

**Winchendon Community Park Building Subcommittee
Minutes, November 19, 2019**

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

Called to order 2:45 p.m.

Business – Review Scope, Schedule & Fee

1. Discussion of the scope of the project and alignment of vision/aspiration and budget
 - The scope of project outlined in the RFQ with an outdoor performance center, center for lifelong learning, pavilion and necessary site and infrastructure work far exceeds the anticipated budget
 - It was agreed that the core project, to be built next year is a working amphitheater, with needed utilities and infrastructure
 - The plan would include the design for future phases and cost estimates for the center for lifelong learning, pavilion, bathrooms and other utilities. A master plan for the future build out of the park
 - The location of the amphitheater was discussed as well as the need to flag the wetlands. Abacus will provide more specific details. Keith will speak with David Koonce and Dave will contact John Walker re the wetland flagging.
2. Discussion of initial work and responsibilities
 - Abacus reviewed the schedule they provided in their RFQ and subsequent presentation.
 - Workshops will be planned by Abacus. The subcommittee will be responsible for logistics and outreach to interested participants
 - Keith will check with Al Gallant and Tracy Murphy for recommendations on civil engineers and land surveyors. He will get these names to David Pollak and Abacus will be responsible for contracting with the firms and overseeing their work
 - Keith will speak with the Fire Chief about any questions regarding Fire Department access, etc.
 - Coordination: it was agreed that Dave will be the subcommittee's contact person for Abacus and that Abacus will bring questions to Keith and Dave

Adjourned 5:00 p.m.

Approved: March 9, 2020