

Field Turf Advisory Committee

Meeting Minutes from 2-22-16

Attendees:

Matt Leahy, (ML) Vice Chair

Scott Faulkner (SF), Secretary

Thomas Younger (TY), Town Administrator

Peter Spellios (PS), Selectman

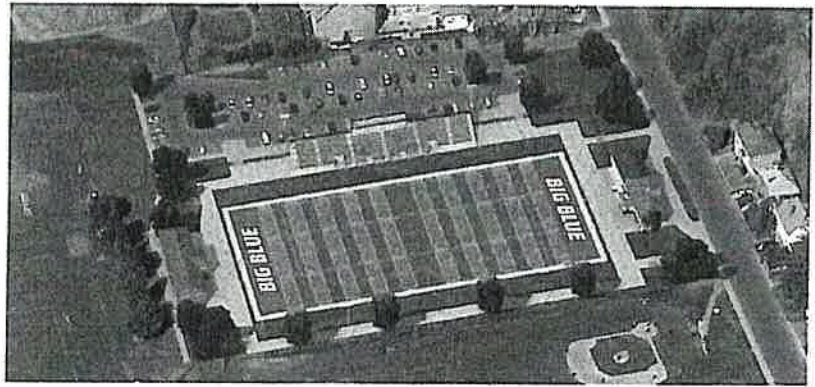
John Trippe (JT), Member

Mark Routzohn (MR), Member

Danielle Strause (DS), Recreation Director

Robert Pasersky (RP), Member

Kelly Farly, Athletic Director, Swampscott High School



7PM meeting called to order by Vice Chairman Matt Leahy

Vote to approve meeting minutes from 2-1-16 meeting, unanimous approval

JT opens discussion on identifying design firms and how that process should work. JT suggests:

1. Identify a number of firms to invite, 5 to 10. Board to finalize list at the 2-29 meeting.
2. Invite those firms to a mandatory site visit by 3-2. Site visit on 3-11, invites out by 3-4.
3. All RFI's due back to the committee by 3-18.
4. Response to RFI's back to bidders by 3-22.
5. Final submission of RFQ's to the committee by 3-31.
6. Committee reviews RFQ's 3-4 and sets up interviews for the week of 4-11. 3 to 4 firms.
7. Committee awards 4-18-16.

Committee to review the RFQ via email this week and return comments to JT for inclusion in the "final" document. Final draft to be agreed upon at the 2-29-16 meeting.

TY pointed out that all RFI's should go through TY at Town Hall

PS reiterated that the field should be 100% complete before the gates are opened. There was general agreement but the possibility of using the field if it were completed before some other items did come up.

DS pointed out that this will be a closed/locked field and not open for 24 hour access. For that reason the perimeter at a minimum would need to be complete before access could be granted.

The discussion turned to when and for how long the field would be closed. After much discussion the general feeling was that at least a full spring and full fall season would be lost. The specifics of when and for long will become more apparent as we go through the process.

KF spoke about alternative venues for regular season games as well as Thanksgiving Day. Finding venues for regular season games is relatively easy. Thanksgiving Day will require more planning and a potential financial commitment to the venue we would like to use. KF will find out when she needs to commit

and what it may cost, if anything, if we cancel.

KF suggested the committee consider Daktronics as the scoreboard supplier as they are local and can service the scoreboard if needed.

PS asked the committee to identify an all inclusive scope to present to the various design firms. That process was started and the final scope will be identified and agreed upon at the 2-29 meeting.

RP pointed out that allowing a cell tower on our light poles could be a revenue source. KF has had some experience with that and will get the group more information.

Next meeting 2-29-16

Meeting adjourned 8:48 PM