



## DOG PARK COMMITTEE MINUTES

Thursday, February 23, 2023 7:00 PM

Virtual Meeting via Zoom

### Present:

- Tom Gillispie, Chair
- Clare Siska
- Fred Kinch
- Karen Martin

### Members of the Public:

- Cathy Fochtman, Friends of ACDP
- Dennis & Sally Dale, Dale Design
- Jeff Bergart, Council on Aging
- Dean Charter, Select Board Chair & Committee Liason

Chair Tom Gillispie called the meeting to order at 7:03 PM and reviewed the virtual meeting protocols.

### I. New Business

#### 1. Update on Stanton deadlines, communications + news on 2025 sunsetting & capital improvement grants

- The “one year from design grant receipt” is not hard/fast, but a guideline. Our Stanton contact indicates that a 90% design to them by April 1 is satisfactory.
- Stanton’s dog park grants are being sunsetted in 2025 so we should proceed as expeditiously as possible. TBD whether this will eliminate options for capital improvement grants.
- Per Dennis, 90% design is very achievable. We are very close, but we need to start making decisions about materials and amenities.
- Roadblock: Existing survey documents are incomplete. Town Manager is willing to pay for an additional survey if needed; we are awaiting a bid from Hancock. The committee authorized Dennis to work with the TM to do whatever is necessary to get the survey information he needs to complete the 90% design.
- Our Stanton contact also recommends we wait until fall to go out to bid, to get the best possible pricing. A decision was not made in that regard.
- Timing of the sewer and McManus Manor projects could impact dog park construction timing. Tom to reach out to Engineering Director; Dean to discuss with Town Manager.

## 2. Conservation Commission Update

- ADPC received a letter from the Conservation Commission chairperson saying they are okay with our design and have no need for further review. One ConCom member subsequently requested a site walk which was tentatively scheduled for February 27 with Dennis and Tom.

## 3. Determine what we will present to the SB in March and Why.

- The Select Board will see the overall Main Street Campus plan at their 2/27/23 meeting, with focus on the Senior Park. An additional dog park presentation (tentatively scheduled for 3/20/23) may not be needed, though this was expected to be our last presentation to Town residents. Tom & Dean to touch base after the 2/27 meeting.

## 4. Review latest design from Dennis

- Dennis presented his latest design in response to the most recent feedback. Using ADA-compliant engineered wood fiber for the dog areas significantly reduces the need for walkways. A reconfigured parking area adds two additional parking spaces. The committee discussed options for benches, paving of the parking area and remaining walkways, and the shade structure.
- Dean cautioned about a gravel parking lot due to difficulty of plowing and maintenance.
- Dennis asked about the Complete Streets project in the general area of the Main Street Campus and how it might impact our projects. Tom will follow up with the Town Engineer and Dean will follow up with the Town Manager.
- Clare has reached out to Andrea Bacerra, Sustainability Director, and the Green Advisory Board (GAB) for surfacing input and leads on possible funding; we will be put on their next meeting agenda and invited to attend. March 8, 6 PM meeting date and time to be confirmed. Clare will forward the most up-to-date designs to the GAB and Ms. Bacerra.

## 5. Deadlines & Goals

- 2/27/23: Main Street Campus presentation to Select Board
- 3/20/23: (tentative) ADPC final design presentation to Select Board
- 4/1/23: (target) 90% design materials submitted to Stanton

## 6. Propose accelerated meeting schedule

- A temporary, accelerated (every 2 weeks as opposed to every 2<sup>nd</sup> and 4<sup>th</sup> week) meeting schedule was proposed:
  - i. Current ADPC meeting schedule: 2/22, 3/8, 3/22, 4/12 (3-week gap!), 4/26, 5/10, 5/24....
  - ii. Proposed ADPC meeting schedule: 2/22, 3/8, 3/22, **4/5, 4/19, 5/3, 5/17, 5/31...**
- Tom to email proposed schedule to members for input on the revised schedule.

## 7. Recreation Plan, AHA Updates

- Date of next Main Street Master Plan meeting TBD

- Discussion of value of sending a liaison to AHA meetings at this point given the projects' status. Tom will instead ask Kelly Cronin to stay in touch on any significant issues of interest to the ADPC.

8. Other issues:

- Tom proposed we respond to the request for projects for use of Kelley's Corner tree trunks, for possible use within the dog park. The committee supported the proposal and Tom will make the submission.
- Tom has circulated a draft of the ADPC portion of the Town's Annual Report. This is due by 2/28. Please review and send Tom any feedback ASAP before that date.

9. Start working through List of Probable Costs

- Tabled to next meeting.

**II. Regular Business**

1. None

**III. Old Business**

1. The minutes of January 25, 2023 were approved as follows: 3 aye, 1 abstention, 1 absent.
2. Approval of February 8, 2023 minutes was tabled to the next meeting.

**IV. Schedule Future Business**

1. Next meeting(s) – March 8, 2023, 7 PM, virtual
2. Tentative meeting with Green Advisory Board – March 8, 6 PM – Proposed attendees: Clare & Tom (ADPC) + Dennis Dale + Steve Trimble & Jeff Bergart (Senior Park / Main Street Campus)
3. Additional meetings dependent on accelerated meeting schedule discussed above.

**V. Residents' Concerns**

1. None

**VI. Adjournment**

1. The meeting was adjourned at 8:40 PM

Respectfully submitted,

Clare Siska  
Member, Acton Dog Park Committee