



OFFICE OF THE PARKS COMMISSION
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PARKS COMMISSION MEETING MINUTES

Approved: **August 6, 2019**

Meeting Date: **July 10, 2019**

Scheduled Agenda Items:

1. Review and approval of meeting minutes: June 3, 2019.
2. Financial Status Discussion
 - A. New Invoices and Bills
3. Recreations Topics
 - A. Applications for Field Use, as needed.
 - B. Community Preservation Committee Representative
 - C. Committee Membership
4. Parks Topics
 - A. FY 20 Budget Discussion
 - B. Maintenance of Larter Wells
5. Joint Issues
 - A. Prioritized Project List Discussion for FY20
6. New Business
 - A. As Needed
7. Next Meeting Schedule

Meeting Minutes.

1. This was a joint meeting of the Park Commissioners and the Recreation Commissioners in the Town Hall.
 - a. Attending the meeting for the Parks Commission and a quorum being present: David Greenwood, Tiffany Naughton, and Philip DeNyse.
 - b. Attending the meeting for the Recreation Commission and a quorum not being present: Brian Locapo, and Tiffany Naughton. Not present: Derek Bernard, Jeffery Hastings, and James Tully.
2. The meeting came to order at 5:35 PM. Meeting minutes from the previous joint committee meeting of June 3, 2019 were reviewed and approved by a vote of 3-0 for Parks. The two Recreation committee persons affirmed the accuracy and content of the meeting minutes. Minutes will be posted to the Town web site page.
3. Financial Status Discussion.
 - a. New Invoices and Bills.

4. Recreations Topics.

- a. Applications for Field Use. Ms. Naughton to follow up with Gervias Auto to see if they desire to hold a summer event at Larter Field. If Gervias desires to submit an application for use the cost will be \$200.
- b. Community Preservation Committee Representative. There being no quorum present for the CPC representative designation, none was made. Ms. Naughton indicated her desire to continue her support as the CPC representative.
- c. Committee Membership. Mr. Bernard has communicated to Ms. Naughton he does not desire to continue as a member of Recreations Committee. Mr. Greenwood indicated his interest in filling the vacancy on the board.

5. Parks Topics.

- a. FY 20 Budget Discussion. The committee reviewed the budget projections for the year. This year's budget was increased by \$2000 while the landscaping costs increased \$23,000. The current projections of existing maintenance needs and projected landscaping costs for the balance of the year leave the no reserve for unanticipated maintenance needs for the balance of the year.
- b. Maintenance of Larter Field Irrigation Wells.
 - i. Well Number 5. The committees discussed maintenance issues with the Larter Field irrigation wells. One significant problem is the failure of well #5. It has been recommended by NE Wells the well be redeveloped to restore its capability. It was discussed when the original irrigation system was installed, seven wells were needed for full coverage of the fields. Two additional wells were discussed which would have provided some reserve capacity, but were not provisioned due to the additional cost. The Parks commissioners voted 3-0 to fund restoration of well #5 to ensure sufficient water is available for irrigation. Well repair costs not to exceed \$3000. Mr. Greenwood to contact NE Wells.
 - ii. Repair of Well Pumps. Mr. Greenwood told of the assessment by NE Wells of two pumps, which are in addition to the pumps already repaired, which are of questionable serviceability. Mr. Greenwood was advised these pumps could also fail and the potential replacement cost would be \$1500 each. Mr. Locapo questioned if parts of the pump system could be replace rather than the whole unit. If failures do occur, an assessments will be made for the most cost effective repair method.
 - iii. Future Irrigation Water Resources. The committees discussed the importance of maintaining adequate water for the future as the current wells are starting to become unreliable. There was discussion of adding additional well capacity to supplement the current well system. Additional investigation about types and cost of a new well system needs to be explored.
- c. Larter Field Well Cover Maintenance. The joint committees reviewed the planned work to provide a locking system to protect the well covers from

unauthorized removal. The cost to proceed was approved at a previous meeting not to exceed \$1900. The final go ahead was pending the initial assessment of additional costs for Softball Field conversion and related costs. The joint committees decided the issue had sufficient urgency to warrant cost sharing from the Recreations revolving account. Mr. Locapo to provide direction to the vendor to proceed with the work.

- d. Larter Field Dugout Replacements. The committee review three bids for tear down and reconstructing of four dugout roofs at Larter Field. The funds for this project were approved by the Community Preservation Committee and at the May Town Meeting (Article 32). The three companies bidding on the project were: Exterior Solutions of Chelmsford, Weilbrenner Construction of Westford, and Lemieux Construction of Westford. The project was awarded to Exterior Solutions for a price of \$24,345.00 on a vote by the Parks Commissioners of 3-0. This was the low bid for the work. Mr. Greenwood to contact the company to discuss when the work may begin.

6. Joint Issues.

- a. Prioritized Project List Discussion for FY20. The commissioners discussed the open project list. This is a list of maintenance and improvement projects for Parks and Recreations. The commissioners were in agreement that each would review the list and bring their priority projects and recommendations for funding sources to the next meeting for discussion.

7. New Business.

- a. Trash Pickup Costs. The committees discussed costs for trash pickup by the provider DPS. There are currently three 96 gallon bins at Larter Field and two 96 gallon bins (trash and recycling) on the Town Common. Traditionally the three Larter bins remained year round and the Town Common bin was deployed just for the warmer months: May to October. Different configurations were discussed to reduce the number of bins at Larter as a cost saving measure. It was suggested to reduce the number of bins to two for the summer at Larter and for one bin during the winter months. Ms. Naughton to investigate impact of this configuration and to assess if there could be cost savings if there was a switch to the Town's trash vendor.

8. The meeting was adjourned at 7:03 PM. The next meeting is planned for August 6, 2019 at 5:30 PM in the Town Hall.

Respectfully Submitted,

Philip J. DeNyse
Parks Commissioner

Parks and Recs Bill Discussion List for July 10, 2019 Meeting

| Invoice Date | Company | Service Provided | Amount (\$) | Responsible Committee |
|---------------------|-------------------------|---------------------------------------|--------------------|------------------------------|
| 2019 | National Grid | Electric Service | | Parks |
| 07-01-2019 | MJ Cataldo | Irrigation Repairs #202161833 | \$ 2,300.00 | Parks |
| 07-01-2019 | MJ Cataldo | Monthly Landscape Services #202161799 | \$ 6,857.14 | Parks |
| 07-01-2019 | New England Well & Pump | Well Pump repair, Invoice #1791 | \$ 767.16 | Parks |
| 07-2019 | MJ Cataldo | Irrigation Repairs | \$360.00 | Parks |
| 06/23/2019 | Lorden Hardware* | Hardware | \$ 76.93 | Parks |

* This bill was allocated against the FY19 budget.