

**TOWN OF GRANBY
ATHLETIC FIELDS AND SPECIAL PROJECTS BUILDING COMMITTEE
SPECIAL MEETING MINUTES
MAY 22, 2012**

Present: Ronald Durej, David White, Jim Sansone, Benjamin Perron, and Jim Lofink

Others Present: Scott Kuhnly, BOS Liaison, Dr. Patricia Law, Granby Memorial High School Principal, and John Stewart, CR3

Chairman Durej confirmed a quorum and called the meeting to order at 7:04 p.m.

Public Comment

No public addressed the Committee.

Review Proposal from CR3

John Stewart from CR3 was at tonight's meeting to review the contract dated May 10, 2012. The Committee had several questions, which were listed on a handout provided by Chairman Durej.

Questions and answers addressed included:

- ADA, CIAC standards, Mr. Stewart said yes to both. As for standards for turf fields, Mr. Stewart said there are, but they're all over the place. He feels the coaches should have input on what type of turf is chosen. Mr. Kuhnly asked about using a specific company for the purchase and installation of the turf. He has heard great things about this company. Could it be written into the contract to use a certain company? Mr. Stewart said it could be.
- As for the project scope, CR3 has the referendum specifications and all that information will be included. Can site work be added? Electrical leads being run out to areas where it would be needed has been taken into consideration.
- Item D – Mr. Stewart spoke with Steve Cotton and there is an electronic survey that Henry Cotton's office did in 2007. They have it on file and it could easily be updated for \$1,000 - \$2,000. This would be an additional cost. Ms. Law has a copy of the 2005 Master Plan.
- As for the project dates, Mr. Stewart will adjust to the correct dates discussed.
- Item G – Professional Estimator – Mr. Stewart gave a brief explanation and his opinion. This professional is usually paid based on the scope of work, basically on an hourly rate.
- Schematic will be a starting point and Mr. Stewart will be available to meet with stakeholders before finalizing the schematic.
- Irrigation was reviewed – where it is now and where it needs to be? Existing plans should be reviewed. This would fall under the Contract Administration category.
- Division One Specifications are Boiler Plate and the town should supply this. Division Two Specifications will reference Division One.
- Alternates/Addds - hopefully there will not be add alternates or deduct alternates in this project. If there are certain things that might fall into this category, they could be flagged out in the drawing and noted that it's an add alternate or deduct alternate. These items would have the cost attached.

Mr. Sansone asked about possible wetland issues that may affect this project. Mr. Stewart said there are no anticipated issues, but he may go before the Inland Wetlands and Watercourses Commission, to show them the plans, as a courtesy. There would not be an additional cost for him to go before this committee for a presentation.

- Item F – When bids are received, he will look at them and give the Committee his opinion.
- Item G – There will be a weekly job meeting at the beginning of the project in order to track the progress, and any issues. As the project moves forward, the meeting may be held bi-weekly. There are reports as a result of the job meetings and these are public documents.
- Review of payment requests will be added to the contract.
- Timeline – from going to bid through getting a contractor, how long a process is this expected to be? Mr. Stewart estimated two to three months. Request for information (RFI) should be included within this process.
- Scoreboards will be discussed in detail at a later date but electrical engineering has already been considered for this matter. Maybe an existing scoreboard could be used on one field and a wireless scoreboard could be purchased for the other field.
- Javelin and shot put areas – good and bad areas were pointed out and this needs to be discussed further at another meeting.
- Regarding a presentation to the Board of Selectmen, Mr. Stewart said he expected to do this as part of the contract. If a new rendering is necessary, then there would be an additional cost.
- The site plan takes into consideration the storage building and concession stand as well as electric service and walkways. It's not part of the proposed project due to costs.
- The schedule of values, Mr. Stewart said, is part of the Boiler Plate.

Once the contract is revised based on tonight's discussion, it will be given to Town Manager Smith for his review and signature.

Discussion went on to include the bleachers - 1,000 seats as opposed to 500 seats. Having two sets of smaller bleachers, as opposed to a grand stand, could provide seating to two areas instead of just one, and may be more cost efficient. A Press Box would still be included, but could it serve both fields, was a question asked. Portable bleachers may be another option to look at. This will be discussed further at another meeting.

The proposed location of the softball field was mentioned. There is concern about the angle of the sun, but it was said that the spring sun and summer sun are at different angles and shouldn't be too much of a problem.

Once the contract is signed, it was suggested that a date be scheduled for this committee to host a meeting with the coaches, Mr. Stewart, and possibly the turf company. Dr. Law will email Chairman Durej with a few good dates. A proposed date of June 19, 2012 was noted.

Based on tonight's discussion, a new draft contract will be written by CR3. Mr. Stewart will provide the contract to Chairman Durej for his review (he in turn will share it with the Committee members) and it will be given to Town Manager Smith for his review.

Mr. Stewart left the meeting at 8:16 p.m.

ON A MOTION by J. Sansone, seconded by D. White, the committee voted unanimously (5-0-0) to approve to have Town Manager William F. Smith, Jr., enter into an agreement with CR3 by signing the contract dated May 10, 2012 and as amended by discussion at the May 22, 2012 meeting.

The next meeting is scheduled for June 5, 2012 at 7:00 p.m. in the Police Department Community Room. Agenda items will include:

- Communication with the public regarding the progress of the projects. Mr. Kuhnly will speak with Town Manager Smith to see if he or James Klase, Director of Public Works, might be available to attend the meeting and provide an update.
- How external organizations might be able to help with the cost of items like a concession stand or a storage building.

Adjournment

ON A MOTION by J. Lofink, seconded by B. Perron, the committee voted unanimously (5-0-0) to adjourn the meeting at 8:40 p.m.

Respectfully submitted,

Susan Christian
Recording Secretary