



OFFICE OF THE PARKS COMMISSION
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PARKS COMMISSION MEETING MINUTES

Approved: **October 2, 2018**

Meeting Date: **August 27, 2018**

Scheduled Agenda Items:

1. Review and approval of meeting minutes: August 7, 2018
2. Financial Status Discussion
 - A. New Invoices and Bills
 - B. Financial Projections for FY19
3. Recreations Topics
 - A. New Applications for Field Use
4. 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
5. New Projects or Issues
 - A. Portable Bathroom Schedule
6. 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 -- Derek Bernard, Brian Locapo, and Tiffany Naughton. Not present: Jeff Hastings and James Tully.
 - c. Others attending. None.
2. The meeting came to order at 7:10 PM. A quorums were present for the Parks and Recreation Commissioners. Meeting minutes from the previous committee meetings were reviewed and approved by a vote of 3-0 for Parks and 3-0 for Recreations. Minutes will be posted to the Town web site page.
3. Financial Status Discussion
 - a. New Invoices and Bills. The current bills discussed are contained in attachment one. The National Grid bill continues to be larger than expected due to the increased watering at Larter Field. There have been additional expenses for repair of irrigation equipment at Larter Field. It was noted the bills submitted

by Greenscapes are frequently lacking detail to discern how many items are being repaired and at what specific frequency. The first bill for treating the Swallow Union ballfield and the Babe Ruth ballfield has been received. The cost is larger than the two Larter baseball Fields. The details of the bills are documented in attachment one. All bills were approved by the respective committees.

- b. Financial Projections for FY19. The Parks Commissions discussed the FY19 budget projected expenditures and actual expenditures. Good progress is being made allocating projected expenses to the baseline budget allocation from the Town.
4. Recreations Topics
 - a. New Applications for Field Use. The Over the Hill soccer league is requesting a fall permit for field use. They are requesting a no fee permit.
 - b. Recreations reported no August movie night was held over concerns of West Nile infected mosquitoes.
 5. Discussion of Current Projects and Maintenance
 - a. Larter Field Sign Update. Replacement of the field use signs was discussed by the committees. Mrs. Naughton provided the final proof of the signs from “Express Sign” of Chelmsford. The signs were in need of replacement, one had disappeared, and the other had significantly aged. The cost approved by the Recreations Commissioners present was \$3,625.00. The vote was 3-0.
 - b. Grounds Keeping and Larter Mowing.
 - i. Discuss the amount of weed trimming at SU on the hill. Discussed accomplishing the trimming twice a year in the spring and late summer.
 - ii. The committees discuss a multitude of recent concerns about mowing of Larter Field and the Town Common by Greenscapes. The wet summer and the increased irrigation at Larter has led to abundant grass growth. It has made the ability of Greenscapes to keep up with growth difficult at times. The committees were unaware Greenscapes view of the contract is to mow Larter Field weekly and the Town Common on a 7 day and a 10 day cycle, respectively. There was additional discussion how best to meet the mowing needs of the playing fields at Larter Fields, the Town Common and associated fields. It was agreed a more specific mowing contract specification would enhance the Commissioners ability to achieve more certain outcomes for the services needed. To this end, Parks Commissions are drafting a revision to the mowing contract to address current short comings in the service. This revisions to the mowing contract will be ready to be discussed at the next meeting in October.
 - c. Playground Residual Tasks: Stair Pavers and Removal of Old Equipment. Mr. Greenwood provided an update on the completion work at the Swallow Union playground. The old playground equipment has been taken down and some pieces have been stored at the Town storage location on River Street. The

balance of the work to finish the wooden landing to the slide, erect fencing, and emplace pavers at the top of the stairs will finish the project. Mr. Greenwood indicate the retained equipment will be stored at 91 River Street for potential future installation at Larter Field.

6. New Projects or Issues.

- a. Portable Bathroom Schedule. The Recreations commissioners discussed the deployment schedule of the portable bathrooms on the Town Common and at Larter Field. As part of the discussion it was noted there is no formal contract with our current vendor. There was discussion on the merits of having a vendor contact. It was decided to place bathrooms on the two locations based on the following schedule:

Town Common – Standard Unit	June 1 to August 31
Town Common – Handicapped Unit	April 1 to October 31
Larter Field – Standard Unit	April 1 to October 31
Larter Field – Handicapped Unit	January 1 to December 31

- b. Capital Plans. There was a brief discussion of capital plans priorities for next fiscal year. These include, tennis court fence replacement, new shed buildings at Larter Field, and possibly repairs to the Later Field parking lot.

7. The meeting was adjourned at 9:10PM. The next meeting will be October 2, 2018 at 7 PM in the Town Hall.

Respectfully Submitted,

Philip J. DeNyse
Parks Commissioner

Attachment (1)

1. Parks and Recs August 27 Bill Discussion List

PARKS COMMISSION MEETING MINUTES for August 27, 2018

Attachment One: Parks and Recs August Bill Discussion List

Parks and Recs August Bill Discussion List for August 27, 2018 Meeting

Date	Company	Service Provided	Amount (\$)	Responsible Committee
08-07-2018	Nation Grid	Electricity	951.10	Parks
07-27-2018	Greenscapes	Replace broken Rain Bird Falcon Rotor Head	132.50	Parks
08-01-2018	Ratta	Billing adjustment for one additional Standard Unit	108.00	Recs
08-09-2018	Greenscapes	Spray fields behind SU and Babe Ruth field	250.00	Parks
08-23-2018	Greenscapes	Weed Treatment at Larter Field (WO 19312)	175.00	Parks
08-00-2018		Movie Night Rental Costs – July movie	805.80	Recs
2019-11-12	Dave's Septic Service	Portable bathrooms	68.71	Town Meeting Resolution

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