



OFFICE OF THE PARKS COMMISSION
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PARKS COMMISSION MEETING MINUTES

Approved: **February 4, 2019**

Meeting Date: **January 7, 2019**

Scheduled Agenda Items:

1. Review and approval of meeting minutes: December 4, 2018.
2. Financial Status Discussion
 - A. New Invoices and Bills
 - B. Financial Projections for FY19
3. Recreations Topics
 - A. Applications for Field Use, as needed.
 - B. Portable Bathroom Contract Discussion
4. Parks Topics
 - A. Landscape Contract Progress
 - B. Larter Shed Repairs
 - C. Larter Field Softball Conversion
5. Joint Issues
 - A. Town Meeting Report Input
 - B. 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 -- Jeffery Hastings, Brian Locapo, and Tiffany Naughton. Not present: Derek Bernard and James Tully.
2. The meeting came to order at 7:05 PM. Meeting minutes from the previous joint committee meeting of December 4, 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 committees reviewed the monthly bills listed in the enclosure. Bills were accepted by both committees. There was discussion on the missing bills for the trash service provider: DPS of Dunstable. The vendor submitted statements and not invoices. This has been corrected and the next month's statement should show the payments to the vendor. There also was a question if one payment to Greenscapes is unaccounted. Mr. DeNyse to review the ledger and contact the Town Accountant to clarify the issue.

4. Recreations Topics.

- a. Applications for Field Use. No additional field use applications have been received. There has been no additional information from the initial inquiry by the High School senior class to use the field for an event.
- b. Portable Bathroom Vendor Discussion. The Recreation committee discussed the need for a contract with the new vendor. Mr. Greenwood had shared the draft contract specification and the committee needs to validate the dates and the types of portable bathrooms needed. The next step is validate the specification and get a quote from the vendor. If the quote provides benefits to the Town, then there will be a need to end the business arrangement with the current vendor and establish a new
- c. Community Preservation Act Funding Support for High School Track Repair. There was a discussion of the school district's plans to use CPA funding to repair the High School track. The Community Preservation Committee has communicated with the Parks Committee CPA representative, Mrs. Naughton on the need for the Recreations Committee to receive the request from Mr. Knightly and assess their desire to support this request. The overall request is for \$150,000, however the specific cost to the Dunstable CPA funds would be prorated based on town size, thus equating to approximately a contribution of \$38,000. There was some initial concern expressed on the nature and scope of the effort which resides in Groton and is primarily for the benefit of school children and only occasionally to the general populace.

5. Parks Topics.

- a. Landscape Contract Progress. It was agreed the specification for landscaping and irrigation maintenance is complete and ready for the next phase of the procurement process. It is the goal of the committee to

- rebid the contract for these services starting in July 2019 if the procurement process and the budgetary process are mutually supportive of this goal. It is anticipated the costs of the new contract will increase as the current contract, about to enter its third and final year have not increased in the past five years.
- b. Larter Shed Repairs. Mr. DeNyse summarized recent efforts to repair the vandalism damage to the Larter Field sheds. The snack shack doors have been repaired, along with the two locks and the door knob on the soccer shed. Mr. DeNyse disposed of the residual food products and trash much of which was mouse infested. Additionally, the double doors on the soccer shed have been secured; however, two of the hinges on of the double doors have been damaged. These will need to be repaired before the spring season. Mr. DeNyse also reported he observed one of the well covers had been dislodged. Mr. DeNyse recommended the committees consider the need to secure the covers to prevent vandalism. Mr. Greenwood and others were in concurrence with this concept. Mr. DeNyse and Mr. Locapo to work on the details of how to should secure the covers. Mr. DeNyse to provide a detailed work specification and provide to Mr. Locapo.
 - c. Larter Field Softball Conversion. Mr. Greenwood reports the softball organization is very much interested in using Larter Field in the spring season. Mr. Greenwood will obtain estimates for the conversion of one of the two Larter baseball fields. The other field will be used for practice, but will not be converted to a softball configuration.
 - d. CPA Funding of Projects. Mr. Greenwood is preparing a CPA funding request to replace the four dugouts which are varying states of decay. The funding request would also provide funds for the conversion of one field at Larter to a softball format.
6. Joint Issues.
- a. Town Meeting Report Input. Mr. DeNyse has not finished the draft input and will be submitting to the committees soon for their review. The due date to Mr. Voelker is January 31, 2019.
 - b. Prioritized Project List Discussion. Mr. DeNyse will be working on a list of projects which reflect residual maintenance needs for Parks and Recreations and attempt to quantify cost for repair or replacement. From the list a prioritization of efforts will be reviewed and discussed.

PARKS COMMISSION MEETING MINUTES for January 7, 2019

7. The meeting was adjourned at 9:25 PM. The next meeting will be February 4, 2019 at 7 PM in the Town Hall.

Respectfully Submitted,

Philip J. DeNyse
Parks Commissioner

Attachment

1. Parks and Recs Janaury Bill Discussion List

PARKS COMMISSION MEETING MINUTES for January 7, 2019

Attachment: Parks and Recs January Bill Discussion List

Parks and Recs Bill Discussion List for January 7, 2019 Meeting

Invoice Date	Company	Service Provided	Amount (\$)	Responsible Committee
12-06-2018	National Grid	Electric Service	10.00	Parks
11-30-2018	Ratta	Portable Bathrooms Invoice (#25193)	153.00	Recs
01-01-2019	Ratta	Portable Bathrooms Invoice (#24122)	153.00	Recs
12-26-2018	Philip DeNyse	3 Totes for tennis net storage	74.91	Parks
11-12-2016	Dave's Septic Service	Portable bathrooms	68.71	Town Meeting Resolution