

Brownfield Steering Committee
December 15, 2011

Members Present:

Brian Plumb
Bruce Clarke
Donna Neylon
Michael Dean
Ron Couture
Herb Chaffee
Richard Magwood
Lucinda Thompson

Members not present:

Doug Cameron
Terrance Smith

Representing Fuss & O'Neill, Inc.:

David JP Foss, LSP
Leslie C. Burton, PE

Others present:

None

At 3:05 pm, Chairman Bruce Clarke called the meeting to order in the kitchen of the Town Hall. This was Leslie's first visit to one of our meetings and she was welcomed by the committee.

Agenda:

1. Approve minutes of previous meetings

Richard moved to approve the minutes of August 8, 2011; August 11, 2011; August 25, 2011 and November 3, 2011; Ron seconded; so voted.

2. Review comments received and provide feedback for LSP to finalize the ABCA and finalize engineering design drawings of parcel / park

David passed out a 4-page memorandum (see attached) which was a summary of the comments received during the 30-day comment period. The committee used this and first reviewed the comments related to the project strategy and environmental conditions. There were comments related to the broader Mill Street Development/Boat launch development along the Quaboag River but it was agreed that since they were outside the scope of this project, the comments should be address by the Selectmen and the community at a later time.

It will be important to announce at a January Selectmen's meeting that the ABCA (Analysis of Brownfield Cleanup Analysis) is now finalized; the plans are finalized and we are ready to go out to bid but the committee will need to hold one more meeting prior to the release of this information.

The “comments related to the project strategy and environmental conditions” relates to reports to be sent to the DEP (Department of Environmental Protection), the grantor and grant overseers.

3. **Review draft engineering design drawings and provide engineer with guidance to finalize design drawings of parcel / park**

This part of the agenda was combined with “Comments Related to Site Design and Aesthetics” in the memorandum from David Foss. Below are some of the comments and decisions made:

- a) Granite Curbing: The Highway Department has saved about 600 feet of sloped granite curbing, stored next to the project site. The Town commits this, as part of its in-kind costs, to the project. It should be written into the bid specifications that it will be the responsibility of the chosen contractor to pick through the granite curbing and use as much as possible. The plans are for the curbing to be used around the exterior of the parking area and across the front of the site as long as there is enough material. A cost of the project will be to purchase “regular” granite curbing for the back of the parking lot only.
- b) Pathway: It was agreed that the pathway would be flush with the lawn and would be wide enough for a wheelchair (a minimum of 4 ½ to 5 feet wide). The material chosen for the pathway was “hot top” or asphalt, the same as the parking area. The area under the picnic tables will be asphalted. There will be blocks (probably granite) that would block the entrance to the pathway so that no motor vehicles can drive onto the pathway.
- c) Amenities – seating arrangements: If the budget permits, there will be two picnic tables and two benches. All will be anchored into the ground and be of heavy materials so that they will not be easily removed by vandals. The actual plans for the benches and tables will be brought before the committee at its next meeting. At least one picnic table (if there are to be more) will have an extension at one end to accommodate a wheel chair.
- d) Amenities – sign: It was agreed that Ron, who is a graphic artist, will design the sign, the design of which will match another that the Historical Commission already has and will be placed elsewhere in the Town. Ron will provide the specifications to Leslie at F&O. The committee also agreed to the suggested name of Mill-Station Park. Bruce and Ron will try to find enough Brookfield brick (manufactured in Brookfield years ago) so that it can be placed in the area under the sign. It is the intent of the committee that the area beneath the sign will have brick surfacing, with the bricks to be provided by the Town and installed by the contractor.
- e) Amenities – plantings: The committee received a suggestion of planting some trees (flowering pear) in the park and it was agreed that 3 to 5 would be included in the plans along with areas where flowers could be planted at a later time if the local garden club or some other volunteer wanted to plant some flower beds. The flowering trees will be an “add alternate” to the bid

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specifications. Both of these areas (for the trees and flowers) have to be prepared differently from the grass and asphalt areas as they need a deeper base than 12". The committee was advised that it would be less costly to prepare these areas now than after the project is completed. Along the west wall, we will plant a combination of cedar and arborvitae. David and Leslie will provide prices for us.

- f) Fencing: The committee agreed to add black vinyl fencing on the west side of the project which, with the cedar and arborvitae, will help to separate the project from the abutting property. The posts for the fence along the southern property lie will be cored into the existing concrete wall.
- g) Add Alternate: Another "add alternate" to the bid specifications will be a cover (i.e. roof) over the picnic table(s).
- h) Slopes: The bid will be written with a 3 to 1 slope on the back of the property with a protective fence at the bottom of the slope separating the Town's property from CSX's railroad tracks.
- i) Maintenance: The committee continued to stress that this project must be as easy to maintain as possible. We have a verbal approval for a lawn mower to be purchased from this grant but it will be a separate bidding process from the rest of the project.
- j) In-kind: The committee reminded itself that the Town must come up with 20% of the total cost of the project. Most of this will be in materials to be supplied but some of it will be labor. Ron's labor in the design of the sign, for instance, will be included in the 20%.

VOTE: Richard Magwood made the motion that since the committee has reviewed and addressed the comments that were received during the 30-day comment period, that it formally accept the comments; Bruce Clarke seconded; so voted.

Next Meeting:

The Committee agreed to schedule Thursday, January 5th for their next meeting And agreed on the start time of 2:00 pm. The purpose of this meeting will be to approve plans revised at this meeting. Following that meeting, it is anticipated that the project will be in the first Central Register edition for February, if not earlier.

At 4:33 pm Ron moved to adjourn the meeting; Mike seconded; so voted.

Respectfully submitted,

Donna L. Neylon

Approved: January 5, 2012

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