



OFFICE OF THE PARK COMMISSION
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PARK COMMISSION MEETING MINUTES

Approved: **January 11, 2022**

Meeting Date: **December 14, 2021**

Scheduled Agenda Items:

1. Review and approval of meeting minutes: November 9, 2021 and December 2, 2021
2. Financial Status Discussion
 - A. New Invoices and Bills
3. Recreations Topics
 - A. Field Applications and Use Discussion: Innovation Charter Academy, Scouts BSA for Klondike Derby
 - B. Field Use Application Update
 - C. Skating Rink at Larter
4. Parks Topics
 - A. Maintenance Contract for 2022
 - B. Plowing at Larter Field
 - C. Tennis Court Update
 - D. FY23 Budget and Project Priorities
5. New Business, As Needed

Meeting Minutes.

1. This was a joint meeting of the Park Commissioners and the Recreation Commissioners and was 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 not being present: Tiffany Naughton, and Brian Locapo. Not present: Charlie Lippman, Jeffery Hastings, and Dawn Dorr.
2. The meeting came to order at 7:11 PM. Meeting minutes from the previous joint committee meeting of November 9, 2021, was reviewed, and approved by a vote of 2-0 for Parks. The Parks minutes for December 2, 2021, were approved by Parks 2-0. 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. Ms. Naughton to investigate and

resolve the InstaPortable invoice to ensure it is the correct amount. Mr. DeNyse to pay the National Grid bill when it arrives.

4. Recreation Topics.

- a. Field Applications and Use Discussion. No field use application has been received from Innovation Academy who have expressed interest in using the Babe Ruth baseball field in the spring of 2022. The committee members discussed the state of the field due to its lack of use. Innovation Academy has expressed interest in rehabilitating the field and the committee members were open to the idea prior to determining a field fee. Further discussion is anticipated in future meetings.
- b. Field Use Application Update. Ms. Naughton shared a draft of a revised Recreations Field Use Application form for comment. Comments should be provided to her for incorporation in the revised form.
- c. Skating Rink at Larter. Mr. Locapo indicated the rink will be installed this week. He will contact the new town Fire Chief to see if they are willing to add water to occasionally level the surface as it gets used.

5. Park Topics.

- a. Maintenance Contract for 2022. The landscaping and maintenance contract is due for revision and rebid in 2022. The committees will be working to revise and update the technical specification for the services needed. The goal is to complete the bid package for release by the end of January 2022.
- b. Plowing at Larter Field. Park Committee awarded the plowing contract to the Nashua company: The Craftsman LLC for a seasonal cost of \$2350. Mr. Locapo will ensure the chains are removed to permit plowing access.
- c. Tennis Court Update. Mr. DeNyse updated the committee members on the recent efforts to define a task order for needed engineering services for bid preparation. It is anticipated the task order will be available in early January 2022.
- d. FY23 Budget and Project Priorities. A budget request has been submitted for FY23 with no increase requested from FY22. Reconsideration of the Parks budget may need to occur if the cost of the landscaping and maintenance contract is significantly more expensive.

6. The meeting was adjourned at 8:38 PM.

Respectfully Submitted,

Philip J. DeNyse
Park Commissioner

Attachment:

Parks and Recreations Bill Summary for December 14, 2021

Attachment 1. Parks and Receptions Bill Summary for December 14, 2021

Invoice Date	Company	Service Provided	Amount (\$)	Responsible Committee
11-11-2021	Instant Portables	Rental & Service of portable bathrooms l11152	130.63	Recs