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**Winchendon Community Park Building Subcommittee
Minutes, October 3, 2019**

Present: Ken LaBrack, Jane LaPointe, Dave Romanowski,
OPM: Suresh Bhatia, Ron Votta of Atlantic Construction
Public: Rick Lucier, Rick Ward

Site visit of interested design firms re the RFQ – 3 p.m.
The park property and buildings were open for representatives to visit

Business

1. Suresh provided an overview of the scope of the project and the funding - \$1.5M for construction)
 - Design firm attendees signed in with OPM
 - Request to send questions to Suresh and to Keith Hickey
2. Questions from Design firm representatives included
 - Clarification of phases; confirm timeline (schematics by March, what gets built depends on funds available); RFQ includes a "time budget"; fee proposals will be later
 - Modular/pre-fab as much as possible to bid under State's modular law
 - Available maps re contours/topography, utilities, significant trees
 - Confirmed firm will need civil engineer
 - Surveys and public meetings: what's been done (history) and will there be public meetings on the design and use
 - Access to Master Plan
 - Revenue from what's built for operating costs
3. Ideas as visit was winding up – from Atlantic Construction
 - Put a project page on the Town website to promote the project, provide updates, and to solicit donations, help, inkind
 - One of the design firm representatives raised the prospect of engaging Monty Tech

Site visit ended 4:30 p.m.

Approved: November 13, 2019