



OFFICE OF THE PARKS COMMISSION  
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## **PARKS COMMISSION MEETING MINUTES**

Approved: **Monday, October 16, 2017**

Meeting Date: **Tuesday, September 5, 2017**

### **Scheduled Agenda Items:**

1. Review and approve of meeting minutes: August 8, 2017.
2. Financial Status Discussion
  - A. New Invoices and Bills
  - B. Financial Projection for FY18
3. Progress Report for Swallow Union Playground Renewal Project
4. Capital Planning discussion for FY19-FY23
5. Discussion of Current Projects
  - A. Irrigation Wells at Larter Field
  - B. Fall Lawn Care At Larter Field
  - C. Larter Field Benches
  - D. Permanent Larter Field Entrance Sign
  - E. Babe Ruth Field Use Permit Request
  - F. Town Common Reconstruction near Woodward Pond
  - G. River Street property
6. Discussion of master project list

### **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.

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- b. Attending the meeting for Recreation Commission – Jim Tully, Brian Lopaco, Derek Bernard, and Tiffany Naughton.
2. The meeting came to order at 7:02PM. Quorums were present for the Parks and Recreation Commissions. Meeting minutes from the previous committee meeting was reviewed and approved. They will be posted to the Town web site page.
3. Bills were reviewed including Ratta Corp. bill of \$409 for portable bathrooms on the Town Common and at Larter Field. Additional expenses were the cutting of weeds on the hill behind Swallow Union School for \$340. Monthly bill from Greenscapes for the lawn care was reviewed. A bill for \$160 from Mill Town plumbing will be returned to them for inability to provide the requested services at the Swallow Union School associated with the playground installation.
4. Playground at Swallow Union Update. Mr. Greenwood provided a progress report. The basketball court pole will be installed tomorrow and the playground equipment the week of September 18<sup>th</sup>. Mr. Greenwood updated the committees on the repair of the septic pipe leading to the School's leach field. Mr. Greenwood indicated the Nashoba Board of Health had inspected the repair and will update the as built drawings as the actual location of the pipe differed from the current drawing.
5. Capital planning. A capital planning input will be submitted for tennis court fence replacement. Estimated cost is approximately \$30K.
6. Irrigation Wells. Larter Field well maintenance was discussed. The committees agreed the current wash wells should be serviced and repaired as needed. A well maintenance plan cost of \$4445.75 estimate from DL Maher has been received. Discussion centered on when to accomplish the maintenance, now or in the spring of 2018. The committee decided maintenance will occur in the spring. There was discussion on the need for digging a new well at Larter to increase capacity. A decision was made not to dig a test well until the current wash wells were properly maintained and evaluated for capacity.
7. Larter Benches. There was no agreement between the Town and committee and the donating family on the bench style selected, therefore the donation offer was withdrawn by the family.
8. Permanent Sign at Larter field. The committees discussed replacement options for the stolen Larter Field sign. Some options include a single large engraved stone, a granite slab mounted on granite posts, a metal sign, and a silk screen wood sign. The metal and wood versions could be mounted on the existing

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- granite posts. While the stone or granite slab would need different support structures. Mr. Tully and Mr. Hastings offered to get some cost estimates.
9. Babe Ruth Field Use. For the Babe Ruth field to be used in the spring it will need maintenance as the infield has become overgrown. An estimate of \$2893 was received for maintenance. The committees will address the maintenance issue in the spring prior to the start of baseball season.
  10. Town fields adjacent to the Common. The committee discussed the concept of repurposing some of the land adjacent to the tennis courts and the Babe Ruth baseball field as a practice soccer field. Further work is needed to work out the details of laying out a field.
  11. River Street property. The committees was to consider the potential for recreational use of the Town owned property on River Street. However, the committee learned the Town intends to sell this property and it will not be used for parks or recreation purposes.
  12. Other business.
    - a. There was a discussion of the Larter baseball fields undergoing unapproved maintenance by the Baseball association. The baseball diamonds were regraded; however, the job was not completed and mounds of dirt were left in place. Mr. Locapo will contact the baseball organization to discuss the situation and reaffirm the Town's policies for field use and the fees associated with field use.
  13. The meeting was adjourned at 8:50PM. The next meeting will be October 16, 2017 at 7PM in the Town Hall. A following meeting was also tentatively set for November 15, 2017 at 7PM.

Respectfully Submitted,

Philip J. DeNyse  
Parks Commissioner