

Town of Stonington
Board of Selectmen and
Mystic River Boathouse Park Implementation Committee
Joint Special Meeting Minutes
Stonington Police Department, Pawcatuck, CT
February 5, 2018

The Stonington Board of Selectmen and the Mystic River Boathouse Park Implementation Committee held a joint special meeting on this date, February 5, 2018 at the Stonington Police Department at 7:00 p.m.

Present were Rob Simmons, Chairman, First Selectman; Mike O'Neill, Vice Chairman; Tom Switz, Steve Planchon, Kathryn Burchenal, Jim Kelley, Nick Kepple, Steve White, Alan Strunk, Sandy Tissiere, Recording Secretary as well as Jason Vincent, Stonington Director of Planning, Chad Frost, Kent and Frost, citizens and press

Members absent were Kate Rotella, Selectwoman; John Prue, Selectman; Frank Todisco, Bryan Bentz., Mike Crowley, Scott Bates, and Breck Perkins,

1) Call to order

Chairman Simmons called the meeting to order at 7:00 p.m.

2) Pledge of Allegiance

Mike O'Neill led the committee in the Pledge of Allegiance.

3) Comments from the Public

There were no comments.

4) Approval of Minutes

A motion was made by Steve White and seconded by Tom Switz to approve the minutes from November 6, 2017.

Discussion: Rob Simmons stated for the record that item #9 mentioned a management proposal from Mr. Kepple and the committee did not expect for him to report tonight but perhaps at the next meeting.

The vote was unanimous and the motion carried.

5) Correspondence

Chairman Simmons said there was correspondence in the form of a letter that will be discussed under new business. The letter is from Dr. Rebecca French, who was in attendance with her colleague, Ms. Bradley, who are offering some interesting cost-free analysis and assessment for the park project.

Chairman Simmons also spoke of correspondence of a financial report (attachment #1) provided by Jim Sullivan, Stonington Director of Finance. The financial report shows expenditures under land acquisition and design and engineering showing the project is within budget.

6) Old Business

Discussion – Project Schedule Update and Review

Chad Frost distributed the Master Plan project schedule (attachment #2). Mr. Frost explained the original timeline for the master plan went into 2019 but he is trying to consolidate it and accelerate the timeline as much as feasible. Mr. Frost explained the schedule uses the September 9, 2017 kick off meeting as a start date with a goal of finishing mid-July. Mr. Frost continued with an explanation of each task with details of the progress of the sub-categories. Mr. Frost said he has been approached by the Friends of Stonington Crew to provide a monthly summary of the park project for their blog because they are trying to consolidate all their public release information in one forum. Mr. Frost is asking permission from the committee to provide them this summary.

A motion was made by Mike O'Neill and seconded by Tom Switz to allow the dissemination of information to the public through the Friends of Stonington Crew blog.

The vote was unanimous and the motion carried.

Mr. O'Neill was asked for the website addresses and he answered one is Stonington Community Rowers whose web address is <http://stoningtoncrew.org/scrc> and the second is the Stonington Crew which is www.stoningtoncrew.org. Chairman Simmons reminded Mr. Frost the importance with the dissemination of information it be understood this is as much a concern of the park as the boathouse and the information is coming from the park.

Mr. Frost gave a summary of the master plan schedule, there is two months for conceptual design, two months for design development and a month to finalize plans. Each stage will be presented to the committee for approval. Mr. Planchon asked how early the information would be distributed to the committee for review prior to meetings. Mr. Frost answered some information would be distributed but some would be distributed at meetings because they needed a detailed explanation. Chairman Simmons suggested it might be a consideration of early distribution of documents to committee members who are architects and engineers.

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A motion was made by Tom Switz and seconded by Nick Kepple to accept the rendition of the master plan presented until such a time we are called upon or decide to make changes to it.

In discussion, Mr. O'Neill asked the schedule be shared with the architect for the boathouse (when hired). Mr. Kepple asked the committee be mindful that with such an aggressive schedule they may be a need for additional meetings.

The vote was unanimous and the motion carried.

Discussion – Financial Statement Update

Discussed under item #5. Correspondence

7) **New Business**

Discussion – CIRCA Collaboration

Rob Simmons introduced Dr. Rebecca French, and Kim Bradley, from CIRCA to discuss their offer to provide a service project to the park. Dr. French introduced herself as the Lead Project Investigator on the NOAA Regional Coastal Resilience Grant detailing the projects and purpose of this grant. Dr. French said through NOAA grant funding, they will be able to provide services for the park project. Dr. French introduced CIRCA Project Specialist, Kimberly Bradley who will have an allotted 25 hours of time to provide technical assistance in the evaluation of living shoreline application alternatives.

