



OFFICE OF THE PARK COMMISSION
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PARK COMMISSION MEETING MINUTES

Approved: **September 8, 2020**

Meeting Date: **August 11, 2020**

Scheduled Agenda Items:

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1. Review and approval of meeting minutes: June 15, 2020 and July 21, 2020.
2. Financial Status Discussion
 - A. New Invoices and Bills
3. Recreations Topics
 - A. Field Applications and Use: Cub Scouts and SU APT
 - B. COVID-19 State of Emergency and Field Use
4. Parks Topics
 - A. Maintenance at Larter Field: Softball fields, Maple Trees
5. Joint Issues
 - A. FY 2021 Budget Review
 - B. Prioritization of Projects
 - C. Town Meeting Approval of CPC Article for Tennis Courts Rehabilitation

Meeting Minutes.

1. This was a joint meeting of the Park Commissioners and the Recreation Commissioners conducted using the Zoom video conferencing application.
 - a. Attending the meeting for the Park Commission and a quorum being present: Tiffany Naughton, Jean Phelan, and Philip DeNyse.
 - 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.
 - c. Others attending: Joan Simmons, CPC.
2. The meeting came to order at 7:03 PM. Mr. DeNyse welcomed and introduced the newest Park Commissioner, Jean Phelan to her first meeting. Meeting minutes from the previous joint committee meeting of June 15, 2020 were reviewed and approved by a vote of 2-0 for Parks and 3-0 for Recreations. The Park Commissioners also approved the Park meeting minutes of July 21, 2020. Minutes will be posted to the Town web site.
3. Financial Status Discussion.

- a. New Invoices and Bills. Invoices and bills are listed in the attachment and were approved by their respective committees.
- 4. Recreations Topics.
 - a. Field Applications and Use. The committees discussed field use and reservations. There have been no soccer teams using the fields since the advent of the pandemic. One organization had made a deposit in the spring for field use, and they may request a refund if there are no opportunities to make use of the fields. The Cub Scouts have submitted field use applications for both Larter and Swallow Union.
 - b. COVID-19 State of Emergency and Field Use. No new measures in place.
- 5. Park Topics.
 - a. Maintenance at Larter Field.
 - i. Mrs. Simmons asked about the progress on the replacement of the Larter Field dugout roofs. Mr. Locapo explained the contractor is awaiting delivery of the support beams which must be manufactured. The manufacturing supply chain has been disrupted by the pandemic. It is hoped to finish the project before the winter.
 - ii. Larter Trees. The condition of the avenue of maple trees (or allée) was discussed. This year's drought has impacted many of the trees. Mrs. Phelan is concerned some of the trees are not thriving, show damage from the weather and appear to be in a state of decline. The committees discussed options how to rejuvenate the existing trees with increased watering, mulching, and other approaches including removing and replacing some of the trees. Mrs. Phelan to investigate having a soil expert assess the soil conditions at Larter to determine the outlook for these trees.
- 6. Joint Issues.
 - a. FY 2021 Budget Review. The committees reviewed current budget with current expenditures and proposed expenditures for the upcoming year.
 - b. Prioritization of Projects. Not discussed.
 - c. Town Meeting Approval of CPC Article for Tennis Courts Rehabilitation. The town meeting of July 30, 2020 approved the article for the funding of the tennis court rehabilitation project. The next steps will be defining the technical specification for the work, working with Conservation, and the Town Engineer.
- 7. The meeting was adjourned at 8:24 PM.

Respectfully Submitted,
Philip J. DeNyse
Park Commissioner

Attachment: Parks and Recreations Bill Summary for August 2020

Parks and Recreations Bill Summary Discussion List for August 11, 2020 Meeting

Invoice Date	Company	Service Provided	Amount (\$)	Responsible Committee
08-04-2020	Cataldo	Landscape Services #202163615	\$ 5928.00	Parks
07-09-2020	National Grid	Electric Service	\$ 825.17	Parks
07-29-2020	Instant Portables	Portable Bathrooms #13399	\$280.00	Recs