

**Winchendon Community Park Building Subcommittee  
Minutes, October 7, 2020 - Zoom Meeting**

Present: Ken LaBrack, Jane LaPointe, Dave Romanowski, Keith Hickey  
OPM: Suresh Bhatia, Ron Votta of Atlantic Construction  
Abacus Architects: David Pollak, Julia Patten

Called to order at 11:14 a.m.

**Business**

1. Approved minutes from June 9 and September 9, 2020
2. Thoughts on moving forward - overall and with BOS
  - David: re-read the 4 page memo that was prepared for last month's meeting with Robinson-Broadhurst; with adjustments to match the grant and with design refinements re the stage.
  - Suresh: consider elements of the work that could be done later
  - David: we can develop very good budget estimates, but we won't really know the true cost of the project until the actual bids are open. It's critical to make the right decisions and have them in the construction/bid documents so that when the bids are open, we can proceed with building. Economize where it makes sense and make thoughtful use of alternatives
  - David: we can structure the project to meet the Robinson-Broadhurst grant and we may not get everything. David and Suresh will work on this for the next meeting.
  - Suresh: will check to see if this can be bid under Chapter 30
3. Timing & Sequence of Work to get to bidding
  - The sooner the better for bidding
  - Steps to get there
    - a. Design Development: refine the design and address options/cost, i.e. stage design, seated walls (stone, concrete). As we get more into design, there will be more models, drawings, etc.
    - b. Construction Documents with all the details: electrical, civil, structural, etc. engineering
    - c. Contract Documents - work with Town to develop
    - d. Bid -- It is important to choose and structure the alternatives carefully; wording, drawings and order. Atlantic recommends alternatives as additions and not deductions. Keith is not in favor of infrastructure and house related alternatives.
    - e. Open Bids: check references, make recommendation
    - f. Once bids are in, will go back to BOS to review what is or isn't being built based on the bids so that the BOS is aware of what they are allowing to be built on Town property. Note: Town Manager approves the contract
    - g. Preconstruction Phase: time to execute the contract
4. Presentation to the Board of Selectmen

- Present a complete project, without alternatives
- Good photos, pictures of the key elements
- Presentation structure/flow:
  - Comments from or about Robinson-Broadhurst's grant and interests that led to this grant offer
  - David - present overview of the complete project and key elements and the decisions needed from the BOS tonight (approval to go forward with the project and disposition/removal of the house)
  - Budget
  - Schedule
  - Q&A
- Winchendon members of Robinson-Broadhurst will be in attendance.
- Keith reported that this will be a zoom/remote meeting, so all Robinson-Broadhurst members can be in attendance, if they want

5. Other related discussion notes:

- Set up a page on the Town Website to post relevant documents, information and updates so that interested community members can review
- In the bid document, include a requirement that the contractor secure the work site at all times for public safety. Balance safety and access: Allow park users the maximum practical allowance to the Park at all times, except when there is a demonstrated need to limit access for a specific time and purpose
- If the Fire Department can commit to a controlled burn prior to the start of construction, we can get a bid out in November for asbestos abatement.
- Decision: motion made and approved by the committee to proceed with the stage design with the opaque, split roof

6. Assignments

Abacus - David & Julia

1. Contact UEC for bid document for the abatement on the house
2. Contact each of the engineers/firms involved on the project for a fee proposal that covers through the completion of construction
3. Finish/refine the power point presentation for the BOS

Abacus & Atlantic - David & Suresh

1. Develop a simplified line item budget for a \$3.25 million project

Building Subcommittee - Dave, Ken, Jane

1. Website: outline contents for a project website that will be used to keep the town informed. Coordinate with Keith to get this site up and documents/links loaded
2. FAQ's: finalize draft questions and answers; have these reviewed and then posted to the website

Ken

1. Notify RB (Winchendon and NY) re the October 26<sup>th</sup> BOS meeting/presentation. Will be via zoom. Will get them link as soon as posted

Jane

1. Draft agenda/notice for October 21, 2020, 11 a.m. zoom meeting. Send to Keith to have posted with zoom links
2. Check with library on the screen and projector used for outdoor movies

Keith

1. Post agenda/notice for October 21, 2020 meeting
2. Confirm with Fire Department/Chief that they will do a controlled burn of the house in 2021 before the project is out for bid

**Next meeting: October 21, 2020 at 11 a.m. via zoom/remote**

Adjourned 12:53 p.m.

**Approved: October 21, 2020**