



OFFICE OF THE PARKS COMMISSION
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PARKS COMMISSION MEETING MINUTES

Approved: **January, 8, 2018**

Meeting Date: **Monday, November 15, 2017**

Scheduled Agenda Items:

1. Review and approval of meeting minutes: October 16, 2017.
2. Financial Status Discussion
 - A. New Invoices and Bills
 - B. Current Expenditures and FY18 Budget
3. Status of Swallow Union Playground Renewal Project
 - A. Final Work Effort and Railing
4. Groton Baseball Association Field Use
5. Discussion of Current Projects
 - A. Spring Well Maintenance at Larter Field
 - B. Permanent & Temporary Larter Field Entrance Signs
 - C. Larter Fields Activity: Christmas Tree Bonfire

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. Not in attendance: Derek Bernard, and Tiffany Naughton.
2. The meeting came to order at 7:06PM. A quorum was present for the Parks Commission. Meeting minutes from the previous committee meeting was reviewed and approved. They will be posted to the Town web site page.
3. Financial Status Discussion.
 - a. New Invoices and Bills. Discussed the current bills recently received. Electric bill from National Grid for \$22.34, Ratta portable restrooms, \$409, Lorden's Hardware Store, \$49.78, additional charge for DPS Trash

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& Recycling for \$55 for improperly discarded trash at Larter field.

Greenscape Land Design Winterization of irrigation system at Larter field, \$400. The monthly landscaping bill from Greenscapes Land Design under the maintenance contract for \$3376.58. This is the last payment for the season. Payments start again in the spring.

- b. There was discussion on the previous well repair bill which was sent late to the Town for payment. This was previously discussed at a meeting of Parks and Recreations commissioners. At the meeting it was agreed due to the lateness of the invoice submittal and the incomplete nature of the invoice, additional information needed to be provided. Mr. Greenwood explained Ms. Hutton has had no success in getting a response from the vendor asking for additional information. Mr. Tully expressed concern there was an understanding this bill would be paid as part of the Special Town Meeting warrant in early November. However, appearance on the warrant was dependent on clarifying the issues relating to the invoice, although this may not have clear to all parties. The Parks Commissioners believed it was important to have adequate information prior to authorizing payment since the work was completed before some of their terms had started. In an effort to resolve the situation Mr. Tully took an action to contact the vendor to get the additional information so the Parks Commissioners could recommend approval of the invoice. Final payment will need to be approved at a future Town Meeting.
 - c. FY18 Budget. Mr. Greenwood reviewed the plans for additions to the Parks budget next year. Added to the budget is a request for \$3500 for treating Larter field next fall.
 - d. Capital Planning. Mr. DeNyse discussed the presentation at the recent Capital Planning Meeting on November 13, 2017. The Parks Commission has submitted a capital request for replacement of the tennis court fences. Mr. DeNyse had prepared a set of power point charts detailing the condition of the tennis courts which were distributed at the meeting. Mr. DeNyse suggested these charts be included with these minutes the public record. The commissioners approved of this idea.
4. Status of Swallow Union Playground Renewal Project
- a. Final Work Effort and Railing. Mr. Greenwood briefed the progress on the Swallow Union playground completion tasks. The top step has been ordered and is expected to be installed in the next 30 days. After the step is installed, then the railing will be installed. Mr. Greenwood stated Mr.

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- Myerson had approached him to complete the playground's equipment layout with the tire swing. The tire swing was in the original design but due to cost increases, it had to be deferred to stay within budget. The cost for a tire swing is approximately \$3500. Mr. Myerson indicated he had funds to cover half of the equipment. There was some concern about adding to a project in the same fiscal year when the funding had originated from community preservation funds. It has been understood that projects could not be supplemented with additional work in the same fiscal year. Additional research on this issue is needed.
5. Groton Baseball Association Field Use. No representative from Groton baseball attended the meeting. The organization has been invited twice to our meeting to discuss field use and to discuss costs for field use in the past year. There was discussion about replacing the lock on the storage shed located at Dunstable Fields behind Swallow Union School. Currently the baseball association stores their gear in this shed.
 6. Discussion of Current Projects.
 - a. Spring Well Maintenance at Larter Field. There was discussion of well maintenance for the spring. It was discussed to start a yearly well maintenance program on a three year cycle. There was discussion about the nature of the tasks performed in the maintenance program and their benefits.
 - b. Permanent & Temporary Larter Field Entrance Signs. It was agreed not to replace the temporary Larter Field sign as a permanent solution is needed. Mr. Tully to investigate the costs associated with using an existing a stone, transporting it to site and having it cut with the field name.
 - c. Larter Fields Activity: Christmas tree bonfire. A bonfire is planned for January 5th at Larter Field. Mr. Greenwood and Ms. Naughton to work out the details.
 7. The meeting was adjourned at 8:46PM. The next meeting will be January 8, 2018 at 7PM in the Town Hall.

Respectfully Submitted,

Philip J. DeNyse
Parks Commissioner

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Enclosure:

Parks presentation to Capital Planning Committee: Capital Spending Proposal:
Tennis Court Fence Replacement, November 13, 2017

1



Capital Spending Proposal: Tennis Court Fence Replacement


A Presentation by the Dunstable Parks Commission

13 November 2017




Parks Commission

2



Capital Spending Proposal

- Remove and replace the existing fence surrounding the Town tennis courts. Install new fencing and gates.



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Justification



- The current fence is 35-40 years old and in poor condition. It is rusted, fittings are bent, and some sections are leaning. Due to its age replacement parts are unavailable. Due to lack of care and maintenance, weeds and bushes have grown through and around the fence line. This has undermined the pole foundations and caused some of poles to lean.



Tennis Courts Location



Tennis Court dimensions:
Length = 164 feet
Width = 120 feet


Fence height
Length distance: 12 ft. tall
Width distance: 8 ft. tall



5

Tennis Courts

Growth of brush has undermined the foundation of the fence supports.



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6

Tennis Court

Fence line uneven and rusted. Lack of maintenance has led to excessive vegetation at fence base which causes water ponding on courts. Ponding causes mildew like growth which is very slippery when wet.



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Tennis Court

Rusted fence line.




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Other Challenges

Not Part of the Capital Request



- Surface
 - Need cleaning – very slippery after a rain
 - Fill a few cracks
 - Repaint & Restripe
- Tennis Net Posts
 - Rusting and missing parts
- Backstop
 - Worn out and not useable


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Surface Crack

Some surface work is needed to maintain health of the playing surface




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Tennis Court

Black growth on court surface due water ponding.



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Tennis Net Post

Rusting and broken crank handle



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Backstop

Donated by Mr. Reardon years ago. Weather has taken its toll.



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