

Parks Facilities Committee (PFC) Meeting Minutes – August 7, 2014

PFC attendees: Robert Dunne, Gary Flynn, John Hadley, Patrick Inderwish, John Owanisian, Christopher Rucho

BETA Engineering Attendee: Randall Collins

- Chairman Inderwish opened the meeting at 7:02PM.

Motion: A motion by Mr. Dunne and seconded by Mr. Rucho to approve PFC minutes of July 31, 2014 was approved.

- What follows are questions (based on a review of BETA's "Survey Request for Pricing Document") developed by the PFC and Mr. Collins's written responses:

Q: Reference bullet point at bottom of page 1: Will the survey extend 50 feet beyond property boundaries?

A: *Yes it can. I have assumed that it will extend to both Thomas and Goodale Streets. The school property is pretty straight forward as well. I'm not sure that the expense to extend it 50' beyond the existing access road to the west and onto the private property to the south is worth the money. We will have to keep the project limits within the park's property. Also, we will need permission from the property owners to go on to their property.*

Q: Reference bullet point middle of page 2: Please explain the difference between "identifying" and "locating" trees and please explain rationale for only locating 20 trees?

A: *Identified means that they will be marked in the field for the surveyors to locate them. Having some number gives the potential surveyors something to price. The number can be higher but I have used 20 for two reasons. The first is that trees within the approximate area for athletic improvements will likely be removed and those outside the limits will not be touched. Second, any other trees that might want to be located in the future can be done easily based on the control that is put in place or from field measurements at a later date. Adding more means that the price will be higher. I have found that if additional trees are identified the surveyor will just locate them as well.*

Q: Reference bullet point fourth from bottom of page 2: Please provide explanation/definition of "BETA Standards"?

A: *This means our cadd layering and line weight system. We typical provide this information to the surveyor as a standard practice.*

Q: BETA provided an "Agreement for Professional Services" document which resulted in the following question to be posed to BETA: West Boylston Town Counsel has drafted an agreement contained within the Goodale Park RFP intended to serve as an agreement between the Town and BETA – Please confirm if the Town's version of agreement can serve as the basis for an agreement between the Town and BETA Engineering?

A: *We are in the process of reviewing the Town's agreement. I will let you know if there are any issues.*

- Discussion then turned to a review of an Email ("Subject: Goodale Park – Price Proposal") sent by Mr. Collins of BETA to Mr. Inderwish and resulted in the following points of clarification and follow-up responses noted below from Mr. Collins:

1. Bullet 2 referencing "AutoCad files": AutoCad files can be obtained from Warner-Larson or Feldman and as built plans will be provided if available.

Mr. Collins response: *We will need to know if the files are available prior to sending out the request for pricing. If the information is not available then you will need to decide whether or not the area should be included in the price request.*

2. Bullet 4 referencing "GIS Information": This information is on-line and accessible from the Town's Website.

Mr. Collins response: For our purpose downloading from the Town's web site is not sufficient. We will not have the flexibility to utilize this information for base plans (prior to receiving the survey) and the preparation of constraint maps that will depict conditions more than 50' from the park. We will need the data file for the GIS information. This is a pretty standard practice.

Action: After further discussion it was agreed that Mr. Inderwish will contact the Town Administrator in order to obtain GIS data files from the town's GIS vendor.

3. Bullet 5 reference to "Geotechnical Reports": Geotech reports are available only for the Tennis and Basketball Courts.

Mr. Collins response: We will utilize whatever you have available.

4. Bullet 6 referencing "traffic counts": This will be provided if available and should be obtained from the WB Police Department.

Mr. Collins response: We are happy to coordinate this request with the police department.

- The following question for BETA resulted from discussion of soil borings: Please indicate how many soil borings could be performed in a day and provide an itemized cost (per boring) for the soil borings?

Mr. Collins response: I am waiting for some information from our geotech. Based on past projects they are only willing to give a ballpark estimate due to the unknowns of the subsurface conditions.

- After discussing the previous questions and Mr. Collins's written responses the meeting turned to a further discussion of the value of test borings and Geoprobeing – Mr. Collins provided the following estimated prices:
 1. Test borings: \$550 mobilization cost + \$1600 per day. Could likely do 2-3 15"-20' borings per day or approx. 50' of total boring.
 2. Geoprobe: \$500 mobilization cost + 1450 per day. Could likely do 10-15 probes in a day.
- Consensus indicated the Geoprobe approach was preferable to the test boring approach for gaining geotech data for the Goodale Park Master Plan.
- **Expectations and items needed from BETA Engineering at next PFC meeting:**
 1. **Revised/updated scope of work.**
 2. **Updated price proposal that includes itemized survey quote, geoprobe cost.**
 3. **Update schedule of values that will form the basis for payments.**
- Discussion turned to suggestions for gaining input from key stakeholders and obtaining community consensus for Goodale Park utilization with the following outline of proposed meetings:
 1. "Roll up your sleeves session" with PFC to gain direction in terms of which groups to talk to.
 2. Meeting with various municipal boards that includes representatives from: Planning Board, DPW, Open Space Committee, School Committee and other key boards/departments.
 3. Public meeting open to the entire town – to be facilitated by BETA Engineering.
- There being no further business to discuss a motion to adjourn was approved at 8:31PM.