

DOG PARK ADVISORY COMMITTEE

MEETING MINUTES

DATE: Monday, March 19, 2018

Town Offices, 50 Billerica Rd., Chelmsford, MA Room 206

Approved May 2, 2018

Called to order: 6:32pm

Committee members present: Erik M., Vivian M., Danielle C., Sarah C., Beth B.

Committee members not present: None

Guests: Two members of the public

1) Public Input- "Jan" asks where digging area will be in the "all dog" side. Topic of ground cover raised, asked why grass was chosen, comments about the drainage issue and suggests moving water sprinkler heads. Erik discussed the reasoning behind our ground cover choice. Erik also explained how moving the arrangement of sprinkler heads will not change the drainage issue after a heavy rainfall.

2) Minutes approval from October 4 & 11, 2017

a. Motion to approve minutes from October 2017 meetings: Vivian

Seconded: Danielle

Vote: Unanimous

Executive Session Minutes will not be released at this time as the matter is still pending.

3) Discussion to coordinate fence work for this year's Stanton Grant funding- Evan B. has been in touch with RD fence, received email to schedule the work. There was a 12% increase in the cost of fencing material since last quote, which was \$9,490. If the total cost exceeds \$10,000- We will need to go to bid, per town requirements. We are waiting to hear back from the fence company and Evan B. The funds for park maintenance from the Stanton grant this year are for fencing and a sand pit. If necessary to go to bid, DPAC may need to ask CDA for the difference in cost.

a. Motion to have public input session out of order, as public arrived after the start of meeting: Beth

Seconded: Sarah  
Vote: Unanimous  
*See above "1) Public Input"*

4) Review of policy and procedure- Danielle mentions that the handicap spots are right in front of the main entrance. This has posed an issue in that if a person is parked in the handicap spot, they must walk all the way around to the proper exit, so they've been walking out the entrance and others are following them that aren't handicapped. Committee will brainstorm ideas for the next meeting.

5) Discussion for next year's Stanton Grant improvements- Committee decides park improvements to include: metal edging along walkway, handicap accessible exit, mature shade trees, additional seating, kiosk for "small dog" area.

6) Discussion: CDA Survey results- Tabled

7) Discussion/Appointment: Committee organization, Chairman, Vice Chairman, Clerk-Erik M. will continue as Chairman, Beth B. is now Vice Chairwoman, and Sarah C. will continue as clerk.

8) Old business- No old business.

9) New business- Danielle to visit the South Thomaston, ME dog park and will be setting up a future meeting with its' committee to get ideas for our park. Discussion of other parks providing monthly newsletters in print on a flyer type layout was brought up, including the S. Thomaston dog park. Beth and Sarah discussed it would an idea that the Chelmsford Dog Park could make happen.

10) Set Date for Next Meeting- Next meeting date April 23<sup>rd</sup> 6:30pm. Location TBD.

11) Meeting adjourned: Motion to adjourn by Erik at 8:25pm

Respectfully submitted,  
Sarah Creegan, DPAC Secretary