

**Evaluation of Parks, Fields and Recreational Areas Committee Meeting**

**April 10, 2014**

**Town Hall**

**Medway, MA**

Minutes:

The meeting of EPFRAC, Parks, and Gale was called to order at 8:28 pm

**Attendance:**

*EPFRAC:* Richard D’Innocenzo, Mark Diebus, Ross Rackliff, Rob Pearl, Robert Reagan

*Parks:* Tom Holder

*Gale:* Sean Boyd, Peter Spanos

*Selectman:* Glenn Trindade

Sean mentioned that they’ve received proposals for the Hanlon work. Rob Pearl confirmed that there are no major existing drainage issues. Seasonally, fallen leaves cause some minor issues but they are easily and regularly cleared to alleviate any issues.

Sean discussed the timeline for the new fields. The group discussed concerns about not having hard proposals in hand before town meeting.

Sean proposed entering the project into the Central Registry on 4/15 and going to bid on 4/23, then providing an addendum to bidders soon thereafter, if needed.

The group discussed the tight timeline and whether it gives enough time to the boards in town to consider.

Glenn mentioned the concern of the Planning Board that existing lights at Hanlon that don’t meet current updated standards will have to be brought up to current standards if new lights are installed elsewhere. According to Glenn, this is not an issue and Hanlon lights can be addressed at a later time.

Sean discussed the timeline again. The warrant articles for Town Meeting were discussed; specifically the fact that work proposed at Hanlon and proposed at the new sites will be separate articles. Glenn mentioned that he is hoping that Parks will be able to take over maintenance of Hanlon beginning FY 2015. Tom responded that there have not yet been any discussions between Parks and the Schools regarding the transition of responsibilities.

Sean again discussed the timeline and the bid process. He mentioned that we will get the “cream-of-the-crop” bidders because of the attractiveness of the project. The group discussed

whether bidders may be hesitant to bid if funds haven't yet been appropriated at Town Meeting. Sean said that the project is large enough where that will not be a concern. Gale has seen projects approved at client towns both with proposals in hand and with hard engineering studies. Tom mentioned that we need to reduce and manage change orders to keep costs down.

The group again discussed the timeline and the possibility of a Special Town Meeting if the timeline can't be met. Tom mentioned that the town regularly goes to Town Meeting with engineering studies to get funds appropriated. Because of summer vacations, the group discussed the desire to hold any Special Town Meeting before school ends.

The group discussed when it should reconvene. Sean discussed the timeline and the group decided to meet again on 4/17 to review and decide on detailed specifications. Sean mentioned that it will take roughly 3-4 weeks to complete the work on Hanlon. Minimum qualifications of potential bidders were discussed. Sean stated that we should consider bidders that hold certain certifications and have a certain number of projects completed that we can verify. Low bidder will win the project unless there are egregious mistakes or omissions in the bid.

The group decided on the following timeline: hard engineering study cost completion by 4/23, enter the proposal into the Central Registry by 5/7, review and open bids by 5/28. Construction could then start by July 9 on new fields. Hanlon could start at the same time and be complete by August.

The group will meet again on April 17<sup>th</sup>. Gale will provide the 75-80% engineering study and the group will discuss detailed specifications and alternatives.

The group discussed electrical needs. Gale will be on site to review electrical requirements early next week. The group also discussed the security measures being planned.

The group discussed the timing of receipt of the Adams Street traffic study and traffic management behind the high school.

The meeting adjourned at 9:46 pm.