

**MINUTES
TETLAK PARK FIELDS COMMITTEE
REGULAR MEETING, OXFORD TOWN HALL
DECEMBER 15, 2014 – 7:00 P.M.**

In attendance: Glen Schumitz, Chairman; Debbie Gatto, Parks & Recreation Liaison; Bryan Nesteriak, Town Engineer; Eric Scheurich; Susan Kondic; Rich Chandler.

Call to Order: Chairman Glen Schumitz call the meeting to order at 7:07 p.m.

Review and Approval of Minutes of 10/22/14 Regular Meeting: Motion to accept, Eric Scheurich; seconded by Rich Chandler.

Special Meeting scheduled for Wednesday, November 19, 2014, had been cancelled because no response had been received from the State with regard to submitted documentation.

Phase I-Finalize Bid Specifications:

Bryan Nesteriak, Town Engineer, was in attendance. He submitted his invoice (B&B Engineering, LLC #714, attached) for work performed from May 15, 2014 to November 17, 2014, in preparing documentation for various state and Town agencies regarding the formation, building and expansion of Aggie Park. The invoice total is \$33,390.00 which Mr. Nesteriak said still came in under budget; his original estimate for all the preparation work was \$40,000. His fee is \$60.00/hour.

There was some positive discussion about the invoice with the Committee noting their appreciation of Mr. Nesteriak's hard work and diligence. Mr. Schumitz made a motion to approve payment of B&B Engineering, LLC Invoice #714 for Agnes Tetlak Schiavi Park, the motion was seconded by Eric Scheurich and was unanimously approved.

Mr. Nesteriak also submitted the Preliminary Sitework Cost Estimate for the Phase I part of the "Aggie Park" project. The total of the estimate came in at \$997,275, just shy of the \$1MM.

Bryan Nesteriak noted that he had finalized the bid book and it had been sent to the State. He then reviewed the response from the State of Connecticut DEEP (see December 2, 2014 letter to Mr. Temple from Connecticut DEEP) with regard to the plans and specifications submitted to the DEEP. The State was concerned with the maneuvering areas for ADA (is the $\frac{3}{4}$ " process able to be used for ADA) and paving of the parking spaces. Mr. Scheurich asked about the use of millings, but millings create bumps. Ms. Gatto also suggested wood fiber. Mr. Nesteriak responded to the State. The State wants to see copies of all the permits.

Lengthy discussions continued among all committee members regarding several items and things involved with the project. Ms. Gatto asked can the request for bids go out in phases. Questions were raised about field usage while the field is under construction. A discussion also ensued among Ms. Gatto, Mr. Chandler and Mr. Nesteriak regarding a lawn maintenance contract for Aggie Park. Mr. Chandler asked if there was a restriction on a start time for the project.

It was suggested that a Committee meeting be held and a site walk be performed about two weeks before bids would go out to the public.

Phase II (\$500,000.00):

The grant application has been submitted and Mr. Nesteriak has prepared a rough site plan. Phase II will consist of two (2) volleyball courts, one (1) tennis court and one or two basketball courts.

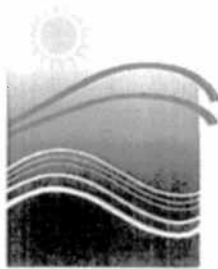
Motion was made by Eric Scheurich to adjourn the meeting; motion seconded by Susan Kondic. Meeting was adjourned at 7:56 p.m.

Next meeting will be third Monday of January, January 19, 2015, at 7:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lynnette Steeves".

Lynnette Steeves,
Clerk



Connecticut Department of

**ENERGY &
ENVIRONMENTAL
PROTECTION**

December 2, 2014

The Honorable George R. Temple
First Selectman, Town of Oxford
Town Hall
486 Oxford Road
Oxford, Connecticut 06478

RE: Agnes Schiavi Tettak Park, STEAP Project 2014-10

Dear Mr. Temple:

Thank you for ensuring that the plans and specifications for the above referenced Small Town Economic Assistance Program (STEAP) project were emailed to the Connecticut Department of Energy and Environmental Protection for review. It is my understanding that the Town of Oxford is prepared to go to bid on this long awaited for and much needed facility.

This letter provides to you a project review based on a set of plans entitled: "Agnes Tettak Schiavi Park 'Aggie Park' Proposed Athletic & Recreation Complex, Phase 1, Bowers Hill Road, Oxford, CT," completed by B&B Engineering of 39 New Haven Road, Seymour, CT, and dated 7-22-2014. Briefly, this project consists of an expansion of the access way into the park site, development of parking area, and development of an athletic field that has the ability to house two softball fields and one multi-use field.

It appears that much thought has gone into the design and layout of this park. Described below, the major issues associated with the development of this park revolve around topography, drainage, wetlands, and water and soil engineering (erosion control and stability).

