



OFFICE OF THE PARK COMMISSION
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PARK COMMISSION MEETING MINUTES

Approved: **October 15, 2020**

Meeting Date: **September 8, 2020**

Scheduled Agenda Items:

1. Review and approval of meeting minutes: August 11, 2020.
2. Financial Status Discussion
 - A. New Invoices and Bills
3. Recreations Topics
 - A. Field Applications and Use: Cub Scouts
 - B. COVID-19 State of Emergency and Field Use
4. Parks Topics
 - A. Tennis Courts Rehabilitation Project Status
 - B. Maintenance at Larter Field: Softball fields; Maple Trees
5. Joint Issues
 - A. FY 2021 Budget Review
 - B. Prioritization of Projects
6. New Business, As Needed

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, Brian Locapo, and Tiffany Naughton.
 - c. Others attending: Charlie Lippman, Recreation Committee candidate; Sue Winn and Jennifer Dinneen, Swallow Union Teachers.
2. The meeting came to order at 7:00 PM. Meeting minutes from the previous joint committee meeting of August 11, 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.
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. The Over the Hill Soccer League will be having a short fall season. They had paid for a spring 2020 season which was cancelled due to the pandemic. A fee of \$100 will be allocated to the abbreviated fall season and \$400 will be retained by Recreations as a credit for a Spring 2021 season. The committee continues to communicate with the Cub Scouts in the use of the fields at Swallow Union and Larter Fields.
 - b. Portable Bathroom Contract. It was decided to extend the portable bathroom on the Town Common to November 1st.
 - c. COVID-19 State of Emergency and Field Use. No new measures in place.
5. Park Topics.
- a. Maintenance at Larter Field: Maple Trees
 - i. Larter Trees. Ms. Phelan presented some observations on the row of maple trees at Larter Field. There are currently 13 trees in various states of health of which only 2 trees are thriving. There are 4 trees that are in serious decline and should be considered for removal. Ms. Phelan described the problems with the trees: insufficient water for most of the tree stand. Only the trees near the entrance way receive irrigation. Many of the trees are planted too low in the ground and the soil is poor quality and compacted. Many trees appear to have cankers, wounds, and large sun splits. All are symptoms of unhealthy trees. Originally there were 15 trees planted about 2013 at a cost of \$6,607. Ms. Phelan made some recommendations for the committees to consider. These recommendations included removal of the unhealthiest trees, restorative actions for mulching and soil improvement for the remaining trees, and a separate irrigation line to water the trees on a weekly basis and not a daily basis. The committees took the recommendations under consideration, but no decision was reached to remove any trees at this time. Additional data and costing of recommendations also needs to be acquired before specific actions will be considered.
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. New Business, Swallow Union Outdoor Instructional Space. Ms. Winn and Ms. Dinneen discussed a proposal to provide some natural outdoor seating adjacent to the Swallow Union playground. Details of the project were discussed. The committees asked for some details on the materials used, location of construction, method of funding, construction staff, and planned schedule of activities. The committees agree to meet with Ms. Winn and Ms. Dinneen at Swallow Union to gain further understanding of the scope and nature of the

project. It was agreed to meet on September 10th and then report to the committees on the feasibility of the project at the next committee meeting.

7. The meeting was adjourned at 8:58 PM.

Respectfully Submitted,
Philip J. DeNyse
Park Commissioner

Attachment: Parks and Receptions Bill Summary for Sep 2020

Parks and Recreations Bill Summary Discussion List for September 8, 2020 Meeting

Invoice Date	Company	Service Provided	Amount (\$)	Responsible Committee
09-01-2020	Cataldo	Landscape Services #202163750	\$ 5928.00	Parks
08-10-2020	National Grid	Electric Service	\$ 277.64	Parks
08-26-2020	Instant Portables	Portable bathrooms (2) #I3800	\$ 280.00	Recs