

Dog Park Advisory Committee
Meeting Minutes

DATE: Wednesday, January 13, 2021
3:30PM, Chelmsford Dog Park, 52 Richardson Rd., Chelmsford, MA

MINUTES

Approved March 30, 2021

Supporting documents, except for working documents, for these minutes can be found on the Town of Chelmsford Website. This meeting was hand recorded by the Recording Secretary.

Members Present: Erik Merrill-Chairman, Elizabeth Bukala-Vice Chairman, Vivian Merrill-Clerk, Danielle Corsino, Arthur Corsino

NEW BUSINESS

-Minutes Approval: March 10, 2020, December 11, 2020

Motion: by Mrs. Bukala to approve the Meeting Minutes of March 10, 2020, as presented. Seconded by Mrs. Corsino. Mr. Corsino abstained, all others in favor. **Motion carries, 4-0.**

Motion: by Mrs. Corsino to approve the Meeting Minutes of December 11, 2020, as presented. Seconded by Mr. Corsino. **Motion carries, unanimous, 5-0.**

-Funding Request: Discussion & Vote on Quote for fence work related to Gazebo Installation. An estimate submitted by Ryan’s Property Projects, Dracut, MA was reviewed by the Committee. The work is straight forward, there were no additional questions.

Motion: by Mrs. Bukala to approve the estimate from Ryan’s Property Projects for fence work related to the installation of a gazebo, in the amount of \$850.00 as presented. Seconded by Mr. Corsino. **Motion carries, unanimous, 5-0.**

-Funding Request: Signage for Emergency Access
A quote submitted by Owl Stamp Visual Solutions was reviewed by the Committee for signs on the Emergency access gates, to restrict usage for vehicles only. The Committee agreed that 8 signs, two for each gate, one on each side, was appropriate.

Motion: by Mrs. Corsino to approve funding for eight “Emergency Vehicle Access Only” signs from Owl Stamp Visual Solutions, in an amount of \$182.75, as presented. Seconded by Mrs. Bukala. **Motion carries, unanimous, 5-0.**

PUBLIC INPUT

A walk-through of the park was completed by the Committee, along with several members of the Friends of the Chelmsford Dog Park.

The following items were discussed:

- The plexi-glass cover of the kiosk still needs to be replaced
- Information in the kiosk still needs to be updated. At this time, there are not many public events being held.
- All-Dog area walkway. Much of the original RAP material installed for the walkway has migrated, or sunk into the ground. The original steel rails were never installed due to project cost over-runs. Lauren Coffey noted that the rails installed at the main entrance to the park has lifted, and it is sometimes hard for people in wheel chairs to get over them into the park. She would not recommend adding rails in the park for the same reason, and it gets muddy in many areas of the park which would make the rails a significant tripping hazard. The FCDP has had some success using rubber matting around the main pavilion. The matting has help with the mud, and grass can grow through it. All attendees agreed that any walkway capital improvements would require significant fundraising. Other options considered were patio blocks, which could shift, causing a trip hazard, or paving.
- Shed painting. The FCDP will complete this work in the Spring. Ms. Coffey and Chairman Merrill discussed paint options.
- Gazebo Installation. The fence contractor and gazebo installer have recommended waiting until mid-March to complete this work. They will not do this work during snow or rain events, and it is preferred to wait until the ground is thawed. Ms. Coffey requested notification of the installation, so a ground surround could be installed as soon as possible.
- The FCDP will complete aeration of the grass in the spring, as well as other maintenance projects.

NEXT MEETING DATE

TBD

ADJOURN

Motion: by Mrs. Bukala to adjourn the meeting at 4:11PM. Seconded by Mrs. Corsino. **Motion carries, unanimous, 5-0.**

Respectfully Submitted,
Vivian Merrill, Clerk

Supporting Documents:

- Draft Minutes
- Project quote and estimate