



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

Approved: **August 27, 2018**

Meeting Date: **August 7, 2018**

### **Scheduled Agenda Items:**

1. Review and approval of meeting minutes: June 28, 2018
2. Financial Status Discussion
  - A. New Invoices and Bills
3. Eagle Project Proposals: Troop 28 Scouts: Sampson and Dorr
4. Recreations Topics
  - A. New Applications for Field Use
  - B. Luth's Karate PMC Event at Larter
  - C. GDHS Soccer at Larter
5. Discussion of Current Projects and Maintenance
  - A. Larter Field Sign Update
  - B. Grounds Keeping and Larter Mowing
  - C. Playground Residual Tasks: Stair Pavers and Removal of Old Equipment
6. New Projects or Issues
  - A. Portable Bathroom Schedule
7. Next Meeting Schedule

### **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, and Tiffany Naughton. Non-Voting: Jeffery Hastings. Not present: James Tully and Derek Bernard.
  - c. Others attending. Troop 28 Scouts: David Sampson and Andrew Dorr.
2. The meeting came to order at 7:08 PM. A quorum was present for Parks Commissioners. No quorum was present for Recreations. Meeting minutes from the previous committee meetings were reviewed and approved by a vote of 3-0. Minutes will be posted to the Town web site page.
3. Eagle Project Proposals. Troop 28 Scouts: Sampson and Dorr

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- a. Scout David Sampson proposed replacing the existing tennis court backboard which has deteriorated. The project was favorably received by the commissioners. Scout Sampson proposes to replace the existing tennis backboard with a new structure 20 feet wide. There was also discussion of moving the location of the backboard. The committees had some questions on the specific materials and the design details to fully understand the proposed design. Scout Sampson was invited to work with Mr. Greenwood to iron out the details or return and discuss the project at the next committee meeting.
- b. Scout Andrew Dorr proposes building a children's sandbox at Larter Field. Scout Dorr presented his design and the committees had some specific questions about material choice, specific dimensions of the sandbox, nature and composition of the roof, as well as method of affixing the structure to the ground. The committees were sensitive to the need to ensure this structure will be safe to use by Dunstable's children. Additional planning work needs to be accomplished before the committees' are ready to give the go ahead on the project. Scout Dorr was invited to work with Mr. Greenwood to iron out some of the details or return and discuss the project at the next committee meeting. The committees also had a brief discussion on the location options for the sandbox. It was decided the committees should visit the Larter Field before making a final decision.

4. Financial Status Discussion

- a. New Invoices and Bills. The committee reviewed pending bills for Parks and Recreations. Attachment one documents the list of bills which were discussed during the meeting and the payments needed to address the bills. It was noted the Ratta bill for the portable bathrooms was incorrect, it did not account for one additional standard unit. There is one standard unit and one handicapped unit at both Larter Field and at the Town Common. Mrs. Naughton will contact Ratta to discuss the discrepancy. There was discussion about the large increase in the National Grid electric bill. The bill is approximately double the historical amount and the next bill is anticipated also be double. The cause for the increase is attributed to increasing the irrigation watering period to compensate for the dry spell in the spring. Included in the bill list was Greenscape's accomplishing weed treatment for the two baseball diamonds at Larter Field. Two additional herbicide treatments will be accomplished in early August and in early September. It was discussed treatments should be added to the Babe Ruth baseball diamond and the Swallow Union kickball field. Mr. Greenwood will instruct Greenscapes to accomplish two treatments in August and September at each location in order to keep the weeds under control.

5. Recreations Topics

- a. New Applications for Field Use. The Recreations committee was notified of the unscheduled use of Larter Field by Gervais Automotive for a company intramural softball game. Mrs. Naughton to contact the company to ensure any

