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TOWN OF CHELMSFORD

PATRICIA E. DZURIS

TOWN CLERK

Dog Park Advisory Committee
Chelmsford Town Offices, 50 Billerica Rd., Room 206, Chelmsford, MA

Minutes

January 28, 2020

Approved March 11, 2020

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

Not Present: Sarah Creegan

Others Present: Will Wagner-CDA President, Joyce Bean-CDA Vice President, Jim Martin-TREE Committee, Randy Barth-FCDP Chairman, Carly Reim-CDA Drainage Sub-Committee Chairman, Arthur Corsino

This meeting was called to order at 6:30PM by Chairman Merrill.

Open Session

Vivian Merrill shared comments provided by the North Chelmsford Water District to the Board of Selectmen, at the Board's meeting on January 27, 2020 regarding municipal activities occurring at 54 Richardson Rd. There were no comments about the Dog Park, however, the district is very concerned about protecting their water wells from pollutants. They are most likely also watching activities at the park.

Will Wagner reported that the Storm Water Committee is monitoring drainage swales and similar resources as well.

Minutes Approval November 6, 2019

Motion: by Mrs. Bukala to approve the Meeting Minutes of November 6, 2019, as presented. Seconded by Mrs. Corsino. **Motion carries, unanimous, 4-0.**

Finalize MOU Document with the Friends of the Chelmsford Dog Park

Document was reviewed by committee members and FCDP members

The DPW can do snow plowing when they can get to it. The parking lot is to be closed even though the park is open. Any other plowing provider will need to provide insurance certification prior to doing any work.

Mr. Barth agreed to take care of making sure the chains are put up prior to the start of snow events.

Mrs. Merrill agreed to ask Gary Persichetti about sanding for storms less than 3 inches. There is a barrel in the entry with playground sand for inside the park.

Motion: by Mrs. Bukala to approve the Memo of Understanding with the Friends of the Chelmsford Dog Park, as amended. Seconded by Mrs. Corsino. **Motion carries, unanimous, 4-0.**

Preliminary Discussion with the Chelmsford Friends of the Dog Park on 2020 Dog Park Maintenance Schedule and Dog Park Needs and potential budget

Mrs. Reim advised the Friends group is working through electronic banking with Enterprise Bank. They are also coordinating these changes with the Chelmsford Dog Association.

Mrs. Reim was advised that the park's water bill is sent to the Community Development Director's attention. The park's electric bill goes right to the Friends mailing address.

Mrs. Reim reported that the Friends Board members are receiving complaints that the Animal Control Officer is not responding to calls for service or bite reports at the park. Mr. Merrill advised callers should receive a response by the end of the day for routine concerns, immediately for dog bites. If there is no response, the callers should follow up with the officer in charge at the Police station.

Mrs. Reim advised there are a couple of aggressive dogs at the park routinely. FCDP is formulating their own incident report. Mr. Merrill advised they should use the Police Department's form. FCDP can keep track of types of incidents for their own records. There was mutual agreement that documentation is important.

Mrs. Bean reported that a dog named Biscuit likes to run up and down the fence, and it makes other dogs uncomfortable. This dog is considered a nuisance. Mr. Merrill advised that needed documentation is the same, and must be consistent. Mr. Merrill went over procedures for time studies, and other suggestions.

At this time the Friends have no funding requests as they are still developing an operating budget. The Drainage project is still ongoing, no plans to date.

The Town is paying for the Dumpster.

Mrs. Reim announced that the Friends will be funding a porta potty from May to October. Estimated cost should be \$960.00 for 6 months.

The Friends' representatives were advised the DPAC is not supporting Mark Mello's proposal for grass maintenance. In his proposal, Mr. Mello is requesting payment for his services. He will be required to provide proof of liability and workers compensation insurance policies, as well as a business certificate. Mrs. Reim advised that Mr. Mello is aware he will not be doing this work, and that CFDP volunteers will do the work, and they may use Mr. Mello's contacts for supplies. The drainage work may create a different proposal.

Mrs. Reim reported that she was aware the town is promoting the dog park through the Center Village Master Plan in a video. The park is becoming a destination. Mrs. Reim hopes this will help with future Town involvement with expenses.

Mr. Merrill advised that the Town's 10% contribution could be considered water, plowing, and dumpster expenses.

Preliminary review of changes to the DPAC Town web page

Additional information to be added was provided. Mrs. Merrill will follow up with Asst. Town Manager Mike McCall to implement these changes.

Final Stanton Annual Report

Mrs. Merrill reported that Mr. Belansky's 4th appeal was also denied.

Dog Park Account Funds Summary

A list of payments received and refunded through December, 2019 was presented to the Committee.

Future long term rentals may or may not be allowed, this will need more consideration.

Gazebo Installation Status

The Gazebo vendor was not able to secure a contractor willing to do the fence work required to get the Gazebo into the park. He suggested that if no fence vendors could be found, he can order a kit, which will be more expensive.

Mrs. Merrill will try to follow up with Jan's Fencing, as they have received good reviews.

Tree Committee Update

Mr. Martin provided a proposed planting plan and diagrams. He met with the irrigation contractor, who advised the largest cost will be trenching for the new irrigation lines.

The sand pile behind the park is going to be grassed by DPW. Concerns were raised that this could cause tick exposure. The Park will need additional tick barrier.

Mr. Martin recommended adding a foot of tilled soil to tree planting areas, and to break up the bottom probably 10 foot area around the trees. The trees will need fencing. Water tubes by each tree would help keep the roots out of the water.

The distance between the fence and the walking path is about 10 feet.

Mr. Martin noted that the trees in the front of the park by the main sign are dying from the sidewalk installation. Mr. Martin agreed to look into this area more, he suspected salt use from the road may also be contributing to the condition of the trees. This area might be a fall planting project.

The trees in the training area are black locust.

Mr. Martin recommended volunteers for the work to plant 10 Princeton Elms. The trees should be surrounded by 4-foot high metal fence; metal welded work fence will work, and will keep dogs away from peeing or chewing on the trees. Mr. Martin agreed to coordinate with Mr. Barth and Mrs. Reim, as the volunteer workers would come from the Friends group.

Mrs. Merrill will provide the tree planting budget information.

Mr. Barth agreed to contact Mr. Merrill if a meeting is needed in February, otherwise the next meeting could be held in April.

Adjourn

Motion: by Mrs. Bukala to adjourn the meeting at 7:59PM. **Motion carries, unanimous, 5-0.**

Respectfully Submitted,

Vivian Merrill, Clerk

Supporting Documents:

- Draft Minutes
- Draft MOU
- Tree Planting Plan