

MINUTES OF MEETING

PROJECT NO.: 3295-02-2

PROJECT NAME: Athletic Facility Renovations at E.O. Smith High School

DATE OF MEETING: December 14, 2010

SUBJECT OF MEETING: Project Kickoff Meeting

LOCATION OF MEETING: Superintendent's Office at E.O. Smith High School

ATTENDEES: Janice Chamberlain
Jim Mark
Bob Kremer
John Blomstrann
Michael Fitzgerald
Herb Arico
Steve Robichaud
Kevin Ericson
Cherie Trahan
Fran Archambault
George Kraus
Ralph Pemberton
Tim Nolan
Bruce Silva
Vince McDermott
Dave Dickson

The following is a summary of items discussed and decisions made during the project kickoff meeting with the committee on December 14, 2010.

1. Based on the current costs of materials and installation, it was determined that the BOE should budget approximately \$67,000 annually for replacement of the synthetic turf/infill and the application of a new colorized structural spraycoat with new painted lines for the running track over the next 10 years.
2. A recent CIAC rule change requires a minimum distance of 10 feet from the area of play to a "fixed object." The current soccer field design provides for a 210-foot wide soccer field, yet the distance from the corners to the flush track edge drain is approximately eight feet. While we are uncertain that the presence of a new flush-mounted track edge drain will constitute a "fixed object" danger, it was determined that reducing the overall field length from 360 feet to 342 feet would eliminate this concern. Everyone agreed that

maintaining the soccer field width at 210 feet is more important than achieving a 360-foot length.

- Another recent CIAC rule prohibits the leading edge of the soccer goal from lying within the same vertical plane as the football goal posts. Reducing the soccer field length would also ensure compliance with this rule.
 - Milone & MacBroom, Inc. (MMI) will provide Bruce Silva a draft technical memorandum to be forwarded from the Superintendent's office to CIRMA for an official ruling on this issue.
3. The pole vault runway should be relocated from the southern D-zone to the proposed location of the long/triple jump event, while the long/triple jump event should be moved to within the southern D-zone. A single jumping pit is adequate for the long/triple jump and the pole vault.
 4. It was agreed that the sprint lanes and the new bleacher pad remain where it is proposed (west side of the track).
 5. In order to protect spectators and athletes within the track area, a 40-foot to 50-foot high netting system should be studied. MMI will look into what is available.
 6. The proposed bleacher pad should be designed to accommodate approximately 750 seats, using an I-beam style system. This type of system may provide some limited storage area beneath the bleachers. Until the school can afford the new bleachers, temporary bleachers will be placed on the pad. When the future bleachers are installed, they will be supported by a system of concrete footings. The concrete pad would need to be cut in the locations that require the footings. Ultimately, the school may elect to install a 500-seat system on the home side and a 250-seat system on the visitor side.
 7. The bleachers would be designed to be elevated (four feet high), with ADA accessible ramps and handicap seating.
 8. A question was raised as to whether the future lighting along the east side of the facility could be mounted on the top of the building. MMI will look into this. Once the facility is constructed, access to the west side for light pole installation may be somewhat limited. We will analyze this in more detail. We may want to install the concrete foundation as part of this project, if funding permits.
 9. Steeple Chase will not be included in the design of the running track.

10. It was agreed that sleeves should be placed in the flush concrete curb at the D-zone for future temporary protective netting to permit lacrosse to be played simultaneously with soccer and/or football.
11. The discus cage should be located just outside the left field corner of the baseball field.
12. A location for the javelin throw is yet to be determined. It would be best if the athletic director and track coach would field locate a desired location for this event.
13. The school intends to reuse the pole vault and high jump pads and portable player benches. The football goal posts are to be reused. MMI will need to know whether they are six feet or eight feet deep.
14. The 20 meter "tail" on the northwest corner of the track is acceptable as shown.
15. The committee would prefer the polyurethane bound EPDM track surface over the latex bound product. However, MMI will plan on bidding the latex product as an alternate to see what the price difference is. MMI will bring samples of the two different products to the next committee meeting.
16. A question was raised regarding if any health concerns exist with the urethane product. MMI will look into this.
17. Access gates in the perimeter chain link fence around the track can be located wherever we choose. It was suggested that a gate be located adjacent to the existing paved sidewalk ramp at the northeast corner of the track. ADA accessibility to the track will be via a gate located at the south end of the track. This gate can be locked after hours, with eligible residents provided a key for access. Access via this gate will be a programmatic issue that will be worked out by the school administration. A switch-back (chicane style) pass-through gate will be provided as well. This will allow access to the track for residents after hours, while prohibiting access by bicycles, motorbikes, or other undesirable vehicles. Additionally, gates will be added at the bottom of the stairs (east side), and a 12' wide slide gate will be provided for emergency vehicle access at the south end of the track.
18. Synthetic turf will be selected using a qualification based RFQ, followed up by an interview process (to include pricing). MMI will provide the specification, and the school will act as the bidding agent. This is similar to how we bid several recent projects. A short list of qualified bidders will be determined, and interviews will be set up for each bidder. Each bidder will provide a fee at the time of the interviews. Final selection will not be based solely on the low bid.

19. It was decided that permanent inlaid lines should be provided for both football and soccer. Permanent tick marks will be provided for lacrosse and field hockey so that these lines can be painted on. McDermott suggested that we exclude the all-white coaches' box for football as it can be confusing. The addition of a logo may be considered as a bid alternate.
20. No press box is being considered for future installation at this time. Any new press box would require an elevator, putting the price at approximately \$70,000. The school will verify that announcing and filming can be performed from within the school building via classroom windows.
21. Bruce Silva indicated that the town may be interested in taking the excess soil off site to be used elsewhere, depending on the quality of the material.
22. The desirability of placing fences between every other tennis court was discussed. From a physical education perspective, this isn't the best solution. This issue will be considered and discussed further at our next meeting.
23. The school will let us know if they have a particular tennis post and net (manufacturer or system) they would prefer.
24. Consideration should be given to making the seventh court compatible for both tennis and basketball.
25. Prenegotiated pricing for the surfacing of running tracks and synthetic turf/infill systems are available through CREC. We may choose to bid it both ways to see which price is better. Bruce Silva will call CREC to get some preliminary information on this program.
26. MMI will prepare a draft RFQ for synthetic turf for our next meeting.
27. The next meeting will be January 11, 2011 at 4:00 p.m.

Should any changes, revisions, or additions be required to the items contained herein, please contact David Dickson at Milone & MacBroom, Inc. immediately.

Submitted by: _____
David Dickson
Milone & MacBroom, Inc.

Date: _____