- future planned use of the field is accompanied by application for a permit, insurance binder, and fees.
- b. Luth's Karate PMC Event at Larter. This is a charitable event at Larter Field scheduled for October 14, 2018. The purpose of this event is to fund raise by riding bicycles around the walking loop at the field. There was a discussion if a fee would be assessed for this organization. The agreement reached was if the event had fewer than 200 planned participants, no fee would be needed. Mrs. Naughton to follow up with the sponsors about the anticipated event size.
  - c. Softball at Larter Field. Discussions are continuing to have Groton Dunstable Youth Softball League play their home games at Larter Field in the spring of 2019. The committees discussed the need to reconfigure the fields by reducing the pitching mound height. Any adjusts to the playing field will be funded through committee resources and not by a special fee imposed on the league.
6. Discussion of Current Projects and Maintenance
- a. Larter Field Sign Update. Mrs. Naughton provided a new estimate for replacement signs at Larter Field. These are the signs which explain the field use rules and patron etiquette expectations. The estimate is for \$3600 for three signs. Two signs for Larter and a much smaller sign for the Swallow Union Playground. Mrs. Naughton will let the sign company know the committee is interested in moving forward with the purchase and anticipates voting on a funding allocation at the next meeting.
  - b. Grounds Keeping and Larter Mowing. Mr. DeNyse raised concerns about the quality of Greenscapes mowing at the Dunstable Fields location. Specifically near the tennis courts and the Babe Ruth baseball field which did not appear to be mowed for many weeks in July. Additionally, the herbicide treatment on the Larter Field baseball diamonds missed a section in one outfield. The committee members agreed additional monitoring of the contracted services was in order to ensure mowing is accomplished in a timely manner. Two additional herbicide treatments are planned for Larter Field, early August and early September.
  - c. Playground Residual Tasks: Stair Pavers and Removal of Old Equipment. The Playground Subcommittee and the Parks Commissioners have been in agreement the final phase of the Swallow Union Playground upgrade would be complete when the stair landing was finished, the old playground equipment was removed, and the area regraded. The committee's original idea was to accomplish this work a volunteer effort; however, this was an unrealistic expectations given the extent of the work. Mr. Greenwood presented some proposed estimates for the work. The committee reviewed four project ideas: (1) Removal of the old playground structure at Swallow Union- \$2740, (2) Swallow Union walkway and Slide entrance- \$3220, (3) New Playground Seating Area Expansion- \$3860, and (4) Lower Playground Restoration- \$6150. The Parks committee voted 3-0 approving project idea numbers one and two. Project ideas three and four will need more consideration as they are outside the current

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budget. Removal of the old playground equipment will entail retaining some items for future placement at Larter Field. The committee discussed retaining the tire swing, zip line, swing set, and the blue climbing structure. Mr. Greenwood indicated the firm Bear Hill Landscaping will be able to accomplish the project work before the start of the school year. It was suggested Mr. Myerson be informed of the planned work.

7. The meeting was adjourned at 9:30 PM. The next meeting will be August 27, 2018 at 7 PM in the Town Hall.

Respectfully Submitted,

Philip J. DeNyse  
Parks Commissioner

Attachments (2)

1. Parks and Recs August Bill Discussion List
2. Larter Field Sandbox Location Options

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Attachment One: Parks and Recs August Bill Discussion List

Parks and Recs August Bill Discussion List for August 7, 2018 Meeting

Date	Company	Service Provided	Amount	Responsible Committee
07-01-2018	Ratta	Portable bathrooms: 2 handicap and 1 standard unit at Town Common and Larter Field	\$409.00	Recs
07-06-2018	National Grid	Electricity for 06 June to 06 July 2018	\$863.09	Parks
07-14-2018	T. Matthews Enterprises of Pepperell	Installation of one American Flag at Larter Field per Jim Tully on 07-14-2018.	\$55.00	Recs
07-17-2018	Greenscapes	Weed treatment at Larter Field (2 baseball diamonds)	\$175.00	Parks
07-31-2018	Greenscapes	Repair of sprinkler head at Larter	\$193.00	Parks
08-01-2018	Ratta	portable bathrooms: 2 handicap and 1 standard unit at Town Common and Larter Field	\$409.00	Recs
08-01-2018	Greenscapes	Monthly Maintenance Agreement bill	\$3,491.00	Parks
11-12-2016	Dave's Septic Service	Portable bathrooms	\$68.71	Town Meeting Resolution

Attachment Two: Larter Field Sandbox Location Options

Potential Sandbox locations for Scout Andrew Dorr's Eagle Project Proposal.

