

**Mystic River Boathouse Park Implementation Committee
Special Meeting Minutes
Stonington Human Services, Pawcatuck, CT
Monday, September 9, 2019
7:00 p.m.**

The Stonington Mystic River Boathouse Park Implementation Committee held a special meeting on this date, Monday, September 9, 2019 at the Stonington Human Services at 7:00 p.m.

Present were Rob Simmons, Chairman; Mike O'Neill, Vice Chairman; Tom Switz, Mike Crowley, Jim Kelley, Nick Kepple, Breck Perkins, Steve Planchon, and Sandy Tissiere, Recording Secretary; as well as Jason Vincent, Director of Planning, Town of Stonington; Chad Frost, Principal, Kent + Frost, and Herb Holmstedt

Members absent were Tim O'Brien, Farouk Rajab, Steve White, Alan Strunk and Kathryn Burchenal

1. Call to order

Chairman Rob Simmons called the meeting to order at 7:02 p.m.

2. Pledge of Allegiance

Nick Kepple led the group in the Pledge of Allegiance.

3. Comments from the Public

Herb Holmstedt asked if there was insurance to cover the event next weekend. Chairman Simmons this question will be answered in Item #9. Comments from the Public.

4. Approval of minutes

A motion was made by Tom Switz and seconded by Mike O'Neill to approve the minutes from August 5, 2019 as presented. The vote was unanimous and the motion passed.

5. Correspondence

There wasn't any correspondence presented.

6. Old Business

• Discussion – Memorandum of Agreement with SHPO

Mr. Frost said Concept #5 had been presented to the State Historic Preservation Office (SHPO) and since that meeting it has evolved into Concept #6 and we are moving in the right direction; Mr. Frost turned the floor over to Mike O'Neill. Mike O'Neill said the Stonington Community Rowing Center has engaged the services of Crosskey Architects as a consultant to assist in the creation of a foot print of the existing building while providing the needed space for the boathouse. Mr. O'Neill told the committee in discussions with SHPO, they have provided enough information for Crosskey to develop some sketches that will meet SHPO requirements and get to the point where SHPO will sign the MOU.

• Discussion – Architect for Boathouse

Mike O'Neill said an architect could not be hired until the SHPO MOU is signed. Crosskey Architects has been hired as a consultant to assist in the discussions with SHPO.

• Discussion – Park Timeline

Chad Frost said the timeline has been delayed because of the change of plans to include the house in the boathouse design. The committee discussed the Mystic Seaport's plans for the Latitude 41 property and its effect on the park.

7. New Business

• Discussion – Supplemental Appropriation for Project Management

Chairman Simmons distributed copies of the Mystic Boathouse Park, Project Budget, Fund #41503 (attachment #1). Jason Vincent discussed the supplemental appropriation for project management to Kent + Frost. Mr. Vincent explained when the project went out to bid, the RFQ was for master plan design and project managing services thinking there was complexity here beyond the design. Jason Vincent said Kent + Frost has provided project managing services to date and will continue as this project advances and have submitted a supplemental service agreement to do this work. Mr. Vincent explained the line items in

**Mystic River Boathouse Park Implementation Committee
Special Meeting Minutes
Stonington Human Services, Pawcatuck, CT
Monday, September 9, 2019
7:00 p.m.**

the budget that can be used to support this agreement. This agreement is an amendment to the original contract. Chad Frost discussed with the committee the support information behind the need of this appropriation.

Rob Simmons made a motion and Steve Planchon seconded to approve the additional project management coordination as distributed.

The vote was unanimous and the motion carried.

- Discussion – Future Chairman

Chairman Simmons discussed the ordinance (attachment #2) for the Mystic River Boathouse Park Implementation Park committee. Chairman Simmons said his last day of First Selectman is November 18, 2019. Chairman Simmons encouraged the committee to study the ordinance and give due consideration who the future chairperson may be. The committee discussed the election process of a chairman. The committee concurred to wait until a new First Selectman/woman to determine if they have an interest in serving on the committee.

8. Comments from the Public

Herb Holmstedt asked if the Stonington Rowing Center has insurance for the regatta to be held next weekend. Mike O'Neill said the regatta has insurance for the event.

