



OFFICE OF THE PARKS COMMISSION
TOWN HALL, 511 MAIN STREET
DUNSTABLE, MA 01827-1313
978-649-4514 x224
parks@dunstable-ma.gov

PARKS COMMISSION MEETING MINUTES

Approved: **April 2, 2018**

Meeting Date: **Monday, March, 5, 2018**

Scheduled Agenda Items:

1. Review and approval of meeting minutes: February 6, 2018.
2. Financial Status Discussion
 - A. New Invoices and Bills
 - B. Current Expenditures and FY18 Budget
3. Discussions on the Future of Parks and Recreations Commissions
4. Recreations Topics
 - A. Baseball Association Field Use
 - B. Soccer Association Field Use
5. Discussion of Current Projects and Maintenance
 - A. Larter Field Trash Problem
 - B. Tennis Court Maintenance
 - C. Spring Grounds Maintenance
 - D. Permanent Larter Field Entrance Sign
 - E. Swallow Union Playground Renewal Project

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 --Derek Bernard Brian Locapo, Tiffany Naughton. Not present were: Jim Tully.
 - c. Also attending for part of the meeting was Ms. Tracey Hutton, Town Administrator.
2. The meeting came to order at 7:05 PM. Quorums were present for both Commissions. Meeting minutes from the previous committee meeting was reviewed and approved. Minutes will be posted to the Town web site page.

PARKS COMMISSION MEETING MINUTES for March 5, 2018

3. Financial Status Discussion.

a. New Invoices and Bills. A review of the budget showed there were positive balances remaining for Parks. There was discussion of revitalizing the baseball diamonds at Swallow Union and the Babe Ruth field. Mr. Greenwood to request some quotes for these diamonds and report back to the committee. There was discussion of need to purchase additional playground wood chips for the Swallow Union Playground. An approximate number of \$5000 was discussed for the additional wood chips. Additionally, there was a discussion of costs to replace the Larter Field sign at a cost of approximately \$950. Mrs. Naughton to secure a quote and specifics on the design for the next committee meeting. The Tire Swing purchase paperwork has been received and will be processed to pay for our half of the tire swing cost.

4. Discussions on the Future of Parks and Receptions Commissions.

a. At the request of the boards, Ms. Hutton provided an update on the State bill which will permit the town to revise the structure of the Parks and Receptions boards into a single three-person board for Parks and Recreation activities. Ms. Hutton indicated the bill (H.4049) is in its third reading at the State House. When the bill is passed and signed, the existing boards will be dissolved and new board of three members will be appointed by the Town Selectmen. The status of the bill can be found at the web site: <https://malegislature.gov/Bills/190/H4049>.

5. Recreation Topic.

a. Soccer Field at Larter Field. There was discussion regarding the “Over the Hill” league and if they have been securing a proper permit with fees paid. There needs to be engagement with these leagues to ensure there is an understanding of our rules processes. Due to the costs of maintaining the fields, it is important appropriate fees are collected for field use. Mr. Locapo to contact the soccer organization to continue information exchanges on our policies.

6. Discussion of Current Projects.

a. Larter Field Trash Problem. There is an ongoing problem with people leaving household trash in the trash containers at the field. The committee had a lively discussion on the potential solutions to the problem. Assistance will be sought from the Dunstable Police to help identify those who are leaving the trash. Additionally, two of the three trash bins will be temporarily removed from service. The third trash bin

PARKS COMMISSION MEETING MINUTES for March 5, 2018

will be placed at the opposite end of the parking lot near the basketball court.

- b. Tennis Court Maintenance. The status of the effort to replace the tennis court fencing was discussed. Previously, the Capital Planning Committee had voted to accept the project and the Advisory Board has favorably reviewed the proposal. Ms. Hutton informed the boards there is no free cash available for tennis court fence replacement in this fiscal year. Other budget priorities have consumed the available funds. It was advised that other funding approaches be sought if the project is to be accomplish this year. There was a brief discussion if it was practical to attempt to secure CPA funding in this year's cycle given the lateness of the budgetary process.
 - c. Swallow Union Playground Renewal Project. A meeting date will be set to restart the subcommittee to address the tasks of removing the outdated playground equipment and reclaiming the land.
7. The meeting was adjourned at 8:35 PM. The next meeting will be April 2, 2018 at 7 PM in the Town Hall.

Respectfully Submitted,

Philip J. DeNyse
Parks Commissioner