



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

PARKS COMMISSION MEETING MINUTES

Approved: **August 7, 2018**

Meeting Date: **June 28, 2018**

Scheduled Agenda Items:

1. Review and approval of meeting minutes: June 11, 2018.
2. Financial Status Discussion
 - A. New Invoices and Bills
 - B. Current Expenditures and FY18 Budget close out
3. Recreations Topics
 - A. New Applications for Field Use
4. Discussion of Current Projects and Maintenance
 - A. Larter Field Signs
 - B. Geese Problem at Swallow Union
 - C. Larter Field Cleanup Progress
5. New Projects or Issues
 - A. CPA and Capital Projects
 - B. Larter Field Flag Pole
6. Next Meeting Schedule

Meeting Minutes.

1. This was a joint meeting of the Park Commissioners and the Recreation Commissioners.
 - a. Attending the meeting for Parks Commission -- David Greenwood, Tiffany Naughton, and Philip DeNyse.
 - b. Attending the meeting for Recreation Commission -- Brian Locapo, Tiffany Naughton and Jeffery Hastings. Not present: James Tully and Derek Bernard.
 - c. Others attending. Dianna Dalida.
2. The meeting came to order at 7:08 PM. Quorums were present for both Commissions. Meeting minutes from the previous committee meetings were

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reviewed and approved by votes of 3-0. Minutes will be posted to the Town web site page.

3. Financial Status Discussion

- a. New Invoices and Bills. Current bills to be paid before the end of the fiscal year include the portable bathroom bill for \$414 for March to May. The bill of the new handicap swing to be installed at the new playground for \$835. It was determined that transfer of the old swing seat to the new swing set would not work due to the incompatibility of the old and new equipment.
- b. Current Expenditures and FY18 Budget. There was discussion on how to ensure all the available funds in the current year's budget could be most efficiently used to complete ongoing projects. There was a discussion if any of the projects could not be completed by the end of the fiscal year, if encumbering the funds would be a useful approach.

4. Recreations Topics

- a. New Applications for Field Use. Ms. Naughton indicated she has received interest from the Groton Dunstable Softball League to use the baseball fields at Larter Field. This opportunity lead to a discussion of fees and the underutilization of the fields.
- b. Discussion of Field Use Fees. The committees discussed the lack of use of the fields, particularly the baseball fields and the costs to maintain them in light of their limited use. It was felt perhaps reducing fees might entice more sports groups to make use of the fields. A new fee schedule was approved by the Recreation committee members. The new rates reduce soccer field use to one \$2000 payment per year. No payment due in the fall. No charge for softball team's use of the fields provided they accomplish routine maintenance: lining the fields, dragging out the dirt, etc., after a game. These changes do not change any of the expected obligations of the athletic organizations to ensure proper permitting, submitting insurance binder, and scheduling information.

5. Discussion of Current Projects and Maintenance.

- a. Larter Field Signs. Ms. Naughton provided an update on the potential costs for the signs. The committees are replacing the Larter Field "Welcome" signs which explain the field use guidelines. One of the signs has disappeared and the other is in poor condition. Different types of material were discussed and PVC sign material was preferred due to is

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- durability. Additionally, a quote for aluminum posts rather than pressure treated wood was discussed. Ms. Naughton to report at the next meeting.
- b. Geese Problem at Swallow Union. No further communications has been received from the School authorities on this issue since the June 11, 2018 meeting.
 - c. Larter Field Cleanup Progress. Dana Kinne is expected to remove the trash and various articles from the field as have been identified by the committee as excess and unusable items. Cost is expected to be \$200 and is expected to be billed in FY18.
6. New Projects or Issues
- a. CPA and Capital Projects. The committees briefly discussed ideas for future capital projects for the coming year. Ideas included replacing the sheds at Larter field with a new multi-purpose structure. Also included are adding park benches at Larter Field and expanding the playground area at Larter Field to include some of the older equipment from the old Swallow Union playground. Not included in the discussions are replacement of the Larter Field dugouts which have rotting roofs.
 - b. Larter Field Flag Pole. The committees discussed the practical problem of maintaining a flag at the field. The committee members were concerned that proper adherence flag protocol could not be observed with the resources at hand. All other flag poles in town are attended by departments or boards which have permanent staff to respond to direction to change the status of the flag: full staff to half-staff. There was concern raising and lowering the flag in this situation would not be feasible nor timely particularly in the winter months. The committee reached the conclusion not to permanently install a flag at Larter Field; however it is open to any group or organization who desires to display the flag during their event at the field.
7. The meeting was adjourned at 9:20 PM. The next meeting will be August 7, 2018 at 7 PM in the Town Hall.

Respectfully Submitted,

Philip J. DeNyse
Parks Commissioner