

**TOWN OF GROTON**

Park Commission  
173 Main Street  
Groton, MA 01450  
Tel: 978-732-1893  
dmain@grotonma.gov



**Park Commissioners**

Donald Black, Chair  
Anna Eliot, Vice Chair  
Gail Chalmers  
Kenneth Bushnell

**Meeting Minutes**

**Date:** Tuesday, October 5, 2021  
**Time:** 7:00 PM  
**Location:** Town Hall, First Floor Meeting Room  
**Commissioners Present:** Donald Black, Anna Eliot, and Gail Chalmers  
**Absent:** Kenneth Bushnell  
**Others Present:** Donna Main- Administrative Assistant

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**7:00 PM** Chairman Donald Black Calls meeting to order.

**Sawyer Way Update:** All required information was provided to the select board from the Groton history Center that the street has never been named before so it has been voted unanimously to name the one-way street behind Veterans Memorial Common Sawyer Way, Donna has ordered the street sign and we are planning a dedication on Veterans Day.

**Prescott Common:** Don Black met with Tom Delaney the other day, with the advent of the new Groton Hill Music Center, the traffic flow needs to be reconfigured which includes a new 5' wide side walk through Prescott common. The best path for ADA requirements and safety the sidewalk will have to be as marked. Most like the sidewalk will be built in the spring. It will end up as a nice path way through the sycamores.

**Badger Common:** Groton Water Dept will be doing some digging because they have to replace a gate valve. They have assured us that they will reseed and put everything back to the way it was when they are done.

**Cow Pond Flag Pole:** The flag pole has been installed and the flag is up so we now have a flag back at the baseball and the football/soccer fields as we did before the storms last year. That came off of the capital plan for this year.

**Budget Report:** For the month of September, we spent \$7,587.60 YTD \$34,332.94 has been spent and the aggregate total of both the capital plan and the remaining budget is \$71,244.63. We have used 32.5% of funds allotted to us in our budget and capital plan. Most of the funds went to GELD and other regular expenses.

**Bills:** All invoices were reviewed:

Groton Electric	\$740.98
Moison Ace Hardware	\$11.99
Regional Restrooms	\$1080.00
Turf Unlimited	\$4574.06
Waste Not	\$135.00
G.W. Shaw	\$280.00
Total	\$6822.03

Upon a motion made by A, Eliot, seconded by G, Chalmers, it was:  
Voted to approve all invoices due.

*The motion passed by a roll call vote. (Yes: AE, GC, DB)*

**Capital Plan:** Mark Haddad has requested that we have our proposed list of Capital Plan projects for FY23. Some suggested ideas are:

- 1) Base pads, in-field mix and grating at Cow Pond Baseball Fields
- 2) Town Field Basketball Court LED lighting improvement
- 3) Carol Wheeler Parking lot improvements

**Tarbell Playground Update:** Anna Eliot started the conversation stating that the Deed agreement was signed by the Board of Selectmen and as it is written this is an issue that should be handed back over to them that Parks should not have any responsibility for the easement at the Tarbell property. The residents at the Tarbell Condominiums and surrounding neighborhood would like to keep a playground but, the question still stans as to who is responsible for the easement property.

Anna Eliot made a motion to refer the Tarbell easement issue back to the Board of Selectmen.

Gail Chalmers is concerned if that happens nothing will come of it and no playground will replace the old one.

Upon the motion made by A, Eliot, Seconded by D, Black it was:  
Voted to refer the Tarbell easement issue to the Board of Selectmen for clarification.

*The motion passed by a roll call vote. (Yes GC, DB Opposed AE)*

**Flag Pole Lighting:** A few years ago, a local Eagle Scout placed some solar lighting on some of our flag poles that were missing lighting. Since then, the lights have either come down because the halyards were in the way or the batteries have died. Now in his second year at Annapolis, this young man's father has asked about the lights and we have found out that there is still a fund available for light repair or replacement. We would like to find out how to access these funds and meet with him to work out a way to get the lights replaced while he is home for a school break.

