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Dog Park Advisory Committee
Work Session Meeting Minutes
DATE: Wednesday, May 19, 2021
6:00PM, Chelmsford Town Offices, 50 Billerica Rd., Room 205, Chelmsford, MA

TOWN OF CHELMSFORD
PATRICIA E. DZURIS
TOWN CLERK

MINUTES

Approved August 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, Vivian Merrill-Clerk, Danielle Corsino, Arthur Corsino

Meeting was called to order by Chairman Merrill at 6:02PM

Draft new MOU with Chelmsford Dog Association

Copies of previous CDA and FCDP MOU's were reviewed. The new CDA document will be the primarily the same as the FCDP, and not project oriented. The CDA will make arrangements for snow plowing services.

There will be a need to obtain two "Park Closed" signs, as well as orange barrels or cones for the entrance and exit of the parking lot.

Mrs. Corsino reported that CDA discussed potential ways to address the maintenance needs as well as the educational & fundraising needs for the park, and the dog community, at their last meeting.

Motion: by Mrs. Corsino to take the next items out of order. Seconded by Mrs. Merrill. **Motion carries, unanimous.**

Comprehensive Review of Written Applications

Composition:

Two Committee vacancy applications have been received. Lisa Grasso and Barbara Reilly are the interested applicants.

Motion: by Mr. Corsino to recommend the application of Lisa Grasso to the Town Manager for appointment. Seconded by Mrs. Merrill. Mr. Corsino in favor, Mr. Merrill abstained. Mrs. Corsino and Mrs. Merrill opposed. **Motion fails.**

Motion: by Mr. Corsino to recommend the application of Barbara Reilly to the Town Manager for appointment. Seconded by Mrs. Merrill. Mrs. Merrill & Mrs. Corsino in favor, Mr. Merrill abstained. Mr. Corsino opposed. **Motion carries.**

The Town Manager will be notified of the Committee's recommendation for Barbara Reilly.

Other business

FCDP will have the porta potty removed.

The CDA Volunteer Liability Release will be sent to the Town Manager for review.

Develop new written promotional material

-rental area

A sign can be developed that says this area is available for private rental, to include contact information.

A method needs to be considered to make the process to rent easier.

Mrs. Merrill will ask the Town Clerks' Office about taking a debit card; payments over the phone could this make refunds easier.

Develop a brochure that tells interested parties what they can do, rates, review rental agreement at www.cda.org, etc. Potential events include private parties, agility, playdates, seminars, and training sessions.

Commercial vendors such as dog walkers, training companies can contact the Town, or the Committee can create its own e-mail. Kristina Bruce can be asked about getting a town e-mail for the Committee.

The Park needs a sign for when the park is being rented that says the section is being rented for a private function.

A couple of benches inside the rental area were suggested.

-kiosks

Sign on the kiosk saying advertisements for small businesses, or dog-related events

-projects

Going to CDA.

-capital improvement

Funding applications will address particular capital improvement proposed projects that require funding.

Work is needed to accessing CPC funding for front section. Proposal is to do work in phases. Any ground grading needs to be done in a way that does not damage existing tree roots. Henry Parlee and Brandon Spring could be asked for assistance, and the CDA could be asked to coordinate and solicit bids.

Potential highlights for improvements include planting Lilacs, dogwoods, perennials, and forsythias.
Apply a weed barrier and mulch.
Landscaping quotes to grade the area, then plant.
Consider more mature trees than were used in the Elm project.

Comprehensive Review of Written Applications

-funding

The committee decided the current application appears to be adequate.

-rental

Consider splitting between commercial vs. private rentals.

-composition

Discussed previously.

-Signage policy

Another Rules sign is needed by the training area.

Additional amenities include a Mini-library. A lost and found bin was previously approved.

Possibly moving rules sign inside the park itself, perhaps installing it on a pole.

A work session to decorate the bicycles will be determined.

ADJOURN

Motion: by Mr. Corsino to adjourn the meeting at 7:26PM. **Motion carries, unanimous.**

Respectfully Submitted,
Vivian Merrill, Clerk

Supporting Documents:

- MOU documents
- List of Dog Park maintenance tasks and projects
- Current Rental Agreement
- Current Funding Application