

Park Commissioners  
Agenda



OFFICE OF THE PARK COMMISSION  
TOWN HALL, 511 MAIN STREET  
DUNSTABLE, MA 01827-1313  
978-649-4514 x224

### **PARK COMMISSIONERS MEETING MINUTES**

A Joint Meeting of the Park Commissioners and Recreation Commissioners.

Meeting Date: Feb 13, 2024 at 6:30

Meeting in person at the Dunstable Town Hall, 511 Main Street, Dunstable, MA.

**Note:** The listings of matters are those reasonably anticipated by the Commissioners which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

### **SCHEDULED AGENDA ITEMS Minutes are in red.**

Topics the Chair reasonably anticipates will or could be discussed.

Scheduled agenda items- Joint Topics

1. Review and approve Meeting Minutes from Jan 9. **Overlooked, will carry over to March meeting.**
2. Tennis courts update- discussion of all things Tennis courts
  - a. New Proposal **Initial proposal discussed. Second proposal submitted at meeting by Tiffany Naughton.**
  - b. Process moving forward and possible time line. **Discussed all items and decision was made to submit and IFB based off of secured proposals from contractors. Brian Locapo and Tiffany Naughton to act as project leaders.**
  - c. Procedures to secure proposals and bids. Documents needed to submit RFB, IFB etc.  
What is the process and requirements for each if applicable and who does it? Who writes the contract Etc. Prevailing wage. **Discussed and decision was made by group majority not to do preliminary engineering before initial IFB due to high cost. Engineering will be included in the IFB to build Tennis courts.**
  - d. Downsizing number of courts to fit existing budget approved by CPC? **Discussed and decision was made to keep it to 3 courts. (2 Tennis and 2 pickleball)**
  - e. Possibility of holding off on fence, post, paint etc. to install courts with current budget.  
Secure funding later to finish. **Not allowed by CPC.**
  - f. CPC requirements for changes in number of courts or funds required. Applications needed and time frame of decisions etc. **Discussed. Meeting with CPC needs to happen if a budget increase is needed but possibly not needed to decrease number of courts?**
  - g. Expected maintenance cost over the life of the courts and expected life span of the courts etc.  
Existing Basket Ball courts need resurfacing? **Discussed briefly, no conclusion made.**

h. Asphalt vs Post Tensioned Concrete. Discussed and decision to stick with Asphalt and deal with the higher cost of maintenance in the future. Post tension is a superior court but cost prohibitive to install initially.

I. Precedent studies of anything that might apply.

Lexington, Groton and Littleton projects,

plus, group input! Please help and submit materials before meeting. Brief discussion initiated from materials submitted by Jean Phelan. No other materials submitted

3. Membership to the Mass Recreation and Park Association. Not discussed

4. Update on CPC Application to restore well # 5 and # 6. Discussed and history of explained to Joan Simmons. Decision to submit to CPC for funding.

#### Recreation Topics

1. Field use applications-

a. OTHSL Application voted on and denied by Recreation Dept.

b. Innovations Charter School application for use of Babe Ruth Field and Tennis courts voted on and approved for use as is by Recreation Committee. (no repairs to be done to field or courts)

Meeting came to order at 6:36

Attending the meeting for the Parks Commission and a quorum being present; Jean Phelan, Tiffany Naughton.

Attending for the Recs Commission and a quorum being present; Tiffany Naughton, Brian Locapo, Jeff Hastings and Dawn Dorr.

Also attending was Joan Simmons from CPC

Meeting adjourned 8:35

New Business, As Needed.

Tentative Next meeting Mar 12,2024 at 6:30pm.

Respectfully Submitted, Jean Phelan – Parks Chairperson