

Seymour High School Athletic Field Committee
Seymour Middle School – Library
1/22/2015
7:00 PM

Members Present: Paul Sponheimer, Sean Walsh, Ed Strumello, Jay Hatfield, Bill Paecht, Nicole Klarides-Ditria, Theresa Conroy, Jack Liedke, Tim Sadick, Paul Roy (Alternate)

Members Absent: None

Others Present: Don Smith

Meeting was called to order at 7:12pm by Chairperson Nicole Klarides-Ditria.

Pledge of Allegiance

Public Comment:

None.

Approve Minutes from December 4, 2014 Meeting and January 8, 2015 Minutes:

Nicole Klarides-Ditria mentioned that the December 4, 2014 minutes were already approved at the January 8, 2015 meeting.

Motion by Theresa Conroy to approve minutes from January 8, 2015 meeting. Motion seconded by Bill Paecht. Motion passed 9-0.

Discussion and Review of Short List Candidate Proposals:

Nicole Klarides-Ditria reminded the committee that we have the three firms selected and the committee will interview them next week. The committee will ask questions then and then hear pricing afterward from the firm so that the committee is not influenced by pricing.

Nicole mentioned that the committee should have a group of questions determined in advance to ask each firm and that if a committee member thinks of any other questions, he/she can ask at the interview as well.

Ed Strumello asked whether any questions can be asked to clarify something covered in the interview. Nicole said that it could be asked through the chair.

Sean Walsh mentioned he had prepared a list of items that the committee may wish to address in our questions. They relate to budget, timeline, personal turf use/experience, insurance issues, concurrent projects, company stability, litigation against the firms, any bonds withheld, experience with grants, amount of outsourcing, cost and whether any projects went over budget.

Nicole Klarides-Ditria asked if there were any other issues to discuss, like pesticides. Bill Paecht suggested that with the studies already done and the fact the engineers will likely coordinate testing, it is probably not necessary to cover now.

Bill Paecht mentioned that addressing personal turf use is a good idea.

Paul Roy (alternate) mentioned it would be a good idea to understand how much subcontractor work there would be as it would help to indicate how much time the firm would devote to the project.

Nicole Klarides-Ditria also mentioned that the committee would probably want to consider size of the firm as well and whether it has resources to devote to project.

Ed Strumello mentioned it would be important to understand who the in-charge person would be, particularly if a company has a lot of subcontractors involved and suggested the contract should stipulate who is in-charge.

Sean Walsh mentioned that the committee should know who has control over subcontractors and who is in charge of subs on school grounds for liability issues.

Paul Sponheimer suggested that if weather is favorable, the committee should consider asking the Board of Education if it would allow surveyor before 2pm on a school day. Ed Strumello suggested that the engineer would probably just need to work with the security personnel at the school.

Paul Sponheimer also asked if the firm pays a penalty or if there is a price reduction if the firm does not complete the project on time. Bill Paecht suggested it would stipulate in the contract.

Paul Sponheimer asked about what the primary concerns were, the field, bleachers, press box, etc., and where are they starting. Bill Paecht mentioned that the concern should be everything and that the engineer will determine workflow.

Paul Roy (alternate) asked if we should address if there are obstacles or surprises that would change timeline. Nicole Klarides-Ditria said we could ask firms about how they manage delays.

Tim Sadick suggested that we should consider addressing any exploratory work. Sean mentioned that will be addressed after the engineering firm is selected.

Theresa Conroy suggested that we ask about track preservation.

Nicole Klarides-Ditria mentioned the committee will be able to visit their previous jobs.

Jay Hatfield mentioned the need to minimize change orders and asked what we should ask. Sean mentioned the committee should just ask how many projects or what percentage of their projects in the past required time changes and change orders.

Paul Sponheimer suggested the committee ask if any firms have issues with any product that we should know about. Sean Walsh suggested it may be too early for that but that we ask what products they have work with. Jay Hatfield mentioned we should definitely ask about which brands and infield materials they have installed.

Bill Paecht mentioned we should make sure the firms have all permits in place.

Paul Sponheimer mentioned we should ask the firms about expected schedule. Bill Paecht mentioned it should be in their proposal.

Theresa Conroy suggested the committee ask how they will address ADA in their plans.

Tim asked who was in charge of making sure project is compliant. Nicole Klarides-Ditria said the engineering firm will be.

Paul Sponheimer asked about use of Ross Drive for transport of handicapped. Nicole Klarides-Ditria mentioned that the engineer will advise.

Sean Walsh suggested that the committee ask the firms what they guarantee for liability. He said the committee should know what they are legally liable for and for how long. Bill Paecht clarified that the construction bond is usually held until job is complete. He also mentioned that the maintenance bond is in place for some time after.

Nicole summarized that these would be in general the questions and topics to ask about:

- What is plan for track preservation?
- What percentage of projects have gone overtime, over budget and have had change orders?
- What brands have you physically installed?
- Who is specifically in charge of the project?
- What is your estimated start date?
- What do you plan to do regarding ADA compliance?
- Have you had any bonds held, any pending litigating or any downsizing?
- How much of the project will be outsourced?
- What large scale projects are running concurrently?
- Who's liable for the field work and for how long?

Schedule of Interviews for Short List Candidates

Nicole Klarides-Ditria said the interviews will be next week on January 29, 2015. She said the schedule will be Milone and MacBroom, then Nafis and Young, then Donald Smith. Meeting will start at 6:30 with each firm interview being 60 minutes. Nicole

Klarides-Ditria mentioned having the interviews held at town hall and that she would check with Kurt Miller on availability.

Committee Member Comments

Paul Sponheimer asked about whether money for this project will be used for additional special equipment needed by the public works department. Bill Paecht said it would and mentioned that the estimate was about \$18,000 per year.

Paul Sponheimer mentioned that we should also look into whether money for field covers for graduation can come out of project money.

Sean Walsh mentioned that if there is a need to resurface down the road, that cost should be considered now. Nicole Klarides-Ditria mentioned that Kurt Miller already does have a plan to budget for that.

Adjournment

Bill Paecht made motion to adjourn the meeting. Theresa Conroy seconded the motion. Motion passed 9-0.

Meeting adjourned 8:11pm

Respectfully Submitted,

Jack Liedke
Committee Secretary