

Brownfield Steering Committee
July 12, 2012

Members Present:

Ron Couture
Herb Chaffee
Bruce Clarke
Donna Neylon
Richard Magwood
Lucinda Thompson (Cindy)
Terrance Smith (Terry)

Members not present:

Doug Cameron
Brian Plumb

Representing Fuss & O'Neill, Inc.:

David Foss, CPG, LSP

Others present:

None.

Chairman Clarke opened the meeting at 8:35 am in the Town Hall and then proceeded with the posted agenda:

Note: The items listed below are listed in the order of the posted agenda and may not be the order taken up during the actual meeting.

Agenda:

1. **Brief recap of work performed** – passed over, although limited discussion of this topic was included in the context of Agenda Item 3, below. David will contact Mr. Kevin O'Malley of Precise Paving to get a written warranty for the trees and ask him to submit his invoice for the retainage. The Committee agreed that Donna should process payment of the retainage.

Cindy and Herb have ordered the “seed and fertilizer” for the fall and the spring of 2013; this will be picked up next week. Cindy will get the invoice to Donna who will process the paperwork to have the money deposited into the Town's account for payment to Hardwick Farmer's Co-op Exchange of Hardwick. The amount will be between \$750 and \$800.

2. **MassDEP & EPA paperwork** – See the minutes of July 3, 2012 for details but Mr. Foss assured the Committee that required paperwork had been submitted except for the EPA Grant close out document which in draft form currently. The Committee had no objection to him working with Donna to complete the filing. David also told the committee that there would be no additional charges for the remaining paperwork.

3. **Budget Review – Task Authorization Request (TAR)**

Various questions, relative to the Task Authorization Request for \$17,600, were asked of David by members of the committee. Concerns expressed by Terry were discussed and addressed. One of his concerns was that certain members of Fuss & O'Neill may not have been familiar with Massachusetts bidding procedures and that could have been a reason for the additional engineering time spent on the task.

Bruce indicated to the Committee that last week he and Donna had talked with our EPA Project Officer, Ms. Jerry Minor-Gordon. Jerry heard their concerns and reviewed the TAR. When she called back she advised the committee to approve payment of the additional \$17,600 but suggested that the committee might write a letter to Mr. John Chambers, head of Fuss & O'Neill to express our concerns about the level of communication toward the end of the project that resulted in the additional charges.

Following additional discussion David said that he had put his priorities and energy into making the June 30th deadline and that he regrets not getting the requested information, related to the project budget, to the committee earlier. He admitted it is not good business practice to leave a "bad taste in the mouth of the Town" and didn't want to create a negative impression of Fuss & O'Neill.

The Committee expressed its pleasure at the outcome of the project and with Fuss & O'Neill for meeting all of the deadlines. Bruce said that the "only flaw was the cost over run".

Donna moved that the committee recommend to the Board of Selectmen that they approve and sign the Task Authorization Request and that the Committee should send a letter to Mr. Chambers of Fuss & O'Neill to express their concern about the apparent lack of communication resulting in additional charges above and beyond the original contract; Richard seconded. Richard added that the letter should highlight the favorable parts of the project as well as the negatives related to budget. The vote was oral and unanimous in favor of the motion.

4. **Plan ribbon cutting ceremony?**

It was unanimous that there would be no formal ceremony, mostly because of the dry summer taking its toll on the grass. Instead, the committee will release a press release to be drafted by Fuss & O'Neill along with some photos. The press release and photos will be submitted to the Telegram, Spencer New Leader, Quaboag Current and the Brookfield Citizen. Donna assured the members that the press release and some of the photos would also likely end up in the Annual Town Report for 2012 which will be published in the spring of 2013.

5. **Approve minutes (1/5/12; 3/22/12; 7/3/12)**

Each of the minutes of January 5, 2012; March 22, 2012 and July 3, 2012 were approved as submitted by motion from Richard and second from Herb. All votes were oral and unanimous.

Other:

The Highway Department has been watering the trees but Ron volunteered to assist with the watering as long as they would bring the hose across the street to the park.

At 9:28, Donna moved to adjourn the building, Ron seconded; so voted.

Respectfully submitted,

Donna L. Neylon

Approved: _____