



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

Approved: **December 4, 2018**

Meeting Date: **November 5, 2018**

### **Scheduled Agenda Items:**

1. Review and approval of meeting minutes: October 2, 2018.
2. Financial Status Discussion
  - A. New Invoices and Bills
  - B. Financial Projections for FY19
3. Recreations Topics
  - A. Larter Field New Signs
  - B. Portable Bathroom Vendor Discussion
4. Parks Topics
  - A. Holiday Decorations at the Bandstand
  - B. Mowing Contract
5. Joint Issues
  - A. Boy Scout Project Status at Tennis Courts
  - B. Capital Planning for FY19
6. New Business, as needed.
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 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 7:02 PM. Meeting minutes from the previous committee meeting of October 2, 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. The electrical bill continues to be high, but is being tracked closely. The cost for the new Larter Field signs was approved in the August meeting.

4. Recreations Topics.

- a. New Larter Field Signs. Mrs. Naughton reports there is an error in the new signs. The sign should state the times Larter is open are from dawn to dusk. There was discussion on the best method of repair. The Recreations Commission voted 3-0 to allocate \$600 to correct the signs.
- b. Portable Bathroom Vendor Discussion. The committees were visited by Mr. Zach Goss and Mr. Chris Finneral to discuss interest in supporting the portable bathroom needs for the Town Common and Larter Field. The company they represent is "Instant Portables", of which Mr. Goss is the local President. The Town is seeking ADA compliant portable bathrooms for the Town Common and Larter Field. The Recreations Commission currently maintains a month to month agreement with Ratta Corporation of Ayer, Mass. for this service. The commission discussed the need for quarterly billing to the Commission and Mr. Goss indicated this would be acceptable. There was discussion of the desirability of having a yearly contract. It was pointed out having a contract would add to the paperwork burden, but it would provide the benefit of having a stable price for the whole year. Mr. Greenwood indicated he would create a draft model contract to include schedule and type of units needed for review.
- c. Tennis Court Contribution. Mr. Locapo acknowledged the receipt of \$500 from Mr. Greg Reardon for tennis court use for his tennis lesson's program this past summer of 2018. Monies to be deposited in the revolving account.

5. Parks Topics.

- a. Financial Projections for FY19. The commissioners reviewed current expenditures and compared them with projected expenses for the balance of the year. There was agreement actual and projected expenses are on track for the 2018 budget.
- b. Holiday Decorations at the Bandstand. The commissioners agreed to meet on November 29, 2018 at 6PM to decorate the Town Common Bandstand. Mrs. Naughton to coordinate collection of the decorations. Some new decorations will need to be purchased to replace worn out items.
- c. Landscaping and Irrigation Maintenance Contract. There was discussion on the current the mowing contract. There is dissatisfaction with the service provided this past summer. The commissioners are considering the need to rebid the contract. Currently, there is one remaining year on the contract which is funded on a yearly basis. The commissioners discussed creating a request for proposal document. The proposal would cover multiple years as a means of obtaining a consistent cost for the service. The proposal would also be grouped by service area, so the Commissions could assess if they would want to award to a single vendor or multiple vendors. The commissioners discussed how the proposal could be constructed and the appropriate contract duration of one, two, or three years. There was a discussion of having a Town employee perform the mowing using equipment purchased by the Town. The Commissioners discussed if this could

be a more cost effective approach. More data and analysis would be necessary to justify this course of action. Parks Commissioners to create a draft request for proposal to review for the next meeting for having a commercial firm perform these services.

6. Joint Issues.

- a. Conversion of Larter Baseball to Softball Fields. Mr. Greenwood discussed the need to reconfigure one or both baseball fields to support softball play in the spring at the request of the softball association. Softball fields have no pitcher's mound and no grass on the infield. This will necessitate the removal of the infield grass and replacement with appropriate soil. Adjustments will need to be made for the irrigation system presently in place. The commissioners discussed the need to obtain a quote for accomplishing the work. It was also discussed we should also have an idea of the cost to return the field to baseball configuration if the need should arise in the future. There was consensus to modify only one field at this time. A quote will be obtained for the conversion. There was also consensus to use Recreation funds to configure the fields and not to ask the softball association to foot the bill. The softball teams will be expected to maintain and prepare the fields prior to games. Additional review of this issue will occur in future meetings.
- b. Boy Scout Project Status. David Sampson has completed his project plan for replacing the tennis court backboards. He received Mr. Greenwood's concurrence on the scope and content of the project.
- c. Capital Planning for FY19. There was discussion to submit a Parks capital plan for the coming year. Specific funds would be sought for refurbishment of the town tennis courts. There was discussion about expanding the project to include resurfacing the courts, adding lighting, in addition to new fencing. Cost estimates will be needed to assess the feasibility of this approach.

7. New Business.

- a. Parks and Recreations Equipment Storage. Mr. Greenwood discussed the issue of improving storage at Larter Field. The current sheds are in varying states of disrepair and limited usability. There was discussion if renting or purchasing a container might provide the type of storage we need at a low cost. Further discussion on the storage needs at Larter Field will be needed to refine the concept.
- b. Dunstable Garden Group. Mr. DeNyse remarked the garden group is considering disbanding and will report back after the next garden group meeting. The garden group has been very helpful over the years in supporting beautification of town gardens on the common and the library.

PARKS COMMISSION MEETING MINUTES for November 5, 2018

8. The meeting was adjourned at 9:04 PM. The next meeting will be December 4, 2018 at 7 PM in the Town Hall.

Respectfully Submitted,

Philip J. DeNyse  
Parks Commissioner

Attachment

1. Parks and Recs November Bill Discussion List

Attachment: Parks and Recs November Bill Discussion List

Parks and Recs Bill Discussion List for November 5, 2018 Meeting

<b>Invoice Date</b>	<b>Company</b>	<b>Service Provided</b>	<b>Amount (\$)</b>	<b>Responsible Committee</b>
10-08-2018	National Grid	Electric Service	483.62	Parks
10-01-2018	Ratta	Portable Bathrooms Invoice (#26023)	409.00	Recs
09-07-2018	Express Sign Graphic Inc.	Two New field use signs for Larter Field and small Acknowledgment sign at SU Playground*	3625.00	Recs
11-12-2016	Dave's Septic Service	Portable bathrooms	68.71	Town Meeting Resolution

\* Voted to fund on in the August 27, 2018 meeting. |