Discussion: Chairman Simmons discussed the perimeters of the property and said he is an advocate of the living shoreline but for purposes of the park and boathouse, the whole property cannot be dedicated to the living shoreline but there is substantial space where these concepts can be adequately applied, and with this understanding, felt this would be an offer to bring before the committee. Mr. O'Neill expressed he has some familiarity about these types of projects done around the water putting these properties back to their natural state, however, one challenge would be to have the utility and beauty work together. Chad Frost said from the design team side, they would be glad to do the partnership, and feels it is a great opportunity. Mr. Frost said regarding the terminology of living shorelines, in both of your comments you referred to plants and green and soft which is a huge part of it but that isn't what it is all about; you phrased it well when you said it is using the concept of nature to better protect ourselves from nature as we go forward.

A motion was made by Nick Kepple and seconded by Mike O'Neill to accept CIRCA's offer of technical acceptance as discussed in their proposal with the added request of Chairman Simmons the project manager to draft a letter to reflect the acceptance.

The vote was unanimous and the motion carried.

Discussion – Review of Environmental Findings

Chad Frost gave a brief report on the hazardous materials found within the house on the site. Mr. Frost said there was some asbestos and the recommendation would be preliminary removal and abatement prior to demolition of the building; there was some lead paint found as well, which would be easy to deal with. Mr. Frost said, for the committee's information, they asked Fuss and O'Neill for a cost estimate of removal of the hazardous materials of the house; the estimated cost is \$48,000 - \$50,000. Chairman Simmons asked the question that on page 3, the report said the residential structure was built in 1945 and elsewhere in the document it is stated the structure was built in the late 1880's, early 1900's, these sentences conflict with each other. Mr. Frost explained the 1945 year was the year recorded on the property card but evidence in the house shows the house is much older. Mr. Simmons also asked the question that on page 7, it says as long as the building is vacant and is planned for demolition, the more stringent RRP program requirements for lead do not apply, so we will not have to remediate but be aware of this condition for demolition. Mr. Frost concurred. Chairman Simmons' third question was, regarding the history of the building, if we were to apply for a demolition permit from the town does this fall within the historic structure program for the village of Mystic. Mr. Frost answered yes it does, this specific piece for the architecture was taken out of their contract and DECD was going to handle it. Mr. Frost acknowledged the historical component of the site and expressed they want to celebrate the history of the site adding the park would reflect the history of the site. Chairman Simmons said he thinks a plan should be developed regarding the requirements of the demolition of the buildings on the property and it needs to be moved on expeditiously. Steve White asked Mr. Frost to what extent does your report have an impact on the budget with respect to what you were originally forecasting with respect to demolition and remediation? Mr. Frost answered they have not blended the two yet and it won't be until the beginning of the concept plan before numbers can be pulled together.

Discussion – Change Order for additional work for Environmental Investigations

Chad Frost discussed the second task of the hazardous materials report was the property itself. Mr. Frost shared the various materials found on the site. One was an area containing hydrocarbons that needs more investigation. Another would be the slab under the garage where they were able to do the surface investigation but need to use a smaller drill rig to test further down. Another area got a hit on a PCB, so additional testing will need to be done there as well.

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A motion was made by Nick Kepple and seconded by Alan Strunk to approve a change order in the amount of \$13,640.00 for additional environmental testing by Fuss and O'Neill.
The vote was unanimous and the motion carried.

Discussion – Coastal Analysis Update including approved change order for minor survey work

Chad Frost explained the survey done last year was for the property, and the river survey showed the channel and how to improve the moorings but it didn't go up to the shore leaving a gap between the two surveys. There will need to be a third survey for this area.

A motion was made by Steve Planchon and second by Steve White to approve a change order in the amount of \$1,980.00 for additional coastal analysis survey work.
The vote was unanimous and the motion carried.

