

**21ST CENTURY PARKS COMMITTEE
SPECIAL MEETING
WEDNESDAY, MAY 25, 2016
TIME: 7:00 P.M.
MUNICIPAL BUILDING
ROOM 208
MIDDLETOWN CONNECTICUT**

MEMBERS PRESENT: Councilman Gene Nocera
Councilman Carl Chisem
Councilman Philip Pessina
Frank Marchese
Amy Vaillancourt
Deborah Petruzzello
Sheila Daniels

STAFF PRESENT: William Russo, Director of Public Works
Christopher Holden, Deputy Director of Public Works
Donna Imme, Purchasing Supervisor
Tina Gomes, Chief Management Analyst

ABSENT: Louise Augeri
Maria Holzberg
Joseph Bibisi

Chair Nocera opened the 21st Century Parks Committee special meeting at 7:00 P.M. He asked the committee to state their names and a brief historical background for Donna Imme, Purchasing Supervisor. Chair Nocera requested a motion to approve the minutes dated May 11, 2016. Motion to approve the minutes was seconded and approved unanimously.

PUBLIC COMMENT ON AGENDA ITEMS:
None.

CORRESPONDENCE:
There were no correspondence documents for discussion in the agenda packet. However, Deputy Director Holden mentioned that invoices from Millone and MacBroom associated with this project have to come through the committee for approval. He presented a current invoice for 95% completion of the engineering design construction documents for a total of \$6,730.05. He recommended approval of paying the invoice.

One of the councilmen made a motion to approve the payment of the invoice from Millone & MacBroom for the engineering design construction documents. Motion was seconded and approved unanimously.

NEW BUSINESS:

- a. Tennis Courts – Newtown Street – Chair Nocera stated that Deputy Director Holden will be updating the committee on all of the work that is going to occur with the tennis courts that are going through the concept design process.

Deputy Director Holden stated that the open field that currently exists off of Newtown Street is the area where all of the construction will be conducted. There are currently four tennis courts that are in disrepair located in the general area. As a part of the site preparation, the water flow will have to be redirected away from the tennis courts so that the playing surface will not be impacted.

He showed some pictures of the drainage area to the committee. The pictures showed the removal of invasive vegetation along the bank to improve drainage. There are also three pipes that will be removed. They were used to cross historically to get from one side to the other. Native vegetation will then be reestablished in that area. These actions were all a part of the wetlands permitting process. The wetlands staff was involved prior to submitting the plans to ensure minimal impact to the environment.

A six court system is required by the association in order to have efficient tournaments for middle school and high school. The nearby residents will not be affected by lighting since games will be played only during the daylight. There has been discussion with whether or not gates should be installed in the parking area. Security cameras and low level lighting will be installed for security reasons and the tennis courts will be fenced in.

Chair Nocera stated that during the last meeting, there was a public discussion regarding the installation of gates due to the confliction with overnight parking. He stated that there will be street lighting that will light the area. There are fifteen parking spots, including one ADA accessible parking spot, with the possibility of expansion to twenty five parking spots. Deputy Director Holden stated that after the renovations, a gate will be installed to ensure that there will be no after-hour loitering. Director Russo stated that he does not believe there will be much after hour activity with the security cameras on site.

Donna Imme mentioned that she remembers that there was a lot of concern at the pre-bid meeting with contractors driving across the area to repair the existing tennis courts. Since the new tennis courts will be installed on this area, she wanted to know if this would be an issue. Amy Vaillancourt stated that there was a wetlands mitigation which determined that anything that is filled will have to be compensated for. Deputy Director Holden stated that some of the top layer will be removed and replaced with granule material. The tennis courts will be made up of post-tension concrete which is very stable in all types of conditions. There are steel wires that go through the concrete which keep it in place.

Councilman Pessina mentioned the installation of bleachers on one side of the tennis courts for the future matches. Director Russo stated that most parents enjoy bringing their own chairs so that they can sit alongside the fence with the ability to move around.

Director Russo stated that the removal of the pipes and invasive vegetation will be amongst the work of the Public Works Department city yard employees under the direction of Michelle Ford, Environmental Planner. The removal of the existing tennis courts with new grass replacement will also be the work of the Public Works Department. Deputy Director Holden discussed the

landscaping buffer line on Newtown Street. He stated that there will be added shrubbery so that it is not noisy for nearby neighbors.

