



**MEDWAY EPFRAC MEETING**  
**Medway High School (Guidance Area)**  
**7:00 P.M.**  
**Minutes**  
**October 25, 2016**

**Committee Attendees:** Dr. Richard D’Innocenzo, Ellen Hillery (FinCom Alternate), Mike Francis (Open Space), Paul Mahoney (CPC), Cathy Morgan (Friends of Choate Park), Mark Diebus, David Travalini (CONCOM), David Blackwell (CONCOM), Michael Schrader (FinCom).

**Other Attendees:** Allison Potter.

Committee Chair called the meeting to order at 7:09 PM.

**Approval of meeting minutes of 9-27-2016:**

*A motion was made by Mr. Diebus to approve 9-27-2016 minutes, seconded by Mr. Rackliff. All were in favor.*

***RFQ Submissions were received from***

- ❖ ***CBA Landscape Architects, LLC***
- ❖ ***LDD Collaborative, Inc. / Gale Associates, Inc.***
- ❖ ***CDM Smith***

**Ms. Potter-** Deadline for RFQ submission was October 25, 2016. Three submissions were received and they met the criteria. Submitted RFQ’s will be considered as finalists.

**Mr. Diebus-** Asked the members about the general interview process. Ms. Potter said it might take up to three hours if all the three presentations are scheduled in one meeting (Tuesday, Nov 1<sup>st</sup> 2016). Other option would be to conduct two interviews in one meeting and have the third presentation plus Committee deliberations including selecting the finalist in another meeting. Mr. Travalini supported the idea of conducting all three presentations in one meeting followed by a meeting where Committee will select the finalist. However, most of the members supported conducting the interviews in two meetings. It was also agreed that an hour will be given for each presentation.

Presentations are scheduled on 11/01/2016 and 11/02/2016 (Location: Medway High School Guidance area) to complete the interview and selection process.

## **Review of responses to Request for Qualifications (RFQ) for the Parks Improvements Project, Selection of finalists for interview.**

**Mr. Schrader** – As a disclosure Mr. Schrader stated he has friends working at CDM Smith. He liked the general design approach presented by CBA. None of the three submissions described the outreach process well. He suggested that one of the interview questions should be geared towards understanding consultant's plan for public outreach. Selected consultant should have the capability to navigate the process between EPFRAC and other Medway Boards and Committees. He asked if the expectation is for EPFRAC to make a recommendation or present the preferred alternative to the Board of Selectman. Response was that the preferred alternative will be presented to CPC. He also suggested the entire project team should be available for the presentation.

**Mike Francis**- Raised concern on the timeline for conducting public outreach in December due to the upcoming holiday season. He was concerned on the turnout at these meetings. Ms. Potter said consultants are bound by the timeline provided by the town.

**Ms. Potter**- GALE Associates did not mention ADA component when the submission was made. Principals from these firms will attend the meeting and do the presentation.

**Mr. Travalini**- CBA seems like a small and intimate firm. They could be artistic in their design approach and have the capability to complete the design. CDM Smith seems like one stop shop and could have the capability to complete the entire design in-house. He also stated the project team should be asked to attend EPFRAC meeting. He asked if the consultants were aware of the ongoing work in front of Choate Park. Ms. Potter replied saying that the office did not find it necessary to advise them at this point. To the concern raised by Mr. Francis on the attendance during holiday season, Mr. Travalini said since the public forum is scheduled in mid-December there might be good participation by the town residents.

**Chair, Dr. D'Innocenzo**- CBA seems to have done more landscape architecture type of work. With the current staff size, they might hire sub-contractor(s) to work on some components of the design. CDM Smith might be able to do all the work in-house.

**Cathy Morgan**- Stated that CBA seems to have done many projects in the Boston area. Asked if anyone thought about connecting Choate Park septic to town sewer.

**Mr. Rackliff**- GALE Associates has experience designing athletic fields but not park design experience. To a question on the responsibility of EPFRAC after identifying the preferred alternative, he stated that once the design is finalized, EPFRAC will bring the design to CPC and the public.

**Mr. Mahoney**- On discussion related to increasing the number of parking spaces, he said it will be a concern to CPC. If that issue can be addressed, then presenting to CPC will be easy. CPC funds cannot be used to build parking lots. He stressed the need to focus the presentations on enhancements at Choate Park due to its potential in terms of location and size. Development at Cassidy can also be made part of the discussion.

The following are the list of questions/ comments, consultants should be prepared to answer during their presentations:

1. Projects they have done in the past.
2. Did they meet timelines for completed projects?
3. General team work approach.
4. Experience with alternative evaluation process.
5. Experience with permitting process.
6. Handling various types of stakeholders and processes involved, know how they want to address it. Coming up with an acceptable prelim plans acceptable to everyone.
7. Know about hottest trends in recreational facilities design in the next ten years. Any suggestions mixing different uses based on user types, ages and traffic patterns.
8. Ask CBA the reason for them doing a number of projects in Boston area but not somewhere else.
9. If water access is restricted, then it should be taken into account
10. They should give creative ideas on the water body present in the vicinity of these facilities.
11. Tell them the existing use of these facilities and ask for their ideas on what else can be done creatively.
12. Person leading the effort should make the presentation.
13. Recreational trends in the next 20 years
- 14.

*A motion was made by Mr. Mahoney to adjourn the meeting at 8:38 PM, seconded by Mr. RACKLIFF. All were in favor.*

*Next EPFRAC meeting is on November 1, 2016.*