



OFFICE OF THE PARKS COMMISSION
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PARKS COMMISSION MEETING MINUTES

Approved: **November 12, 2019**

Meeting Date: **October 1, 2019**

Scheduled Agenda Items:

1. Review and approval of meeting minutes: September 3, 2019.
2. Financial Status Discussion
 - A. New Invoices and Bills
3. Recreations Topics
 - A. Applications for Field Use, as needed.
 - B. Events: Movie Night
4. Parks Topics
 - A. FY 20 Budget Status Review
 - B. Maintenance of Larter Wells
 - C. Larter Field Dugout Roof Project
 - D. Trash Service
 - E. Swallow Union Drainage
5. Joint Issues
 - A. Email Communications Process
 - B. Capital Planning and CPC Project Nominations
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 Town Hall.
 - a. Attending the meeting for the Parks Commission and a quorum being present: Tiffany Naughton, and Philip DeNyse. Not Present: David Greenwood.
 - b. Attending the meeting for the Recreation Commission and a quorum being present: Dawn Dorr, Brian Locapo, and Tiffany Naughton. Not present: Jeffery Hastings and James Tully.
2. The meeting came to order at 5:40 PM. Meeting minutes from the previous joint committee meeting of September 3, 2019 were reviewed and approved by a vote of 2-0 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 committee began with a discussion of bills. The list of bills discussed is included at the attachment.
- 4. Recreations Topics.
 - a. Applications for Field Use. There were no new applications for field use. Mr. Reardon who provides tennis lessons on the Town courts contributed \$500 to for use of the courts. Monies to be deposited in the Recreations revolving account.
 - b. Events: Movie Night. Due to concerns about EEE infected mosquitos, movie night has been cancelled for October 5th. It is hoped in the spring new activities can be arranged.
- 5. Parks Topics.
 - a. FY 20 Budget Status Review. The committee review the current summary of expenditures for Parks. Repair of the wells has nearly exhausted our funds for the year.
 - b. Maintenance of Larter Field Wells. Winterization will need to occur soon to ensure the irrigation system and pumps are properly retired for the season. Mr. DeNyse to contact Mr. Wilkins regarding having this service accomplished. Mr. DeNyse also to discuss if there are any additional maintenance needs for the irrigations pumps with Mr. Wilkins.
 - c. Larter Field Dugout Roof Project. The project is scheduled to start next month. There was a discussion if there is a concern about the fiscal boundaries when we can spend the monies for this project. The consensus was there are no time limitations on the spending of the monies for this project.
 - d. Trash Service. The trash service with Shaw's service provided through the Town of Dunstable will begin October 1, 2019. There will be two barrels at Larter Field and none on the Town Common until spring.
 - e. Swallow Union Drainage. Mr. DeNyse reported briefly on a meeting of interested parties on September 11, 2019. There has been a continuing problem with the storm drain by the Town Common and the three drains in the Swallow Union parking lot creating ponds, slow drainage, and erosion.
- 6. Joint Issues.
 - a. Email Communications Process. Ms. Naughton discussed the importance of ensuring all committee members receive invoices and other communications from our vendors and those providing services to Parks and Recreations. Committee members were in agreement that vendors should submit communications to Parks or Recreations using the Town provide group email address. Committee Chair's and other members who have business with our vendors are instructed to ensure invoices and bills are communicated to members of the appropriate committee.
 - b. Prioritized Project List Discussion for FY20 & CPC Project Candidates. Capital planning requests are due in November. The budgetary request process for FY21 will begin soon. Committees will need to assess needs and prioritize projects.
- 7. New Business.

- a. Donation of Picnic Table. Two Girl Scouts from Troop 86147 of Groton completed a handicapped accessible picnic table. The table will be located at Larter Field. The committees thanked the girls for their helpful contribution to the improvement of Larter Field.
 - b. Parks Vice-Chair. The Parks commissioners discussed the need for a vice chair to conduct business of signing bills in the absence of the Parks Chair. Mr. DeNyse was nominated, accepted the nomination and was approved by a vote of 2-0.
8. The meeting was adjourned at 7:00PM. The next meeting is planned for November 13, 2019 at 6:00 PM in the Town Hall.

Respectfully Submitted,
Philip J. DeNyse
Parks Commissioner

Attachment: Parks and Recreations Bill Summary for October 2019

Parks and Recreations Bill Summary Discussion List for October 1, 2019 Meeting

Invoice Date	Company	Service Provided	Amount (\$)	Responsible Committee
09-04-2019	MJ Cataldo	Monthly Landscape Services #202162111	\$ 6,857.14	Parks
09-06-2019	National Grid	Electric Service	\$ 341.11	Parks
10-01-2019	MJ Cataldo	Monthly Landscape Services #202162253	\$ 6,857.14	Parks
10-03-2019	Board of Health, Town of Dunstable	Trash Service	\$ 325.00	Parks