

**MINUTES OF THE CHESHIRE COMMUNITY POOL (CCP) EVALUATION
COMMITTEE MEETING HELD ON TUESDAY, SEPTEMBER 10, 2013, AT 6:30 P.M.
IN ROOM 115, TOWN HALL, 84 SOUTH MAIN STREET, CHESHIRE CT 06410.**

Present

Co-Chairmen John Purtill and Kevin Wetmore. Committee members: David Gavin, Matt Levine, and Ron Urquhart.

Staff: Sheila Adams, George Noewatne (left at 7:25pm).

Guests: Lisa Fitzgerald, Kathleen Maloney.

1. CALL TO ORDER

Chairman Purtill called the meeting to order at 6:31 p.m.

A quorum was not present.

2. PLEDGE OF ALLEGIANCE

The group Pledged Allegiance to the Flag.

3. APPROVAL OF 8/8/13 MEETING MINUTES

Minutes could not be approved due to lack of quorum.

4. SEPTEMBER 1 – NOVEMBER 5: JOHN PURTILL AND KEVIN WETMORE

• **Consultant/Committee Deliverables**

Distributed Project Programming, Feasibility, Preliminary Schematic Design and Finance Strategies: Completed in Consulting Agreement with Mythic Sports LLC which ended August 2013. They have signed a new contract for the time period of September 1 – November 5, 2013. Mr. Purtill and Mr. Wetmore wanted that contract based on deliverables, so they developed the following phases for the deliverables needed.

Phase 1: Public Information Materials -- Completed

- Computer Architectural Animation: Computer 3-D Rendered Animation\
Mr. Purtill noted that the link to the 3-D animation on the Town website is not working, and asked Mr. Noewatne to notify Ms. Arnette Talbot about that problem.
- Scale Model: Exhibition Model

Phase 2:

- Project Detail Specifications, Preliminary Engineering
- Work with Numerous Vendors/Providers Prior to RFP
- Support of Contingency Planning (moved from Phase 1 to Phase 2)

Phase 3:

- RFR/RFQ Development
- Review of RFP responses and Committee Representative for final Candidate
- Update Schematic Design for Vendor Selected
- Finalize Budget and Complete Value Engineering of Schematic Design

Phase 4:

- Final Design Specifications
- Construction Management Contract Development
- Construction Project Scheduling and Critical Path

Ongoing:

- Attendance at Committee meetings

REPORT/DISCUSSION: Mr. Purtill received feedback from the Town Council. They do not want to give the project to the Building Commission until after the election. The committee needs to fine-tune the budget – determine what trade-offs may need to be made so we come in well within budget. This is the reason they have decided to put the RFP process up front. The Town Council is adamant that no additional money will be available for this project. There is already a \$400,000 contingency in the project. Mr. Purtill reported that Mr. Cohen believes the H-VAC is significantly overstated.

Assuming the Referendum passes, there will be a building committee from the Building Commission, which will consist of commissioners and users, likely the same people as on this committee.

- **RFP PROCESS**

Mrs. Adams asked when the RFP would go out; she is being asked that question. Mr. Purtill feels it is overdue and had expected it to be started at this meeting. Mr. Gavin would like dates added to the Deliverable Phases. He also believes in the RFP, we should emphasize responders need to give several options in fabric, materials, quality, panels (sliding, removable, roll-up), insulation (quality and type), lighting, etc. Mr. Purtill anticipated that there would be a workshop between the committee and Mr. McIlhargy, in which we would discuss what the deliverable would be, what features we would want (skylights, lighting, H-VAC, egress, doors – how they are operated). Mrs. Maloney reported that several Parks and Rec employees at the Fall Festival visited their booth and expressed concern about clearing the snow around the structure without damaging the structure; if the panels come off, who will store them and where will they be stored; etc. Mr. Purtill suggested they start to catalogue those items. A discussion was held about lighting. Mr. Gavin shared that LED lighting provides a significant cost saving. A new lighting package could include LED lighting or Induction as an alternative. Mr. Purtill asked if there was a town policy on lighting. Mr. Noewatne said there is no policy. Mr. Levine asked if money is available from the state. He also stated we should go with the most energy efficient lighting. Mr. Purtill said this would be part of the architect or managing engineer, guiding us through grant and loan process. Mr. Noewatne asked if this RFP is for a designer or a contractor. Mr. Purtill replied the RFP is for a contractor.

