

Field Turf Advisory Committee

Meeting Minutes from 3-7-16

Attendees:

Gino Cresta, (GC), Chair
Matt Leahy, (ML) Vice Chair
Scott Faulkner (SF), Secretary
Peter Spellios (PS), Selectman
Mark Routzohn (MR), Member
Danielle Strauss (DS), Recreation Director
Robert Pasersky (RP)



7PM meeting called to order by Chairman Gino Cresta

Vote to approve meeting minutes from 2-29-16 meeting, unanimous approval

GC wanted to recognize John Tripp for the excellent job he did on the RFQ document.
All agreed John went above and beyond the call of duty. Thanks John!!

GC informed the committee that TY received a request from the Pare Corp. to be included in the RFQ process
All agreed it was a good idea and the invite was sent to the Pare Corp.

The committee finalized the following timeline:

11-Mar	Mandatory site visit
14-Mar	Deadline to email RP interview questions, no meeting
18-Mar	Deadline for RFI's from respondents
21-Mar	Meeting; Answer RFI's and review interview questions
22-Mar	RFI answers sent to respondents
28-Mar	No meeting
31-Mar	RFQ's due at Town Hall
4-Apr	Meeting; Review RFQ's, finalize interview questions/schedule: Firms, dates and times
5-Apr	Interview invites go out
11-Apr	Interviews start at 6:30 PM
12-Apr	Interviews start at 6:30 PM
13-Apr	Meeting; Discuss interview results and identify firms to request a fee proposal from
14-Apr	Request for fee proposals go out to firms
22-Apr	Deadline for return of fee proposals, 11AM
25-Apr	Meeting; Discuss fee proposals

RP offered to take the lead on creating a list of interview questions, refer to dates above.

The committee agreed that the interviews should be divided into 20 min. for presentation and 25 min. Q and A

GC to post the site walk as a public meeting

Next meeting 3-21

Meeting adjourned 8:04