



OFFICE OF THE PARK COMMISSION
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PARK COMMISSION MEETING MINUTES

Approved: **July 8, 2021**

Meeting Date: **May 27, 2021**

Scheduled Agenda Items:

1. Review and approval of meeting minutes: May 11, 2021.
2. Financial Status Discussion
 - A. New Invoices and Bills
3. Recreations Topics
 - A. Field Applications and Use Discussion
4. Parks Topics
 - A. Status of Larter Field Maintenance: Tree Rehabilitation Project
 - B. Reconsideration of Contract Awards for Larter Field Projects: (1) baseball and softball fields restoration, and (2) Larter sink hole filling
 - C. Spring Tasks Not Awarded: SU Ballfield and Larter Irrigation
 - D. Additional Equipment Purchase Recommendations
5. 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, Jeffery Hastings, and Brian Locapo. Not present: Charlie Lippman.
2. The meeting came to order at 7:03 PM. Meeting minutes from the previous joint committee meeting of May 11, 2021 was reviewed and approved by a vote of 3-0 for Parks, and 4-0 for Recreations.
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. Request to use the Larter parking lot on August 22 as a shuttle bus location for an event at the YMCA Camp in town. Lot use will be

from 1:30-7:30PM. Approved pending review by Chief Dow for any traffic or safety concerns.

- b. FY21 Purchases. Recreations proposed the purchase of three 6-foot benches for use at Larter Field. The proposed cost is \$6900. Proposal approved by committee. The committee reviewed a request for equipment by the softball league. A long list of items was submitted. A simple version of a foul pole will be recommended. A new home plate for the softball field was approved. No additional equipment was approved. Additional discussion on equipment needs to be conducted with the league.

5. Park Topics.

- a. Status of Larter Field Maintenance: Tree Rehabilitation Project. The committee approved the bill to Matt Foti Landscaper for his work to rehabilitate 8 of the available maple trees. The remaining 5 trees have been assessed as damaged and unviable to survive. Committee will discuss removal sometime in the fall.
- b. Reconsideration of Contract Awards for Larter Field Projects: The committees discussed the outstanding work tasks for Larter Field and Swallow Union. The case was made to maximize the benefits of the recent reclamation work on the Larter maple trees, the irrigation task should be accomplished as soon as possible. This effort is identified as Task 3 and was previously deferred due to inability to fit in the current budget. The committee also discussed Task 1 (Larter ball field restoration) and Task 2 (Larter sink holes). The committee had previously approved Task 4 (Swallow Union ballfield restoration). After much discussion the committee approved with the concurrence of the Recreations members, to reprioritize the efforts to accomplish Tasks 1, 2, and 3 in this fiscal year and defer Task 4 until later this summer. Task 3 is awarded to the lowest bidder Corbett Inc. of Concord, MA for a cost of \$3962.
- c. Additional Equipment Purchase Recommendations. The committee voted to purchase four portable pickleball nets at an approximate cost of \$500 and a replacement volleyball net of an approximate cost of \$300.
- d. Parks Bills. The committee voted to empower the Committee Chair to approve and submit all planned bills to the Town Account for payment to the vendors. This approval is valid until the end of the fiscal year on 30 June 2021.

6. The meeting was adjourned at 8:39 PM.

Respectfully Submitted,
Philip J. DeNyse
Park Commissioner

Attachment: Parks and Recreations Bill Summary for May 27, 2021

Parks and Recreations Bill Summary Discussion List for May 27, 2021 Meeting

Invoice Date	Company	Service Provided	Amount (\$)	Responsible Committee
5-26-2021	Cataldo	Irrigation Repair #202164983	650.00	Parks
5-7-2021	National Grid	Electricity	22.98	Parks
5-24-2021	Foti Landscaping Design	Tree Maintenance at Larter Field #M0105	1800.00	Parks