Mr. Purtill explained there are three aspects of this process:

- Manufacturer and installer of dome. The company makes the trusses, the skin and the lights. They install the structure and the skin. They provide but do not install the lights.
- The designer (that's our contract with Mythic Sports LLC)
- Construction Manager oversees the project and manages all the trades. Install foundation, hire plumbers and electricians, etc., to install everything.

Mr. Purtill explained the process:

- We send out an RFP with specifications
- They come in for a walk through
- They come back with proposals
- The committee reviews the proposals to determine 2-3 finalists.
- Finalists present to the committee.
- The committee members make a final decision. Note – if you are not at all the presentations, you are not allowed to vote.

• **DETAIL SPECIFICATIONS**

Mr. Purtill recommended holding on the wish list items until Mr. McIlhargy comes back. Mr. Wetmore said vendors will present various concepts. The members discussed options. Mr. Gavin relayed that Mr. Cohen recommended insulation to control condensation. Mr. Levine would like translucent material in the gables on the south and north sides. Mr. Gavin commented that if the sidewalls are movable, there will be limited insulation there. Roofing insulation is more important than sidewall insulation. Mrs. Adams raised a concern about glare coming through in the life guards eyes. Mr. Purtill said we can't come up with the specs tonight, but asked committee members to list their wants, especially in their areas of expertise. Mr. Gavin asked when Mr. McIlhargy would have the RFP specifications done. Mr. Purtill said he has been working on it and used the specifications to come up with the cost estimate. Mr. Purtill and Mr. Wetmore will ask Mr. McIlhargy to provide dates for the phases and ask for a list of options the committee needs to decide on. Mr. Noewatne will send the chairs a copy of the Town's standard RFP form, so they can forward it to Mr. McIlhargy. Mr. Levin asked about the location of the scoreboard and also asked if the scoreboard could be donated. Committee members commented that other fields in town do have advertising. Mrs. Adams recommended talking to Mr. Masciana.

5. POOL FALL/WINTER CONTINGENCY PLAN STATUS: SHEILA ADAMS, JOHN PURTILL AND KEVIN WETMORE

Community Pool Contingency Plan for Fall/Winter 2013-2014 handout was distributed.

TIMING (PLAN A): From Late September – Early October

RECOMMENDED PLAN: Preliminary Winterization to protect asset, approximate cost under \$15,000

DESCRIPTION AND BENEFITS: Minimum needed to survive late fall weather until Referendum. Close and secure pool, including covering pool, storing equipment. Provide safety and security for site.

ALTERNATIVE – NOT RECOMMENDED: Leave pool unprotected.

REPORT/DISCUSSION: Mrs. Adams reported the pool will close on October 12th. The plan is to winterize the pool. One problem is the pipes are not below the frost line. The kiddie pool lines will be blown out and shut down. The main pool will be kept at 50° with circulating water; running water will not freeze. They will put environmentally friendly antifreeze in the 44 drains. If it snows or rains heavily, the antifreeze will need to be done again. The cost to antifreeze the 44 drains one time is under \$5,000. The Building/Pool Mechanicals will keep running/functioning. If the power goes out, the Town has a generator that can be used at the pool. They do have a tarp to put over the pool, but it could not handle a large amount of snow. The tarp could help retain heat. Security – Mrs. Adams will be located at the pool. She spoke with Mr. Ceccolini about security for the pool. There are motion sensitive cameras that would sense movement. Police would continue to monitor the pool. Mr. Wetmore suggested motion detection lighting be put in place, to light up the pool area so any activity could be seen at night. Mr. Purtill recommended that Mrs. Adams consult with the Police Department about security for the pool.

