



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

Approved: **June 15, 2020**

Meeting Date: **May 28, 2020**

### **Scheduled Agenda Items:**

1. Review and approval of meeting minutes: March 10, 2020.
2. Financial Status Discussion
  - A. New Invoices and Bills
3. Recreations Topics
  - A. COVID-19 State of Emergency and Field Use
4. Parks Topics
  - A. Vacancy on the Committee
  - B. Tennis Court Rehabilitation Project Status
  - C. Larter Field Dugout Roof Project
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 conduct via electronic communications via the commercial application Zoom.
  - 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, Brian Locapo, and Tiffany Naughton. Not present: Jeffery Hastings and James Tully.
2. The meeting came to order at 7:05 PM. Meeting minutes from the previous joint committee meeting of March 10, 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 for MJ Cataldo for landscaping was approved and will submitted for payment. Mr. DeNyse signed off on the bill for payment.
4. Recreations Topics.
  - a. COVID-19. Still assessing the situation when facilities can be opened. More guidance is expended from the State.

- b. Portable Bathrooms. There are no plans to deploy any of the bathrooms at this time. The contact with InstaPortables is on a “at will basis” which provides the flexibility to add or remove units as needed.
  - c. Summer Tennis Program. Expecting to permit a tennis lesson program this summer with Mr. Greg Reardon. Need to work out the details on class size and necessary COVID-19 safety measures. Mrs. Naughton to communicate with Mr. Reardon.
  - d. Budget and Projects. Due to the pandemic some anticipated expenses have not occurred leaving room for other projects. The committee members discussed a number of projects which need cost estimates. These projects may include: cleaning out unused items and trash in the sheds, adding more playground wood chips at Swallow Union and Larter Field, pruning trees on the Town Common, or purchase of a bench for Swallow Union. Further work will be done to refine the scope and cost of these projects.
5. Parks Topics.
- a. Vacancy on the Committee. Mr. Greenwood has resigned his position as a Park Commissioner. Mr. DeNyse volunteered to fill the Chairperson position. The request was approved by a 2-0 vote of the Parks members. Mr. DeNyse will seek a replacement member for the vacancy.
  - b. Tennis Court Rehabilitation Project Status. Mr. DeNyse met with the Town Engineer to discuss project details to go into the proposal. Work continues on the proposal.
  - c. Larter Field Dugout Roof Replacement. Mr. Locapo reports there are continued delays manufacturing the main beams for the roof replacement due to the pandemic. Mr. Locapo will update the committees when the project will be ready to proceed.
6. The meeting was adjourned at 8:37 PM. No meeting date was established for the next meeting.

Respectfully Submitted,  
Philip J. DeNyse  
Park Commissioner

Attachment: Parks and Recreations Bill Summary for May 2020

Parks and Recreations Bill Summary Discussion List for May 28, 2020 Meeting

Invoice Date	Company	Service Provided	Amount (\$)	Responsible Committee
05-22-2020	Cataldo	Monthly Landscape Bill	\$5928.00	Parks