

Brownfield Steering Committee  
January 5, 2012

Members Present:

Ron Couture  
Bruce Clarke  
Donna Neylon  
Herb Chaffee  
Richard Magwood  
Lucinda Thompson  
Terrance Smith

Members not present:

Doug Cameron  
Brian Plumb  
Michael Dean

Representing Fuss & O'Neill, Inc.:

Leslie C. Burton, PE

Others present:

None

At 2:02 pm, Chairman Bruce Clarke called the meeting to order in the kitchen of the Town Hall.

*Agenda:*

**1. Finalize engineering design drawings**

Leslie reviewed the changes made to the plans as directed by the committee at the December 15<sup>th</sup> meeting. Below are some of the comments regarding those changes:

- a) Picnic tables have been rotated so they will receive some sunshine;
- b) Tables will be rectangular with ADA “bump out”, colored brick red and be stone on stone;
- c) Park benches are placed on the pathway instead of on the grass to make for easier mowing;
- d) Benches will match the tables;
- e) 2 planter bed areas added with 18 inch clean fill cap for future planting;
- f) Brick landing area;
- g) 2 granite markers at entrance of pathway – these were eliminated by the committee at this meeting and the Highway Department will search for “appropriate” stones to be placed here instead;
- h) Walkway width to be 5 feet at parking area and then widen;
- i) Granite curbing to be supplied by Town; specs will include that the contractor must pick and sort from our supply;
- j) Black vinyl chain link fence, 4 feet tall;

- k) Sign (art work to be designed by Ron) will be 30" x 23"; specs were provided by Ron to Fuss & O'Neill, to be green, contractor will have the etching done;
- l) Added: a simple double-sided sign that says "Mill Station Park"; Ron will provide the graphics; to match the other sign;
- m) Mulch beds around the trees will be 4 foot in diameter;
- n) Added: a simple black bicycle rack for 6 – 8 bikes where bikes can be locked up, rack to be anchored;
- o) Add alternate: table cover to be of wood with wood shingles and some kind of anti-bird nesting device under the roof.
- p) Highway will bring the site down to sub-grade; grading plans to be supplied by Fuss & O'Neill.

The committee encouraged Ron to not charge his normal rate from when he did designs for a living but to charge the current going rate.

The committee agreed unanimously that Fuss & O'Neill would be the project supervisor and that they wanted "lump sum" bidding rather than "unit" bidding for this project. They further agreed that all material above the cap (except the pavement and stone dust) will have to be verified/tested with individual load counts.

## 2. **Bidding decisions**

The following schedule was agreed upon by all and the pre-bid meeting would be mandatory for all who intend to bid:

**Wednesday, February 1<sup>st</sup>** – our advertisement to be in the Central Register

**Tuesday, February 21<sup>st</sup>, 10:30 am** at the Highway Garage, 56 Mill Street – mandatory pre-bid meeting (this will be posted as a meeting of this committee in case a decision needs to be made).

**Thursday, February 23<sup>rd</sup>** (snow date for mandatory pre-bid meeting – time/location the same)

**Tuesday, February 28<sup>th</sup>** – all additional questions due to F&O by prospective bidders

**Thursday, March 1<sup>st</sup>** – F&O to issue their response to bidder questions/addendum

**Thursday, March 8<sup>th</sup>** – bids due by 1:00 pm and will be opened in the Banquet Room of the Town Hall.

Bid documents will be on the Town's website, with 4 hard copies to be printed (Town Hall, Highway Department, Water Department, DEP). If a bidder wants a hard copy, they can contact F&O and pay them.

3. **Approve minutes of previous meetings**

Ron moved to approve the minutes of December 15, 2011; Richard seconded; so voted.

**Next Meeting:**

The next meeting will be the pre-bid meeting on **Thursday, February 21<sup>st</sup> at 10:30 am at the Highway Garage** (across from the jobsite).

At 3:19 pm Bruce entertained a motion to adjourn the meeting; Cindy so moved; Richard seconded; so voted.

Respectfully submitted,

Donna L. Neylon

Approved: 7/12/12