



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

Approved: **November 5, 2018**

Meeting Date: **October 2, 2018**

### **Scheduled Agenda Items:**

1. Review and approval of meeting minutes: August 27, 2018
2. Financial Status Discussion
  - A. New Invoices and Bills
  - B. Financial Projections for FY19
3. Recreations Topics
  - A. New Applications for Field Use
  - B. Designation of Commissioner Positions
4. Discussion of Current Projects and Maintenance
  - A. Capital Planning for FY19
  - B. Fall Maintenance Grounds Keeping
  - C. Portable Bathrooms
  - D. Boy Scout Project Status
5. New Business, as needed.
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 the Parks Commission -- David Greenwood, Tiffany Naughton, and Philip DeNyse.
  - b. Attending the meeting for the Recreation Commission -- Jeffery Hastings, Brian Locapo, and Tiffany Naughton. Not present: Derek Bernard and James Tully.
2. The meeting came to order at 7:08 PM. Meeting minutes from the previous committee meeting of August 27, 2018 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. There was discussion on why the National Grid bill has not shown any payments by the town accountant. Mr. Greenwood to contact the accountant to discuss the issue. The commissioners also discussed the Greenscapes bill of September 6, 2018 described as "Mid-Season Inspection", it was unclear what

service was provided by the vendor and Mr. Greenwood will investigate this bill. All other bills were consistent with past votes or normal operating expenses and were approved by respective chairs of the commissions.

- b. Financial Projections for FY19. Consistent with the next year's budget are the potential for soliciting new bids for landscaping vendors of the Park's areas of responsibilities. There has been concern about the performance of the current vendor. Capital planning requests are due this month.
4. Recreations Topics.
    - a. New Applications for Field Use. No new applications have been received.
    - b. Designation of Commissioner Positions. The commissioners discussed designation of a new Chair for the Recreations Commission. Mr. Locapo recommended Ms. Naughton for the position and those present voted in favor of the recommendation. Ms. Naughton accepted the position and is the Chair of the Commission.
    - c. Repair of the Town Common granite bench. Recently the Drew memorial bench was twice damaged. It currently it is in a precarious position in danger of falling over. Mr. DeNyse in his capacity as Memorials and Monuments Committee member approached the Board of Selectmen on September 4, 2018 to inform them of the current state of the bench and the need for repair. After some discussion about the cost of repair estimated to be about \$300, and the agency responsible for repair, Mr. Tully indicated he would ask the Recreations Commission to pay for the repair. In this meeting, the Recreations Commissioners considered the request to use Recreation funds for the repair. The commissioners were concerned using recreations funds for repair of property on the Town Common under the prevue of the Board of Selectman was inconsistent with the mission of the Recreations Commission. The Recreations Commissioners voted 3-0 to take no action on the request to fund repair of the bench. Ms. Naughton will communicate the decision to the Board of Selectman.
    - d. Replacement signs at Larter Field. Ms. Naughton has placed the order for the new signs and she will ask Express Signs when they will be installed.
  5. Discussion of Current Projects and Maintenance.
    - a. Capital Planning for FY19. The commissioners discussed some capital planning ideas for the next year. These included replacing the tennis court fencing and possibly expanding the tennis court project to include resurfacing and replacement of the fencing. Resurfacing would expand the cost significantly in that the posts would need to be replace and the surface repainted. They additionally discussed potential projects for capital funding to include paving of the Larter Field parking lot, and replacement of the maintenance and storage shed at Larter Field. Prioritization and cost estimates for these efforts need to be accomplished.
    - b. Fall Maintenance Grounds Keeping. The current state of the grounds at Larter Field was discussed. All were in agreement with the abundant rains this

PARKS COMMISSION MEETING MINUTES for October 2, 2018

summer and the limited field use, the fields were in excellent condition. It was agreed that no additional fall treatments would be needed to maintain the condition of the fields and we would reevaluate in the spring with the necessary lawn treatments to maintain the fields suitable for use.

- c. Portable Bathrooms. The commissioners discussed the current arrangement with the portable bathroom vendor: Ratta to provide portable bathrooms for the Town Common and Larter Field. The arrangement funded by the Recreations Commission is on a continuing month to month agreement. It was discussed if a yearly contract could be of better value to the town. If changing vendors could occur, then sometime in the spring would be a good transition point. No specific courses of action were reached in this discussion. Further discussion to take place at the next meeting.
  - d. Boy Scout Project Status. Mr. DeNyse updated the commissioners on the progress of Scout projects. The Boy Scout planning to replace the tennis court backboard is completing his planning and is moving forward with the effort. The other Scout project to provide a children's sandbox at Larter Field is no longer moving forward and will not take place.
6. New Business, as needed.
- a. Swallow Union playground. The commissioners discussed the plans for continued improvements in the grounds surrounding the new playground and the reclamation of the existing grounds. With the removal the old playground equipment some elements of the old playground, specifically the commemorative granite bench could be repositioned closer to the new playground. Some coordination with the Memorials and Monuments Committee for repositioning may be needed. Additionally, a cost estimate will be need to determine cost to reposition, but this cost is anticipated to small, less than \$1000. It was suggested by Mr. DeNyse that the commissioners work on an overall master plan for the completion of the landscaping and improvements around the new playground area. Additional planning and discussion will be needed to refine these ideas.
7. The meeting was adjourned at 8:36 PM. The next meeting will be November 5, 2018 at 7 PM in the Town Hall.

Respectfully Submitted,

Philip J. DeNyse  
Parks Commissioner

Attachment

1. Parks and Recs October Bill Discussion List

Attachment: Parks and Recs October Bill Discussion List

Parks and Recs August Bill Discussion List for October 2, 2018 Meeting

<b>Invoice Date</b>	<b>Company</b>	<b>Service Provided</b>	<b>Amount (\$)</b>	<b>Responsible Committee</b>
08-28-2018	Greenscapes	Line Trim slope behind Swallow Union – (WO 19653)	\$275.00	Parks
08-28-2018	Bear Hill Landscaping	Removal of Lower Playground Structure at SU (#2426)	\$2,740.00	Parks
08-28-2018	Bear Hill Landscaping	Walkway and Side Entrance (#2425)	\$3,220.00	Parks
09-01-2018	Ratta	Portable Bathrooms (3 units)	\$409.00	Recs
09-01-2018	Greenscapes	September Billing (invoice # 1036261)	\$3,491.00	Parks
09-06-2018	National Grid	Electric Service 8-6-2018 to 9-5-2018 for \$593.06	\$2407.25	Parks
09-06-2018	Greenscapes	Mid-Season Inspection (WO #19368)	\$179.83	Parks
11-12-2016	Dave’s Septic Service	Portable bathrooms	68.71	Town Meeting Resolution