

## Acton Dog Park Committee

### Final Minutes

Tuesday, FEBRUARY 13, 2018

<b>Members present</b>	Mike Perry Betsy Kristl Clare Siska Karen Martin Tom Gillispie
<b>Associates</b>	Rodney Smith
<b>Rec. Dept. Liaison</b>	Cathy Fochtman
<b>BOS Liaison</b>	Joan Gardner
<b>Members of the Public</b>	JOE WILL

### Tonight's Agenda

1) 7:33 PM	Call meeting to order
2) 7:34 PM	Citizens' concerns
3) 7:35 PM	Review and accept prior meeting minutes
4) 7:40 PM	Chair and Vice Chair roles
5) 7:55 PM	Organization and Process <ul style="list-style-type: none"><li>7:55 - Google Calendar / Google Drive</li><li>8:05 - Roberts Rules of Order / Norms of Collaboration / Civil Discourse</li><li>8:15 – Creating Agendas –</li><li>8:20 - Recording and Posting Meeting Minutes</li><li>8:25 - Committee Calendar</li></ul>
6) 8:30 PM	Marketing role / Facebook moderator
6) 8:40 PM	Public events: <ul style="list-style-type: none"><li>8:40 - Report from Winter Carnival &amp; Lessons Learned</li><li>8:50 - Town Meeting table</li><li>8:55 - Acton Cleanup Day</li></ul>
7) 9:00 PM	Scheduling visits from local dog park representatives <ul style="list-style-type: none"><li>Natick FIDO</li><li>MayDog</li><li>Chelmsford?</li></ul>
7) 9:10 PM	Parcel review process <ul style="list-style-type: none"><li>Additional parcels?</li><li>Defining requirements</li><li>GIS reviews (Joan)</li><li>Walk-throughs</li></ul>
6) 9:25 PM	New Business

NOTE: NUMBER ON AGENDA IS WONKY – CORRECTED IN MINUTES

1) Meeting called to order by Mike at 7:30pm	
2) Acceptance of 2018-JAN-23 minutes: Accepted with one correction	
3) Chair & Vice Chair	

Mike moved to nominate Clare to take his seat. Seconded by Tom. Vote was unanimous in favor of appointing Clare Siska as the next chairperson of the Dog Park Committee.

Mike pointed out that Bill Alstrom's position as Vice Chairman had never been filled since he resigned. Clare nominated Tom Gillispie, Betsy & Mike seconded simultaneously, vote was unanimous in favor of appointing Tom Gillispie as Vice Chairman of the Dog Park Committee.

## New Business

### 5) ORGANIZATION & PROCESS

- **Google Calendar / Google Drive**

Claire introduced the "system" to the committee, presented briefly. It will also be possible to send items to Clare to be posted. Betsy voiced concerns with the security issues of using a "cloud," also questioned the necessity. It was decided that it would be used on a trial basis.

- **Roberts Rules of Order / Norms of Collaboration / Civil Discourse**

Five handouts were circulated, addressing issues of parliamentary procedure. Betsy presented one portion of her handout suggesting that nobody speak twice before everybody at the table had the opportunity to speak once, due to issues of interruptions, and monopolization of the floor as well as issues of fluency of meetings. Also suggested an additional measure to apply time restrictions so as to avoid wasted time.

- **Creating Agendas – Process**

To allow for the Monday holidays, proposed agenda items should be presented to the Chairperson on the Wednesday preceding the meeting.

- **Recording and Posting Meeting Minutes – Process**

- **Committee Calendar**

The question was raised as to whether a calendar exclusive to dates directly relevant to the Dog Park Committee's business informally agreed, yes, but differences of opinion as to what format it would take. Tom liked Excel idea, Betsy preferred actual Calendar, Clare had considered a list. Tabled.

### 6) MARKETING ROLE/ FACEBOOK MODERATOR

Betsy will take over facebook page created by Clare. Clare will work with Betsy to transfer moderator status.

### 7) PUBLIC EVENTS

- April 2, 2018\* Town Meeting table – Do we need a person? Different visibility, Monday April 2, materials must be approved by town moderator, request space from Eva. Tangential discussion regarding an update of the brochure, left unresolved.
- Memorial Day parade, *Gail Sawyer* is in charge of similar events, should include in the calendar
- Acton Clean Up Day – acknowledged without discussion

### 8) SCHEDULING VISITS FROM Local Dog Park Committee members,

- Betsy has established relationship with FIDO - Clare wants info. Chelmsford "president" can be prickly, will look for alternative. Dan will contact MayDog folks.

### 9) PARCEL REVIEW PROCESS

Weather is averse to walking properties; committee should establish most basic parameters for the site and review on GIS separately or as a group

## NEW BUSINESS

Thank You, to Mike for your service

## Suggested Agenda Items

Clare's suggested we discuss GIS Parcels

Meeting closed by chair at 9:10pm