



**DOG PARK COMMITTEE MINUTES**  
Wednesday, February 14, 2024 7:00 PM  
Virtual Meeting via Zoom

**Present:**

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

Chair Tom Gillispie called the meeting to order at 7:00 PM.

**I. New Business**

1. Community Preservation Proposal

- Project deliberations are scheduled to start 2/27/24. Tom G will attend. All are welcome.

2. Design Update

- Notice of Intent (NOI) Conservation Commission public hearing scheduled for 2/21/24. Posted to the Town website as required by law, as well as in the *Action Unlimited*. \$75 publication fee to be paid out of our gift account. Letters were sent to the three closest abutters via certified mail on 2/13/24. Assuming approval by Conservation Commission, it will be filed with the State, completing that process. The approved NOI is then attached to the property deed. No NOI filing fee is required for municipal projects for the Town and State.
- Application for the parking lot permit has been submitted to the Department of Transportation along with the associated \$250 fee. Cautious optimism that this will go smoothly since we are working with an existing curb cut.
- Anticipate sewer extension project going out to bid in March 2024; construction to start in May 2024; 8 – 12 months to complete. Work that would impact the dog park should be done by July. Pre-construction meeting to take place with representatives from Engineering, Dog Park, and the Housing Authority in mid-April or early May.

3. Timeline

- Projected dog park timeline: Out to bid by late June; execution starts in July; construction in August – September. This seems feasible at this point in time but is dependent on contractor choice and availability.

4. Construction Bid

- Sewer extension: Assistant Town Manager Tom Begin is coordinating the sequencing of the Main Street Campus projects. Sewer extension must start first but need not be completed before dog park construction can commence. Sequential/serial not required.
- Tom Begin will assist with preparing bid documents and legal steps (April/May timeframe). Dennis Dale and Stamski & McNary representative have some loose ends to wrap up, then Tom G to submit these materials to Tom Begin (target mid-March).

#### 5. Financials

- There was some discussion about available dollars still unknown (pending CPC vote and fundraising less expenses). Funding gap will not be known until bids come in and Town Manager negotiates with selected contractor. These discussions will continue as things evolve.
- Tom G will ask Dean Charter for an update on the potential \$25K in capital funding to offset Senior Park stormwater management costs.

## II. Regular Business

#### 1. Updates:

- There were no updates on the Senior Park, OSRP, or McManus Manor projects.
- The Friends of ACDP will meet with a non-profit lawyer on February 21 to start the 501 (c) (3) process. The “Future Home of” sign has received some positive comments.
- Communications – awaiting solid news (e.g., NOI or DOT permit approvals) before sending out further communications.
- Committee Membership – Some interest expressed, no applications to date.

## III. Old Business

1. The minutes of January 24, 2024 were approved unanimously.

## IV. Schedule Future Business

1. Next ADPC meetings - Wednesdays, March 13 & 27, 2024, 7 PM, virtual

## V. Residents’ Concerns

1. None

## VI. Adjournment

1. The meeting was adjourned at 7:44 PM

Respectfully submitted,

Clare Siska

Member, Acton Dog Park Committee