

**Informal meeting between members of Parks and Recreation Commission and
Boathouse/Hains Park Improvement Committee, Oct. 19, 2014, 8:30AM, Old Lyme Town Hall**

Present:

Bob Dunn (BD)	Parks and Recreation Commission Chairman
John Flower (JF)	Parks and Recreation Commission Vice-Chairman, Old Lyme Building Official
Nigel Logan (NL)	Parks and Recreation Commission Member
Don Bugbee (DB)	Director, Old Lyme Parks and Recreation
Paul Gianquinto (PG)	Co-chairman BHPIC
Rob Roach (RR)	BHPIC Member
Skip Sibley (SS)	Old Lyme Selectman, Ex-officio BHPIC Member

Meeting Summary:

The primary objective of the meeting was to bring together members of P&R and the BHPIC to discuss the size and location of the replacement basketball court in Hains Park. Also discussed were several questions/issues raised by the P&R attendees that they felt should be addressed by the BHPIC committee prior to going out to bid on the project, including the need to obtain input and written commitments of other key stakeholders prior to finalizing bid documents.

Detailed minutes:

History of BHPIC and P&R interactions:

BD provided a brief history of the limited interactions between the BHPIC and P&R. P&R congratulated the BHPIC for obtaining Project funding via the STEAP Grant and the Town of Old Lyme for the Hains Park and Boathouse enhancement project, and hoped the project would be a benefit to all. The Parks and Recreation Commission had previously, and unanimously, agreed that the Basketball Court, which needed to be relocated because of the proposed increased Boathouse size, should be relocated and installed to the original dimensions (40' x 80').

In Jan 2014, DB attended a meeting of the BHPIC, and communicated P&R support for the project outlined in the STEAP grant, and received confirmation from the BHPIC that the existing Basketball court would be replaced.

The next interaction between members of P&R and BHPIC took place in July, upon the P&R Chair learning that the BHPIC site plan submitted to ZBA did not include a Basketball court, but instead included additional parking. The P&R Chair, Vice-chair, and Director wrote to the First Selectwoman, requesting this omission be corrected. The BHPIC co-chair, Paul Fuchs, responded that the incorrect site plan had been submitted to ZBA, and that a revised plan including the Basketball Court would be provided to ZBA at their meeting that evening. Assurance was given that the Court would be, and always was to be, included.

In early October, at the BHPIC informational meetings, the community was informed that the final plans included a replacement Basketball court, with no dimensions specified. At the Town Meeting on Oct 6th, a hand-out of the site plan was provided to the community, which revealed that the replacement Basketball court was significantly smaller (32' x 70') than the existing court (40' x 80'). BD pointed this out to the Architect, Nina Peck, Co-chair, Paul Fuchs, and RR. Nina Peck

said that the Basketball court could be increased to the existing dimensions by either removing trees or moving it to another location in Hains Park.

On Oct 16th, having received no confirmation that the dimensions of the replacement Basketball court had been increased to those of the existing court, BD wrote an email to the Selectmen requesting they ensure that the final plans include a functional Basketball similar to the existing Basketball court (40'X80'). That same day, PG responded and requested to meet with BD to resolve the court location/size before the BHPIC finalizes drawings for a bidding process planned to start on Oct 20th. PG later clarified that final bid documents were targeted for completion by Oct 27th.

Basketball Court Discussion

PG discussed the BHPIC's process of reviewing all of the public's needs for Hains Park and how they came up with the proposed Master Plans for the entire Park. RR relayed BHPIC discussions about possible expansion onto adjoining privately owned property. This option was not approved.

BD noted that no one from P&R, the group responsible for oversight of Hains Park, had been involved or consulted in the development of Hains Park Master Plan(s), and that DB, as P&R Director, should have been included at a minimum. NL stated that the Park's Master Plan should be developed, and approved, before the Bid Process begins on this phase of the project, in order to ensure that all community needs are being addressed and related cost implications understood.

The group discussed location options for the 40'x80' Basketball court: either removal of two large trees near the street, or relocating the court closer to the existing bathrooms. Removal of the large trees would have the benefit of eliminating interferences with the Court, such as root damage to the playing surface, branch droppings, and leaf droppings during the Fall. These types of problems could become safety issues as well and liabilities for the Town of Old Lyme. RR indicated that the trees were not completely healthy. This item would need to be addressed with the Tree Commission, and it was suggested that the trees be replaced with other, more suitable, ones for the area. All meeting attendees agreed that this was a suitable solution, and will be pursued.

