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PARKS COMMISSION MEETING MINUTES

Approved: **November 15, 2017**

Meeting Date: **Monday, October 16, 2017**

Scheduled Agenda Items:

1. Review and approval of meeting minutes: September 5, 2017.
2. Financial Status Discussion
 - A. New Invoices and Bills
 - B. Financial Projection for FY18
 - C. Budget Planning for FY19
3. Progress Report for Swallow Union Playground Renewal Project
4. Capital Planning Status for FY19-FY23 & Tennis Court
5. Discussion of Current Projects
 - A. Fall Lawn Care At Larter Field
 - B. Permanent Larter Field Entrance Sign
 - C. Baseball field use at Larter Fields
 - D. Portable Bathroom Contract

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, Derek Bernard, and Tiffany Naughton. Not in attendance: Jim Tully.
 - c. Also in attendance: Chrissy McLane and Joan Simmons.

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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. Financial Status: Bills and Budgeting. Recent bills were reviewed including Greenscapes and Ratta. There was discussion to see if we could work out a quarterly billing cycle with Ratta for the portable bathrooms.
4. Playground at Swallow Union Update. Progress is being made to complete the remaining tasks for the playground which include finishing the stairs, watering the new grass seed and fencing off the three new trees. Mrs. Simmons addressed the committees on her concern regarding the steepness of the new granite stairs. She stated the stairs seemed too steep and was concerned about potential accidents. The committee explained some of the rationale in the section of granite for the stairs and how the building codes were followed. There are 13 tread or steps in the configuration. There was a need to align the steps with next to the hill slide and away from the septic field which drew the design and implementation closer to the new playground area. Additionally it is recognized an additional tread is need to make the transition from the top landing to the stairs. The landscaping company will provide and install the tread. Additional pavers will be installed at the top of the stairs instead of the current dirt. Mr. Greenwood has investigated adding a hand rail to the stairs. The remaining budget will permit the addition of this item when the last tread is installed. Mrs. Simmons indicated she still had concerns about the basic design and planned to bring the issue up at the next Board of Selectman's meeting.
5. Capital planning. A capital planning request has been submitted for tennis court fence replacement.
6. Current Projects.
 - a. Fall Lawn Care at Larter Field. Arrangements have been made for the care of the fields in the fall.
 - b. Permanent Larter Field Entrance Sign. Mr. Hastings discussed his investigation of a wooden sign to replace the missing sign. He looked in to a cost of approximately of \$2800 for this type of sign. There was no further discussion or decision on the issue.
 - c. Baseball field use at Larter Fields. Mr. Locapo reported he has secured Innovation Academy to use the Babe Ruth field for the spring 2018 season at a fee of \$2000. Mr. Locapo also reported on the issue of use of the Larter baseball fields by the Groton baseball association. It is apparent

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they continue to use the fields, but without having permission and without having contributed the required fee. It was hoped that representative would attend this meeting and they were invited and informed of the opportunity to discuss this situation with the committees, but they did not attend. Mr. Locapo was in contact with Mr. John Kelly and Mr. Mike O'Malley regarding the use of the fields. There was also the issues of the Groton baseball association maintaining the baseball diamonds without committee knowledge and the planning to put a shed at Larter field for storage. This shed concept was discouraged by Mr. Locapo since this was never discussed in committee and no documentation exists for the approval of this type of modification to the field. It is hoped at the next committee meeting these issues can be worked out with a representative of the Groton Baseball Association.

- d. Portable Bathroom Contract. The committee is looking to extend the contract to a three year term.
7. Other business. The committees also spent some time discussing potential improvements to the buildings currently at Larter field; the sheds specifically. It was noted the current "snack shack" is in poor condition as is the irrigation shed. There was some discussion on a new building and how to pay for them. No consensus was reached on these issues.
8. The meeting was adjourned at 8:46PM. The next meeting will be November 15, 2017 at 7PM in the Town Hall.

Respectfully Submitted,

Philip J. DeNyse
Parks Commissioner