



# Washington Grove Dog Park Committee (DPC)

May 31, 2018 / 7:30 PM / 500 McCauley (Warfield residence)

This document is available at <https://tinyurl.com/y7zk8pun>

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## Attendees

Alice Negin  
Caryn McLaine  
Charlie Negin  
Christine Dibble  
Karen Kelly  
Kathy Lehman  
Lisa Kokes  
Mary Warfield  
Maureen Christin  
Missy Yachup  
Rob Gilmore (Council Liaison)

## Members Not in Attendance

Ann Philips  
Betsy Klinger  
Bud and Carolyn O'Connor  
Emily Brown  
Gary and Freda Temple  
Marisel Schank  
Meredith Horan  
Mimi Bolotin  
Richard Haskett  
Terri Johnson

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## Minutes: Final/Approved

### Last Meeting Follow-up

None! This is the first meeting.

### New Business

1. **Application of Open Meetings Act (OMA)** to this group: Both Mayor Compton and Council Liaison Gilmore have indicated that the DPC is not subject to the OMA since it does not qualify as a public body under the act. In the Grove, a public body would be an entity created by an executive order of the Mayor, or by a rule, resolution or bylaw passed by the Town Council.
2. **Rules of governance:**
  - a. The group decided that any decisions made in the meeting would be by majority.
  - b. **Criteria to be eligible to vote** on decisions made by the DPC:
    - i. Age requirements: none

- ii. Residency requirements: Only members whose primary residence is in the Grove may vote.
  - iii. Prior attendance requirements: None. Except as otherwise stated in the rules of governance, any new member is eligible to vote at the first meeting she or he attends.
  - iv. Town Councilors may vote on any decision other than budgetary matters and other matters that come before the Town Council.
  - v. Physical presence when voting occurs: DPC members do not need to be physically present at a meeting in order to vote, as follows:
    - 1. Members may call in/Skype in to the meeting to participate and vote.
    - 2. Members may vote by proxy. In order to vote by proxy, a member must submit a written statement to the member voting in their absence (the “attending member”). The statement must indicate that the attending member is permitted to vote on a specific issue, or on all issues, decided at the meeting. The attending member must bring the written statement to the meeting.
    - 3. “In attendance” is defined to include actual physical presence, calling/Skyping in, and voting by proxy.
- c. **Number of members required to conduct a vote:** A quorum of members must be in attendance to conduct a vote.
- d. **Number of “yes” votes necessary to pass a motion or other vote:** A motion or other vote will be considered to have passed if voted on favorably by a majority of members in attendance who participate in the vote. If the number of members in attendance is an even number, then “majority” will be considered to be half the number of members in attendance plus one.
- e. **Voting between meetings:** In the event that the chairpersons believe that a vote must be conducted prior to the next scheduled meeting, they may conduct a vote via an online survey tool such as SurveyMonkey.
- f. **Location of meetings:** Meetings may be held at any location, indoors or out. The location of meetings will be posted in advance.
- g. **Frequency of meetings:** Meetings will occur as needed.
- h. **Necessity for officers:** The DPC requires one or more chairpersons who will have the following duties and responsibilities:
- i. Serve as points of contact with other residents and with external groups such as the Town Council;
  - ii. Develop meeting agendas and minutes; and
  - iii. Schedule and lead the meetings.

No other officers are required at this time.

- i. Any rule of governance may be amended at any time.
3. **Election of chairs:** Mary Warfield and Christine Dibble were elected co-chairs of the DPC.
4. **Review of Resolution 2018-06, establishing rules and regulations for a town dog park:**  
The DPC supports the passage of Resolution 2018-06 (see <https://tinyurl.com/y9lk43km> for a copy) with the following changes:
  - a. **Items 1 and 14** should be combined.
  - b. **Item 4:** Change second sentence to “Registration requires a current Montgomery County dog license.” Reasons: the county license requires a rabies vaccination, so as is, the sentence is duplicative. Also, the DPC may want to require that dogs using the park also have a distemper vaccination.
  - c. **Item 5:** Delete the first sentence. Hours of operation should be decided by the DPC. Reasons: The DPC should have the flexibility to vary hours of operation (i) depending on the length of daylight, and (ii) if reasons to curtail the use of the park during particular hours arise.
  - d. **Item 12:** Delete the second sentence. Reasons: Dog owners may wish to bring treats in order to reinforce good behavior, and may wish to bring toys in the event that their dog(s) is the only dog(s) at the park.
  - e. **Item 13:** Delete the second sentence. Reason: The rules and regulations pertain to the dog park, but not to areas outside the dog park.
  - f. **Item 17:** Delete the second sentence. Reason: The DPC should decide whether disposal bags will be provided.
  - g. **Item 17:** Change the second sentence to “Used disposal bags must be appropriately disposed of.” Reason: This language better anticipates options for appropriate disposal, whether or not a disposal container is ever located within the dog park.
  - h. **Item 20** should be deleted. Training and behavior modification services should be permitted for dogs whose owners do not have yards large enough to serve as locations for these services.
  - i. **Item 21** should be deleted. The DPC should be given the flexibility to determine the appropriate maximum number of dogs. Although the DPC currently favors a maximum of six dogs, the DPC may decide in the future that a smaller number is required.
  - j. **An item should be added** requiring the removal of any trash or litter. None of the current items address this issue specifically, although one does address removing feces and used disposal bags.

## Notes

Christine changed the unofficial DPC logo to include dogwood blossoms (get it, dog-woods).

## Action Items

1. Members present at the last meeting should approve these minutes.
2. Submit finalized minutes for publication on the Town website. Once published, the chairpersons will post a note on the listserv with the URL.
3. At the next council meeting, get the Town Council to recognize us as a group.
4. Submit recommended changes to Resolution 2018-06 to the Town Council, either at the June 11 public hearing or earlier.
5. The chairpersons should work with the Town Council to better determine what our role, if any, is in obtaining bids for the construction of the park and in awarding the winning bid. Once the chairpersons determine this, we can schedule the next meeting and/or report our findings via email to this group.
6. Draft a charter, which includes rules of governance and statement of purpose/duties/responsibilities. The charter will have to be drafted after the next meeting, since there are a few governance items that have not been decided on (see Unfinished Governance Business below). Once approved by the group, the charter will be posted on the town's website and the chairpersons will share the URL with the listserv.

## Draft of Agenda for Next Meeting

1. Welcome any new members and get their email addresses
2. How did the process of approving minutes work the last time? Allowed three days to comment on them – long enough? Then used Survey Monkey to vote on approval/disapproval.
3. Unfinished governance business
  - a. Decide whether chairpersons will be elected annually, every two years, etc.
  - b. Decide whether chairpersons should be allowed to be on the Town Council.
  - c. Decide whether minutes should be approved only by the members who attended the meeting at which the minutes are generated, or by all members.
  - d. Decide how to define "quorum". Suggestion:
    - i. Half of the number of members who were in attendance at the last meeting, if that number is an even number. *E.g.*, if 12 people attended the

last meeting, then votes may be held at the next meeting if six people are in attendance.

- ii. Half of the number of members who were in attendance at the last meeting plus one-half, if that number is an odd number. *E.g.*, if 11 people attended the last meeting, then votes may be held at the next meeting if six people ( $5.5 + \frac{1}{2}$ ) are in attendance.

4. What else?