



OFFICE OF THE PARK COMMISSION
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PARK COMMISSION MEETING MINUTES

Approved: **April 13, 2022**

Meeting Date: **February 8, 2022**

Scheduled Agenda Items:

1. Review and approval of meeting minutes: January 11, 2021
2. Financial Status Discussion
 - A. New Invoices and Bills
3. Recreations Topics
 - A. Field Applications and Use Discussion: Innovation Charter Academy
 - B. Field Use Application Update
 - C. Skating Rink at Larter and New Signage
 - D. Donations In Memory of M. Robie Stevens
4. Parks Topics
 - A. Maintenance Contract for 2022
 - B. Tennis Court Update
 - 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, Charlie Lippman, and Dawn Dorr. Not present: Jeffery Hastings.
2. The meeting came to order at 7:10 PM. Meeting minutes from the previous joint committee meeting of January 11, 2022, were reviewed, and approved by a vote of 2-0 for Parks and 3-0 for Recreations; Ms. Dorr not present for the minutes review. Minutes will be posted to the Town web site.
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 3-0 for Recreations bills.

4. Recreation Topics.

- a. Field Application and Use Discussion. Ms. Naughton reports applications for field use were received from Groton Dunstable Spring Baseball and for Troop 28, BSA.
 - i. Baseball. An application has been submitted for use of Larter Field baseball diamond and Swallow Union T-Ball field for April 1 through June 2022. Specific dates will be provided when the season gets closer. Discussion regarding appropriate fee structure was had. In prior years when Dunstable had a baseball team in town, the fee structure was \$2500 for the use of both ball fields at Larter. Since there is now only one baseball field at Larter, and one softball field, the board feels dividing the original fee in half, and lowering it to \$1000 per field is fair. The plan is to charge \$1,000 for each ballfield at Larter and allow the Softball and Baseball teams to communicate within themselves to coordinate the use of Swallow Union fairly if they both desire. The application for Baseball with a fee of \$1000 was approved by the Recreations committee.
 - ii. Troop 28 requested use of Larter Field for nighttime sledding on February 21, 2022, sponsored by Mr. DeNyse representing the troop. Committee approved application for use.
- b. Field Use Application Form Update. Ms. Naughton shared the latest version of the revised field use application form. Committee members provided comments and discussed if the field use fee structure should be included on the form or posted on the Recreations page of the town website. Mr. Lippman volunteered to investigate fee structures in other towns and report back to the committees on his findings in a future meeting. Any additional comments or questions can be sent to Ms. Naughton for incorporation in the next form revision.
- c. Skating Rink at Larter and New Signage. Committees discussed the proposed skating rink signs at Larter. No decision was reached at this time on the type of sign or specific instructions to be included in the sign. Further discussion on the topic will occur at a future meeting in preparation for next season.
- d. Donations in memory of Mr. M. Robie Stevens. The Recreation committee has received donations from relations of the late Mr. Stevens of Dunstable in the amount of \$875.00. The Recreations Committee expressed appreciation for the generosity of Mr. Steven's benefactors. The committee will consider how best to utilize the donated funds in a future meeting.

5. Park Topics.

- a. Landscape Maintenance Contract for 2022. The bid specification is complete and has been posted to the town web site. Notification of the bid to the public will be announced in a local newspaper as require by law. Bids will be accepted until March 1, 2022.
- b. Tennis Court Update. Mr. DeNyse reports a task order description of the preliminary engineering work was due on January 14, 2022 and has not been

- received. Mr. DeNyse has been informed of delays in getting information to complete the task order. Mr. DeNyse will share with the committee members when the task order is available.
- c. 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. Town Meeting at Larter Field. The Town Administrator has informed the Committees of the Town's intent to hold Town Meeting in May 2022 in the open at Larter Field. This would be the third Town Meeting at Larter Field.
 - b. Trash Bins at Larter. Mr. DeNyse raised the continuing issue of inappropriate household trash being deposited in the bins. It was agreed to limit the problem by decreasing the bins to one.
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 February 8, 2022 Meeting

Invoice Date	Company	Service Provided	Amount (\$)	Responsible Committee
01-28-2022	Lordens	Repair Supplies for Skating Rink	30.97	Parks
02-01-2022	The Craftsman LLC	Invoice #1073 – Plowing at Larter	587.50	Parks
01-06-2022	Instant Portables	Invoice #I2433	142.00	Recs
02-03-2022	Instant Portables	Invoice #I2502	130.00	Recs