- The existing topographic elevations at the park site range from a high of roughly 428 feet to 362 feet, a difference of 66 feet. An issue arises with the cut and fill modifications that will be made here. From the provided plans, this area is not in a flood zone and therefore will not need flood zone certification. However, the project will indirectly affect the wetland located within this property. The review, permitting, and enforcement for activity within this wetland area will rest locally.

In addition, these remaining issues may be addressed during project construction or confirmed via email:

- I am concerned that ¾" processed aggregate may not provide a firm enough surface for accessibility. While the material would provide a non-slip surface, I wonder whether this material is compacted enough to prevent sinking. And, will there be a weed barrier installed?
- I am pleased to read that there is a proposed walking path surrounding the project's athletic field that connects to the existing trail to the north. I noted that there is a proposed grass swale to be located between the toe of the slope and the trail along the west side of the field (cut area). Will the swale be constructed with a level central base which will maximize drainage?

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There appears to be a series of interconnecting catch basins within this swale, which, I believe will handle the expected runoff from the sloped area.

- The east side of the field (fill area) has a rather steep slope and is in close proximity to the existing wetland area. What is the possibility of installing a swale at the toe of the slope in this portion for the project? What precautions will be made to secure this slope during the time between and during construction and final planting of vegetation for the more permanent securing effort? What species of vegetation (ideally native species) will be used to secure this slope?
- It would be highly recommended that within the main parking lot, the spaces reserved for handicapped vehicles be bituminous or made with pavers to provide a firm hard surface.

Finally,

- Because the proposed fields will be natural grass, I am glad you are setting the infrastructure in place for an irrigation system; this project is a long-term investment, and the only way to sustain a grass field is with irrigation.

This concludes the review of submitted project plans for the "Aggie Park" Recreation Complex. Your proposed resolutions to the issues identified and questions raised in this review can be forwarded to me. Once these are addressed, and all applicable local permits are proven secured, I find no reason why this project should not go on to the next stage for competitive open bid.

If you have any further questions, please feel free to contact me at 860-424-3081.

Sincerely,



David D. Stygar
Environmental Analyst

DS:ds



E N G I N E E R I N G

39 New Haven Road
Seymour, Connecticut 06483

Invoice

Terms	Date	Invoice #
Net 30	11/17/2014	714

Bill To
Town Of Oxford c/o George Temple 486 Oxford Road Oxford, CT 06478

Project			
502 - Aggie Park			
Quantity	Description	Rate	Amount
556.5	Land Surveying, Engineering, Bid Document preparation, meeting attendance from 5/15/2014 to 11/17/2014. Work included surveying existing roadway and parking lot at the existing park. Preparation of submission documents. Facilitate and coordinate submission of documents to Inland Wetland Commission, Planning & Zoning Commission. Various meetings with Aggie Park Committee. Witness on-site soil testing with geoprobe and DPW backhoe. Multiple revisions to plans to address Nafis & Young comments, committee comments, and wetlands commission comments. Revise plans to include state requirements. Research and prepare project manual and bid documents. Various meetings with grant writer, committee, town officials, etc. Finalize plans and project manual and provide electronic copies for state submission.	60.00	33,390.00
Please make checks payable to "B&B Engineering, LLC." Thank you for your business!		Invoice Total \$33,390.00	
		Payments/Credits \$0.00	
		Balance \$33,390.00	

Phone #	Fax #	E-mail	Web Site
(203) 881-8145	(203) 888-0436	contact@bbengrs.com	www.bbengrs.com