9. Comments from the Committee

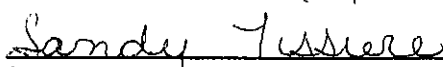
Nick Kepple commented this committee and this project has benefited greatly by your leadership, Rob, and we also recognize the importance of having a harmonious relationship with the new administration but the selection of a chair is the committee's decision not the next administration's.

Chairman Simmons said Steve White and the Education Sub-committee had been asked to provide some historical material of the Rossie building and they delivered. The picture was distributed to the committee (attachment #3).

10. Adjourn

As there was no further business to be discussed, the meeting adjourned at 8:19 p.m.

Respectfully submitted



Sandy Tissiére
Recording Secretary

**MYSTIC BOATHOUSE PARK
PROJECT BUDGET
FUND #41503**

ATTACHMENT #1

#	REVENUES	ORIGINAL BUDGET	BUDGET TRANSFERS/ADDITIONAL APPROX	ADJUSTED BUDGET	LESS YTD ACTUAL	BUDGET BALANCE 6/30/18
53	Total Phase 2 Site Remediation	98,200.00	-	98,200.00	-	98,200.00
	Park Construction					
54	Insurance	5,000.00		5,000.00	-	5,000.00
55	CM Fees - Overhead and Profit	48,470.00		48,470.00	-	48,470.00
56	Construction Contingency	25,000.00		25,000.00	-	25,000.00
57	Completion Bond	20,000.00		20,000.00	-	20,000.00
58	Excavation	3,090.00		3,090.00	-	3,090.00
59	Gravel Bedding	504.00		504.00	-	504.00
60	Storm Drains	4,800.00		4,800.00	-	4,800.00
61	Storm Drain Piping	3,750.00		3,750.00	-	3,750.00
62	Water Management	25,000.00		25,000.00	-	25,000.00
63	Asphalt and Concrete Paving	20,960.00		20,960.00	-	20,960.00
64	Lighting Poles	8,000.00		8,000.00	-	8,000.00
65	Signage	1,000.00		1,000.00	-	1,000.00
66	Stripping	2,000.00		2,000.00	-	2,000.00
67	Demo	5,500.00		5,500.00	-	5,500.00
68	Relocate Fire Hydrant	700.00		700.00	-	700.00
69	Excavation	1,500.00		1,500.00	-	1,500.00
70	Gravel Bedding	540.00		540.00	-	540.00
71	Sidewalks	29,650.00		29,650.00	-	29,650.00
72	Granite Curb	20,000.00		20,000.00	-	20,000.00
73	Asphalt and Concrete Paving	20,854.00		20,854.00	-	20,854.00
74	Trees Shrubs and Plantings	25,000.00		25,000.00	-	25,000.00
75	Fine Grading	6,000.00		6,000.00	-	6,000.00
76	Top Soil	30,000.00		30,000.00	-	30,000.00
77	Grass	9,720.00		9,720.00	-	9,720.00
78	Pedestrian Path	8,500.00		8,500.00	-	8,500.00
79	Park Signage	6,000.00		6,000.00	-	6,000.00
80	Picnic Tables	1,500.00		1,500.00	-	1,500.00
81	Bike Rack	2,500.00		2,500.00	-	2,500.00
82	Trash Receptacles	1,000.00		1,000.00	-	1,000.00
83						
84						
85	Total Park Construction	336,538.00	-	336,538.00	-	336,538.00
	TOTAL ESTIMATED CONSTRUCTION COSTS	533,981.00	135,620.00	669,601.00	116,084.18	553,516.82
	Project Contingency					
86	Project Contingency	82,183.00	(1,980.00)	80,203.00	-	80,203.00
87	Unallocated Grant Funds	200,000.00	(133,640.00)	66,360.00	-	66,360.00
88		-		-	-	-
89		-		-	-	-
90		-		-	-	-
91		-		-	-	-
92		-		-	-	-
93	Total Contingency	282,183.00	(135,620.00)	146,563.00	-	146,563.00
94	TOTAL EXPENDITURES	2,416,164.00		2,416,164.00	1,797,529.12	618,634.88
95	NET POSITION YTD				418,634.88	418,634.88
96	Available Funds Before Grant				418,634.88	418,634.88

