



TOWN OF GROTON
173 Main Street
Groton, Massachusetts 01450
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Minutes

Groton Park Commission
Monday, March 18, 2019
Town Hall First Floor
Meeting Room, 5:00 PM

Members Present: Kenneth Bushnell, Evan Boucher, Anna Eliot, Donald Black
Members Absent: Timothy Siok
Others in attendance: Maureen Adema, Admin. Asst.

5:00 pm – Meeting called to order

Porta Potty Vendor Discussion and Decision

Kenny Bushnell stated tonight's meeting was scheduled to review the porta potty business and select a contractor for the upcoming season for all Groton Park Properties.

Kenny confirmed four vendors were contacted to submit bids. A questionnaire was sent to the four vendors. Triangle Portable Services, current vendor, Instant Portables, presenter at last meeting, and local vendors Ratta Corp, Ayer, MA and Sheldon Portable Toilets, Ashby, MA.

Evan Boucher communicated that he is a cousin of the owner of Instant Portables and would recuse himself from the discussion if the Commission requested. He stated he has no financial interest in the business.

The Commission did not think Evan needed to recuse himself because he had no financial interest in Instant Portables. Additionally, the data from the questionnaire would likely determine the porta potty vendor.

Triangle and Ratta returned the questionnaire, Sheldon did not respond to the online request for a quote or return mailed questionnaire. Instant Portables submitted an estimate/quote at last meeting. Instant Portables did not return questionnaire.

All vendors were invited to attend tonight's meeting. There were no vendors in attendance.

The Commissioners reviewed the data provided from Triangle, Ratta and Instant Portables.

Triangle

\$85 standard, \$160 ADA unit, \$15 Delivery Charge, Service included, Righting units \$100 for service in same month, Quantity break 2 or more units at same site, \$10 off per unit

Ratta

\$85 standard, \$115 ADA unit, Delivery Charge included, Service included, Righting units \$35 per unit, No quantity breaks

Instant Portables

\$80 standard, \$140 ADA unit, No quantity breaks

Anna asked if any references had been contacted. No references had been contacted.

The Commissioners calculated the total amount per year for each vendor:

Triangle Portable Service \$13,040.00

Ratta Corp, \$14,025.00

Instant Portable \$14,020.00

Don Black stated Triangle has provided great service for many years. He could not see a reason to change vendors.

Kenny Bushnell stated he appreciated Instant Portables' presentation and liked the idea of awarding a local vendor work but that he did not have enough information about the service, only had the cost of the units.

Anna Eliot reviewed the Triangle's account print out provided by the Accounting Department of last year's invoices. The total amount paid was \$10,654.11, in calendar year 2017.

Donald Black made a motion for Triangle Portable Services to provide the porta potty services to the Groton Park Properties for the upcoming season. Kenneth Bushnell seconded the motion. The motion passed 4 to 0.

The Commissioners asked Maureen to contact the Porta Potty vendors stating the results of tonight's meeting.

Bayberry Road/Woitowicz Trees – Kenneth Bushnell

Tim Ross, 25 Bayberry asked to attend a Park Commission meeting to discuss the tree removal at Woitowicz and at his property. He was made aware of the March 18th meeting and the April 9th meeting. He did not confirm attendance at either meeting.

Kenny said he has been in contact with Mead Tree and Landscaping and Tim Ross, 25 Bayberry Rd since the last Park Commission meeting. Mr. Ross believes that more tree work/removal will be done. He emailed the Commission on March 6, 2019, that he thought 4 or 5 Town trees along his property line would be taken down, not just the one hit by lightning. He also questioned the use of a crane.

Kenny reviewed the meeting minutes of December 4, 2018. The Park Commission did not agree to pay for additional tree work, only stated that the Town work could be coordinated with the work Mr. Ross wanted done. At this meeting Kenny stated, that the work would likely be done in January. Anna Eliot, who was in attendance at the meeting, agreed the Park Commission did not agree to pay for any tree removal until Mead Tree and Landscaping assessed the situation.

Dave Mead quoted via email to Kenny \$1500 to take down the tree hit by lightning.

Don Black visited Woitowicz and viewed the tree from the advantage point of Forge Village Road. He did not think the tree should be removed. The tree appeared to be straight and alive and not a threat of falling.

Anna Eliot informed the Commission she visited the property and also spoke with Tom Delaney the Tree Warden about the matter. Anna said the tree is alive, it did not appear to be in danger of falling or a threat to 25 Bayberry. Anna said, Mr. Delaney believed the tree will continue to grow and was healthy. He did not believe it needed to be removed/cut down.

Evan Boucher stated that removing a tree(s) at a resident's request that was not deemed needing to be removed by either the Town Tree Warden or a trusted tree removal service would set a precedence that the Park Commission should not set.

