



Acton Dog Park Committee

Meeting Minutes

Wednesday, May 31st 7:00 PM

Virtual via Zoom

Present:

Clare Siska

Tom Gillispie, Chair

Karen Martin

Dean Charter-Selectboard Chair and Liason

Fred Kinch

Absent:

Nick Boivin

Other Attendees:

Joe Will

Cathy Fochtman-Friends of the Acton Community Dog Park

Jeff Bergart

Dennis Dale

1. Opening

Chair Tom Gillispie opened the meeting at 7:03 PM.

2. New Business

A. Design Update

Dennis reviewed construction set for contractors which when completed will include town requirements, bidding process, specifications/materials per DOT regulations and installation and design descriptions for paving, planting and earth work. The specifications list goes hand in hand with drawings. Existing conditions help the contractor to understand the scope of the work. Hancock Associates completed the survey document. The documents include a grading plan, and planting plan and descriptions of materials.

- a. Unknowns include the dirt pile with briars. Unclear at this point if the dirt can be used or will need to be removed. Since the pump station will be constructed first, a review will be needed of the amount of topsoil used or removed.
- b. Estimate of cost sent early to the committee and hasn't changed.
- c. Dean Charter indicated no additional review needed since we have a registered professional completing the work that will be submitted to the town manager. Town council provide information on prevailing wage and the procurement process.
- d. Dennis is in the process of going through the spreadsheet and cross-checking with the Stanton list.
- e. Target date for Stanton Grant is June 7th and no later than June 9th. Dennis is to send documents to Tom, who will send to the Town Manager with a request that the documents are sent to Stanton by the 12th. The committee will respond as needed to any questions from Stanton.

B. Updates

- a. Dean Charter has asked the town manager about the following items.
 1. Stormwater-study costs.
 2. Guardrail- need to engage the DOT.
 3. Utility pole-can it be moved or changed?
 4. Driveway-width requirements.

The town manager is meeting with his staff next week and will respond then.

- b. Tom will ask two firms to bid on the stormwater study and include the senior park.
- c. Julie Pierce is coordinating the three parcels.
- d. Cathy F. asked if we need to identify for the Stanton Grant those items, we hope to have donated. That information is not needed for the grant.

C. Minutes

The minutes for 4/5, 4/19, and 5/3 were approved unanimously.

The minutes for 5/19 were deferred to the next meeting.

D. Additional updates

- a. Senior Park- none
- b. Fred inquired on the funding for the McManus project- the grant has been received and tax credits are in place. Tom will follow up with Kelly for additional information.
- c. Karen- no updates on the recreation plan. The recreation fund is processing the invoice for the surveying completed by Hancock Associates.

- d. Friends group has a plan for blowing up the balloons for Octoberfest. A volunteer lawyer is needed to help with the non-profit application.
- e. Communications will be sent out when the Stanton Grant is officially submitted.
- f. The next meetings are Wednesday, June 14th and 28th.

The meeting was adjourned at 8:22.

Respectfully submitted,

Karen Martin

Vice-Chair Acton Dog Park Committee

Documents:

<http://doc.acton-ma.gov/dsweb/View/Collection-16926>