



OFFICE OF THE PARK COMMISSION  
TOWN HALL, 511 MAIN STREET  
DUNSTABLE, MA 01827-1313  
978-649-4514 x224  
parks@dunstable-ma.gov

## **PARK COMMISSION MEETING MINUTES**

Approved: **March 30, 2021**

Meeting Date: **January 26, 2021**

### **Scheduled Agenda Items:**

1. Review and approval of meeting minutes: November 24, 2020.
2. Financial Status Discussion
  - A. New Invoices and Bills
3. Recreations Topics
  - A. Field Applications and Use Discussion
  - B. COVID-19 State of Emergency and Field Use
  - C. Trash Service Discussion
4. Parks Topics
  - A. Tennis Courts Rehabilitation Project Status
  - B. Maintenance at Larter Field: Spring Maintenance
5. Joint Issues
  - A. Vandalism at Larter & Surveillance Cameras
  - B. Annual Report
  - C. FY 2021 Budget Review
  - D. 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: Philip DeNyse and Jean Phelan. Not present: Tiffany Naughton.
  - b. Attending the meeting for the Recreation Commission and a quorum not being present: Brian Locapo and Charlie Lippman. Not present: Dawn Dorr, Tiffany Naughton, and Jeffery Hastings.
2. The meeting came to order at 7:00 PM. Meeting minutes from the previous joint committee meeting of November 15<sup>th</sup>, 2020 was reviewed and approved by a vote of 2-0 for Parks, no vote was taken for Recreations on the minutes.
3. Financial Status Discussion.

- a. New Invoices and Bills. Invoices and bills are listed in the attachment and were approved by their respective committees. Bills were approved for Parks and Recreations bills have been previously approved.
- 4. Recreations Topics.
  - a. Field Applications, Use. An inquiry has been received for use of the softball field at Larter. Information has been provided for the application process.
  - b. COVID-19 State of Emergency and Field Use. Two signs have recently been installed at the request of the Board of Health for Larter Field reminding facility patrons of the State requirement to wear masks in public venues.
  - c. Trash Service Discussion. The committees discussed the need for trash service at Larter Field and the Town Common. The committee members discussed expectations for facility use starting in the spring. It was decided to have one bin all year at Larter and a second bin from May to November. There will be a single bin for the Town Common from April to November. This usage plan will be communicated to the Board of Health who manages the Town contract for trash services.
- 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: Spring Maintenance. The committees discussed restoration of the Larter baseball and softball fields. The fields have not been maintained in many years due to lack of use. There has been interest expressed to use the fields this coming year, consistent with the pandemic restrictions if they are still in force. It was agreed to get a cost quote for the maintenance of these fields.
- 6. Joint Issues.
  - a. Vandalism at Larter & Surveillance Cameras. There was a recent minor act of vandalism at Larter Field. It has been suggested the committees consider installation of surveillance cameras on the property. There has been equipment offered for free, but the committees need technical information on the nature and capabilities of this equipment. This information was not available at this meeting. The committees agreed to table this issue until the next meeting.
  - b. Annual Report. Mr. DeNyse presented the joint input to the 2020 Town Report. There were no comments or recommendations, and the input will be provided to the Assistant Town Administrator.
  - c. FY 2021 Budget Review. The committees reviewed current budget with current expenditures and proposed expenditures for the upcoming year.
  - d. FY 2022 Budget Discussion. The Town Administrator has requested committee inputs for the FY22 budget construction process. The current level of funding was discussed, and replies will be provided to the Town Administrator.
  - e. Prioritization of Projects. Committees discussed several projects for the balance of the fiscal year. These include restoration of the baseball and softball field at

Larter, filling the sink holes at the Larter field, restoration, or replacement of Larter trees, and repair of existing sheds at Larter Field. Each of these topics was discussed at length. Further discussion of these projects is anticipated at future committee meetings.

7. The meeting was adjourned at 8:15 PM.

Respectfully Submitted,  
Philip J. DeNyse  
Park Commissioner

Attachment: Parks and Recreations Bill Summary for Jan 2021

Parks and Recreations Bill Summary Discussion List for January 26, 2021 Meeting

Invoice Date	Company	Service Provided	Amount (\$)	Responsible Committee
01-21-2021	Weilbrenner	CPC Project: Replacement of 4 Dugout Roofs at Larter Field	27,984.00	Parks
01-21-2021	Longo	Snow Plowing @ Larter Field	120.00	Parks
01-13-2021	Instant Portables	Portable bathrooms, invoice #I5917	140.00	Recs
01-08-2021	National Grid	Electric Service	10.00	Parks