Anna Eliot moved not to remove/cut down the tree struck by lightning at Woitowicz Field at this time. Evan Boucher seconded. The motion passed 4 to 0.

Kenny Bushnell will contact Mr. Ross with an update from tonight's meeting. Maureen will follow up with a letter to Mr. Ross.

Don Black also stated that the Flag Pole at Woitowicz Filed needs to be moved. There is a tree growing into it. The Marine Flag is stuck in the tree. Evan will assist Don in rectifying the situation.

Flag Pole Light Upgrade/Change Out – Donald Black

Don has been inspecting the flag poles in Town. The lights on the flag poles are in need of upgrades and change outs. A few years back the lights were changed to solar lights. This was an Eagle Scout project. The solar lights have lived out their effectiveness. The flags should have a shining spot light on the them at night.

Anna Eliot questioned the direction of the lights, making sure that the new lights would not be a disturbance to residents. Don said the one flag pole that the light had been an issue in the past was at Badger Common. The trees are now mature at this property so the light will not be an issue.

Evan Boucher stated that the Eagle Scout Project was done with the best of intentions, but the lights do wear out and have caused issues with the ropes on the flag poles. The wind would wrap the ropes around the solar light causing a nuisance in raising and lowering the flags. This was a major issue at Firemen's Common over the years. This flag pole likely needs to be serviced because the pulleys are damaged from the wind wrapping the ropes around the solar light.

Donald Black made a motion to have GELD remove all solar lights from the flag poles in Town and be replaced with electric spot lights to be directed at the flags. Kenneth Bushnell seconded the motion. The motion passed 4 to 0.

Commissioner Updates

Don Black informed the Commission that he has moved forward on getting quotes for the work at Minuteman Common. He is also talking to volunteers, like the Scouts to assist in the work.

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Donald Black proposed a project for the Park Commission to create a dedicated common for the Town's First Responders. He spoke with the Police Chief and Fire Chief, both agreed it would be wonderful to honor the men and women who are dedicated service individuals to the Town. He thought the area across from Hollis Street would be a good location. Evan Boucher stated that the DPW are also considered First Responders and should be included. Don will speak with the Town Manager/Select Board about project.

Admin Updated

Maureen provided the Commissioners with a copy of a letter and sketch receive on March 12, 2019 from the First Parish Church of Groton proposing the Park Commission install 5 granite benches on the upper east side of Minuteman Common.

The letter also suggested that the Park Commission inspect the existing fence and communicate if another tree will be planted to replace the fallen one.

After a brief discussion on plans regarding Minuteman Common improvements and repairs, the Commission asked Maureen to write a letter to First Parish Church stating the Park Commission is in receipt of their correspondence and that the Commission is attending to Minuteman Common improvements and repairs. Along with letting the First Parish Church of Groton Trustees know that the Park Commission welcomes their attendance at a Park Commission meeting to discuss further.

Kenneth Bushnell made a motion to adjourn the meeting at 5:49pm. Anna Eliot seconded. Motion passed 4 to 0.

Donald Black made a motion to reopen the meeting at 5:50pm. Anna Eliot seconded. Motion passed 4 to 0.

Don asked for the meeting to be reopened/come back into session to discuss changing the Park Commission's regular month meeting day and time. Don proposed the Park Commission meetings be changed to Mondays at 5pm. Currently the regular meetings are on the first Tuesday of the month at 7pm. This day and time required the Admin. Asst. to leave the Town Hall at 4pm and return for the meeting. If the meetings were scheduled for Mondays at 5pm, the Admin Asst. would be at Town Hall because Town Hall is opened until 7pm on Mondays.

The Commissioners discussed the proposal to change their regular monthly meeting day and time. Meeting on Mondays would not be an issue, just as long as everyone knew in advance. The agendas for Monday would need to be set by the Wednesday before the meeting to post on the Thursday before the meeting. 6:00pm would be more manageable than 5pm for some of the Commissioners. Meeting rooms are less available on Mondays. Starting a meeting at 6pm could be problem because the Select Board and Board of Health meet on Mondays as early as 6:30pm and have first dibs on the two major meeting rooms. Although, other smaller meeting rooms may be available. The Assessors meeting is available and if there is an expectation that there would be large number of attendees at the meeting, the GELD meeting room could be booked.

There was a brief mention of the Park budget being cut by 30% for FY20 and the Admin. Asst. salary line removed from the budget. This topic will be put on the agenda after Town Meeting to discuss at length.

Donald Black made a motion to schedule Park Commission meetings on Mondays at 5:30 pm, once a month starting in May 2019. Kenneth Bushnell seconded the motion. The motion passed 4 to 0.

Kenneth Bushnell made a motion to adjourn the meeting at 6:04 pm. Evan Boucher seconded the motion. Motion passed 4 to 0.

**Next meetings
April 9, 2019**