



OFFICE OF THE PARKS COMMISSION
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PARKS COMMISSION MEETING MINUTES

Approved: **June 28, 2018**

Meeting Date: **June 11, 2018**

Scheduled Agenda Items:

1. Review and approval of meeting minutes: May 7, 2018.
2. Financial Status Discussion
 - A. New Invoices and Bills
 - B. Current Expenditures and FY18 Budget close out
3. Recreations Topics
 - A. Permit Requests: Annual Jimmy Fund Whiffle Ball Tournament August 4th
4. Discussion of Current Projects and Maintenance
 - A. Larter Field Entrance Sign
 - B. Tennis Court Maintenance: Court Cleaning
5. New Projects or Issues
 - A. Tick Control Request
 - B. Larter Field Cleanup
 - C. Lawn Mowing Schedule & Contractor
 - D. Movie Night Schedule
 - E. Summer Concerts on Common

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, Tiffany Naughton, and Philip DeNyse.
 - b. Attending the meeting for Recreation Commission -- Brian Locapo, Tiffany Naughton and Derek Bernard. Not present: James Tully.
 - c. Others attending. Jeff Hastings, Sue Tully, Jen West, Ryan McLane, Ken Leva, Brian Rich, Andrew Dorr.
2. The meeting came to order at 7:08 PM. Quorums were present for both Commissions. Meeting minutes from the previous committee meeting was

PARKS COMMISSION MEETING MINUTES for June 11, 2018

reviewed and approved by votes of 3-0 for each committee. Minutes will be posted to the Town web site page. Parks Committee positions were assigned as follows: Greenwood- Chair, DeNyse- member, and Naughton – member and CPC representative.

3. Financial Status Discussion

- a. New Invoices and Bills. Received an invoice for work performed on the Town Common for spring maintenance around the bandstand for \$325 to include edging, mulching, and pruning. Received an invoice from O'Brien and Sons for the partial cost of the tire swing, presently installed for a cost of \$1750. Received an invoice from Greenscapes Land Design Inc. for the month of June 2018 for an amount of \$3491 for mowing as part of the existing contract.
- b. Current Expenditures and FY18 Budget. There was a discussion of potential expenditures to ensure the current FY18 monies are fully obligated before the end of the fiscal year. This included landscaping work on the baseball fields and cutting weeds on the hill at Swallow Union.

4. Receptions Topics

- a. Field Use. An application for an August 4th Wiffle ball Tournament at Larter Field was accepted.

5. Discussion of Current Projects and Maintenance.

- a. Larter Field Entrance Sign. The new entrance sign has now be installed and all agreed it looks great. There was additional discussion on more replacement signs at Larter Field. There are two signs which list the rules and patron expectations for Larter Field. One sign has disappeared long ago and the remaining sign is in poor condition and in need of replacement. Mrs. Naughton is working with a sign vendor for two new signs. The third sign is a small sign to be placed at the edge of the Swallow Union Playground to indicate the project was funded with CPC monies. The cost of the three signs is estimated to be \$3900 which includes installation. This amount exceeds the current budget and will be addressed in the next fiscal year.
- b. Tennis Court Maintenance: Court Cleaning. The court was cleaned on May 31, 2018. Thanks to Chief Rich of the Dunstable Fire Department who provided the water need to clean and subsequently rinse the courts. The Chief indicted an additional rinse may be needed to get all the remaining debris off the surface as the drainage is poor. He suggested

PARKS COMMISSION MEETING MINUTES for June 11, 2018

trenching around the edge of the courts to improve drainage. Mr. DeNyse agreed this is a good idea.

- c. Swallow Union Swings. Mr. Myerson has requested the new playground swing set incorporate a handicapped swing. It was anticipated to move the existing handicapped swing from the old swing set to the new swing set; however, the hardware is incompatible between the old and new equipment. A new handicapped swing will need to be purchased. Mr. Greenwood has contacted O'Brien and Son for a special swing. The total cost will be \$835 which includes installation.

6. New Projects or Issues

- a. Tick Control Request. The need for tick control measures was brought to the attention of the committees. There is a concern for the playground area behind the Swallow Union School and on the Town Common as places frequented by children. The Parks Commissioners stated they have no responsibility for treating the Town Common as this is a Board of Selectman responsibility. The area behind the School is responsibility of the Parks Commissioners. There was a discussion of the timing of treatments and the different treatment types available. Mr. McLane volunteered to see if there was any information from the School business office on the treatment of ticks. Parks to get some cost quotes for the treatment of ticks and to evaluate locations to treat.
- b. Larter Field Cleanup. Mr. Greenwood indicated he would ensure the Christmas trees which were intended for a New Year's bonfire would soon be removed.
- c. Lawn Mowing Schedule & Contractor. There was discussion of the mowing performance by Greenscapes. There have been difficulties in ensuring the fields at Larter have been promptly mowed. There was some disagreement about which day the vendor was expected to mow. Mr. Greenwood has had additional conversations with the Greenscapes' representative to ensure prompt mowing of the fields.
- d. Movie Night Schedule. Three movie nights have been scheduled: June 16, July 27, and August 25th at Larter Field; Mrs. Naughton is leading this project.
- e. Summer Concerts on Common. Mrs. Tully raised the issue of the need to fill a depression near the access road as erosion from the catch basin has caused the dirt and grass to wash away. Parks commissions have no concerns if she has the ability to remedy the issue.

PARKS COMMISSION MEETING MINUTES for June 11, 2018

- f. Other business.
 - i. Mr. McLane raised the issue of geese droppings on the new basketball court. The local geese have found the new court much to their liking. Mr. McLane indicted children are getting the geese droppings on them during recess. Mr. DeNyse suggested the best course of action would be to rinse the courts to clean them, but neither Parks nor Recreations have any profession staff to assist with effort. Mr. DeNyse suggested Mr. McLane inquire if the janitorial staff at Swallow Union could perform this task.
 - ii. Boy Scout Project Proposal. Boy Scout Andrew Dorr presented a concept for adding a sandbox at Larter Family Memorial Field as part of his Eagle Project. The committees were receptive to the ideas but details need to be worked out as to the specific design and the location. The committee will assess what requirements need to be established for the project. It was suggested Scout Dorr review the project with the building inspector, Mr. Barnes to see what permitting and construction requirements pertain to the project. The committee would like to hear more from Scout Dorr as he matures his design concept for the sandbox. No vote was take on the acceptability of this project.
- 7. The meeting was adjourned at 8:50 PM. The next meeting will be June 28, 2018 at 7 PM in the Town Hall.

Respectfully Submitted,

Philip J. DeNyse
Parks Commissioner