**MYSTIC BOATHOUSE PARK
PROJECT BUDGET
FUND #41503**

9/5/2019 3:18 PM

	REVENUES	ORIGINAL BUDGET	TRANSFER/ADDITIONAL APPROPRIATION	ADJUSTED BUDGET	LESS: FUND ACTUAL	BUDGET BALANCE
1	Bond Proceeds	2,216,164.00		2,216,164.00	2,216,164.00	-
2	Brownfields Grant #1	200,000.00		200,000.00	-	200,000.00
3	Brownfields Grant #2	-		-	-	-
4	Donations	-		-	-	-
5	Third Party Fund Raising	-		-	-	-
6		-		-	-	-
7		-		-	-	-
8		-		-	-	-
9		-		-	-	-
10	Total Revenue	2,416,164.00		2,416,164.00	2,216,164.00	200,000.00
	EXPENDITURES					
	Land Acquisition Costs					
11	Land Acquisition	1,875,000.00	(275,000.00)	1,600,000.00	1,672,914.00	(72,914.00)
12	Less: Allowance for Remediation	(275,000.00)	275,000.00	-	-	-
13	Closing Costs	-	-	-	8,530.94	(8,530.94)
14	Recording costs	-	-	-	-	-
15	Total Land Acquisition Costs	1,600,000.00		1,600,000.00	1,681,444.94	(81,444.94)
	Construction Costs					
	Site Planning					
16	A-2 Survey	5,000.00		5,000.00	-	5,000.00
17	Phase 1 Review	1,900.00		1,900.00	-	1,900.00
18	Environmental Testing	22,000.00		22,000.00	-	22,000.00
19	Legal Fees/Bids/Ads	5,000.00		5,000.00	339.79	4,660.21
20	Miscellaneous	-	-	-	-	-
21	Design	39,343.00	-	39,343.00	-	39,343.00
	Engineering	15,000.00		15,000.00	-	15,000.00
23	Permits	10,000.00		10,000.00	-	10,000.00
24	Documents and Copies	1,000.00		1,000.00	-	1,000.00
25	Unassigned	-	-	-	-	-
26	Total Site Planning Costs	99,243.00	-	99,243.00	339.79	98,903.21
	Design & Engineering (Kent & Frost)					
27	Task 1 - Kickoff	-	3,000.00	3,000.00	3,000.00	-
28	Task 2 - Site Analysis	-	6,000.00	6,000.00	6,000.00	-
29	Task 3A - ESA	-	35,800.00	35,800.00	35,800.00	-
30	Task 3B - RAP	-	12,000.00	12,000.00	1,073.71	10,926.29
31	Task 4 - Pre-Demo	-	7,600.00	7,600.00	6,058.19	1,541.81
32	Task 5 - Stakeholder Coordination	-	9,000.00	9,000.00	9,000.40	(0.40)
33	Task 6 - Conceptual Design	-	10,000.00	10,000.00	10,000.00	-
34	Task 7 - Design Development	-	7,000.00	7,000.00	7,000.00	-
35	Task 8 - Master Plan	-	16,600.00	16,600.00	16,600.00	-
36	Public Meeting - Reimbursables	-	3,000.00	3,000.00	935.68	2,064.32
37	Additional Services - K&F Supplemental Survey	-	1,980.00	1,980.00	1,980.00	-
38	Additional Services - K&F Supplemental Invest. Environ. Remed.	-	13,640.00	13,640.00	12,887.68	752.32
39	Additional Services - K&F SHPO Extra Work	-	-	-	5,180.00	(5,180.00)
40	Additional Services - SHPO Consultant	-	10,000.00	10,000.00	-	10,000.00
41	Chad and Frost - Other Reimbursables	-	-	-	228.73	(228.73)
42	Total Design & Engineering	-	135,620.00	135,620.00	115,744.39	19,875.61
	Phase 2 Site Remediation					
43	Asbestos Testing of Existing Structures	2,500.00		2,500.00	-	2,500.00
44	Asbestos Remediation	10,000.00		10,000.00	-	10,000.00
	E&S Fencing	5,000.00		5,000.00	-	5,000.00
	Demo Permit for Structures	2,500.00		2,500.00	-	2,500.00
47	Demo of Structures	25,000.00		25,000.00	-	25,000.00
48	Site Clearing - Trees Brush	3,500.00		3,500.00	-	3,500.00
49	Geotextile Liner to Cover Site	4,700.00		4,700.00	-	4,700.00
50	Installation of Liner	7,500.00		7,500.00	-	7,500.00
51	Cover Site with clean fill	16,500.00		16,500.00	-	16,500.00
52	Rough Grading	21,000.00		21,000.00	-	21,000.00