Discussion Traffic Assessment Review

Mr. Frost said their traffic engineer has been working on what the parking needs for the site would be and came up with the need for 30-32 parking spaces. Mr. Frost discussed how this number was derived using information gathered from the crew team and Mystic River Rowers; also saying the lowest use for parking spaces were for the public. The committee discussed other parking options such as approaching the Mystic Little League to explore an arrangement of shared parking and perhaps cutting into the curb on Greemanville Avenue for drop-off and parking. There was a discussion of the logistics of regattas and how these would be accommodated, still in conjunction with the Mystic Seaport and the possibility of the boats entering the river at other locations. Mr. Frost said their first option would be to accommodate the 32 spaces but consideration of the limitations of the property will have to be examined as well; if the property limits the number of the spaces then other options will be considered.

8) **Comments from the Public**

There were no public comments.

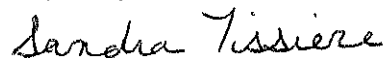
9) **Comments from the Committee**


Nick Kepple reported he has identified eight to ten lease models and obtained copies of four of them. Mr. Kepple said he was also able to gather a tremendous amount of information other than lease documents about public/private arrangements and boathouse operations which has been shared with the boathouse committee. Mr. Kepple said he has also had a meeting with two Boathouse Committee members. Mr. Kepple told the committee he expects to present the framework to the committee in March with the expectation certain components will need to be customized for our purposes. Alan Strunk asked about the status of visiting other boathouses. Chairman Simmons shared he had visited boathouses and would share his notes with Mr. Strunk. Mr. Simmons said a key issue he discovered was if you are building a boathouse that is for students there is certain criteria that has to be met. Chairman Simmons and the committee discussed visiting boathouses in the spring. Mr. Strunk stated he would be willing to go and present back to the committee. Mike O'Neill updated the status of the architect search saying there is a meeting this Friday at the park with architects who are interested in the project. There are 16 architectural firms attending and bids are due on February 16, 2018.

10) **Adjourn**

A motion was made by Steve White and seconded by Mike O'Neill to adjourn the meeting 8:25pm
The vote was unanimous and the motion carried.

Respectfully submitted


Sandra Tissiere
Recording Secretary


Stacey Haskell
Recording Secretary

MYSTIC BOATHOUSE PARK
PROJECT BUDGET
FUND #41503

ATTACHMENT #1

1/30/2018 3:51 PM

LINE #	REVENUES	ORIGINAL BUDGET	BUDGET TRANSFERS	ADJUSTED BUDGET	LESS: YTD ACTUAL	BUDGET BALANCE 01/30/18
Parking Lot - 25 Spaces						
51	Excavation	3,090.00		3,090.00	-	3,090.00
52	Gravel Bedding	504.00		504.00	-	504.00
53	Storm Drains	4,800.00		4,800.00	-	4,800.00
54	Storm Drain Piping	3,750.00		3,750.00	-	3,750.00
55	Water Management	25,000.00		25,000.00	-	25,000.00
56	Asphalt and Concrete Paving	20,960.00		20,960.00	-	20,960.00
57	Lighting Poles	8,000.00		8,000.00	-	8,000.00
58	Signage	1,000.00		1,000.00	-	1,000.00
59	Stripping	2,000.00		2,000.00	-	2,000.00
60	Total Parking Lot - 25 Spaces	69,104.00	-	69,104.00	-	69,104.00
Road Siding & Sidewalks						
61	Demo	5,500.00		5,500.00	-	5,500.00
62	Relocate Fire Hydrant	700.00		700.00	-	700.00
63	Excavation	1,500.00		1,500.00	-	1,500.00
64	Gravel Bedding	540.00		540.00	-	540.00
65	Sidewalks	29,650.00		29,650.00	-	29,650.00
66	Granite Curb	20,000.00		20,000.00	-	20,000.00
67	Asphalt and Concrete Paving	20,854.00		20,854.00	-	20,854.00
68	Total Road Siding & Sidewalks	78,744.00	-	78,744.00	-	78,744.00
Landscape & Site Furnishings						
69	Trees Shrubs and Plantings	25,000.00		25,000.00	-	25,000.00
70	Fine Grading	6,000.00		6,000.00	-	6,000.00
71	Top Soil	30,000.00		30,000.00	-	30,000.00
72	Grass	9,720.00		9,720.00	-	9,720.00
73	Pedestrian Path	8,500.00		8,500.00	-	8,500.00
74	Park Signage	6,000.00		6,000.00	-	6,000.00
75	Picnic Tables	1,500.00		1,500.00	-	1,500.00
76	Bike Rack	2,500.00		2,500.00	-	2,500.00
77	Trash Receptacles	1,000.00		1,000.00	-	1,000.00
78	Total Landscape & Site Furnishings	90,220.00	-	90,220.00	-	90,220.00
TOTAL ESTIMATED CONSTRUCTION COSTS		533,981.00	110,000.00	643,981.00	40,817.22	603,163.78
Project Contingency						
79	Project Contingency	82,183.00		82,183.00	-	82,183.00
80	Unallocated Grant Funds	200,000.00	(110,000.00)	90,000.00	-	90,000.00
81		-		-	-	-
82		-		-	-	-
83		-		-	-	-
84		-		-	-	-
85		-		-	-	-
86	Total Contingency	282,183.00	(110,000.00)	172,183.00	-	172,183.00
87	TOTAL EXPENDITURES	2,416,164.00	-	2,416,164.00	1,722,262.16	693,901.84 *
88	NET POSITION YTD	-	-	-	493,901.84	493,901.84
89	Available Funds Before Grant & Escrowed Funds	-	-	-	493,901.84	493,901.84
Escrowed Fund for Remediation						
90	Remediation Escrow Holdback	35,417.00		35,417.00	-	35,417.00
91	Additional Remediation Escrow Holdback	50,000.00		50,000.00	-	50,000.00
92	Total Escrow Available for Remediation	85,417.00	-	85,417.00	-	85,417.00
93	Total Available Funds Including Grant & Escrowed Funds	2,501,581.00	-	2,501,581.00	-	779,318.84