TIMING (PLAN B): If Referendum passes on November 5, 2013

RECOMMENDED PLAN: Rental cover (1 – requires Town Council approval).

DESCRIPTION AND BENEFITS: Opens in December with temporary rental bubble with limited insulation, but adequate for recreational and competitive swimming. Rental cost paid for by pool income for winter season. In case of threatening weather, bubble is deflated to ground.

ALTERNATIVE – NOT RECOMMENDED: Winterization without modifications. No revenue during winter season.

Report: If the Referendum passes, Mr. Purtill felt the winterization actions that in Step A would be adequate until the steel tension membrane structure is completed. Mrs. Adams predicts the pool would not open until the spring. Mrs. Adams did research renting/purchasing a temporary bubble and found this option was not viable. Companies could only offer a permanent bubble option.

A discussion was held about the actions that need to occur before the footings can be started. In response to a question from Mrs. Adams, Mr. Noewatne replied that drawings, permits and approvals must be in place. Mr. Purtill estimated a month for that to occur. Mrs. Adams said if the referendum is approved, everything could be ordered by December, the materials would be in by March. Mr. Gavin asked if this was design built project. Mr. Purtill explained this will be a construction management. A construction manager will represent the Town and oversee the project. Mr. Levin recommended the committee should remain engaged with the project and in standing and ask for regular reports on the status of the construction. Mr. Purtill will send a copy of the Building Commission's Operating Procedures, which specifies the duties of the building committee. In response to Mrs. Adams question, Mr. Purtill said he wasn't sure if they would do an RFP for the Construction Manager; he has received some recommendations. Mrs. Adams reached out to CT Swim; she could provide them the specifications we are looking for, they could give other recommendations for the construction manager (who is responsible for procurement, over-sight of project, hands-on, on-site every day).

Mr. Purtill expressed a concern about damage to the pool deck during the winter. The tarp would only cover the pool and some deck, putting the remainder of the deck at risk.

He asked if there was some other material that could be purchased to cover and secure the entire deck. Mrs. Adams will research this. Any cover would need to shed snow.

Mr. Levin suggested looking into heating wire as a way to deal with the drains. Mr. Gavin said that putting a heater wire down each of the 44 drains would keep the pipes warm. Mr. Urquhart also felt this sounded like a good idea. Mrs. Adams will also research this. Mr. Purtill asked if there was something extra we extra we could do to protect the facility after November 5th. Mr. Wetmore recommended contacting our consultant Mr. McIlhargy. The committee also discussed the Town using the insurance money to help the pool become operational.

TIMING: If Referendum fails

RECOMMENDED PLAN: Permanent Cover (1 – requires Town Council approval).

COST: \$250,000.

DESCRIPTION AND BENEFITS: Open in January with Bubble III. Construct the same as bubble we had before, but without the factors that contributed to failure in 2013. Install dehumidification.

ALTERNATIVE – NOT RECOMMENDED: Summer only pool. Requires extensive modifications. No revenue during winter season.

6. PUBLIC INFORMATION PLANS: MATT LEVINE

Mr. Levine discussed their current public information plan actions. They currently have a strong presence on-line through social media. The plan to have informational sessions and materials in the community, including at the senior center, library, etc. Mr. Levine has been in close contact with Mrs. Maloney, who is part of a community action group spreading the word about the proposed facility. Mrs. Maloney also maintains a blog with accurate information about the proposed pool solution.

- **Allowable Actions: John Purtill**

Mr. Purtill met with the Elections Commissions to obtain information about allowable actions for the Committee to participate in. The Committee cannot spend town money or use town resources to persuade someone to vote for the pool. The Committee can utilize town funds and resources to provide information about the proposed structure (model, business plan, informational plan) in a purely neutral manner.

- **Referendum Plans: Matt Levine**

Signs will be put up closer to the Referendum.

ADJOURNMENT

MOTION by Mr. Urquhart; seconded by Mr. Levine.

MOVED to adjourn at 8:25 p.m.

VOTE The motion passed unanimously by those present.

Attest: _____

Kathy Kirby, Recording Clerk