

**Town of Montville Dog Park Committee**  
**Special Meeting Agenda for Wednesday, March 15, 2017**  
**6:00 p.m. – Montville Community Center (aka Fair Oaks) room 103**

**1. Call to order**

18:11

**2. Roll Call**

Chris Lawton, Chris Lynch, Meggan Lynch, Melissa Clark

**3. Adjustments to the agenda**

None

**4. Remarks from the Public regarding items on the agenda with a three-minute limit**

None

**5. Old Business**

**a. Itemized budget**

After following up with Liaison Hartman, he has rescinded his decision that an itemized budget would be needed at this time.

**b. Commission liaison**

During the February Parks & Rec Commission meeting, Chairman Hartman asked if any other commissioner would volunteer to become the Dog Park Committee Liaison. No one stepped up immediately, which led to a question asked of Councilor Tanner if a liaison was necessary. I followed up with Councilor Tanner, Chairman Hartman and Director Bushway, how and when a liaison was appointed and why one is still needed. I am still waiting for an answer to their decision.

**6. New Business**

**a. Scout projects**

Two Scouts, a sister and brother, Sarah and Ray Bigalbal presented a proposal to complete some work for the Dog Park as part of their Gold and Eagle Projects.

For her Girl Scout Gold Award, Sarah proposed to construct a kiosk and trash can holders, as well as some play items.

Ray has proposed that for his Eagle Project he would construct 2 picnic tables, and 3 benches.

These scouts would be the second sibling group in the state to preform simultaneous projects as they earn their respective clubs highest award.

It was also mentioned that a third scout would be contacting Mr. Lawton with questions on work he would like to do for his Eagle project - the walking path and hiking trail connecting to the existing trail system.

The Committee fully supported the goals of these youth, thanked them for their proposal and welcomed them to move forward with their projects and would refer them to the P&R Director to obtain a packet regarding the town rules and standards they must adhere to. We asked that they keep us informed of

their progress.

Copies of the proposal were presented to committee members with extra copies accepted for the Director and Liaison.

**b. Grants, ect**

Mrs Duval reported, through email, that there was no update to report on with progress of grants.

**c. Fence Donations**

Several hardware and fence supply companies were solicited for donation for fencing and supplies. No requests were approved as a full donation. Several proposals were received which would require us to pay for materials and installation, they were as followed;

Home depot (materials only)	\$7191.05
All-Time (residential grade, materials only)	\$12,929.40
All-Time (industrial grade, materials only)	\$16,810.00
Luther Fence (includes installation)	\$12,700

All proposals submitted were discussed. Luther Fence offered a low price to work with us as a donation to support our goal.

**d. Account Balance**

Our current balance on record with finance department is \$14,138.30

**e. Luther Fence Proposal**

The proposal that was received from Luther Fence, included installation and warrantee of 1300 feet and gates for a cost of \$12,700. This was over the \$10,000 threshold set by the town which would require a bid process. Mr. Lawton discussed this with the Finance Director Hart, and she suggested asking the Town Council for a waiver and stated she would have it placed on the agenda for the next Council Meeting.

During the February 13<sup>th</sup> Town Council, Mr. Lawton presented copies of all bids that were received and showed how Luther offered a discounted price as part of our donation request.

Councilor Tanner spoke in favor stating that the Dog Park committee had been working hard, had raised the money they needed and should be allowed to spend it how there felt was best.

The motion was unanimously supported by the council to waive the bid process.

After a full discussion with the committee about the Luther Fence proposal, Mr.Lawton made a motion to have Luther Fence install the park fence. Mr. Lynch seconded the motion. A vote was unanimously approved. Mr. Lawton will follow up with Luther Fence to get a contract and forward it to Director Bushway.

**f. Town/State approval**

Mr. Lawton reported on his meeting with Public Works Director Bourdeau and Mr Carlson. Items discussed was to ask when a crew could get in and start work and if any permits may be needed to get the site ready for the park. Director Bourdeau only asked that the location be flagged so the crew would know where they needed to work. He recommended I talk with the State DOT since the park will be alongside the state road and question about right-of-way and permits.

Mr. Lawton detailed his meeting with Dan McBride from the State of CT DOT Bureau of Highway operations. It was confirmed that no permit would be needed to install the fence on town/private owned property. A permit may be needed if crews were to park along the road to complete installation, but since there would be plenty of room within the lot, any vehicle should have no need to park on the roadway.

It was also discussed that Mr. Lawton meet with the Directors from Finance, Zoning, and Building Departments separately. Zoning and Building did not have any request or concerns. Finance, as mentioned earlier, assisted with resolving the bid process. Director Hart also inquired with the town insurance company about having volunteers complete site work. The reply came back negative. Volunteers would not be allowed to use saws and other "heavy equipment".

#### **g. Project Timeline**

Mr. Lawton will arrange another meeting with Public Works to set a timeline for site clearing. We will request to have all work completed by April 15<sup>th</sup> or as soon as the weather allows. Luther Fence will be contacted and asked when they could start the installation. If they cannot get in before April 30<sup>th</sup>, then we will seed and start to establish the grass. We would also work with the scouts to get their projects completed on time.

#### **h. Update Project Budget**

Now that we are proceeding with the installation, we will prepare a revised budget to include the update proposal and scout work to be presented to the P&R Director and Commission. Mrs Lynch will prepare the budget.

#### **i. Park Naming Proposals**

It was discussed that we should have a formal park name. We reviewed the names of the surround dog parks. It was suggested that we use the time between meetings to think of some names we could suggest at the next meeting.

### **7. Comments**

Mr Lawton was invited to attend the Montville Leos meeting on March 13<sup>th</sup>. The Leos are in the process of planning a "Montville Dog Day" as a fundraiser. All proceeds would be divided 50/50 and donated to the Montville Dog Park and the Montville Animal Control.

They are planning several tables to sell dog treats, paw prints, dog toys, face painting and more. The event is scheduled for April 23<sup>rd</sup> at the Camp Oakdale Pavilion.

### **8. Set next meeting date and time**

Tuesday, April 18<sup>th</sup>, 2017 at 6pm. Location TBA

### **9. Adjournment**

19:24