



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

Approved: **March, 5, 2018**

Meeting Date: **Tuesday, February 6, 2018**

### **Scheduled Agenda Items:**

1. Review and approval of meeting minutes: January 8, 2018.
2. Financial Status Discussion
  - A. New Invoices and Bills
  - B. Current Expenditures and FY18 Budget
  - C. Report on Advisory Board Meeting
3. Status of Swallow Union Playground Renewal Project
  - A. Wrap up activities for stairs: pavers
  - B. Improvements to the play space: tire swing
4. Recreations Topics
  - A. Baseball Association Field Use
  - B. Soccer Association Field Use
5. Discussion of Current Projects and Maintenance
  - A. Tennis Courts
  - B. Spring Grounds Maintenance
  - C. Permanent Larter Field Entrance Signs

### **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 Locapo and Tiffany Naughton. Not present were: Jim Tully and Derek Bernard.
  - c. Also attending for part of the meeting was Mr. Mike Martin, Road Commissioner.

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2. The meeting came to order at 7:10 PM. A quorum was present for the Parks Commissions. Meeting minutes from the previous committee meeting was reviewed and approved. Minutes will be posted to the Town web site page.
3. Financial Status Discussion.
  - a. New Invoices and Bills. The only new bill was from Ratta for the portable bathrooms. There is no balance due for the electric bill as the electric consumption as significantly decreased with the decommissioning of the refrigerators in the snack shacks at Larter Field and Swallow Union.
  - b. Report on Advisory Board Meeting. The Commissioners meet with the Advisory Board on January 24, 2018. Both the Parks and Receptions presented their budget increase justifications for the coming year. The Parks budget needs additional funding to ensure the irrigation wells at Larter Field are maintained and serviced on a regular basis for which \$3000 additional was requested for the budget. The Advisory Board was supportive of Parks identifying future maintenance issues which should be included in the budget. An additional \$3500 was requested to maintain Larter field for the reseeding and aeration of the field. Receptions requested \$5000 for recreational activities including three movie nights and an additional \$3900 for portable bathroom rentals which the cost is shared with Parks.
4. Status of Swallow Union Playground Renewal Project.
  - a. Wrap up activities for stairs: pavers. The Commissioners discussed the residual tasks for the playground. These include installation of the pavers at the top of the stairs and a small fence near the top of the slide entrance.
5. Recreation Topics
  - a. Baseball Association Field Use. Mr. Locapo reported the expected use of the Swallow Union Babe Ruth field by the Innovation Academy School, in the spring will not occur due to inability to field a baseball team. No representative from the baseball association attended the meeting and they will be invited to our next meeting in March.
  - b. Baseball Field at Larter Field. The commissioners discussed the maintenance of the two baseball fields at Larter and the costs associated with the maintenance. Mr. Greenwood to contact our landscape vendor: Greenscapes to assess the costs of this maintenance.
6. Discussion of Current Projects.
  - a. Tennis Courts. Mr. DeNyse presented a plan for the phased renewal of the tennis courts. Planned work for this year pending budgetary approval will be the cleaning of the courts and replacement of the tennis court

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- fences. In the following fiscal year, repair of the tennis court surface to repair the cracks, replacement of the tennis net posts, repainting of the court surface, and replacement of the backstop. The tennis net posts need replacement due to age and missing parts. The backstop is made of wood and has significantly rotted in the New England weather. Mr. DeNyse indicated he would be working to obtain cost quotes for the cleaning of the tennis courts and to obtain additional quotes for fence replacement.
- b. Permanent Larter Field Entrance Sign. The need to make progress on the replacement sign for Larter Field was discussed. Ms. Naughton indicated there is a need for some additional cost comparative options. All present agreed about the need for additional costed options and the need to move ahead on this issue. Ms. Naughton to do research and present her findings at the next meeting.
  - c. Other topics addressed: Catch basin located on the Church access road. Mr. Mike Martin, a Dunstable Road Commissioner, joined the meeting and was asked about the problem catch basin located in the access road which runs between the Church and the Town Common which does not properly drain. Failure of the catch basin to drain has caused erosion of the edge of the Town Common and creates significant ice problems in the winter. Mr. Martin explained there are many limitations of the Road Commission with limited professional staff and time. There have been discussions by other boards in the Town to attempt to resolve the issue. Mr. Martin explain the design of the catch basin which is a large dry well has filled in over the years and as such has drains very slowly. In the future the design will be changed to add a French drain to channel the water to the center of the common. Work is anticipated to complete the task this year.
7. The meeting was adjourned at 8:45 PM. The next meeting will be March 5, 2018 at 7 PM in the Town Hall.

Respectfully Submitted,

Philip J. DeNyse  
Parks Commissioner