



OFFICE OF THE PARK COMMISSION  
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## **PARK COMMISSION MEETING MINUTES**

Approved: **May 28, 2020**

Meeting Date: **March 10, 2020**

### **Scheduled Agenda Items:**

1. Review and approval of meeting minutes: February 3, 2020.
2. Financial Status Discussion
  - A. New Invoices and Bills
3. Recreations Topics
  - A. Applications for Field Use, as needed.
  - B. Playground Maintenance needs
  - C. Pickleball Lessons
  - D. CPC Sign for Ballfields
4. Parks Topics
  - A. FY 20 Budget Status Review
  - B. CPC Project Nominations – Tennis Court Rehabilitation Status
  - C. Larter Field Dugout Roof Project
  - D. Capital Planning Submittal and FY21 Budget Request
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: Jeffery Hastings, Brian Locapo, and Tiffany Naughton. Not present: Dawn Dorr and James Tully.
2. The meeting came to order at 6:30 PM. Meeting minutes from the previous joint committee meeting of February 3, 2020 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 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. Over the Hill Soccer league has submitted an insurance binder and check for \$500 for the coming season. Additionally, the Women's Soccer league on Thursday night would like to use the fields.
- b. Playground Maintenance needs. There was a discussion if the playground areas need additional wood chips. Additional research is needed cost and for minimum purchase quantities.
- c. Pickelball Lessons. There was discussion of who will provide lessons at the tennis courts when they are restriped. Lessons or any other use will be by application.
- d. CPC Sign for Ballfields. Ms. Naughton to investigate the cost of placing a sign next to the Larter softball field to communicate the project was completed with CPA funds.

#### 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 will return to discuss additional information requested by the CPC to potentially expand the scope of the project. Members of the CPC meeting of February 6<sup>th</sup> indicated they would prefer a longer term fix to the tennis courts which would include replacement of the paved surface. The CPC board asked for additional estimates for this effort. The CPC also in the February 6<sup>th</sup> meeting approved the baseline project for \$124,400 which would include fence replacement, patching the surface, and repainting for both tennis and pickelball. Mr. DeNyse to present additional information to the CPC and report to these commissioners the results of the meeting.
- c. Larter Field Dugout Roof Project. The project will begin as soon as conditions permit.
- d. Capital Planning Submittal and FY21 Budget Request. Parks is anticipating a modest increase in its annual budget to enable additional maintenance of facilities. No additional information on the status of the capital planning request for well maintenance.
- e. Swallow Union Drainage. No progress on clearing the brush and mowing the swale area.

#### 6. New Business.

- a. Tree Donation for Larter Field. Ms. Charlotte Weigel of Dunstable Cub Scout Pack 28 addressed the Committees with an offer to replace a tree at Larter Field. In the fall of 2019 a tree was damaged by wind and was removed. The Cub Scout Pack would like to replace the tree. There was discussion about the specific type of tree to be replaced. Mr. Locapo to research his files for the specific tree type. The boards accepted the Cub Scout offer and plans were made to accomplish the replacement in spring of 2020.

7. The meeting was adjourned at 8:20 PM.

Respectfully Submitted,  
Philip J. DeNyse  
Park Commissioner

Attachment: Parks and Recreations Bill Summary for March 2020

Parks and Recreations Bill Summary Discussion List for March 10, 2020 Meeting

Invoice Date	Company	Service Provided	Amount (\$)	Responsible Committee
02-06-2020	National Grid	Electric Service	\$ 10.00	Parks