



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

Approved: **May 7, 2019**

Meeting Date: **April 3, 2019**

### **Scheduled Agenda Items:**

1. Review and approval of meeting minutes: March 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
  - C. FY 19 Budget Reductions
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 5:32 PM. Meeting minutes from the previous joint committee meeting of March 4, 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. It was noted an additional bill, not listed on the enclosure for \$414 from Ratta was received in March. Bills were accepted and approved 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, repair or replacing the double doors on the shed and replacing the entrance gates at Larter, were some of the ideas which continue to be on the committees' high priority list.
4. Recreations Topics.
  - a. Applications for Field Use. The Over the Hill Gang soccer organization will use a field at Larter. A deposit and application paperwork has been received. A group planning on hosting a softball tournament at Larter Field is missing their proof of insurance paperwork. Committee to contact them for the paperwork. Pack 28, Cub Scouts has submitted an application for conducting a rocket launch activity on the Swallow Union Upper Field on June 22, 2019. Committee to contact Cub Scouts for insurance paperwork.
  - b. Portable Bathroom Vendor Discussion. The new portable bathroom contract needs to be signed by the Recreations Chair. The committee to inquire with the Town Administrator if he needs to review the contract before it goes into effect.
  - c. FY20 Budget Reductions. Mrs. Naughton to contact the Town Administrator to discuss if there are any plans for a Recreations Committee budget reduction in the next fiscal year.
5. Parks Topics.
  - a. Landscape Contract Progress. The committees reviewed the certified bid sheets for the Landscaping contract. There were six successful respondents to the bid request. Of the six, Cataldo and Shady Tree Landscaping proposed the lower cost bids. The committees consider the factors such as ability to be responsive to equipment failure, ability to respond to additional work requests by the committees or the Town, as well as adequacy of equipment. The committee considered proximity to

- the town, experience working with the town, and supplemental service hourly rate cost to be of significant importance. Cataldo was slightly more expensive than Shady Tree, but was considered a better value to the Parks and Recreations spaces in need of maintenance for the following reasons: proximity to the town for responsive maintenance requests, experience working with the Town, lower cost for supplemental service rates for additional maintenance needs. The Parks Commissioners voted 3-0 to accept the Cataldo proposal. Mr. Greenwood to contact the Town Administrator on the decision of the committee. Mr. Greenwood raised the issue if we should permit the current vendor, Greenscapes to provide service for the final year of their contract. It was decided by a consensus of the Parks Commissioners, voted 3-0 to end the contract with Greenscapes. Mr. Greenwood to contact the Town Administrator for assistance in proper and timely notification to end the contract.
- b. Larter Field Softball Conversion. Mr. Greenwood continues to work to obtain additional quotes to accomplish the work. Mr. Greenwood will report his progress at the next meeting.
  - c. Trash Receptacle for Swallow Union. Mrs. Naughton to inquiry when the trash receptacle will be delivered to the Swallow Union School.
6. Joint Issues.
- a. Prioritized Project List Discussion for FY19. The committees discussed the reclamation of the Swallow Union former playground area. This project involves the removal of landscaping timbers, re-grading the area, adding loam, and reseeding the area. A quote of \$6150 was received by Bear Hill for this work. Also discussed and included in the Bear Hill quote was the removal of the former Snack Shack located adjacent to the new playground area. The shack has no current use or purpose and is decaying. It was decided to remove the shed to make way for further improvements and landscaping around the new playground. A quote of \$250 was provided for its removal and disposal. A motion was offered to accept this quote for both the re-grading and shed removal for a total cost of \$6400. The Parks Commissioners approved the motions by a vote of 3-0.
7. New Business.
- a. Summer Concert Preparations. Mr. DeNyse will continue work with the Concert Committee to ensure the Town Common is ready for the upcoming concert season.

PARKS COMMISSION MEETING MINUTES for April 3, 2019

8. The meeting was adjourned at 6:50 PM. The next meeting is planned for May 7, 2019 at 5:30 PM in the Town Hall.

Respectfully Submitted,

Philip J. DeNyse  
Parks Commissioner

Attachment

1. Parks and Recs April Bill Discussion List

PARKS COMMISSION MEETING MINUTES for April 3, 2019

Attachment: Parks and Recs April Bill Discussion List

Parks and Recs Bill Discussion List for April 3, 2019 Meeting (Revised)

<b>Invoice Date</b>	<b>Company</b>	<b>Service Provided</b>	<b>Amount (\$)</b>	<b>Responsible Committee</b>
03-08-2019	National Grid	Electric Service	10.10	Parks
03-01-2019	Ratta	Portable Bathrooms	153.00	Recs
11-12-2016	Dave's Septic Service	Portable bathrooms	68.71	Town Meeting Resolution

Late fee on Nation Grid; not paid for two months.