



OFFICE OF THE PARKS COMMISSION  
TOWN HALL, 511 MAIN STREET  
DUNSTABLE, MA 01827-1313  
978-649-4514 x224  
parks@dunstable-ma.gov

## **PARKS COMMISSION MEETING MINUTES**

Approved: **December 3, 2019**

Meeting Date: **November 12, 2019**

### **Scheduled Agenda Items:**

1. Review and approval of meeting minutes: October 1, 2019.
2. Financial Status Discussion
  - A. New Invoices and Bills
3. Recreations Topics
  - A. Applications for Field Use, as needed.
  - B. Portable Bathroom Contract
4. Parks Topics
  - A. Current Budget Status Review
  - B. Next Year (FY21) Budget Inputs
  - C. Larter Field Dugout Roof Project
  - D. Trash Service
  - E. Swallow Union Drainage
5. Joint Issues
  - A. 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 6:10 PM. Meeting minutes from the previous joint committee meeting of October 1, 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. No new applications received.
  - b. Portable Bathroom Contract. Ms. Naughton has worked with the vendor to correct billing errors and to ensure the right number of units are deployed at Larter Field. No units on the Town Common for the winter and a single unit at Later Field for the winter season.
- 5. Parks Topics.
  - a. Current Budget Status Review (FY20). The committee review the current summary of expenditures for Parks. Repair costs have exhausted the FY20 budget. Parks is \$119 over budget. Mr. DeNyse to notify Advisory and the Town Administrator on the status of our budget.
  - b. Next Year (FY21) Budget Inputs. FY21 budget request. There was discussion to add \$5,000 to next year's budget request for a total of \$61,000 total. Mr. DeNyse to submit the request to Advisory. Recreations will maintain their request at \$6400 level funding for next year. Mr. DeNyse to work out the justification for Park's increase request.
  - c. Larter Field Dugout Roof Project. The committee discussed the lack of progress on this project. Concern was expressed if sufficient time is left before it would be too late in the season to complete. If the project shifts to the spring, there is also concern if it can be completed before the softball season starts. Mr. DeNyse to communicate with Mr. Greenwood if there are expectations of starting the project in this current season. The committees discussed if the bid acceptance of the current vendor should be rescinded based on inability to complete the task and a different vendor should be selected. No decision was reached.
  - d. Trash Service. The number of bins will be reduced during the winter months at Larter Field to one.
  - e. Swallow Union Drainage. Mr. DeNyse provided an update to the committees on this project. The next step is to cut down the overgrowth in the swale located on the edge of the Swallow Union recreation fields (east side). A cost estimate of \$800 has been received for the work. Mr. DeNyse requested Recreations fund this project and they agreed on a vote of 3-0.
- 6. Joint Issues.
  - a. Capital Planning and CPC Project Nominations.
    - i. Larter Field Wells. The committees discussed capital projects. Mr. DeNyse suggested a capital planning project for rebuilding six wells at Larter Field. Mr. DeNyse explained one of the seven wells failed this past summer and had to be rebuilt at a cost of \$3100. Given all the wells are the same age, additional failures are anticipated. It was agreed Mr. DeNyse will write up and submit a capital planning request for rebuilding six wells.

- ii. Tennis Courts. Mr. DeNyse presented the committees his recent efforts gathering quote data for the refurbishment of the tennis courts. The committees discussed different options and potential funding. The main discussion centered on if the entire court surface should be redone, i.e., remove and replace the asphalt surface or if the surface should be repaired and repainted. It was the consensus of the committees the most prudent option given the amount of use of the facility would be to repair the cracks and repaint the surface. It was agreed that replacement of the fence is needed for either option. Mr. DeNyse will write a proposal for Community Preservation funding of the effort.
7. New Business.
- a. Mr. Mike Cornella presented his idea to add pickleball stripping on one tennis court. The committees agreed this was a good addition to get more use out of the courts. We will start with one court and see if more courts are needed. In addition to the stripping on the courts, nets will be needed. Mr. Cornella said they cost about \$300 each and we would need two. A storage locker would be helpful for the nets. It was decided it was too late in the season to paint the courts. Committees will revisit the issue in the March meeting and invite Mr. Cornella for further discussions. No decision was made on the storage locker.
8. The meeting was adjourned at 7:43PM. The next meeting is planned for December 3, 2019 at 6:00 PM in the Town Hall.

Respectfully Submitted,  
Philip J. DeNyse  
Parks Commissioner

Attachment: Parks and Recreations Bill Summary for November 2019

Parks and Recreations Bill Summary Discussion List for November 12, 2019 Meeting

Invoice Date	Company	Service Provided	Amount (\$)	Responsible Committee
10-04-2019	National Grid	Electric Service	\$ 237.46	Parks
		Portable Bathroom Rental – 1 ADA compliant (Oct-Dec)	\$420.00	Recs