



OFFICE OF THE PARK COMMISSION
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PARK COMMISSION MEETING MINUTES

Approved: **November 24, 2020**

Meeting Date: **October 15, 2020**

Scheduled Agenda Items:

1. Review and approval of meeting minutes: September 8 & 16, 2020.
2. Financial Status Discussion
 - A. New Invoices and Bills
3. Recreations Topics
 - A. Field Applications and Use: Cub Scouts & Soccer
 - B. COVID-19 State of Emergency and Field Use
4. Parks Topics
 - A. Tennis Courts Rehabilitation Project Status
 - B. Maintenance at Larter Field: Fall Maintenance
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 and Philip DeNyse. Not present: Jean Phelan.
 - 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 Charlie Lippman.
2. The meeting came to order at 7:16 PM. Meeting minutes from the previous joint committee meeting of September 8th and 16th, 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. Cub Scouts & Soccer. Cub Scouts have requested to use Swallow Union parking lot to support the Scouting for Food drop off. The committees discussed the merits of using Swallow Union or suggesting the Cub Scouts use Larter Field for a drop off venue. Mr. DeNyse to contact the Cub Scouts to find the best venue. Committees were supportive of this event.
 - b. COVID-19 State of Emergency and Field Use. No new measures in place.
- 5. Park Topics.
 - a. Tennis Courts Rehabilitation Project Status. Mr. DeNyse continues to work the documentation to implement this project.
 - b. Maintenance at Larter Field: Fall Maintenance. Cataldo has been contacted to reduce the height of the grass to support the soccer teams. The committees discussed the plans to have Cataldo winterize the irrigation wells at the end of the season which should be before Veteran's Day. The need to continue irrigation will be dependent on fall rains and the degree of wear on the grass due to the soccer games. Parks will monitor the state of the fields.
 - c. Larter Field Dugout Roofs. Mr. Locapo reported the structural support beams have completed manufacture. However, the contracted firm can no longer acquire the remaining materials at the price originally quoted in the proposal. Mr. Locapo related the company had told him the cost of the materials has significantly increased. The company is requested a delay in completion of the project until the costs of lumber decrease. The committees were concerned this meant further delay from a project which was approved in May 2019. The vendor offered no completion date for the project and this caused concern if the price of lumber does not come down anytime soon, they will not complete the project. The committee discussed Mr. Locapo's suggestion to allow the contractor to tear down the dugouts but not rebuild them at the present time. The interim agreement of the committees was to (1) ask the contractor for a end date when they will complete the project regardless of the price of materials, and (2) not to demolish any of the existing structures until a project schedule can be agreed.
 - d. Maintenance of the Larter Hay Field. Mr. DeNyse briefed the committees on his understanding of the hay field portion of Larter Field which runs adjacent to Groton Street and the maintenance of this field. Mr. DeNyse met with Mr. George McGovern of Main Street Dunstable who has been mowing and haying the field for many years. There has been a long informal agreement with Mr. George McGovern of Main Street, Dunstable to maintain the field by mowing and haying. Mr. DeNyse suggested a formal letter of permission be communicated to Mr. McGovern to define the expectations and responsibilities of maintaining this field. Mr. DeNyse to communicate with the Town Administrator on the technical details of how to document such an agreement.
- 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.
- 7. The meeting was adjourned at 7:51 PM.

Respectfully Submitted,
Philip J. DeNyse
Park Commissioner

Attachment: Parks and Recreations Bill Summary for Oct 2020

Parks and Recreations Bill Summary Discussion List for October 15, 2020 Meeting

Invoice Date	Company	Service Provided	Amount (\$)	Responsible Committee
09-01-2020	Cataldo	Landscape Services Payment 6, #202163915	\$ 5928.00	Parks
09-09-2020	National Grid	Electric Service	\$ 859.74	Parks
09-23-2020	Instant Portables	Portable bathrooms (2) #I4289	\$ 280.00	Recs
10-02-2020	Cataldo	Irrigation Sprinkler Head, #2021639	\$ 100.00	Parks
09-28-2020	New England Well and Pump Co	Pump Repair, #2754	\$ 362.05	Parks
10-06-2020	National Grid	Electric Service	\$ 446.80	Parks