



DOG PARK COMMITTEE MINUTES

Wednesday, June 11, 2025, 7:00 PM

Virtual Meeting via Zoom

Minutes: Nadia Byrnes

Committee Members Present:

- 🐾 Tom Gillispie, Chair
- 🐾 Clare Siska
- 🐾 Nadia Byrnes
- 🐾 Fred Kinch

Other Attendees:

- 🐾 Thomas Begin
- 🐾 Joe Will
- 🐾 Jeff Bergart

Chair Tom Gillispie called the meeting to order at 7:01 PM.

Agenda Review and Approval

Tom Gillespie provided a quick review of the agenda:

- Updates from Thomas Begin (project manager)
- Review and discussion of the budget spreadsheet
- Discussion of FBO (Furnishings, Benches, Other) items, especially regarding the \$4,000 license fee
- Updates from Friends of the Dog Park and communications
- Approval of previous meeting minutes

Updates: Presented by Thom Begin:

- Contractor Coordination: Woodall Construction is preparing to submit product detail sheets for review. Once approved, equipment with long lead times will be ordered and stored on-site, with construction fencing for security.

- Pump Station Project: Expected to resume in late summer 2025 and finish in the fall. Coordination is ongoing to allow construction site access while pump station work is completed.
- Budget/Alternative Funding: Alternative funding has been identified, offsetting some project costs. Approximately \$58,000 will be absorbed by the project, leaving \$42,000 for FBO items.
- FBO Items: These include installation of benches, trash receptacles, and water service extension for future water fountains. All are identified in the project's statement of values.
- Timeline: Construction may be completed as winter arrives, but a grand opening is tentatively planned for spring 2026 to ensure suitable conditions for celebration and use.

FBO Work and \$4,000 License Fee

- The committee discussed the need to spend the \$4,000 in dog license fees before the fiscal year ends or risk losing the funds.
- Water fountains were identified as a likely purchase, as costs and vendors are already established.
- Thom Begin confirmed that items can be purchased through state contracts for advantageous pricing and without the need for formal bids.
- The deadline to enter purchase orders is the following week; Tom Gillespie and Thom Begin will coordinate to finalize the list of items for purchase.

Budget Review (note, here values in parentheses are negative values – i.e. costs accrued vs funding sources)

Category	Source	Amount	Remaining balance
		\$	\$
construction	Woodall Bid	(338,998.00)	(338,998.00)
		\$	\$
FBO	Compiled list of FBO items	(41,880.00)	(380,878.00)
		\$	\$
funding	Stanton Grant	250,000.00	(130,878.00)
		\$	\$
funding	ARPA	17,000.00	(113,878.00)
	CPC allocation to construction (of	\$	\$
funding	\$100K)	42,000.00	(71,878.00)
	CPC - FBO items covered by	\$	\$
funding	Woodall SOV	14,403.20	(57,474.80)

funding	CPC - remaining for FBO items (of original \$100K)	\$ 43,596.80	\$ (13,878.00)
funding	Recreation funds	\$ 15,594.80	\$ 1,716.80

- Tom Gillespie shared the statement of values and confirmed with Thom Begin the allocation of approximately \$14,000 from CPC construction funds to cover FBO items (benches, trash receptacles, water service extension).
- The committee confirmed these allocations and discussed the importance of timely spending to maximize available funds.

Timeline and Opening Discussion

- The committee discussed the likely timeline for construction completion and opening.
- Thom Begin recommended planning for a grand opening in spring 2026, given the likelihood of construction finishing as winter arrives and the need for suitable conditions.
- Clare Siska suggested the possibility of a soft opening if the park is completed during winter and conditions allow.

Regular Business

- Updates from Meetings/Activities:
 - Calendar update to come from Karen in next meeting. Raised \$4000 to date, not including calendar sales. More to come.
 - Fifer's Day: June 21, 2025. Same activity as Oktoberfest – selling balloons. Covered from a volunteer perspective – 3 volunteers and 4 committee members.
 - T-mobile grant – discussed resubmitting application at the end of June. Given the funding situation currently, decided not to resubmit at this time. Open to submitting in the future when we have a bid for additional work. Shade structure proposed as item for consideration
- Approval of Minutes:
 - The committee planned to approve minutes from previous meetings

Old Business

- No additional old business was discussed beyond the items above

Scheduling Future Business

- The next meeting was scheduled for June 25, 2025

Summary of Key Actions

- The committee will coordinate with Thomas Begin regarding the timely purchase of FBO items using the \$4,000 license fee allocation before the fiscal year deadline.
- Construction activities are progressing, with a likely grand opening in spring 2026.
- The next meeting is scheduled for June 25, 2025.

The meeting was adjourned at 8:03 PM

Respectfully submitted,

Nadia Byrnes
Member, Acton Dog Park Committee