



OFFICE OF THE PARK COMMISSION
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PARK COMMISSION MEETING MINUTES

Approved: **March 10, 2020**

Meeting Date: **February 3, 2020**

Scheduled Agenda Items:

1. Review and approval of meeting minutes: January 7, 2020.
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. CPC Project Nominations – Tennis Court Rehabilitation
 - C. Larter Field Dugout Roof Project
 - D. Capital Planning Submittal and FY21 Budget Request
 - E. Swallow Union Drainage
5. Joint Issues, if needed.
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: Dawn Dorr, Jeffery Hastings, Brian Locapo, and Tiffany Naughton. Not present: James Tully.
2. The meeting came to order at 6:40 PM. Meeting minutes from the previous joint committee meeting of January 7, 2020 were reviewed and approved by a vote of 2-0 for Parks and 4-0 for Recreations. Minutes will be posted to the Town web site page.
3. Financial Status Discussion.
 - a. New Invoices and Bills. The monthly National Grid bill was the only bill for consideration. Mr. DeNyse signed off on the bill for payment.

4. Recreations Topics.

- a. Applications for Field Use. An application has been received for a Soccer Clinic at Larter Field in August 2020. The Recreations committee approved the application. A remittance of \$200 will be provided after committee application approval.

5. Parks Topics.

- a. Current Budget Status Review (FY20). No significant changes in the balances since last month.
- b. CPC Project Nomination – Tennis Court Rehabilitation. Mr. DeNyse submitted the tennis court refurbishment project application to the CPC for review. Mr. DeNyse will present the application at the next CPC meeting scheduled for February 6, 2020. There was additional discussion on some of the practical issues related to operating the tennis courts communicated to the committee by Mr. Michal Coronella. The committee's discussed these topics. One concern is the distance of the courts from local parking areas. The committees concluded adding closer parking was impractical at this time. The signage at the courts restricts the use to Dunstable resident; however, the committees viewed this is not intended to discourage guests and visitors. It is the intent to ensure preferential use is given to Dunstable residents. The committee discussed adding a portable bathroom near the courts. There was a preference for placing it near the Babe Ruth ballfield shed for the practical of reason of facilitating ease of servicing. The facility would be available from May to September. The Babe Ruth shed will be used to handle any equipment storage needs.
- c. Larter Field Dugout Roof Project. Mr. Locapo provided a copy of the signed Contract Proposal. Mr. Locapo indicated if the good weather holds Wielbrenner may start the effort soon. The goal is complete the effort before practice starts in April. Mr. Locapo shared the vendor, has proposed to change the bid from asphalt shingles to rubberized roofing. The cost increase to the project would be approximately \$1,120 for the four roofs. There was concern the additional cost did not markedly improve the durability or longevity of the project. No change to the original proposal was approved. The project will remain as described in the proposal.
- d. Capital Planning Submittal and FY21 Budget Request. The committees are awaiting to hear on the progress and status of the capital funding request to rehabilitate six irrigation wells at Larter Field. Mr. DeNyse will make inquires on the progress. The committee's discussed the status of the FY21 budget request and status. The Town Administrator, Mr. Pallia has submitted is recommendations for FY21. Recreations maintains level funding at \$6400 and Parks has been increased to an annual \$61,000 from an approved FY20 amount of \$56,000.
- e. Swallow Union Drainage. No progress on clearing the brush and mowing the swale area.

6. The meeting was adjourned at 7:50 PM. The next meeting is planned for March 10, 2020 at 6:30 PM in the Town Hall.

Respectfully Submitted,
Philip J. DeNyse
Park Commissioner

Attachment: Parks and Recreations Bill Summary for February 2020

Parks and Recreations Bill Summary Discussion List for February 3, 2020 Meeting

Invoice Date	Company	Service Provided	Amount (\$)	Responsible Committee
01-09-2020	National Grid	Electric Service	\$ 10.00	Parks