



OFFICE OF THE PARKS COMMISSION
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PARKS COMMISSION MEETING MINUTES

Approved: **June 11, 2018**

Meeting Date: **May 7, 2018**

Scheduled Agenda Items:

1. Review and approval of meeting minutes: April 2, 2018.
2. Financial Status Discussion
 - A. New Invoices and Bills
 - B. Current Expenditures and FY18 Budget
3. Recreations Topics
 - A. Field Use Fee Schedule.
 - B. Baseball Association Field Use
 - C. Soccer Association Field Use
4. Discussion of Current Projects and Maintenance
 - A. Larter Field Issues: Shed Access & Repair
 - B. Tennis Court Maintenance: Court Cleaning
 - C. Larter Field Entrance Sign
5. Other business
 - A. Memorials and Monuments Proposed Bylaw Presentation

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 -- Jim Tully, Brian Locapo, and Tiffany Naughton. Not present: Derek Bernard.

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2. The meeting came to order at 7:12 PM. Quorums were present for both Commissions. Meeting minutes from the previous committee meeting was reviewed and approved by votes of 3-0 for each committee. Minutes will be posted to the Town web site page.
3. Financial Status Discussion
 - a. New Invoices and Bills. There was a discussion of the Greenscapes bill of \$3491 which is \$115 higher than the agreed to contract amount. The difference will be investigated.
 - b. Current Expenditures and FY18 Budget. Mr. Greenwood will be submitting reimbursement receipts of \$136.96 for ancillary costs related to the installation of the tire swing at the Swallow Union Playground.
4. Recreations Topics
 - a. Field Use Fee Schedule. Permit application was received from Granite State School and Groton Dunstable Youth Soccer for a camp at Larter Field this summer. The camp is schedule to use the fields from August 13 to 22, 2018. Based on the limited use, a fee of \$200 was approved as appropriate by the Recreations Commissioners. There was a discussion of fee schedules and what is the appropriate why to specific fees are set. It is difficult to set specific fees since some groups want to use the fields for differing amounts of time. Mr. Locapo indicated that a case by case approach for the Commissioners to review in some cases may be the best course for the town. This is to ensure the service is appropriate for the cost.
 - b. Baseball Field Use. There was a discussion of field maintenance. There are no plans for any scheduled games at the two fields at Larter field, the Babe Ruth Field on Dunstable Fields, or the Swallow Union baseball diamond. However, these fields are becoming weed covered and in need of refreshment. Mr. Greenwood has received an estimate of \$3240.
 - c. Volleyball Court Rental. Volleyball interest did not pan out and the cost of \$500 was too high for the group and they will not submit a permit for the use of the court.
5. Discussion of Current Projects and Maintenance.
 - a. Larter Field Issues: Shed Access & Repair. There was a discussion of the Soccer shed at Larter Field. There is damage to the double doors which needs to be repaired. One of the hinges on the right door has broken free from the frame. Repair activates need to be evaluated.

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- b. Tennis Court Maintenance: Court Cleaning. The tennis courts will be cleaned this month. We are awaiting the vendor to schedule the specific day. Chief Rich of the Fire Department has been contacted for support to provide water for the cleaning effort. A Conservation commission meeting has been attended and no significant issues were raised concerning cleaning the courts which are located very close to pond in the Shaw Conservation area. A letter from the Conservation Commission has been received documenting the discussion.
 - c. Larter Field Entrance Sign. A sign estimate has been received for \$1171.88 to replace the stolen sign over one year ago. The expenditure was approved 3-0 and the sign will be ordered. Ms. Naughton to follow up with the ordering and installation. Ms. Naughton will also obtain additional estimates for two additional signs for Larter Field which explain the use policy. Included in these signs will be a map depicting the field designations for the soccer and baseball fields.
6. Other business.
- a. Memorials and Monuments Proposed Bylaw Presentation. Mr. DeNyse presented a summary of the proposed bylaw. Article 15 of the warrant contains a bylaw to prescribe governance policies and procedures for memorials and monuments on public lands. The Monuments and Memorials Committee recommended the Parks Commissioners be made aware of the proposed bylaw as some of the existing memorials reside on areas administered by Parks.
7. The meeting was adjourned at 8:50 PM. The next meeting will be June 11, 2018 at 7 PM in the Town Hall.

Respectfully Submitted,

Philip J. DeNyse
Parks Commissioner