



OFFICE OF THE PARK COMMISSION
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PARK COMMISSION MEETING MINUTES

Approved: **April 13, 2022**

Meeting Date: **March 8, 2022**

Scheduled Agenda Items:

1. Review and approval of meeting minutes: February 8, 2021
2. Financial Status Discussion
 - A. New Invoices and Bills
3. Recreations Topics
 - A. Field Use Applications
 - B. Field Use Application Update
 - C. Skating Rink at Larter
 - D. Donations In Memory of M. Robie Stevens
 - E. Equipment Storage Options at Larter
4. Parks Topics
 - A. Maintenance Contract for 2022
 - B. Tennis Court Status
 - C. 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 being present: Tiffany Naughton, Brian Locapo, Jeffery Hastings, and Dawn Dorr. Not present: Charlie Lippman.
 - c. Others Attending: Ms. Nicole Pelletier, Mr. David Greenwood, and Mr. Zach Goss.
2. The meeting came to order at 7:04 PM. Meeting minutes from the previous joint committee meeting of February 8, 2022, were not voted on and will be addressed in the next meeting.
3. Financial Status Discussion.

- a. New Invoices and Bills. New bills are documented in the attached enclosure. Payment of the bills was approved 2-0 for Parks bills, and 4-0 for Recreations bills.
- 4. Recreation Topics.
 - a. Field Application and Use Discussion. Applications for Innovation Academy, Groton-Dunstable Youth Softball, and Over the Hill Soccer league were discussed.
 - i. Innovation Academy. The Academy will be using the Babe Ruth field at Swallow Union this spring. The organization has agreed to maintain the field, which include reworking the pitcher's mound, restoring the infield, and replacing the bases.
 - ii. Groton-Dunstable Youth Softball. Discussed the spring application fee for softball is to be \$1000 and agreed the use of the field is contingent on this amount.
 - iii. Over the Hill Soccer league. The league has submitted an application to use the Larter soccer fields for five spring games and five fall games. This is fewer games than have been scheduled in the past. The Recreations Committee agreed to request \$500 for the limited spring and fall season.
 - b. Field Use Application Form Update. Ms. Naughton will review recent inputs to the updated form and share the latest version for discussion at the next meeting.
 - c. Larter Skating Rink. The rink is melting and draining from the previous liner damage. The season is complete, and Mr. Locapo will coordinate the breakdown of the rink panels when all the ice has melted.
 - d. Donations in memory of Mr. M. Robie Stevens. The committees discussed potential options for expenditure of the donations which include placement of another bench at Larter field. This issue was tabled for a future discussion.
 - e. Equipment Storage Options at Larter. Mr. Greenwood discussed a proposal for a new shed at Larter Field. This shed would be closer to the existing softball field. Rationale for the new shed is the closeness to the ballfields, and the poor condition of the current sheds. It was discussed the shed would be a donation to the Town. This donation would include installation of the shed. The committees also discussed repair options for the current shed configuration. Mr. Greenwood was asked to provide a written proposal for the new shed and potential locations at Larter. Additionally, Mr. Greenwood was asked for his estimates for repair of the existing sheds.
- 5. Park Topics.
 - a. Landscape Maintenance Contract for 2022. One company responded to the request for bid for landscaping services for the Town of Dunstable. This is a two year contract beginning this spring. The winning bidder is New England Acreage Group of Leominster MA. Cost to the town will be \$50,590 per year which covers both the Parks areas of responsibility and the Towns other properties covered under the contract.

- b. Tennis Court Update. Mr. DeNyse reports a task order description of the preliminary engineering work was delivered on February 9, 2022. The committee discussed the contents of the task order. The potential cost for the task order is \$38,300. This includes five tasks which support the project from inception to support for the construction phase. Ms. Naughton shared this project has been discussed at a recent Conservation Committee meeting and there was concern about the cost of this engineering task order. Mr. DeNyse to contact Conservation Committee for opinions and suggestions on project cost.
 - c. GaGaBall Pit Project. Mr. DeNyse updated the committees on the progress to adding a GaGaBall Pit adjacent to the Swallow Union playground. Parks will provide the foundation for the pit and the Swallow Union APT will provide the surface mat and structure for the pit. Mr. DeNyse will work with Mr. Locapo to find a vendor to provide the pit foundation.
 - d. FY23 Budget and Project Priorities. Mr. DeNyse recommended committee members begin thinking about spring projects to prioritize effort to ensure the committee's budgetary funds are used for the benefit of infrastructure maintenance and improvements.
6. New Business.
- a. Recreations: Portable Bathroom provider. Mr. Zach Goss address the Recreation Committee with a proposal to provide portable bathroom services to the Town. Quote information has been provided to the Recreations Committee. Cost per unit will be on a monthly basis, standard unit, \$170 and ADA compliant unit at \$240. Delivery costs will be extra. The Recreations committee voted 4-0 to change vendors from Insta Portables to Powder House Portables beginning April 1, 2022. There was additional discussion if a unit should be placed near the Babe Ruth field. It was agreed the units will be placed on the Town Common and near the Swallow Union playground.
7. The meeting was adjourned at 8:22 PM.

Respectfully Submitted,

Philip J. DeNyse
Park Commissioner

Enclosure
Parks and Recreations Bill Summary

Parks and Recreations Bill Summary Discussion List for March 8, 2022 Meeting

Invoice Date	Company	Service Provided	Amount (\$)	Responsible Committee
2022-03-01	Craftsman LLC	Plowing at Larter Field Invoice # 1082	587.50	Parks
2022-01-24	Lowell Publishing Group	Advertising for Landscape Bid	234.72	Parks
2022-02-04	National Grid	Electrical Service	10.00	Parks
2022-03-03	Instant Portables Inc	Instant Portables Invoice # 2918	130.00	Recs