

Parks Facilities Committee (PFC) Meeting Minutes – August 17, 2013

- Attendees listed as present below are PFC members unless otherwise noted:
 - ✓ Patrick Crowley
 - ✓ Robert Dunne
 - ✓ Gary Flynn
 - ✓ Patrick Inderwish
 - ✓ John Owanisian
 - ✓ Anthony Sylvia (West Boylston DPW Director)
- Chairman Inderwish called the meeting to order at 8:09AM.
- Mr. Inderwish was recognized for the effort he put into creating draft RFP referenced below.
- Mr. Crowley was recognized for creating draft PowerPoint presentation outlining the Goodale Park Phase II project.
- A motion made by Mr. Crowley and seconded by Mr. Owanisian to approve minutes of the June 10, 2013 PFC meeting was approved (minutes sent to Town Clerk after meeting).
- Considerable discussion took place focused on a detailed review of a draft RFP developed by Mr. Inderwish
 - RFP is intended to obtain cost estimates for the creation of a master plan design for the athletic fields at Goodale Park
 - Language in the RFP was updated to indicate, "The Fee for this project will not exceed \$50,000".
 - Discussion/review among the committee resulted in revisions to RFP content

Motion: A motion made by Mr. Dunne and seconded by Mr. Crowley to incorporate recommended RFP revisions was approved.

- The text below from draft RFP provides summary of scope of requested RFP services:
"Service: Cost estimate to create a master plan design for the athletic fields at Goodale Park. Services to include, but not limited to, field orientation, current conditions, feasibility of construction, construction constraints, laser survey of all fields, three (3D) dimensional modeling, infrastructure investigation and recommendations, renovation proposal with cost estimates of the multi-purpose field and track, renovation proposal with cost estimates of the baseball fields, construction proposal with cost estimates of a practice field in the pre-existing pine grove, development of a walking trail and park interconnectibility, passive recreation areas, landscaping, accessibility recommendations, construction proposal with cost estimates of a parking lot to serve the multi-purpose field and adjacent athletic fields, lighting proposal, and geotechnical investigation."

- Proposed timeline for completing and sending RFP
 - August 20: Mr. Inderwish sends updated RFP draft to PFC members
 - August 22: PFC members return all proposed revisions to Mr. Inderwish
 - August 22: Mr. Inderwish forwards final RFP to Mr. Gaumond
 - August 29: Mr. Gaumond performs appropriate review and issues RFP requesting submission of proposals no later than September 26, 2013

- Discussion at the meeting indicated a request would be made to CIB to cover cost of development of master plan, however subsequent discussion indicated development of master plan may not be consistent with intent of CIB funds.
- Mr. Crowley will investigate feasibility of obtaining funding from CPC and consideration is being given to presenting at a BOS meeting to gain approval for a town meeting article that would request funding for master plan from available funds.
- Mr. Crowley reviewed a draft PowerPoint presentation that included highlights of the Goodale Park Phase I (tennis/basketball courts) project and a rationale for developing the Goodale Park Master Plan.
- There being no further business to discuss, the meeting was closed at 10:12AM
Next Meeting Date/Time: Monday, October 7, 7PM at Hartwell St. Town Office