

Parks Facilities Committee (PFC) Meeting Minutes – April 3, 2014

PFC attendees:

Patrick Crowley, Robert Dunne, Gary Flynn, Patrick Inderwish, John Owanisian, Timothy Shea

Other attendees:

Leon Gaumond (Town Administrator), Anthony Sylvia (DPW Director)

- Lacking a quorum, general discussion began at 7:03PM.
- Having achieved a quorum, the meeting opened at 7:43PM.
- Discussion took place focused on a review of updated Goodale Park Master Plan RFP.
 - Mr. Inderwish has updated document that reflects input from Kopelman and Paige attorney Richard Holland
- Considerable discussion took place focused on updating a timeline of RFP related activities – major activities with dates listed below:
 - April 10, 2014: Provide RFP to Central Register.
 - April 15 and April 22 (weeks of): Two weeks for advertising.
 - May 20: Deadline for bidder questions – **PFC meeting to be scheduled at 7PM on this date to develop responses to bidder questions.**
 - May 23: Post responses to bidder questions.
 - May 30: Bids are due and opened by Mr. Gaumond at 2PM. Mr. Gaumond will provide a summary of bids received and distribute nine copies of the bids to the Parks Facilities Committee.
 - June 10: **Parks Facilities Committee meets to develop short list (3-5 bidders) of bidders.**
 - June 23 (week of): Parks Facilities Committee conducts a series of interviews (approx. 45 minutes in length) with the short list bidders.
 - July 14: Anticipated vote to award project.

Motion: A motion made by Mr. Crowley and seconded by Mr. Dunne to approve the updated RFP as well as to approve the above timeline was approved.

- Mr. Inderwish indicated the need for future review and signing of invoices related to RFP.

Motion: A motion made by Mr. Dunne and seconded by Mr. Crowley to designate Messrs. Inderwish, Shea, and Owanisian as reviewers/signers of invoices was approved.

- The need for advertising funding was discussed.

Motion: A motion made by Mr. Crowley and seconded by Mr. Dunne to spend up to \$500 for advertising was approved.

- A review of the January 28, 2014 PFC draft minutes took place.

Motion: A motion made by Mr. Crowley and seconded by Mr. Dunne to approve the minutes of January 28 was approved.

- There being no further business to discuss, the meeting was adjourned at 8:47PM

Next scheduled PFC meeting date/time: Monday, May 20, 2014 @7PM