

West Boylston Parks Facilities Committee (PFC) Meeting Minutes – October 2, 2014

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

BETA Engineering Attendees: Randall Collins, Steven D'Ambrosia

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

Motion: A motion by Mr. Inderwish and seconded by Mr. Crowley to approve PFC minutes of September 10, 2014 (with correction noted below) was approved with Mr. Shea abstaining.

Correction: Mr. Owanisian to correct misspelling of Mr. Inderwish's name on page 2.

- The discussion then turned to a review of attachments/documents required from BETA Engineering with a listing of attachments noted below:
 - Attachment A: Contract, proposal letter, RFP, BETA's full booklet proposal (.pdf)
 - Attachment B: Hourly rate schedule
 - Attachment C: Certificate of Corporate Authority
 - Attachment D: Evidence of Insurance Coverage (article 13 in contract to be revised to \$2M)

Action: Mr. Collins to provide Mr. Inderwish with Certificate of Corporate Authority.

- It was agreed that Messrs. Collins and D'Ambrosia will be copied on the distribution of future PFC draft minutes and any of their proposed corrections/revisions should be directed to Mr. Owanisian.
- A listing of PFC member Email addresses with associated names was provided to Mr. Collins.
- BETA will submit requisitions at the end of each month – within one week of prior month close.
- Mr. Collins introduced Landscape Architect Mr. D'Ambrosia and indicated Mr. D'Ambrosia will be heavily involved with modeling/layout work within the Master Plan.
- Mr. Inderwish explained the Town is the owner of Goodale Park with the school paying a user fee.
- Mr. Collins outlined three goals related to development of the Master Plan:
 1. Obtaining input from PFC and key stakeholders
 2. Establishing a schedule for upcoming PFC meetings
 3. Establishing a schedule for upcoming stakeholder meetings
- Considerable discussion took place concerning an upcoming schedule for both PFC/BETA meetings as well as meetings to gain broader stakeholder input – key details and schedule reflected below:
 - October 14, 2014, 7PM: Meeting with PFC, BETA, Town Administrator, Superintendent of Schools, Police Chief, Fire Chief, DPW Director.
 - October 28, 2014, 7PM: Meeting with PFC, BETA to review results from previous meeting, also to discuss strategy relative to obtaining state funds for Goodale Park project with PFC member Mr. O'Day.
 - November 13, 2014, 6:30PM: Meeting is intended to gain input from extensive list of Goodale Park users (Mr. Dunne to invite user reps).

- December 2, 2014, 7PM: Meeting with PFC, BETA to discuss results of previous meeting and possibly to review draft alternatives.
- December 16, 2014, 7PM: Meeting with PFC, BETA to lock in on an option/alternative which will be presented at an upcoming public meeting.
- Sometime early in New Year – date TBD: Hold public meeting.

- BETA has an immediate need for GIS data files.

Action: Mr. Owanisian to request Karen Pare to forward GIS Data files ASAP

- Mr. Dunne provided Mr. D'Ambrosia with a document titled, *Goodale Park Project Master Plan Thoughts* that included his perspective of Goodale Park status, issues, users/contacts, design elements, and a listing of stakeholders.
- There being no further business to discuss a motion to adjourn was approved at 9:17PM.