



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

PARK COMMISSION MEETING MINUTES

Approved: **February 3, 2020**

Meeting Date: **January 7, 2020**

Scheduled Agenda Items:

1. Review and approval of meeting minutes: December 3, 2019.
2. Financial Status Discussion
 - A. New Invoices and Bills
3. Recreations Topics
 - A. Applications for Field Use, as needed.
4. Parks Topics
 - A. FY 20 Budget Status Review
 - B. Larter Field Dugout Roof Project
 - C. Capital Planning Submittal and FY21 Budget Request
 - D. Swallow Union Drainage
5. Joint Issues
 - A. CPC Project Nominations – Tennis Court Rehabilitation
6. New Business, As Needed

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 Park 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: Jeffery Hastings, Brian Locapo, and Tiffany Naughton. Not present: Dawn Dorr and James Tully.
2. The meeting came to order at 6:04 PM. Meeting minutes from the previous joint committee meeting of December 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. New Parks invoices are National Grid and NE Well and Pump. The NE Well and Pump invoice was for winterization of Larter Field

irrigation wells. Recreations received a bill for the portable bathroom at Larter for the next three months.

4. Recreations Topics.
 - a. Applications for Field Use. No new applications received.
5. Parks Topics.
 - a. Current Budget Status Review (FY20). With the addition of the summer Cataldo bill the Parks budget is now at a deficit of \$654.
 - b. Larter Field Dugout Roof Project. Mr. Locapo has provided information and timing of project completion to Wielbrenner Construction. Project acceptance confirmation documentation sent to Wielbrenner. Status to be reviewed at the next meeting.
 - c. Capital Planning Submittal and FY21 Budget Request. Committees are awaiting input from Capital Planning and Advisory on the status of the capital planning request and FY21 budget input requests.
 - d. Swallow Union Drainage. No progress on clearing the brush and mowing the swale area.
6. Joint Issues.
 - a. CPC Project Nomination. The committees finalized discussion on the planned submission of a CPA project for tennis court refurbishment. The committee members discussed an amount of \$125K to be specified in the proposal for requested funds from the CPA fund to complete the project. Mr. DeNyse to complete the application and provide to the Community Preservation Committee for review. Ms. Naughton suggest we reach out for letters of support from those who support Pickle ball and the tennis lesson instructor. Letters to be included in the submitted package.
7. The meeting was adjourned at 7:30 PM. The next meeting is planned for February 3, 2020 at 6:30 PM in the Town Hall.

Respectfully Submitted,
Philip J. DeNyse
Park Commissioner

Attachment: Parks and Recreations Bill Summary for January 2020

Parks and Recreations Bill Summary Discussion List for January 7, 2020 Meeting

Invoice Date	Company	Service Provided	Amount (\$)	Responsible Committee
12-06-2019	National Grid	Electric Service	\$ 10.00	Parks
11-27-2019	NE Well & Pump	Winterization of 7 wells at Larter Field (#2044)	\$195.15	Parks
01-01-2020	Instant Portables	Portable Bathroom Rental (#1398) – 3 Units for 3 months (Jan-Mar)	\$ 450.00	Recs