

## **Parks Facilities Committee (PFC) Meeting Minutes – December 19, 2013**

- Attendees:
  - ✓ Robert Dunne
  - ✓ Gary Flynn
  - ✓ Patrick Inderwish
  - ✓ John Owanisian
  - ✓ Christopher Rucho
  - ✓ Timothy Shea
- Chairman Inderwish called the meeting to order at 7:06PM.
- A motion made by Mr. Owanisian and seconded by Mr. Flynn to approve minutes of the October 7, 2013 PFC meeting was approved.
- The upcoming demolition of the pool at Goodale Park was discussed
  - **Related note for DPW Director Sylvia: Demolition contractor should be reminded of the existence of sub-surface pipes/structures in order to avoid damage to these pipes/structures.**
- Discussion took place focused on a review of draft RFP developed by Mr. Inderwish (Mr. Inderwish was recognized for many hours spent on this document)
  - RFP is intended to obtain cost estimates for the creation of a master plan design for the athletic fields and adjacent areas at Goodale Park.
  - The RFP scoring sheet assessment is intended to reduce the number of bidders to a short list of approximately five bidders.
  - Bidders on the short list will be invited to interviews.
  - Language in the current RFP includes, "The Fee for this project will not exceed \$50,000".
  - A suggestion to limit the project fee to no more than \$40,000 with the understanding that \$10,000 would be held back to cover potential change orders was discussed.
- The following action items resulted from the RFP review discussion:  
**Action: Mr. Inderwish to review with Mr. Gaumond proposed fee limit change to \$40,000 (referenced above) and determine if there is a Sunset Clause with respect to use of these funds.**  
  
**Action: Mr. Inderwish to ensure draft RFP is reviewed by Mr. Gaumond, Town Counsel, DPW Director Sylvia, and Finance Director, requesting revisions (prior to next PFC meeting 1/16/14) from reviewers as needed.**  
  
**Action: Mr. Owanisian to contact Mr. Gaumond and obtain Open Space Committee survey results as these may be appropriate for inclusion in RFP.**  
  
**Motion: A motion made by Mr. Dunne and seconded by Mr. Rucho to approve the RFP subject to changes that may occur as a result of the additional reviewer input referenced previously was approved.**
- A very rough timeline was discussed that targeted short list interviews for March 2014 with a Master Plan award/decision occurring in April 2014.

- There being no further business to discuss, the meeting was adjourned at 8:36PM

Next PFC meeting date/time: Thursday, January 16 @7PM