* Includes \$200,000 Brownfields grant not yet received.

Mystic River Boathouse Park Master Plan

Project Schedule

Created: 09/1/2017

Revised: 2/5/2018

Project Kick-off: 9/9/2017

Project Completion: 7/7/2018 (10 Months)

Task	Complete	Month Week Weeks	September				October				November				December			
			3	10	17	24	1	8	15	22	29	5	12	19	26	3	10	17
1 Project Management																		
1.1 Management & Administrative Control	N	45																
1.2 Monthly Progress Reports & Invoicing	N	45																
1.3 Survey and Historical Info Gathering	N	13																
2 Site Analysis																		
2.1 Data collection and Review	Y	9																
2.2 Grant Application Review	N	2																
2.3 Coastal Analysis	N	8																
2.4 DOT analysis	N	2																
2.5 Inventory and analysis of existing conditions	Y	5																
2.6 Parking needs assessment	N	2																
3 Environmental Site Assessments																		
3.1 Voluntary Cleanup Program	N	3																
3.2 Phase II / III	N	12																
3.3 Environmental Investigations	N	5																
3.4 Draft Environmental Report	N	3																
3.5 Final Phase II / III ESA Report	N	5																
3.6 Remedial Action Plan (RAP)	N	5																
3.7 RAP Cost Estimate	N	2																
3.8 Explore Engineered Control Variance Request (ECVR)	N	3																
4 Pre-Demolition - Hazardous Building Materials Assessment																		
4.1 Hazardous Building Materials Assessment	Y	7																
4.2 Materials Testing	Y	1																
4.3 Hazardous Materials Assessment Summary Report	Y	1																
5 Stakeholder Coordination / Public Involvement																		
5.1 Soliciting Input from Stakeholders	N	X																
5.2 Dissemination of Information to Public (Blog)	N	X																
5.3 Public Information Meetings	N	X																
5.4 Boathouse Committee Meetings	N	X																
6 Conceptual Design																		
6.1 Conceptual Design	N	X																
6.2 Conceptual Design Vocabulary	N	X																
6.3 Coordination with Boathouse Committee	N	X																
6.4 Permitting Requirement Summary	N	X																
6.5 Preliminary Cost Estimate	N	X																
6.6 Conceptual Design Stakeholder Meeting	N	X																
6.7 Conceptual Design Public Meeting	N	X																
7 Boathouse Park Design Development																		
7.1 Design Development	N	X																
7.2 Coordination with Boathouse Committee	N	X																
7.3 CTDOT Concept Design Review (State ROW Only)	N	X																
7.4 Design Development Stakeholder Meeting	N	X																
7.5 Design Development Public Meeting	N	X																
7.6 Design Development Final Plans	N	X																
8 Master Plan																		
8.1 Finalize plans	N	X																
8.2 Permitting Requirements	N	X																
8.3 Cost Estimate	N	X																
8.4 Illustrative Renderings	N	X																
8.5 Master Plan Public Meeting	N	X																

Schedule Key

- Conf. Call
- Deliverable
- Meeting
- Focused Work



Call Date
Meeting Date

September October November December

9

X

