

Athletic Field Committee Minutes

Wednesday, 10/19/22 @ 7:00PM

Cromwell Town Hall Council Chambers

1. Call To Order by Rino Ferrarese at 7:00PM

2. Roll Call

Attendees: Matt Zabrowski, Jason Leblanc, Kathryn Russ, Kelly Franklin Rino Ferrarese, Dan Brisson

Absent: Kelly Maher, Andy Guyon, Jim Vinchetti

3. Meeting Minutes

Motion made by Kathryn Russ to approve meetings from last meeting with a change (add to minutes that Dan Brisson was absent from last meeting). 2nd by Dan Brisson. All in favor: unanimous.

4. New Business

Committee has been directed to work with Jon Harriman, Cromwell Town Engineer and Marianne Sylvester, Finance Director/Treasure to get the RFP drafted. The Committee was asked to provide a project scope.

Discussion about project scope that will be submitted. Discussion between Jason LeBlanc and Dan Brisson to add specific language to cover all of facilities on the campus.

Agreed upon Scope Language: "The Town of Cromwell intends to engage an architect/engineer for the design and construction administration services for the conversion of the natural grass multi-sport field to a synthetic turf field at Cromwell High School. The design shall provide all related site investigation, design, permitting, cost estimating, bidding assistance, and construction administration services required for the project. The successful firm must demonstrate extensive experience in all facets of the design of synthetic turf fields to accommodate all of the current sport field and facilities on campus including both new and renovated facilities. Successful experience with the State of Connecticut municipal bidding and procurement process is required."

Kelly Franklin motioned to approve scope, 2nd by Matt. All in favor: unanimous

5. Administrative – Recording Clerk.

Rino reached out to Alessandra Corvo, BOE Recording Clerk to see if interested in being the

Committee's recording secretary. The committee can explore other school administrators to find someone to fill the secretary role.

6. Additional Discussion

Jason LeBlanc inquired about timeline and what is next after we submit the scope. Rino explained that Jon Harriman and Marianne Sylvester will draft the RFP to hire an architect/engineer for Design Services to draft project plans. The RFP will then go to town council for funding. If it gets approved the project will go out to bid from there. With full set of project plans, contractors can bid the project.

Kathryn Russ shared a note from Andy Guyon about the top five fields in CT

- West Haven
- Trumbull
- St. Joe's
- Shelton
- Southington

Discussion amongst committee about design elements, features etc. at top fields in the State.

Jason LeBlanc asked that Kelly Franklin give a facilities committee update (from BOE) when applicable at Athletic Field Meetings. That will be worked into future agendas.

7. End of Meeting

Motion to adjourn made by Kathryn Russ, 2nd by Dan Brisson. All in favor: unanimous

Rino Ferrarese adjourned the meeting at 7:28PM

Respectfully Submitted

Kelly Franklin

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