

**Town of Stonington
Board of Selectmen and
Mystic River Boathouse Park Implementation Committee
Joint Special Meeting Minutes
Stonington Human Services Building, Stonington, CT
July 10, 2017**

The Stonington Board of Selectmen and the Mystic River Boathouse Park Implementation Committee held a joint special meeting on this date, July 10, 2017, at the Stonington Human Services Building at 7:00 p.m. Present were Rob Simmons, Chairman, First Selectman; Mike Crowley, Nick Kepple, Tom Switz, Steve Planchon, Alan Strunk, Kathryn Burchenal, Breck Perkins, Jim Kelley, Ana de Oliveira, Recording Secretary as well as Jason Vincent, Stonington Director of Planning; Chad Frost, Kent Frost Company, and members of the public.

Late arrival: Mike O'Neill, Vice Chairman, 7:06 p.m.

Members absent: Kate Rotella, Selectwoman, Mike Spellman, Selectman; Bryan Bentz, Steve White, Scott Bates and Frank Todisco.

1) Call to order

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

2) Pledge of Allegiance

Chairman Simmons asked that Kathryn Burchenal lead the committee in the pledge.

3) Comments from the Public

There were no comments from the Public.

4) Approval of Minutes

Chairman Simmons tabled the June 6, 2017 minutes in order to give the committees more time to review.

5) Correspondence

There was no correspondence.

6) Old Business

• Discussion – Update on Friends of Stonington Crew

Breck Perkins spoke on behalf of the Friends of Stonington Crew that they are in the midst of a fundraising campaign and are looking at coming up with a marketing process along with some type of gage to show the progress of fundraising.

7) New Business

• Discussion – Memorandum of Understanding between the Town of Stonington and Mystic Seaport

Chairman Simmons noted Mr. White is not present tonight. Chairman Simmons added he was told this memorandum was approved by Steve White.

• Discussion – Contract Tasks and Approval

Chairman Simmons noted everyone should have received a copy of the contract this afternoon. The contract terms are front and back for the first nine pages and Exhibit A Scope of Services was taken from the Project Understanding and Approach which was sent out previously which is on pages 95 to 103 of the RFQ response. Chairman Simmons directed the meeting to Chad Frost to discuss the contract and Jason Vincent and then opened up the meeting for questions.

Mr. Frost noted he would hit some of the key points of the contract and added he will work with staff, Public Works and Finance to make sure all key points are covered. Mr. Frost also added the contract meets all the items the committee asked for such as insurance which is greater than the committee wanted. Mr. Frost commented the number of tasks on the Scope of Services proposal are now slightly different. Mr. Frost explained and defined each of the eight sub tasks; Task 1-Project Kickoff & Informational Gathering, Task 2-Site Analysis; Task 3-Environmental Assessments; Task 4-Pre-Demolition Assessment; Task 5-Stakeholder Coordination and Public Involvement; Task 6-Conceptual Plans. Task 7-Design Development and Task 8-Master Plan. Mr. Frost noted that not included in the contract and will be included in a separate contract is the Project Manager component; reason being is that contract will start now and go through the entire duration of the master plan contract, therefore, having a longer timeframe. Mr. Frost said the other change is the RFQ under the shoreline section was taken out because of the amount of work that goes into getting the permits. Mr. Frost explained the Master Plan is a guiding document of where all the facilities should go; construction drawings is a separate contract, and permitting contract comes after the Master Plan.

Mr. Perkins asked would the Master Plan inform or will the agencies that will be giving the approval for those documents will those documents be able to go before those agencies for their high level of opinion? Mr. Frost responded yes, as part of the Master Plan we will be talking to all those agencies to get their feedback.

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Mr. Frost added it would not be fully construction documents that they require for the permits, and the permit level drawings are not included at this point because of many factors. Chairman Simmons noted there will be consultation and later interaction with detail construction drawings. Mr. Frost responded, yes, because at this time we do not know what the Master Plan will involve. Mr. Perkins asked if we get to that point, are you able to create those drawings? Mr. Frost said absolutely and added that Exhibit E, page 32, shows the scope of services for construction, which is what you would need after the phase we are discussing is over, local permitting, construction documents, bidding, construction observations, and how the fees are determined. Mr. Frost notes the fees have not been discussed with the Town and not part of the actual contract and would take an amendment, but we added this to this section to put the fee percentage range out there. Mr. Perkins asked if this including the cost of the boathouse or just the landscape. Mr. Frost responded no just everything on the site.

