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MILLBURY MASS.
ATHLETIC FIELD BUILD COMMITTEE

Subcommittee of the School Committee
Millbury Jr./Sr. High School, Media Center
12 Martin Street
Millbury, MA 01527

December 17, 2019

4:00PM

Meeting Minutes

Attendance: Pat Mara, Jen Nietupski, Rick Bedard, Brian Ginisi, Ray Richards, Brian Parath, Rob Pine and John Perry (Gale Associates).

- **Committee Organization:**
Nominations and Vote for Committee Chair, Vice Chair and Secretary
Rick took nominations for Chairperson. Jen made a motion to nominate Pat Mara as Chairperson. Seconded by Brian Parath, all in favor 7-0. Pat took nominations for Vice Chairperson. Brian Ginisi nominated Brian Parath, seconded by Ray, all in favor 7-0. Brian G. nominated Rick for Secretary, seconded by Brian P., all in favor 7-0.
- **Committee Purpose**
Pat reviewed the purpose of the subcommittee. The subcommittee to provide oversight for the Athletic Fields Build project for the duration of the project. Rick mentioned the subcommittee will also approve of bills to be paid.
- **Public Works Project vs. Public Building Construction**
Pat reviewed the difference between the public building project (amenities building) and the public works project (everything else). We will have two designers and two construction contractors working together. This is also explained in the memo from Rick in the meeting packet.
- **Status of RFQ for Designer for Public Building Construction**
Rick mentioned that we are solicited Request for Qualifications (RFQ) for the design work on the amenities building. RFQ's are due 12-27-19, so far we have 19 vendors ask for RFQ's. The town has Designer Selection Procedures that the school department is following in order to choose a designer. Pat has established an ad hoc Designer Selection Board for this purpose. They should only have to meet 1-2x to rank and decide on designer. The Athletic Field Building Subcommittee and Designer Selection Board are both subcommittees of the School Committee and members were voted on at the December 11, 2019 School Committee meeting.

- Gales Associates: Designer for Public Works Project
- Gales Associates: Review of Milestone Schedule
John Perry reviewed a revised schedule which includes established meeting dates with the Conservation Commission (2-5-20) and Planning Board (2-10-20). This project involves a site plan review with the Planning Board. John reviewed the timeline and what is involved with each step. He stated that he would present to the two town boards but he will need at least one representative from the School Department.
- Gales Associates: Review of the Programming Guide

John Perry and the subcommittee discussed the status of the project including but not limited to the following:

- Permitting, boundaries, wetlands and height of light towers
- Rob mentioned in some cases Millbury permitting might be stricter than other towns.
- Orchard Street construction access
- Available top soil, keep or have contractor remove?
- John estimated 6,500 cubic yards
- John emphasized that you want everything spelled out in the bid specs
- John, Pat and Paul to review blueprints and field
- Water source?
- Keeping bleachers under 750 due to additional ADA ramp needed
- Bleachers and Amenities building we are proposing is very similar to Littleton's
- Jen emphasized that all of our fields should be multi-purpose fields
- Softball field lighting, currently not included, at least set the wiring and footing
- Pat said we host about 4-5 track meets/year now, could be more with new facility

Possible items Pat would like to keep from old field:

1. Scoreboard
2. F-Ball Goal Posts
3. Softball Dugouts
4. Storage Trailer
5. Existing Fieldhouse, keeping where it sits
6. Baseball backstop new poles and netting
7. Baseball infield material

Brian P. mentioned he can help secure DiRenzo for any large equipment moving

- Gales Associates: Site Plan Review and Permitting
This project would constitute a site plan review.
Town permitting meeting dates are listed above.
- Any other business not reasonably anticipated.

- The next Athletic Field Build Committee has not been scheduled yet. Please bring your calendars.

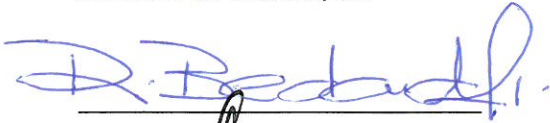
Thursday, January 16, 2020 at 6PM

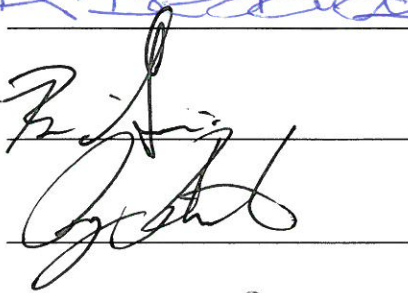
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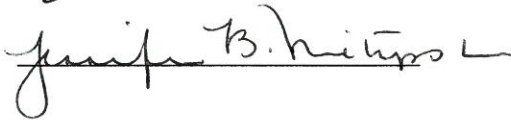
Tuesday, February 11, 2020 at 6PM

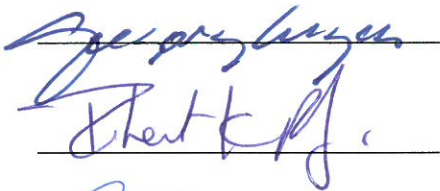
- At 6:18PM Rick made a motion to Adjourn, Jen seconded. All in favor, 7-0.

Respectfully submitted,
Richard G. Bedard, Jr.











- Packet: Gale Associates Milestone Schedule
Gale Associates Programming Guide
Bedard 12-5-19 Memo to School Committee
Athletic Field Amenities Building Design RFQ Advertisement