



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

Approved: **January 7, 2019**

Meeting Date: **December 4, 2018**

### **Scheduled Agenda Items:**

1. Review and approval of meeting minutes: November 5, 2018 (Joint) and November 28, 2018 (Parks)
2. Financial Status Discussion
  - A. New Invoices and Bills
  - B. Financial Projections for FY19
3. Recreations Topics
  - A. Status of Larter Field New Signs
  - B. Portable Bathroom Vendor Discussion
4. Parks Topics
  - A. Landscape Contract Progress
  - B. Larter Field Softball Conversion
5. Joint Issues
  - A. Town Meeting Report Input
  - B. Capital Planning for FY19
  - C. Prioritized Project List Discussion
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 -- Derek Bernard, Brian Locapo, and Tiffany Naughton. Not present: Jeffery Hastings and James Tully.

2. The meeting came to order at 7:02 PM. Meeting minutes from the previous joint committee meeting of November 5, 2018 were reviewed and approved by a vote of 3-0 for Parks and 3-0 for Receptions. The minutes of the Parks meeting of November 28, 2018 were reviewed and approved without correction by a vote of 3-0. 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 electric bill continues to be high, but is being tracked closely. The cost for the new Larter Field signs were approved in the August meeting.
4. Receptions Topics.
  - a. Status of Larter Field New Signs. The corrections to the signs have been submitted and the proofs are expected back soon.
  - b. Portable Bathroom Vendor Discussion. There was discussion on moving forward with a new vendor for the upcoming year. It was discussed that having a yearly contract with the vendor would provide an advantage of having a fix price for the year. Mr. Greenwood offered to share a draft contract for discussion and review.
5. Parks Topics.
  - a. FY20 Budget inputs. The commissioners discussed the budgetary needs for the upcoming fiscal year. Additional funds will be requested in anticipation of the increased costs for landscaping maintenance and in anticipation of addressing the maintenance backlog of projects within Parks and Receptions. It was agreed to submit a department request of \$70K for the coming year.
  - b. Landscape Contract Progress. The commissioners reviewed the latest proposed landscape specification for comment and discussion. It was discussed this specification would be attached to a request for proposal for a three year contract period for services for Parks. The anticipated cost of a three year contract, while funded yearly would require the bid process.
  - c. Larter Field Softball Conversion. There was agreement to convert one of the two baseball fields at Larter to a softball format. This will involve removing the infield grass, providing appropriate fill, and adjusting the irrigation system. Estimates for the conversion work will need to be acquired.
6. Joint Issues.
  - a. Town Meeting Report Input. Mr. DeNyse will provide a draft of the input for review at the January meeting.

- b. Capital Planning for FY19 and CPA. Mr. Greenwood is exploring funding options for replacement of the four dugout roofs at Larter Field. All four structures have significant rot on the trim and fascia boards which has extended into the supporting roof trusses. Tennis court rehabilitation was also discussed. Mr. DeNyse outline some of the growing problems at the facility which include the deterioration of the fence, cracks in the playing surface, and fading of the painted surface. Options range from a complete overhaul which would include removing and replacing the asphalt surface, to more modest steps which would repair the surface and replace the fencing. Given the modest use of the facility, there was consensus to repair the surface and replace the fencing. Mr. DeNyse will investigate costs of this option and if using CPA funds would be appropriate.
  - c. Prioritized Project List Discussion. There was brief discussion of the value in having a prioritized project list which reflects the cost of maintenance and repair to Parks and Recreations facilities. This would assist in help with budget justification and prioritization of projects for Parks and Recreations.
7. The meeting was adjourned at 9:25 PM. The next meeting will be January 7, 2019 at 7 PM in the Town Hall.

Respectfully Submitted,

Philip J. DeNyse  
Parks Commissioner

Attachment

1. Parks and Recs December Bill Discussion List

PARKS COMMISSION MEETING MINUTES for December 4, 2018

Attachment: Parks and Recs December Bill Discussion List

Parks and Recs Bill Discussion List for December 4, 2018 Meeting

<b>Invoice Date</b>	<b>Company</b>	<b>Service Provided</b>	<b>Amount (\$)</b>	<b>Responsible Committee</b>
11-02-2018	National Grid	Electric Service	300.99	Parks
11-01-2018	Ratta	Portable Bathrooms Invoice (#25921)	261.00	Recs
11-01-2018	Greenscapes	November Landscaping	3491.00	Parks
12-03-2018	Peggy Lynch	Holiday Decorations for Town Bandstand	153.13	Recs
11-12-2016	Dave's Septic Service	Portable bathrooms	68.71	Town Meeting Resolution