Building Drawings and Building Code Deficiencies

JF stated that, as Old Lyme Building Official, he had not yet received a set of Construction Plans for review, after being promised weeks ago he would receive them. He recently was able to quickly review a set of drawings provided to the Fire Marshal, and found deficiencies with respect to current building codes, and the level of detail provided. He noted that the Fire Marshal was also concerned with the current plans.

JF stated that he should have been given proper drawings to review prior to initiating the Bid Process. In this regard, he could identify, and have deficiencies corrected, prior to receiving Bids from Contractors. If not, then there may be many Change Orders that could result in significant cost over runs, which would be then passed onto Old Lyme taxpayers. PG stated that it is a normal practice in today's world for contractors to bid low to get the job and then increase costs through the change order process. JF stated that efforts should be made minimize the Change Order process, in fairness to the taxpayers. JF also indicated that he had made several calls to Architect Nina Peck in

an attempt to get answers to some of his questions, but she has not returned his calls. JF stated he would need at least a day to review the Construction Drawings.

General discussions initiated by JF about the building deficiencies included:

- 1) The upstairs area is not identified as an A-1 or A-3 assembly space.
Different code requirements are applicable in each case.
- 2) Secondary Fire exits, sight lines and distances of exits.
- 3) Undersized support columns and footings.
- 4) Front door construction framing processes to prevent racking (Portal Construction)

Boathouse Restrooms / Locker Rooms Safety Concerns

BD noted that there are several potential safety concerns with the bathroom/locker room areas in the current Boathouse design. BD noted that there are guidelines prepared by the US Department of Education and the US Department of Justice regarding School Safety and Building Design that may be relevant to the Boathouse, since this will be used by students and maintained by District 18. For example, the entrance to the Boys Bathrooms/Locker rooms is in the far corner of the Park that is not visible from the front of the building or virtually any other area of the park. BD noted that the Safety Guidelines recommend that "Bathrooms be installed next to supervised areas, within direct line of sight of school staff. Maze entries should replace double-door entries for a few reasons: Alarming sounds are more apt to be noticed from outside; escaping predators is much easier; etc."

BD asked if the Board of Education and/or the Superintendent's Office had been given an opportunity to review and provide input into the proposed Building Plans, and to ensure that relevant District guidelines and requirements have been met. PG indicated that this had not been done. BD recommended District 18 be asked to perform a Safety Assessment of the current plan.

RR stated that it was understood that the Boathouse would be under the supervision of District 18 Staff. SS also stated that District 18 was going to transfer ownership of the current Building to the Town of Old Lyme, as well as insure and maintain the new Boathouse. BD asked if there were written, signed agreements in place between the Town of Old Lyme and District 18 concerning transfer of building ownership, and the financial commitments for insurance, operation and maintenance of the building. SS said these agreements had been discussed, but written agreements have not been completed. BD questioned whether the bidding process should proceed without these written agreements in place; if not, Old Lyme taxpayers would then be at risk for these costs.

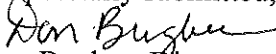
DB suggested the new Boathouse and associated areas have security cameras installed, at a relatively low cost, to provide monitoring of the site and as a deterrent to vandalism. Similar cameras have been beneficial at Town Woods Park. PG stated that security cameras were not currently in the plan, and that this was a good idea that should be considered.

With the number of questions/issues that need to be addressed with the current plan, BD asked why the BHPIC is rushing to bid. PG stated it was because there was only a 4 month window for construction (between Nov-Mar) that would not affect the rowing programs. BD noted that the funds allotted to the project will not expire, and the current Boathouse has been in use for decades, so the project could start next fall. PG stated that if the project needs to be delayed, it can be.

In closing, BD stated that the Old Lyme Building Department and the Parks and Recreation Commission should be included in future updates concerning this project, as well as discussions on the Master Plan for Hains Park.

BD thanked attendees for their input and for attending a meeting on a Sunday morning.

Respectfully submitted,


Don Bugbee, Director
Old Lyme Parks and Recreation