



DC AND FRANCES LINN PARK COMMITTEE

Tuesday, August 11, 2026 at 5:30 PM

Landis Board Room

AGENDA

PLEASE SILENCE ALL CELL PHONES

1. INTRODUCTION:

- 1.1 Call Meeting to Order
- 1.2 Determination of Quorum
- 1.3 Pledge of Allegiance
- 1.4 Adoption of Agenda

2. APPROVAL OF MINUTES FOR MEETING(S):

- 2.1 **Consider Approval of July 14, 2026 Meeting Minutes**

3. OLD BUSINESS:

- 3.1 **Discussion and Updates from the Parks and Recreation Director**

Submitted By: Jessica St. Martin, Parks and Recreation Director

Details: The contractor provided recommendations for repairs and improvements to the Depot. The proposed work includes constructing a deck approximately 8 feet wide around the perimeter of the building, with a ramp on the back side for accessibility. The contractor recommends sealing the floor from underneath with plywood while preserving the original flooring, replacing only boards that are rotten or missing. Interior gaps between the walls should be caulked, and any missing planks should be replaced. The original sliding doors should be kept, with the sliding mechanisms repaired or replaced as needed. All doors should be sealed and have door sweeps installed, including the four sliding doors and two standard doors. Exterior siding gaps should be filled with silicone or caulk until a decision is made regarding repainting.

the building, with exterior planks replaced only if they are missing or rotten.

Recommended Action: Motion to authorize Parks and Recreation Director Jessica St. Martin to obtain a detailed quote for the proposed improvements and repairs to the Depot. The quote shall include the construction and installation of an 8-foot-wide deck around the perimeter of the building, including a ramp on the back side; sealing the floor from underneath with plywood while preserving the original flooring and replacing any rotten or missing boards; caulking gaps between interior walls and replacing missing interior planks; retaining the original four (4) sliding doors and repairing or replacing the sliding mechanisms as needed, sealing the doors, and installing door sweeps on all four (4) sliding doors and two (2) standard doors; and filling exterior siding gaps with silicone or caulk, with exterior siding planks replaced only where missing or rotten. The quote shall include all labor, materials, and installation costs associated with the proposed work.

3.2 **Consider Discussion of Updates from Ramsay, Burgin, Smith Architecture Inc**

Submitted By: Michael D. Ambrose, Town Manager

Details: Town Manager Ambrose will provide an update on the status of the civil plans, electrical plans, upcoming site work, and related progress for the Passive Park and Depot projects. The civil plans are nearing completion, and the engineer is expected to be on site during the first week of September to assist with footing locations, batter boards, and coordination of the Depot scope.

3.3 **Consider Discussion of DC & Frances Linn Park Foundation**

Submitted By: Michelle Gray, Chair

Details: An update on the Enbridge Community Grant application submitted for the DC & Frances Linn Park walkway project.

3.4 **Consider Discussion of DCFL Park Update**

Submitted By: Michelle Gray, Chair

Details: A discussion on developing a marketing and storytelling strategy for DC & Frances Linn Park, including ideas for highlighting the park's history, community impact, and future development. The discussion will also include ways the strategy could support future sponsorships, partnerships, fundraising efforts, and community outreach.

4. UPCOMING EVENTS:

4.1 **Upcoming Events** (Included in the packet)

5. CLOSING:

5.1 Motion to Adjourn