. A quorum was present for the Parks Commission. No quorum was present for the Recreation Commission.

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3. The first order of business was to review and approve the minutes from the June 19, 2017 meeting. Minutes was accepted and will be posted on the Town's web site.
4. Mr. Greenwood reported on recent activities in the Town. Two trees were removed from the Town Common as was discussed in a previous Commissioners meeting. There was no reserve funds in the Tree Warden's budget so the cost of \$1400 fell to the Parks FY17 budget. The Parks Commissioners voted 3-0 to affirm the expenditure of the funds as discussed. The Commissioners also agreed to spend \$200 for road side clearing on the access road from Larter Field entrance to the parking lot. Mr. Greenwood indicated there were difficulties placing the order for the new Larter field basketball backboards and rims before the end of the fiscal year. The cost of \$2062 will be allocated to the FY18 budget.
5. Mr. DeNyse asked about providing a yearly report as prescribed by MGL chapter 45, section 9. Ms. Hutton commented the Town includes these reports in the annual Town Report distributed before the May town meeting. Ms. Hutton indicated the submission of these reports for inclusion in the Town Report is due in January.
6. Mr. Greenwood reported on the progress for the Swallow Union Playground upgrade. Vendor site review and the question and answer session is scheduled for July 13, 2017. Responses to the Invitation for Bids solicitation for site preparation and landscaping are due to the Town Administrator on July 25, 2017. It is anticipated ordering of the playground equipment will take place shortly after this date as the cost of the landscaping and site preparation will be known. There was a discussion of the schedule to ensure the playground equipment is ordered in time for installation in the period of performance for the landscaping and site preparation activities. Mr. Greenwood indicated he would visit the Board of Health to verify the site maps for the layout of the septic systems to ensure proper placement of the playground equipment.
7. Mr. DeNyse informed the meeting the new tennis court nets had arrived for installation. It was decided to install all three new nets and retain two of the three current nets as backups in case of accident or mishap. There is a need to store the nets preferably in the baseball shed near the Babe Ruth ball field. Mr.

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Greenwood to contact the baseball association to discuss access to the shed at Swallow Union.

8. There was discussion of two issues associated with the Town Common: cleaning the storm drain on the northern edge of the Swallow Union parking lot and the need for a water tap to support watering the two new trees. Ms. Hutton indicated she would contact the School's business manager to see when the School department would clean the drain. Mr. Greenwood stated he had discussed the need for a water tap for the common with the highway department. The highway department does not support putting a tap on the hydrant as a water source for the Common.
9. Mr. Greenwood discussed the current state of irrigation equipment at Larter Fields. Presently there are nine wells at the field. The wells provide the only means of watering the playing fields. The Larter Field wells are referred to as "wash wells". The term "jetted well" also synonymous with this well type. The current equipment provides modest pressure and modest capacity (water flow). The current wells have not been serviced in recent memory. This service includes maintenance inspection and parts replacement. Mr. Greenwood has had some discussion with a well company: Denis L. Maher Co. in Ayer, MA to assist him with cost estimates for inspection and assessment. Mr. Greenwood indicated the cost per well for maintenance and inspection is approximately \$400-1000. The wide estimate range is based on the unknown state of the equipment and how much repair work a well may need. Currently two wells are not working. Mr. Greenwood is investigating the history of why these wells are inoperative. The committee discussed the need to start a periodic maintenance cycle of three wells per year on a three year cycle. The current irrigation system was not designed to cover all of the grass areas at Larter field, just the playing fields. There is no excess capacity in the current system.
10. There was continued discussion on the wells and the merits of adding another well to provide greater capacity. The well type potentially to add is called a "gravel type" well. It would provide additional volume (capacity to pump per minute), but not increase pressure. The sprinkler heads operate best at 70-80psi, however our wells only produce pressure at 60psi and this is further reduced by the distance the wells are from the most distant sprinkler heads. It was understood a single gravel type well could provide all the volume needed for

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the fields. It was discussed even with a new well, the current wash wells should be maintained. If the committee is willing to embark on new well for Larter Fields, then a test well will need to be dug as suggested by the Maher well company. The estimated cost for the test well is \$5000. No decision was reached on desire to spend \$5000 on a test well.

11. The committee discussed the status of some of the current projects. This discussion included the donation of two benches to Larter field. The Commissioners felt it was important to evaluate a style and type which fit the Town's character. Commissioners will review the style choices. Also discussed was there replacement of the stolen Larter Field sign. It was proposed to procure a temporary sign while the committee seeks appropriate permanent solution. Ms. Naughton will explore procuring a temporary sign. Mr. Lopaco indicate he would seek out a local granite company to get estimates on a replacement sign. Mr. DeNyse will provide a details and sign dimensions to committee members for these efforts. The committee also discussed an initial list of potential maintenance projects for the Parks and Recreations which need to be addressed.

12. The meeting was adjourned at 8:45PM. The next meeting is scheduled for August 8, 2017 at 7PM in the Town Hall.

Respectfully Submitted,

Philip J. DeNyse
Parks Commissioner