Jason Vincent explained he feels it is reasonable to lock in a future work component in terms of fees, in case we chose to continue to work with Kent Frost after the Master Plan and have some level of confidence that the work would be what we expect it to be. Mr. Vincent also added he likes the idea of having ala carte items and feels there is nothing shocking in the contract and hopes the committee could authorize the First Selectman to proceed. Mr. Vincent would then proceed with council with the Finance Director and Town attorney this would be a good first step for the group.

Chairman Simmons noted Mr. Vincent's name is mentioned on page 9 of the contract and asked Mr. Vincent to explain. Jason Vincent explained he is the facilitator for the grant award and his role is to make certain the town is complying with the terms of the grant, and the Director of Finance role is that all bills are paid. Mr. Vincent suggested technical guidance come from the Director of Public Works, since she is familiar with this type of work and knows what the future needs will be.

Chairman Simmons asked what is Exhibit X. Mr. Frost explained we do not have that yet and that is the discussion for tonight, with regards to level of public involvement. Chairman Simmons spoke of some grammar changes needed on page one on Task 6. Tom Switz asked that under Section 2 – Compensation, the wording be changed from "reimbursable" to read, "Reasonable out of pocket expenses" Chairman Simmons agreed to the change. Mr. Switz also asked for a ballpark figure of what the anticipated subcontractor pricing will be. Mr. Frost referred to the Schedule of Fees/Services on page 30 of the Master Plan saying all the sub consultants there are not subject to the 10% cost. If there is a consultant that needs to be added the administrative cost is where the 10% comes into play. Mr. Frost suggested changing the wording under Section 2- Compensation (B) as follows: *"All additional services subcontractor pricing not mentioned on page 30 shall be billed at cost, plus 10%."* Mr. Frost added we would come to the committee for authorization on any such item first. Mr. Perkins asked if there is anything that indicates that in the contract or a pricing threshold. Mr. Frost replied no but we will always come to the committee for authorization on anything not covered under contract and will not proceed until we have authorization.

Nick Kepple had questions on the Scope of Services as it relates to the cost and which tasks are included in this cost. Mr. Kepple asked Mr. Frost for clarification on the tasks, the order they will be done in and the cost associated with each. Mr. Kepple asked a chart be generated that describes each phase and in what sequence the tasks will be done for more clarification for the committee and the public. Mr. Kepple also asked a timetable be added to the task chart. Breck Perkins spoke there are special items beyond this Master Plan such as the environmental aspect of the project, which will have additional documents and fees to do these services. Mr. Perkins adds that a footnote needs to be added to the task list that explains other fees associated with added services. Mike Crowley added he also feels the tasks on a chart on one page is a good idea and easier to follow than the existing format. Mr. Vincent also agreed a chart showing tasks, timetable, and fees for each component. Mr. Vincent said a chart could be developed with Mr. Frost's assistance and passed out to the committee for approval. Breck Perkins asked if this plan is going to the town attorney.

Chairman Simmons explained options for the next steps such as, table the contract for approval, table for a special meeting, and approval with certain stipulations. Chairman Simmons stated he wants the committee to

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feel comfortable with the plan and give the town members time to review before approving. Breck Perkins asked if a letter of intent could be drawn. Mr. Crowley feels all members and community should be given time to review. Mr. Frost noted he wants the committee to understand all the parts of the plan. Mr. Frost will work with the town staff on the rest.

Breck Perkins asked about the additional services and what deliverables are involved. Mr. Frost explained these are all items after the Master Plan to the finish work. Mr. Perkins asked these deliverables be stated on the Master Plan. Mr. Perkins asked how information is going to be tracked. Mr. Frost explained this is a topic for discussion tonight and that all information will be added to a Dropbox.

Mike O'Neill asked if the pre-demolition assessment would be tabled at this time and will there be some savings in this area. Mr. Frost said will be shopping that item out again.

Nick Kepple feels the committee needs to set up a special meeting in the next two weeks to review all the items in question including the chart and contract and then be ready to act on contract approval. Mr. Kepple suggested there should be an arbitration item in the contract. Mr. Kepple also noted that page 24, under "The Boathouse" section, first sentence should be changed to read *"primary component of this park will be a future boathouse for community rowing facility to include the Stonington Crew"*. Chairman Simmons suggested the special meeting to be held on July 24.

Motion 1: A motion was made by Nick Kepple and seconded by Breck Perkins to table the contract to be considered at a special meeting on July 24 at 7pm at a place TBD. All were in favor and the motion carried.

Breck Perkins felt that in the midst of many people reviewing the contract there should be a repository for all the comments. Chairman Simmons reassured the committee all comments would be captured and shared with the committee electronically. Nick Kepple asked all comments regarding the contract from the committee be shared with Chairman Simmons before the special meeting.

