

Parks Facilities Committee (PFC) Meeting Minutes – July 22, 2014

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

BETA Engineering attendees: Randall Collins, Donald Leighton

- Chairman Inderwish opened the meeting at 7:01PM.

Motion: A motion by Mr. Rucho and seconded by Mr. Dunne to approve (with amendment that follows) PFC minutes of July 8, 2014 was approved.

Amendment: Mr. Owanisian to delete language indicating Gale Associates was eliminated from consideration due to non-responsive interview and insert language indicating they were eliminated due to low scores.

- Mr. Crowley congratulated the BETA representatives on being designated as the firm to develop the Goodale Park Master Plan.
- The balance of the meeting focused on a question and answer session with BETA Engineering concerning specifics of developing of the Goodale Park Master Plan.

Question: Mr. Inderwish asked what level of detail will be included in BETA's site survey and what level of Geotech analysis will be performed?

Answer: Mr. Collins responded that a "full, class 3 survey" will be conducted with one foot contours and that Geotech analysis will include test borings/pits, with the precise number of samples dependent on how the fields are sited. Mr. Collins indicated BETA's cost quote could be reduced if the town were to make a backhoe and operator available to dig a sampling of test pits. Mr. Collins asked if the Town could provide CAD files from the survey work that has recently taken place in the area of tennis/basketball courts.

Question: Mr. Inderwish asked what level of line item cost detail will be included in BETA's cost quote?

Answer: Mr. Collins responded that line item detail will be included and provided the following examples of itemized line items: Excavation costs, infrastructure related costs, irrigation costs, separate costs for various facilities including potential splash park, and annual maintenance costs.

Question: Mr. Inderwish asked how a schedule of value to serve as basis for payments will be developed?

Answer: Messrs. Collins and Leighton indicated the schedule of values will be based on a list of tasks with payments based on percentage completion of tasks.

Question: Mr. Inderwish asked if BETA will consider a 5% hold-back.

Answer: Mr. Collins indicated this was not a standard process for BETA, however they will consider this a possibility.

Question: Mr. Inderwish asked about the timeframe for completing the Master Plan.

Answer: Messrs. Collins and Leighton recommended they would facilitate one or two meetings with various stakeholders including league representatives to understand concerns. They estimated a roughly four month duration with a goal of completing the Master Plan prior to Christmas of 2014. Further discussion indicated the Master Plan could be presented at the Spring 2015 Town Meeting with a preliminary Master Plan possibly available for the Fall 2014 Town Meeting.

Next steps:

1. BETA will provide Mr. Inderwish with scope of work for surveys – July 25, 2014.
 2. Scope of services (with/without backhoe, soil investigation costs) with fees to be provided by BETA week of July 28.
- It was agreed that the PFC will next meet on Thursday, July 31 at 7PM.
 - There being no further business to discuss a motion to adjourn was approved at 9:12PM.