

**MINUTES**  
**Town of Brookfield**  
**Municipal Building Committee**  
**Special Meeting**  
**February 11, 2014 – 7:00 P.M.**  
**Town Hall – Room 134**

**1. Call to Order:** Meeting was called to order at 7:00 P.M. by Chairman Paul Checco

**Present:** Committee Members: Paul Checco, Josh Flowers, Tony Licursi and William Perrone; Rick Zini, Val Franca, Doyle Coffin Architects; Steve Sullivan, CCA Engineering; Dennis DiPinto, Director, Parks and Recreation

**Absent:** George Brown,

**2. Approval of Minutes:**

o **November 20, 2012 MBC Regular Meeting:** Due to lack of quorum needed to approve the minutes from this meeting, approval was tabled until next meeting.

o **May 21, 2013 MBC Regular Meeting:** Due to lack of quorum needed to approve the minutes from this meeting , approval was tabled until next meeting.

o **October 22, 2013 MBC Special Meeting:** Due to lack of quorum needed to approve the minutes from this meeting, approval was tabled until next meeting.

o **November 19, 2013 MBC Special Meeting:** Due to lack of quorum needed to approve the minutes from this meeting, approval was tabled until next meeting.

o **December 17, 2013 MBC Regular Meeting:** Motion to approve minutes of December 17, 2013 meeting was made by Josh Flowers, seconded by Bill Perrone and carried 3-0. Mr. Licursi was not present for this meeting.

**3. Park Revitalization Plan:** Rick Zini, Doyle Coffin Architecture, presented update on project providing committee with new plan set reflecting changes made in January along with draft bid set booklet stating they were 99% complete. The bid ads have been drafted and are being held by Ginny to be placed when MBC is ready. As of now, Mr. Zini proposes ads go in on February 18<sup>th</sup> with March 11<sup>th</sup> due date. Mr. Zini reviewed content and updates made as result of last committee meeting. Mr. Zini stated it has been ascertained that part of the electric service is located in the grandstand area of Cadigan Field and should not be a problem.. Mr. Sullivan informed the committee he has heard from archeological consultant hired by CT DEEP and consultant does not see potential for archeological significance at the site relative to storm water permit. Mr. Sullivan will contact consultant to obtain email confirming this.

Mr. Zini stated project is on 5 month timetable, starting late March early April, weather permitting. Bid due date may have to be bumped a few weeks if the snow covering the area interferes with contractors site walk. It was reaffirmed that the fields are first priority and should be ready to go August 1, 2014. It was recommended work start with baseball field, working backwards to keep parking lot accessible. Following comments regarding parking lot to remain open with pedestrian access, Mr. Zini noted reference has been made in project specifications that Cadigan park will be partially operating for adjacent park next door. Mr. Zini stated the bid is based on price and qualifications and documents contain everything a municipality would expect. Contractor will be permitted to use park's power which will basically be for maintenance and security lighting.

Discussion followed regarding putting in additional conduits for future lighting while the football fields are being dug up. Mr. Zini suggested putting spare conduits under turf down center between two fields, capping and burying them. The conduit bank should be centered adjacent to drainage between two new fields.

Mr. Zini noted that the road accessing the softball field will probably be part of work area.

Mr. Z asked if there was a possibility of town talking to any neighbors about parking available short term during week, perhaps the marina. Discussion followed with Mr. DiPinto pointing out that there would not be much activity at the park until late June when school is out.

Mr. Zini assured the committee that upon project's completion, there would be walk through with parties responsible for maintaining this area, as well as manuals and training. As built drawings showing deviations and changes will be provided.

Mr. Zini will update and email committee the sheet for alternates that goes with plan set.

Following brief discussion regarding replacing trees to be removed on beach side of project, Mr. Zini pointed out that when we have hard bids we will know what monies we will have for alternates.

Chairman requested Mr. DiPinto review project details with P & R commission and report back their comments.

The committee is in agreement with Mr. Zini's proposed dates on the bid process; ads placed on February 18<sup>th</sup> with bids due March 11<sup>th</sup>. The committee is agreeable to date change should weather require such.

Committee requested electronic copy of specifications for their review prior to bid ad placement.

Discussion followed regarding carpet coloring, markings and or logos. This decision can be put off until field submittals are received.

4. **Correspondence**: No correspondence.

5. **Invoices**: Invoices were received from Doyle Coffin: November 4, 2013 in the amount of \$16,055.75; December 1, 2013 in the amount of \$23,451.24 and January 1, 2014 in the amount of \$27,338.61. A motion was made by Josh Flowers to approve the three invoices, totaling \$66,845.59, and was seconded by Tony Licursi. Motion passed unanimously, 4-0.

6. **Additional Business**: No additional business was discussed

7. **Public Comment**: No public comment

8. **Next Meeting**: The next meeting will be March 18, 2014

9. **Adjournment**: A motion was made by Tony Licursi to adjourn the meeting at 8:05 P.M. The motion was seconded by Josh Flowers and passed unanimously, 4-0.

Respectfully submitted,

Paul Checco  
Chairman, Municipal Building Committee