• Discussion – Project Goals

Chairman Simmons spoke on the list of program elements and asked the committee share items to be added to the list in Exhibit B of the contract. Mr. Frost explained before the public involvement meetings he would like the committee's input on these items. Chairman Simmons explained he feels first and foremost the park belongs to the people of the town and a public access to the water for kayaking, canoeing, and described by others as a gateway to Mystic. Chairman Simmons added he would like to see the boathouse built closer to the Latitude 41 building and keep the other area open. Mike Crowley agrees the boathouse building should move closer to the restaurant and make the park as big as possible and keep the waterfront free to launch and do whatever the public would like to do there. The committee feels no music bands and no activities are already happening downtown should happen at this park. Chairman Simmons explained you cannot keep tourists legally out of the park and a family event must be permitted because it is town property. Mr. Frost spoke on the issue of parking and quantity needed. Kathryn Burchenal added it should be clear when the park opens, maybe posters or something that tells people right away that it is to be used for a boating park. Chairman Simmons explained his view on the look of the park, amenities of the park and the need for a modest shelter. Mr. Frost feels the park will be hot and a covered area would be good to have as a cooling element. The committee spoke of other areas in town with pavilions. Breck Perkins said the park should have public bathrooms. Chairman Simmons stated he is opposed to it and that there are some in the building once it is built. Mr. Perkins and Mr. Crowley commented these are things that needed to be looked at. Mr. Frost says the one in the building can be accessed through the outside of the building as well.

The committee feels less is more on the park, keeping it simple but attractive and appealing and as green as it can be is the idea. Mr. Kepple commented keeping the view open as much as possible will make it more appealing to people passing on Rte. 27 while seeing a part of the Mystic River. Mike O'Neill spoke of having public space around the boathouse building, have access to the back of the building and incorporate it to the

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design of the building for picnics. Alan Strunk feels by adding more amenities it would make visitors stay longer. Breck Perkins asked about the plan for a walkway from the cemetery to the Seaport and if we can keep that idea going would be important. Steve Planchon spoke about the tree line and said we will need to wait and see what trees will need to be taken down. Mr. Frost asked the committee what specific type of amenities and focal points the committee would like to see in the park. Mr. Frost asked for more specific detailed ideas of items, elements that can add character to the park and represent Stonington. The committee made it clear they want attractive, appealing, and as green as it can be and not obstruct the view of the river. Mr. Planchon asked for a more visual plan so people can get a better idea of the look of the park. Chairman Simmons asked Mr. Frost to show the committee some of the modern features that he suggests for the committee's review.

• Discussion – Schedule of Events

Chairman Simmons explained these are events the committee would like to schedule. Chairman Simmons commented putting together a graphic and page that explains the components of the contract and timeline for the community forum is important. Mr. Frost asked if we are presenting a blank slate to the public or are we going to have a list of items, Mr. Perkins feels the committee needs control of process. Mr. Crowley feels we need to lay it out, have a plan and then have the public have a say on that plan. Chairman Simmons asked the committee their view on where to hold the public meeting, the committee suggested at the park. Mr. Frost gave the committee optional ideas of what could be presented such as, a survey that has an aerial photo with it and input of studies from the environmental or a list of twenty program items with fees so the public can rank which is most important. Kathryn Burchenal questioned what types of items to put on the list. Chairman Simmons asked Mr. Frost when would be a good time for the public meeting. Mr. Frost feels after Labor Day would be best as that would be after summer vacations. Mike O'Neill commented that this park is for access to the water and adding many attractions are not needed, this should be more of a vehicle to get access to the water. Kathryn Burchenal suggested looking at what kind of items the public would want as amenities that are useful, like handicap access and add those items for the public to comment on at the public meeting. Ms. Burchenal commented if the committee is against adding a playground then why put it on the list for public comment. Mr. Vincent added these items should be on the list so people can act on them and the committee have a better feel of what the public wants at the park.

Chairman Simmons suggested the community forum be on Saturday, September 9 at 1p.m. under a tent or inside the Latitude 41. Mr. Frost suggested the community walk the park then meet inside for the remainder of the forum.

Mr. Frost asked how Chairman Simmons would like to distribute information. Chairman Simmons said Jason Vincent is the point of contact and Barbara McKrell the point of contact for the technical aspects.

8) **Comments from the Public**

There were no comments from the public.

9) **Comments from the Committee**

There were no comments from the Committee.

10) **Adjourn**

Motion 2: A motion was made by Mike Crowley and seconded by Tom Switz to adjourn at 8:38 p.m.

Respectfully submitted

Ana de Oliveira
Recording Secretary

Ana de Oliveira
Stacey Haskell
Stacey Haskell
Recording Secretary