



OFFICE OF THE PARK COMMISSION
TOWN HALL, 511 MAIN STREET
DUNSTABLE, MA 01827-1313
978-649-4514 x224
parks@dunstable-ma.gov

PARK COMMISSION MEETING MINUTES

Approved: **May 11, 2022**

Meeting Date: **April 13, 2022**

Scheduled Agenda Items:

1. Review and approval of meeting minutes: Parks & Recreations: February 8, 2022 and March 8, 2022, and Recreations March 30, 2022
2. Financial Status Discussion
 - A. New Invoices and Bills
3. Recreations Topics
 - A. Field Use Application(s): Babe Ruth Field & Innovation Charter
 - B. Donations In Memory of M. Robie Stevens
 - C. Equipment Storage Options at Larter
4. Parks Topics
 - A. Maintenance Contract for 2022
 - B. Tennis Court Status
 - C. FY23 Budget and Project Priorities
 - D. Larter Field – Dog Leash Concerns
5. Joint Topics
 - A. Spring Warrant Article- Unification of Parks and Recs
 - B. Town Web Site
6. New Business, As Needed

Meeting Minutes.

1. This was a joint meeting of the Park Commissioners and the Recreation Commissioners and was conducted at the Town Hall.
 - 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, Jeffery Hastings, and Charlie Lippman. Not present: Dawn Dorr.
2. The meeting came to order at 6:07 PM. Meeting minutes from the previous joint committee meeting of February 8, 2022 and March 8, 2022 were reviewed and approved by Parks. The Recreations Committee meeting minutes of March 30, 2022 were reviewed and approved 4-0. Meeting minutes will be posted to the Town website.

3. Financial Status Discussion.
 - a. New Invoices and Bills. New bills are documented in the attached enclosure. Payment of the bills was approved 3-0 for Parks bills, and 4-0 for Recreations bills.
4. Recreation Topics.
 - a. Field Application and Use Discussion. No new applications received.
 - i. Innovation Academy. The Academy will be using the Babe Ruth field behind Swallow Union this spring. Field work has begun to dress the infield and prepare it for play.
 - b. Donations in memory of Mr. M. Robie Stevens. The committees discussed potential options for expenditure of the donations including placing a new tree at Larter. Mr. Locapo to contact the family for feedback on this concept.
 - c. Equipment Storage Options at Larter. There are no plans for adding another shed to be located on the Larter playing fields. Shed access will be provided for the teams as need to store their equipment.
5. Park Topics.
 - a. Landscape Maintenance Contract for 2022. Committees discussed the initial spring tasks with the new landscaping company. Ms. Phelan discussed her Larter turf quality concerns. She suggested dethatching of the grass and taking soil samples to assess the quality of the soil. Ms. Phelan suggested we consider mowing the field very low on the first cut of the season. It was agreed we should meet soon with NE Acreage to discuss early spring tasks.
 - b. Tennis Court Status. Mr. DeNyse discussed the need to review the project with the new Town Administrator to determine the next steps with task order #3.
 - c. FY23 Budget and Project Priorities. The GaGaBall Pit foundation is anticipated to be completed during the upcoming school vacation week. Mr. Locapo will keep the committee informed of the date and any needs from the vendor to complete the task.
 - d. Larter Field – Dog Leash Concerns. Ms. Naughton reported on a citizen’s concerns about pet owners and the need to maintain control of their dogs. There was a request the committee post additional public information about rules for dog control. It was noted information is currently included in the Larter Field Usage Sign. After discussion, it was agreed that no additional information needed to be placed at the field.
6. Joint Topics.
 - a. Spring Warrant Article- Unification of Parks and Recreations Committees. Mr. DeNyse reported on a warrant article to combine the responsibilities of the Park Commissioners and Recreations Commissioners into a single committee consisting of three members at a recent Board of Selectmen meeting. Mr. DeNyse recounted the concerns he shared with the Board of Selectmen on this change and how it could negatively impact support of the various Park and Recreation activities in the town. The Board of Selectmen took the comments

- under advisement and agreed to remove the article from the warrant until further input and discussions can be held with the committees.
- b. Town Web Site. Ms. Naughton raised a suggestion to add more information related to recreational opportunities on the Town Web site. There was discussion on the challenges in maintaining and updating the web site. The committee will look for opportunities to add information where possible.
7. The meeting was adjourned at 8:05 PM.

Respectfully Submitted,

Philip J. DeNyse
Park Commissioner

Enclosure
Parks and Receptions Bill Summary

Parks and Recreations Bill Summary Discussion List for April 13, 2022 Meeting

Invoice Date	Company	Service Provided	Amount (\$)	Responsible Committee
2022-04-01	Craftsman LLC	Plowing at Larter Field Invoice # 1087	587.50	Parks
2022-03-03	Powerhouse	Portable Bathrooms Invoice #130	595.00	Recs