



OFFICE OF THE PARK COMMISSION
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PARK COMMISSION MEETING MINUTES

Approved: **May 27, 2021**

Meeting Date: **May 11, 2021**

Scheduled Agenda Items:

1. Review and approval of meeting minutes: March 30, 2021.
2. Financial Status Discussion
 - A. New Invoices and Bills
3. Recreations Topics
 - A. Field Applications and Use Discussion
4. Parks Topics
 - A. Tennis Courts Rehabilitation Project Status
 - B. Tennis Court – Pickle Ball Utilization
 - C. Maintenance at Larter Field: Trees & Grounds
 - D. Maintenance Contract Expiration
5. Joint Issues
 - A. Town Meeting at Larter
 - B. Prioritization of Projects for FY21
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, Philip DeNyse and Jean Phelan.
 - b. Attending the meeting for the Recreation Commission and a quorum being present: Dawn Dorr, Tiffany Naughton, and Brian Locapo. Not present: Charlie Lippman and Jeffery Hastings.
 - c. Others attending: Mike McKinnon and Nicole Pelletier for youth softball.
2. The meeting came to order at 6:30 PM. Meeting minutes from the previous joint committee meeting of March 30, 2021 was reviewed and approved by a vote of 3-0 for Parks, and 3-0 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.

4. Recreation Topics.

- a. Field Applications. No new applications have been received.
- b. FY21 Purchases. The committee discussed and approved 3-0 the purchase of three new benches and one picnic table for use at Larter field. Benches will be 8 feet in length, made of aluminum and be placed at intervals around the track.

5. Park Topics.

- a. Tennis Courts Rehabilitation Project Status. Mr. DeNyse reported he has had no success in getting a bid for engineering support for construction specific work. Mr. DeNyse to work with the Town Administrator for additional assistance in obtaining some engineering support for the project.
- b. Tennis Court – Pickle Ball Utilization. Adding striping on the current tennis courts to support pickle ball play was discussed. It was agreed to paint two tennis courts with two pickle ball courts each. Parks will purchase 4 nets.
- c. Maintenance at Larter Field: Tree Restoration. Many of the trees at Larter field are in a state of distress and a tree expert will assess and perform maintenance on eight of the remaining 13 trees. Five of the trees are no longer viable and will be removed in the fall. A bid of \$1800 for the project was approved by the commissions 3-0.
- d. Maintenance Contract Expiration. This is the third and final year of the landscaping contract. Committee discussed merits of having more than one firm accomplish maintenance activities. Mr. DeNyse will send out the current specification for review and discussion at a future committee meeting.
- e. Maintenance at Larter Field: Spring Maintenance. The committees discussed four maintenance task which quotes have been solicited. Park commissioners decided on the following tasks:
 - i. Task 1: Restoration of Larter softball and baseball fields. Awarded to Longo Landscape Contractors for \$3169.40.
 - ii. Task 2: Filling of sink holes at Larter field. Awarded to Longo Landscape Contractors for \$3300.
 - iii. Task 3: Irrigation improvement at Larter field. No award. Further investigation on the correct technical solution is needed.
 - iv. Task 4: Swallow Union baseball field (upper level) restoration. Approved the award to Longo Landscape Contractors for \$1872.60 pending committee review of future location of a softball field.

6. Joint Issues.

- a. Softball Field Conversion. The committees received input on adding another softball field from Mr. McKinnon and Ms. Pelletier. They shared there is an ongoing need for softball fields. Currently the four baseball fields are unused due to lack of teams. They proposed converting the ball field closest to the Swallow Union school which is currently used for school gym play area. A range of issues was discussed including cost to construct and how to fund, is there sufficient demand for a new field, would the softball league pay for use of both

- fields (currently there is no fee assigned for softball use at Larter field), should the work be accomplished self-help or professionally contracted? The committees reached no decision if a conversion will be accomplished, or which field is preferred. Softball league asked to review fee payment and commitment to a new field and reply in writing.
- b. Vandalism at Larter & Surveillance Cameras. Mr. Locapo reported on merits of installing game cameras at Larter to curtail misuse. He informed the committee the Chief of Police does not believe they would be useful in an investigation of facility misuse due to the lack of picture quality. No cameras will be installed.
7. The meeting was adjourned at 9:16 PM.

Respectfully Submitted,
Philip J. DeNyse
Park Commissioner

Attachment: Parks and Recreations Bill Summary for May 2021

Parks and Recreations Bill Summary Discussion List for May 11, 2021 Meeting

Invoice Date	Company	Service Provided	Amount (\$)	Responsible Committee
5-4-2021	Cataldo	Landscape & Mowing #202164890	6,142.85	Parks
5-5-2021	Instant Portables	Portable Bathrooms #17497	410.00	Recs
4-7-2021	Instant Portables	Portable Bathrooms #16998	140.00	Recs