



OFFICE OF THE PARK COMMISSION  
TOWN HALL, 511 MAIN STREET  
DUNSTABLE, MA 01827-1313  
978-649-4514 x224

## **PARK COMMISSION MEETING MINUTES**

Approved: **July 13, 2022**

Meeting Date: **June 8, 2022**

### **Scheduled Agenda Items:**

1. Review and approval of meeting minutes: May 11, 2022
2. Financial Status Discussion
  - A. New Invoices and Bills
3. Recreations Topics
  - A. Field Use Applications
  - B. Field Use Application Form Update
  - C. Larter Dog Leash Discussion
  - D. Shed Utilization and Access
4. Parks Topics
  - A. Larter Field Irrigation Update
  - B. Landscape Contractor Responsibilities
  - C. Tennis Court Status
  - D. FY22 Budget Closeout
  - E. 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 in the Town Hall.
  - 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, Charlie Lippman (late arrival).
  - c. Others attending: Kieran Meehan, Selectman.
2. The meeting came to order at 7:03 PM. Meeting minutes from the previous joint committee meeting of April 13, 2022, were reviewed, and approved by Parks, 2-0 and Recreations 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 2-0 for Parks bills. All bills were approved except for the bill for irrigation startup at the Police station. This bill will be referred to the Town Administrator for payment. There were no Recreations bills.
4. Recreation Topics.
  - a. Field Application and Use Discussion. The Cub Scouts request to use Swallow Union fields for a rocket launch activity on July 16, 2022 was approved.
  - b. Field Use Application Form Update. Ms. Naughton presented a revised application form. The committees discussed the merits of including a fee schedule and it will not be included in the form.
  - c. Shed Utilization Policy at Larter Field. Mr. Locapo reported on the continuing efforts to clean out the sheds of unused items. In the future a policy of no motorized vehicles will be permitted to be stored in the sheds. They are not designed to accommodate these vehicles and cause damage to the shed structure. Sports teams storing items in the shed will be informed of the policy change.
  - d. Larter Dog Leash Discussion. The committees discussed the issue of uncontrolled dogs at Larter. There have been several incidents of concern. The policy on the Larter Field usage sign states: "Dogs should be under leash control at all times. Please remember to pick up after your pet." The committee discussed if the policy at Larter should be changed to require leashes at Larter rather than a suggestion. It was pointed out this policy would be different than the town "Dog Control Bylaw". Mr. Locapo to discuss the issue with Town Administrator and the Animal Control Officer about the potential for a policy change only affecting Larter Field.
5. Park Topics.
  - a. Larter Field Irrigation Update. The committees discussed the inability to start the irrigation system due to multiple well problems. Some repairs have been made, but additional assessment and repair of four of the seven wells must be accomplished. The wells installed at Larter Field are an uncommon type and there are few vendors who can accomplish major repairs. Mr. DeNyse informed the committee members he as contacted the original installer, Mr. Bob Tupper who believes the wells are repairable and has agreed to visit to accomplish a complete evaluation of the well equipment with a written estimate of repair costs. Mrs. Dorr raised the issue of removing the irrigation system start up and shutdown at Larter from the contract to ensure a company with the proper skills and knowledge can accomplish the task. There was general agreement this was a good idea and options to implement this approach in the future should be explored.
6. The meeting was adjourned at 8:54 PM.

Respectfully Submitted,

Philip J. DeNyse  
Park Commissioner

Enclosure  
Parks Bill Summary

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

Invoice Date	Company	Service Provided	Amount (\$)	Responsible Committee	Disposition
2022-05-10	NE Well & Pump	Well repairs at Larter Invoice #4288 (Second visit)	287.46	Parks	Approved
2022-05-13	Shaw's Trash Service FY22	Trash Service	525.00	Parks	Approved
2022-05-20	NE Acreage Inc	Irrigation Startup #4523	200.00	Parks	Disapproved
2022-05-20	NE Acreage Inc	Monthly Bill #2 of 8, Invoice #4522	5291.25	Parks	Approved
2022-05-27	Powerhouse Bathrooms	Three portable bathrooms Invoice I184	800.00	Parks	Approved
2022-05-31	THS Inc	Repair of Larter Field Guard Rail	475.00	Parks	Approved
2022-05-31	UMass Extension	Soil Testing for Larter Field	40.00	Parks	Approved