One of the Councilwomen asked if the tennis courts will be able to be used by other towns. These tennis courts will be open to the public with the exception of school tennis matches. Director Russo stated that the courts meet the criteria to hold state events and are CIAC approved.

Councilman Pessina asked if the plans allow for busses to pick up and drop off children. Deputy Director Holden stated that the turning radius will allow for busses to enter and exit. If the bus were to stay for the duration of the match, it would be parked across the street near the youth center.

Amy Vaillancourt asked how often the surface of the tennis court will have to be re-sealed and re-stripped. Deputy Director Holden stated that he believes it is about every seven years due to the high quality material and labor that will be used.

Director Russo stated that color scheme ideas are welcome and that he would love for the committee to pick it out. Chair Nocera stated that Middletown High School's color is blue. The committee discussed various shades of blue, keeping in mind that they will fade over time. The committee would like to have green and blue, however it was suggested by Councilman Pessina that some actual samples be brought in by the construction contractors for final approval. A motion was made for blue and green as the color choices with future samples provided to the committee by the contractor. Motion was seconded and approved unanimously.

After the construction and renovations are complete, it will be time to decorate with different types of tree species. Millone & MacBroom will provide their landscape design architect whom will recommend a few different types of trees.

Chair Nocera called for a motion to move forward with bidding on the tennis court construction. Motion was seconded by one of the commissioners. Motion was approved unanimously. Deborah Petruzzello asked how many bids are needed and how long the process will be.

Director Russo stated that Donna Imme is present to speak on behalf of the purchasing and bidding process. Donna stated that the only difference with this project is that there is a building committee. If a department needed a project done, most of the approvals would come from a department director. Approvals now have to come from the building committee. Donna also stated that she needed to have the go ahead from the committee to move forward with the bidding process.

As far as putting purchase orders in place for advertising the bid, if any plans and specs need to be printed, would come from the Public Works Department via the AUC financial system. However, a print off of a requisition will need to be signed by the committee chair and director beforehand. This will be scanned and attached with the purchase order along with the meeting minutes which approve moving forward. Per ordinance, a bid has to be out for a minimum of thirty days. Once the plans and bid are finalized, an advertisement date will be picked. A list of contractors in the market will then be provided and they will be targeted online. Once the bids are received, depending on how quickly the committee can review them and make a recommendation of the lowest responsible bidder, contracts take one day to get out and move forward.

Director Russo stated that the tennis courts will be one lump sum of \$750,000.00 towards the design of the entire project. The extras will be the parking lot along with a few other items that were broken down.

Donna stated that she will order wage rates from the State of Connecticut tomorrow. She hopes that Millone & MacBroom will have everything completed so that they do not need to be requested again. Once the rates are received in the Purchasing Department within the twenty day time frame, the project has to be bid within the next ten days for a total of thirty days. The rates have to be re-requested if the time frame is not followed accordingly.

- b. Post Presentation Discussion on Pat Kidney Field & WWMS Track – Chair Nocera stated phase two is the Pat Kidney Field and Woodrow Wilson Middle School (WWMS) Track project. Director Russo stated that Millone and MacBroom spent about a year and half on the parks study. He asked the committee if they are comfortable with using the firm for the rest of the design project which was presented at the last meeting. He stated that a decision does not need to be made at this meeting and that they will be attending the next meeting to further discuss the project.

Amy Vaillancourt asked if the track and field will be separated from the rest of the park with a chain link fence. Director Russo stated that they will be separated and a further discussion will be held with Millone & MacBroom. He suggested that one of the regular meetings of this committee shall be held directly at the park.

OLD BUSINESS:

None.

OTHER:

Chair Nocera brought up how Director Russo is having Millone and MacBroom attend the next meeting to discuss their concepts and the next step toward moving forward to a more detailed plan. He also brought up the fact that this committee is scheduled to meet on the second Wednesday of each month at 5:45 PM. However, this proposes issues with one of the committee members' attendance which will have to be discussed further after alternative dates are looked into. Also, the next meeting is supposed to be held on June 8, 2016 which is on the same night as graduation. Since there are five Wednesdays in the month of June, the next meeting will be moved to June 22, 2016, so that it will not conflict with any other meetings taking place.

PUBLIC COMMENT ON NON-AGENDA ITEMS:

None.

As there was no further discussion, the 21st Century Parks Committee meeting adjourned at 8:30 P.M.