**ORDINANCE RE: ESTABLISHMENT OF THE MYSTIC RIVER BOATHOUSE PARK ATTACHMENT #2
IMPLEMENTATION COMMITTEE**

WHEREAS, the Town of Stonington (hereinafter "Town") is in the process of purchasing certain real property located at 123 Greenmanville Avenue, Mystic, Connecticut (hereinafter "subject property") in order to establish a public park; and

WHEREAS, the subject property offers several challenges to its development, including demolition of existing structures, remediation of contaminated soils, and/or private fundraising of capital for future improvements and amenities; and

WHEREAS, the Town wishes to establish a committee of qualified residents in order to oversee and coordinate all the necessary steps and procedures to establish a public park at the subject property.

NOW THEREFORE, BE IT HEREBY ORDAINED BY THE LEGAL VOTERS OF THE TOWN OF STONINGTON IN LAWFUL TOWN MEETING DULY ASSEMBLED THAT:

Section 1. That the code of ordinances of the Town of Stonington be amended by adding a new ordinance to read as follows:

A. Establishment. There shall be established the Mystic River Boathouse Park Implementation Committee for the Town of Stonington. Said Committee shall be composed of nine (9) regular members and four (4) alternate members, who shall be electors of the Town, not more than five (5) of whom shall be of the same political party, who shall be appointed by the Board of Selectmen. Additionally, the members of the Board of Selectmen shall be ex-officio, non-voting members. The nine (9) regular members of the Committee shall include the following characteristics:

- At least one Member shall be a Member of the Town Board of Finance;
- At least one Member shall be a Member of the Town Board of Education;
- At least one Member shall be a Member of the Town Recreation Commission;
- At least one Member shall be a licensed attorney;
- At least one Member shall have experience in real estate acquisitions and development;
- At least one Member shall reside in Pawcatuck;
- At least one Member shall reside in Stonington; and
- At least one Member shall reside in Mystic Village.

The same regular Member may satisfy more than one of these characteristics and requirements.

B. Membership; Term; Appointments; Vacancies. The nine (9) regular members of such Committee first appointed shall be designated to serve as follows: three (3) members for one (1) year, three (3) members for two (2) years, and three (3) members for three (3)

years. The alternate members shall be appointed to serve for three (3) years. Thereafter, each regular member shall be appointed to serve for three (3) years. Each member shall hold office until his/her successor is appointed and qualified. Any vacancy in the membership of the Committee shall be filled for the unexpired portion of the term by the Board of Selectmen.

- C. Removal; Compensation. The Board of Selectmen may remove any member for cause, provided each such member shall be afforded notice and a public hearing before the Board of Selectmen prior to removal. All members of the Committee shall serve without compensation for their services, but their necessary and actual expenses incurred in the performance of their official duties shall be paid by the Town within the limits of any appropriation made therefore.
- D. Duties. The Committee shall be tasked with the following responsibilities: evaluating and planning improvements at the subject property; clearing, remediating and/or demolishing structures at the subject property; and overseeing the construction of parking, sidewalks and/or other site improvements necessary for the creation of a public park. Said responsibilities shall be conducted within the limits of any Town appropriations and budgets for the subject property, and within the limits of any donations of private funding.
- E. Organization; Meetings; Powers. The Committee shall annually elect its own Chair and such other officers as it shall from time to time determine to be necessary. A quorum of the Committee shall consist of at least five (5) members, and no action of the Committee shall be valid unless authorized by a majority of its members present at any duly held meeting. The Committee shall meet at least quarterly every year to carry out its duties as outlined in this ordinance. The Committee shall have the power and authority to apply for and receive state and federal grants from state and federal agencies and other sources on behalf of the Town for establishing a public park at the subject property.
- F. Reports. The Committee shall bi-annually prepare and transmit to the Board of Selectmen a report of its activities.

Section 2. That all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

Section 3. If any provision of this ordinance or the application thereof to any person or circumstances is held to be invalid, such invalidity shall not affect other provisions or applications of any other part of this ordinance that can be given effect without the invalid provisions or applications; and to this end, the provisions of this ordinance and the various applications thereof are declared to be severable.

Section 4. This ordinance shall become effective fifteen (15) days after Notice of its passage is duly published in a newspaper having a general circulation in the Town of Stonington.

