

**TOWN OF GRANBY  
ATHLETIC FIELDS AND SPECIAL PROJECTS BUILDING COMMITTEE  
SPECIAL MEETING MINUTES  
OCTOBER 16, 2012**

**PRESENT:** Ronald Durej, James Lofink, Jim Sansone, and David White

**OTHERS PRESENT:** B. Scott Kuhnly, Board of Selectmen; Tom Steinke, BOE Facilities Manager; and John Stewart, CR3

Chairman Durej confirmed a quorum and the meeting was called to order at 7:00 p.m.

**Public Comment**

No public was in attendance.

**Approval of Minutes**

The Committee reviewed the minutes.

ON A MOTION by J. Sansone, seconded by D. White, the Committee voted (4-0-0) to approve the minutes of October 2, 2012 meeting.

**Status Update on the Design Phase**

John Stewart reported on the design phase.

- The RFP will be ready for the town's review of the administration portion shortly.
- The press box will have heating system but not air conditioning. The PA system will be located inside the press box.
- All the lighting systems and fixtures were discussed at length with Tom Steinke and resolved if an issue was raised. Mr. Stewart will review the lighting plans to ensure that there is enough lighting for the walk area heading towards the football stadium.
- The lift is still a concern. He is working out the details. He is looking at an all metal lift and a metal and Plexiglas lift, and with a ceiling and without.
- There will only be power to the scoreboard located in the pit. Other electricity usage will be done by generators.
- Specifications for the stadium scoreboard need to be addressed. Chairman Durej will contact Dr. Law for the specifications. Mr. Steinke will look into the ADA requirements for the scoreboards, in particular the messaging on the scoreboard.
- Existing bleachers will be moved to the softball area on the pavement areas. This should be designated on the specification plans.
- There are no issues regarding the drainage for the fields.
- The hill is graded for easy lawn mowing.
- Further discussion and consideration is being given to building a waterproof enclosure for housing the electrical system.
- Add alternates for the RFP will be the secondary lighting and logo.
- Chairman Durej will confirm with Dr. Law, athletic director and coaches what will be the stitched and painted markings on the artificial turfs.

### **Review RFQ Evaluation Criteria/Plan**

Mr. Lofink will create a checklist evaluation sheet that may be used by the committee for review of the RFQs received. The RFQs received will be available for the committee to pick up and review before the next meeting.

### **Discuss Communication Plan**

The committee discussed communication plans and agreed this Saturday's night game would be a venue to communicate with the community about the athletic fields. Mr. Stewart will print a preliminary plan diagram. Mr. Kuhnly will take the lead on making it available for display at the game on Saturday night.

### **Identify action items**

This item was not discussed except for a few items under Status Update on the Design phase.

### **Adjournment**

**ON A MOTION** by D. White, seconded by J. Lofink, the Committee voted unanimously (4-0-0) to adjourn the meeting at 8:11 p.m.

The next meeting date is October 30, 2012 at 7 p.m. in the Police Department Community Room.

Respectfully submitted,

Patricia Chieski  
Acting Recording Secretary