**Bids for Services:** Donna was asked to obtain bids on certain services that we use to make sure that we are getting the cost for our needs. Starting with portable restrooms currently we use Regional Restrooms at a rate of \$135.00 per month per unit. We were quoted \$173 a month by Rm Ratta, \$178 a month by Triangle Rental Services, and \$247 a month by United Site Services. So Regional Restrooms will remain our preferred vendor.

For our field fertilization there is not a company in the area that has been found that can, reasonably service the acreage that need to be covered and, despite the billing issues that we have had with Turf Unlimited it seems to have been resolved with some strict management on our side so they will also remain as our preferred vendor.

Our trash collection company has been working very hard for us as well in trying to resolve an issue we are having with residents dumping household trash in some of our parks trash bins. They reached out to their vendor for us to check on the cost to manufacture a special lid that locks shut with an opening on the top, that they will maintain. The cost for this would be a onetime swap-out fee of \$825, and a monthly increase of \$17 per bin. At this time, it has been decided not to change out the trash bins but that could be an option if the problem persists.

Christine Hanson Playground is need of recreational playground chips/mulch. Dr. Mulch in Westford can provide the mulch at a cost of \$39/yard. Our initial estimate was that we needed approximately 20 yards which would be a cost of \$780 plus instillation. CBF Landscape went on site and measure the playground and said that we really need about 40 yards to have a proper, safe base of mulch and, that cost would be \$3470.45 installed. Sydney Landscaping quoted \$2600 for 20 yards installed.

Upon a motion made by G. Chalmers, Seconded by A. Eliot it was;  
Voted to hire CBF Landscape to install 40 yards of recreational chips/mulch at Christine Hanson Playground not to exceed the cost of \$3470.45  
*The motion passed by a roll call vote. (Yes AE, GC, DB)*

**Field Use Requests:**

Cynthia Trent- Birthday Party and clean up- Smith Pavilion Gazebo, October 9, 2021 8AM-2PM

Upon a motion made by A. Eliot, seconded by G, Chalmers, it was;  
Voted to allow Cynthia Trent to have a Birthday Party at the Smith Pavilion Gazebo on October 9, 2021 from 8AM-2PM  
*The motion pass by a roll call vote. (Yes: AE, GC, DB)*

Cub Scout Pack 12- S'mores and Skits by a fire pit. Local FD has been notified for safety purposes- Cutler Field Parking, October 15, 2021 6PM-9PM

Upon a motion made by A. Eliot, seconded by G. Chalmers, it was;  
Voted to allow Cub Scout Pack 12 to use Cutler Field parking for S'mores and Skits on October 15, 2021 from 6PM-9PM  
*The motion passed by a roll call vote. (Yes: AE, GC, DB)*

**CPC Update:** Matt Waterman provided plans for the Waitowitz Tennis Court Project, Cow Pond Running/Walking Track and Parking Safety Project and Cutler Field Parking Project for the Parks Commission to review prior to CPC application submission. CPC applications will be filed for both the Cow Pond and Waitowitz Field projects.

**Commissioner Updates:** None

**Approval of Minutes:** The minutes to be approved from past meeting were from September and June. All Parks Commission members have been given the opportunity to review the minutes.

Upon a motion made by A. Eliot, seconded by G. Chalmers it was;  
Voted to approve the meeting minutes from the months of September and June.  
*The motion passed by a roll call vote. (Yes: AE, GC, DB)*

**Adjourn:** 8:27PM

Upon a motion made by A. Eliot, seconded by G. Chalmers, it was;  
Voted to adjourn the September Parks Commission Meeting at 8:27PM.  
*The motion passed by a roll call vote. (Yes: AE, KB, GC, DB)*

**Meeting Minutes Submitted by: Donna K. Main**  
Date Approved: November 2, 2021