



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

Approved: **March 4, 2019**

Meeting Date: **February 4, 2019**

### **Scheduled Agenda Items:**

1. Review and approval of meeting minutes: January 7, 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 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 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 -- Derek Bernard, Jeffery Hastings, Brian Locapo, and Tiffany Naughton. Not present: James Tully.
2. The meeting came to order at 7:05 PM. Meeting minutes from the previous joint committee meeting of January 7, 2019 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 the respective committees.

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 Larter Field for an event.
- b. Portable Bathroom Vendor Discussion. It was decided to change vendors from Ratta to InstaPortables of Dunstable. The Recreations commissioners decided to switch vendors starting April 1, 2019. Mr. Greenwood to inform Ratta of the decision to terminate the monthly agreement by this date. The contractual time frame will switch from a month by month arrangement to a yearly contract with InstaPortables. The anticipated cost for the yearly contact will be \$3944.

5. Parks Topics.

- a. Landscape Contract Progress. There was a brief discussion of the landscape contract specification. There was some concerns voiced that mowing should not start too early in the season and potentially increase the contractual costs. Mr. DeNyse to work with the Town Administrator, Mr. Palaia to finalize wording and the specification. Mr. DeNyse will also discuss with Mr. Palaia if adding contractual coverage for some of the other landscaping needs of the Town could be incorporated in an omnibus type contract for the Town.
- b. Larter Field Softball Conversion. Ms. Kate Shamberger of the Groton-Dunstable Youth Softball League was in attendance to discuss the interest in using the Larter baseball diamonds for the softball games this spring (2019). Ms. Shamberger discussed the schedule for the games which runs approximately from late April until early June, with playoffs completed by the end of the school year. Mr. Greenwood shared the committee's plans to reconfigure one of the two Larter baseball fields to a softball configuration. The Parks Commissioners presented a request for funds to the Community Preservation Committee (CPC) on January 30, 2019 for two related projects: conversion of one baseball field to a softball configuration, and removal and replacement of four of the dugout roofs at the two fields at Larter. The CPC approved funds for the two projects of an amount of not to exceed \$17,000 for field conversion, and

approximately \$32,000 for four dugout roof replacements. The CPC approved of the funds and they will be voted on at Town Meeting in May. Monies will not be available for expenditure until then. Mr. Greenwood must also secure documented quotes for the work before the project can begin. Given the timing of all these events, the reconfiguration of the field will not occur until after the softball season is complete; however the softball league is willing to use the fields in the present condition. Mr. Locapo suggested we investigate the costs of reconfiguration of the irrigation system for the one field as part of the normal startup in the spring. This will save on costs of having to reconfigure after the system has been started up in the spring. Mr. Greenwood to request a quote from Greenscapes for the work.

- c. Trash Receptacle for Swallow Union School. The committees discussed the need for trash receptacle for the Swallow Union playground. There is an understanding with the Swallow Union principle, the janitorial staff will be responsible to periodically empty the receptacle. The committee looked at some different design possibilities and discussed color schemes. Ms. Naughton will investigate getting a cost estimate for a purchase decision at the next meeting.

6. Joint Issues.

- a. School Department Presentation High School Track Repair. There was no discussion of this issue as support from the CPC committee for the repair occurred prior to the meeting.
- b. Town Meeting Report Input. The committee's reviewed the draft Annual Town Report Meeting input. There were no comments or corrections. Mr. DeNyse will forward a final version of the document to Mr. Voelker for incorporation into the Town Report.
- c. Prioritized Project List Discussion. No discussion of this issue occurred and it is table until the next meeting.

7. New Business.

- a. Dog Park. Mr. Alan Chaney provided a brief description of a possible dog park location at 91 River Street. This land is owned by the Town and is under the supervision of the Board of Selectmen. Mr. Chaney explained the site is ideal for a dog park and has an existing five foot chain link fence. Discussion of the issue also pointed out some dog parks in other towns, while they are located on town land, they are actually operated by private organizations which license the facility from the town. We have no such organization at present and the structure and resources of the

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- Parks and Recreations boards make such an endeavor challenging to support. Mr. Bernard will investigate the feasibility of a dog park on River Street and report back to the committees for discussion.
8. The meeting was adjourned at 8:35 PM. The next meeting will be March 4, 2019 at 6 PM in the Town Hall.

Respectfully Submitted,

Philip J. DeNyse  
Parks Commissioner

Attachment

1. Parks and Recs February Bill Discussion List

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Attachment: Parks and Recs February Bill Discussion List

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

<b>Invoice Date</b>	<b>Company</b>	<b>Service Provided</b>	<b>Amount (\$)</b>	<b>Responsible Committee</b>
01-08-2019	National Grid	Electric Service	10.18	Parks
10-01-2018	Ratta	Portable Bathrooms Invoice (#26023)	409.00	Recs
01-09-2019	ULINE	Dog Waste Bags (2000 count)	93.41	Parks
02-01-2019	Ratta	Portable Bathrooms Invoice (#2029)	153.00	Recs
11-12-2016	Dave's Septic Service	Portable bathrooms	68.71	Town Meeting Resolution