



OFFICE OF THE PARKS COMMISSION
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PARKS COMMISSION MEETING MINUTES

Approved: **April 3, 2019**

Meeting Date: **March 4, 2019**

Scheduled Agenda Items:

1. Review and approval of meeting minutes: February 4, 2019.
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 Status
4. Parks Topics
 - A. Landscape Contract Progress Report
 - B. Status of Softball Field Conversion and Dugout Roof Replacement
 - C. Trash Receptacle for Swallow Union
5. Joint Issues
 - A. Prioritized Project List Discussion for FY19
6. New Business
 - A. Summer Concert Preparations
7. Next Meeting Schedule.

Meeting Minutes.

1. This was a joint meeting of the Park Commissioners and the Recreation Commissioners in the lower level of the Town Hall.
 - 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 5:36 PM. Meeting minutes from the previous joint committee meeting of February 4, 2019 were reviewed, a correction offered by

Mr. Hastings, 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 the respective committees.
 - b. Financial Projections for FY19. There was a review of potential projects for the remaining funds in the fiscal year. Items discussed included potential well maintenance activities, replacing the double doors on the shed, replacing the entrance gates at Larter, and adding irrigation for the trees at Larter, were some of the ideas discussed.
4. Recreations Topics.
 - a. Applications for Field Use. There were two applications discussed by Ms. Naughton. The Over the Hill Soccer league has applied for field use for the coming year. The Recreations Committee will review the applications and ensure the insurance standards are met.
 - b. Portable Bathroom Vendor Discussion. On April 1 the new vendor will be Instant Portables, Inc. of Dunstable.
5. Parks Topics.
 - a. Landscape Contract Progress. The Town will post the request for bids this week on the state web site. Responses are anticipated in the coming weeks.
 - b. Larter Field Softball Conversion. Mr. Greenwood recently briefed the CPC to ensure the articles for funding were properly worded.
 - c. Trash Receptacle for Swallow Union School. The committees discussed the quote from O'Brien and Sons for a trash receptacle for Swallow Union at cost of \$1090. Parks approved the expenditure on a vote of 3-0. It was discussed to install the receptacle on the east side of the playground.
6. Joint Issues.
 - a. Prioritized Project List Discussion. No discussion of this issue occurred and it is table until the next meeting.
7. New Business.
 - a. Summer Concert Preparations. The concert committee will be reaching out to discuss preparation plans for this summer's concerts on the common.

8. The meeting was adjourned at 6:40 PM. The next meeting is tentatively planned for April 1, 2019 at 5:30 PM in the Town Hall.

Respectfully Submitted,

Philip J. DeNyse
Parks Commissioner

Attachment

1. Parks and Recs March Bill Discussion List

PARKS COMMISSION MEETING MINUTES for March 4, 2019

Attachment: Parks and Recs March Bill Discussion List

Parks and Recs Bill Discussion List for March 4, 2019 Meeting (Revised)



Invoice Date	Company	Service Provided	Amount (\$)	Responsible Committee
02-05-2019	National Grid	Electric Service	10.00	Parks
03-01-2019	Ratta	Portable Bathroom (invoice #2876)	153.00	Recs
11-12-2016	Dave's Septic Service	Portable bathrooms	68.71	Town Meeting Resolution

