

**TOWN OF GRANBY
ATHLETIC FIELDS AND SPECIAL PROJECTS BUILDING COMMITTEE
MEETING MINUTES
OCTOBER 2, 2012**

PRESENT: Ronald Durej, Ben Perron, Jim Sansone, and David White. Jim Lofink arrived at 7:04 p.m.

OTHERS PRESENT: John Stewart, CR3; Tom Steinke, BOE Facilities Manager; William F. Smith, Jr., Town Manager; and Donna Wix

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

Public Comment

There was no public comment.

Approval of Minutes

The Committee reviewed the minutes from September 18, 2012.

ON A MOTION by J. Sansone, seconded by D. White, the Committee voted (4-0-0) to approve the minutes of September 18, 2012 as recorded.

Status Update on the Design Phase

J. Stewart reported the plans remain at 95% done.

- The electrical is mostly there.
- The elevator continues to be an issue to be dealt with and information is still being gathered. The cost of an elevator is expected to be rather high.
- Dr. Law provided information (in a handout) on a press box. Mr. Stewart stated the information she obtained is for a press box, which is larger than what is proposed for this project (approximately 500 sq. ft. compared to the 380 sq. ft. proposed box in the plans). Both sizes were reviewed and the cost for each was discussed. T. Steinke will review the plans for the press box, in detail. For now, the elevator will be kept in the plans, although this may need to be rethought at a later date.
- Town Manager Smith reminded the Committee to keep the Board of Education (BOE) in the loop with all these plans. The BOE will have certain expectations regarding the plans for this project. Ben Perron, as the BOE liaison, stated he is reporting information to the BOE on a regular basis.
- There was discussion about ADA compliance. The committee talked about getting the correct information regarding compliance and exactly where to obtain that information. T. Steinke commented there is someone the high school is working with on ADA compliance issues and he will get that name and contact information for the committee.
- Alternative ideas, to an elevator, were discussed. One idea is to purchase a special chair, with restraints, in which a person could sit and be carried up to the press box, eliminating the need for an elevator, but providing handicap access.
- State reimbursement, with a local review, was briefly discussed.

There was discussion about the estimator, the time it will take to come up with his report of project costs, and the cost for this service.

ON A MOTION by J. Lofink, seconded by B. Perron, the committee voted unanimously (5-0-0) to eliminate the estimator looking at the plans and giving costs for this project.

Review Status of RFQ

J. Lofink has reviewed the draft RFQ in detail. This document will be shown to the town's Attorney before publication. Town Manager Smith provided a list of questions regarding the RFQ and stated it needs more work done before it's ready to be published in the newspaper. Comments regarding the list of questions included:

- An architect should be on the selection committee, on an advisory basis or as an observer.
- Questions should be uniform.
- Prevailing wage was discussed. It has to be for the whole project and needs to be in writing in the RFP.
- Describe the selection committee. This should be the Town of Granby. A list of people to serve on this committee should be created and should possibly include the town's engineer and Tom Steinke, BOE Facilities Manager. The number of people to serve on a panel needs to be determined. It's been suggested there be an alternate member, who will attend all the meetings as well.
- A conflict of interest clause should be included.
- Site work for the fields – it is in the scope.
- Add relocation of softball field to the scope of work and grandstand/press box construction.
- Drawings will not be made available with the RFQ.

Town Manager Smith estimates the review and honing of the RFQ may take another week. He suggests there should be at least a two-week response time.

J. Lofink will review the list of questions/comments with regard to the RFQ and make the suggested changes where appropriate.

Ron Durej, Chairman of the Athletic Fields and Special Projects Building Committee will attend the October 15th Board of Selectmen meeting to give them an update on the fields project. John Stewart will plan to attend this meeting as well. They also plan to attend the October 17th Board of Education meeting to update that Board as well. The other committee members were encouraged to attend, if possible.

Discuss open issues that need to be resolved to complete the design phase

- 6-2. Scoreboard – how will the specifications for this be handled? The RFP will include a scoreboard.
- 6-3. Storage – some storage is shown underneath the bleachers, with fencing and a gate.
- 6-4. Ticket/concession building – this is not in the RFP. An area where it might be placed is presently untouched. At this time, this is not part of this project.

David White left the meeting at 8:25 p.m.

Review Project Schedule

J. Lofink will modify the schedule based on tonight's information. A timeline should be ready to show the Board of Selectmen and the Board of Education.

ADJOURNMENT

ON A MOTION by J. Lofink, seconded by R. Durej, the Committee voted unanimously (5-0-0) to adjourn the meeting at 8:35 p.m.

The next meeting date is October 16, 2012 at 7 p.m. in the Police Department Community Room.

Respectfully submitted,

Susan Christian
Recording Secretary