



OFFICE OF THE PARK COMMISSION  
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## **PARK COMMISSION MEETING MINUTES**

Approved: **February 8, 2022**

Meeting Date: **January 11, 2022**

### **Scheduled Agenda Items:**

1. Review and approval of meeting minutes: December 14, 2021
2. Financial Status Discussion
  - A. New Invoices and Bills
3. Recreations Topics
  - A. Field Applications and Use Discussion: Innovation Charter Academy, Softball and Baseball at Larter
  - B. Field Use Application Form Review
  - C. Skating Rink Update
4. Parks Topics
  - A. Maintenance Contract for 2022
  - B. Tennis Court Update
  - C. GaGaBall Pit at Swallow Union
  - 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, Jean Phelan, and Philip DeNyse.
  - b. Attending the meeting for the Recreation Commission and a quorum being present: Tiffany Naughton, Brian Locapo, Charlie Lippman, and Jeffery Hastings. Not present: Dawn Dorr.
  - c. Additional Members Attending: Joan Simmons and Alan Chaney of the Community Preservation Committee; David Greenwood and Mike Kinnon of Groton Dunstable Youth Softball.
2. The meeting came to order at 7:08 PM. Meeting minutes from the previous joint committee meeting of December 14, 2021, was reviewed, and approved by a vote of 3-0 for Parks and 4-0 for Recreations. Minutes will be posted to the Town web site.
3. Financial Status Discussion.

- a. New Invoices and Bills. Ms. Naughton will review and pay the InstaPortable invoice for the portable bathroom rental. Mr. DeNyse indicated Parks had not yet received the plowing invoice or the National Grid bill. Mr. DeNyse received concurrence to pay both bills when they arrive.
4. Recreation Topics.
  - a. Field Applications and Use Discussion. Ms. Naughton reports Innovation Academy continues to express interest in using the Babe Ruth field for practice and games starting in spring 2022. The committee is anticipating an application soon. The committee shares the expectation the field will be returned to serviceable condition as part of an agreement to use the field. It is anticipated Recreations will need to provide new bases and install foul poles. Further discussion is anticipated in future meetings.
  - b. Field Use Application Update. Ms. Naughton would like any comments on the draft of a revised Recreations Field Use Application form as soon as they can be provided.
  - c. Skating Rink at Larter. Mr. Locapo reports the rink suffered some early damage by eager skaters walking on the partially frozen ice. The surface has been leveled and the Fire Department has added more water to even the ice. A portable sign will be posted to advise the public when the rink is in a condition for skating.
5. Park Topics.
  - a. Maintenance Contract for 2022. The landscaping and maintenance contract is due for revision and rebid in 2022. The Committees discussed the draft specification. Committee members agreed the duration of the contract should be two years starting in the spring of 2022. Park Commissioners will work with the Town Administrator to finalize the specification as soon as possible to issue the request for bid.
  - b. Tennis Court Update. Mr. DeNyse reports a task order description of the preliminary engineering work is due on January 14, 2022. Mr. DeNyse will share with the committee members when received.
  - c. GaGaBall Pit at Swallow Union. Mr. DeNyse reports the project is progressing and additional work is needed to define the needs for the pit foundation. It is a goal to present additional details on the project at a future meeting.
6. New Business.
  - a. Drew Property Discussion. Mrs. Simmons and Mr. Chaney briefed the committees on a procedural matter regarding the use of CPA funds for an improvement at the Drew Property (adjacent to 673 Main Street), recently purchased by the Town. There is interest by the Conservation Commission to construct a boardwalk to connect the property to the Sargent Conservation Area for hiking. This project needs engineering services to facilitate proper planning before a grant request can be submitted to the Commonwealth for project funding. Because the parcel was not purchased using CPA funds, sponsorship of the request for project planning funding must come from the Recreations

- Committee. Mrs. Simmons and Mr. Chaney are asking for Recreations committee support of the expenditure of \$7000 for engineering services to support the grant request. Mr. Locapo offered a motion to the Recreation Commissioners to support the allocation of \$7000 of CPA Administrative funds to pay for engineering services. The Recreations Commissioners voted 4-0 in favor of the expenditure of CPA funds.
- b. Larter Field Additional Storage Capacity. Mr. Greenwood and Mr. Kinnon representing Groton Dunstable Youth Softball league address the committees to ask for consideration to construct storage units to support play at the softball field. Mr. Greenwood offered for consideration, a short-term solution consisting of a storage box located near the backstop and a longer term solution which could involve a larger permanent structure to house more equipment. The committee discussed the merits of the proposals, however, without specific details no consensus was reached. Mr. Greenwood was encouraged to return to the committees with specific written proposal which would include location of the unit, costs, and anticipated maintenance needs.
7. The meeting was adjourned at 8:38 PM.

Respectfully Submitted,

Philip J. DeNyse  
Park Commissioner