AGNES TETLAK SCHIAVI PARK

PHASE 1

OXFORD, CONNECTICUT

PRELIMINARY SITEWORK COST ESTIMATE

18-Nov-14

ITEM/DESCRIPTION	QUANTITY	UNIT	UNIT COST	ESTIMATE COST
ON-SITE PREPARATION				
EARTHWORK				
CLEARING & GRUBBING	3	ACRE	\$2,500.00	\$7,500
STRIP & STOCKPILE TOPSOIL (8" ASSUMED)	5,300	CY	\$2.00	\$10,600
CUT TO FILL MATERIAL ON-SITE	18,000	CY	\$15.00	\$270,000
ROCK EXCAVATION (BUDGET)	1	LS	\$75,000.00	\$75,000
			SUBTOTAL	\$363,100
SOIL EROSION/SEDIMENT CONTROL				
SILT FENCE	1,745	LF	\$3.25	\$5,671
HAYBALE PLACEMENT	200	EA	\$5.00	\$1,000
TEMPORARY SEDIMENT TRAP	1	LS	\$5,000.00	\$5,000
			SUBTOTAL	\$11,671
		TOTAL ON-SITE PREPARATION:		\$374,771
ON-SITE UTILITIES				
STORM DRAINAGE				
24" HDPE	85	LF	\$36.25	\$3,081
18" HDPE	390	LF	\$26.75	\$10,433
12" HDPE	85	LF	\$20.00	\$1,700
12" HDPE Perforated	240	LF	\$16.95	\$4,068
15" HDPE	520	LF	\$20.40	\$10,608
4" PVC	540	LF	\$10.00	\$5,400
4" PVC Perforated	120	LF	\$9.15	\$1,098
MULTIFLOW DRAINAGE SYSTEM - MATERIALS	1	EA	\$25,000.00	\$25,000
MULTIFLOW DRAINAGE SYSTEM - LABOR	1	EA	\$25,000.00	\$25,000
CRUSHED STONE	500	CY	\$30.00	\$15,000
CONCRETE MANHOLE	3	EA	\$1,800.00	\$5,400
CATCH BASIN	7	EA	\$2,000.00	\$14,000
LEVEL SPREADER	2	EA	\$2,000.00	\$4,000
WATER QUALITY SWALE	1	LS	\$12,000.00	\$12,000
BIORETENTION BASIN	1	LS	\$7,500.00	\$7,500
			SUBTOTAL	\$130,774
WATER				
DRILL WELL	1	EA	\$10,000.00	\$10,000
WELL PIPE/TANK SYSTEM	1	LS	\$10,000.00	\$10,000
WATER SERVICE PIPING	600	LF	\$12.00	\$7,200
WATER FOUNTAIN	1	EA	\$2,500.00	\$2,500
YARD HYDRANTS	2	EA	\$1,500.00	\$3,000
			SUBTOTAL	\$32,700
ELECTRIC SERVICE				
SERVICE FEE - CL&P	1	LS	\$9,000.00	\$9,000
TRANSFORMER PAD	1	EA	\$2,000.00	\$2,000
HANDHOLES	4	EA	\$1,500.00	\$6,000
CONDUIT TO PAD & BUILDING (PVC) FROM ROAD	1,350	LF	\$12.00	\$16,200
ELECTRIC SERVICE BY ELECTRICIAN (BUDGET)	1	EA	\$10,000.00	\$10,000
			SUBTOTAL	\$43,200
		TOTAL ON-SITE UTILITIES:		\$206,674

AGNES TETLAK SCHIAVI PARK

PHASE 1

OXFORD, CONNECTICUT

PRELIMINARY SITEWORK COST ESTIMATE

18-Nov-14

ITEM/DESCRIPTION	QUANTITY	UNIT	UNIT COST	ESTIMATE COST
ON-SITE SITEWORK				
ROADWAYS/PARKING LOTS				
GRAVEL ROADWAY & PARKING LOT	3,900	SY	\$5.00	\$19,500
GRAVEL MAINTENANCE ACCESS ROAD	850	SY	\$5.00	\$4,250
GRAVEL WALKWAYS	1,700	LF	\$4.00	\$6,800
			SUBTOTAL	\$30,550
LANDSCAPING				
SCREEN ONSITE TOPSOIL	5,300	CY	\$5.00	\$26,500
SPREAD TOPSOIL & HYDROSEED	180,000	SF	\$0.50	\$90,000
			SUBTOTAL	\$26,500
MISCELLANEOUS				
SIGNAGE	1	LS	\$5,000.00	\$5,000
CLAY - SOFTBALL DIAMONDS	350	CY	\$100.00	\$35,000
SOFTBALL FENCE BACKSTOP & SURROUNDING FENCING	2	EA	\$15,000.00	\$30,000
STORAGE SHED & FOUNDATION	1	EA	\$12,000.00	\$12,000
PARKING LOT STRIPING	1	EA	\$1,500.00	\$1,500
FLAGPOLE	1	EA	\$5,000.00	\$5,000
FENCING - BLACK VINYL, 4' HEIGHT	600	LF	\$12.00	\$7,200
WOOD SPLIT RAIL FENCE	1,600	LF	\$20.00	\$32,000
ALUMINUM BENCHES	4	EA	\$1,500.00	\$6,000
			SUBTOTAL	\$133,700
			TOTAL ON-SITE SITEWORK:	\$190,750
ADMINISTRATIVE COSTS				
ENGINEERING/SURVEYING (BUDGET)	1	EA	\$35,000.00	\$35,000
BID PACKAGE/COORDINATION (BUDGET)	1	EA	\$5,000.00	\$5,000
CLERK OF THE WORKS (BUDGET)	1	EA	\$30,000.00	\$30,000
CONSTRUCTION INSPECTION (BUDGET)	1	EA	\$25,000.00	\$25,000
			SUBTOTAL	\$95,000
			TOTAL ON-SITE ADMINISTRATIVE COSTS:	\$95,000
ON-SITE PREPARATION				\$374,771
ON-SITE UTILITIES				\$206,674
ON-SITE SITEWORK				\$190,750
ADMINISTRATIVE COSTS				\$95,000
SUBTOTAL				\$867,195
15% CONTINGENCY				\$130,079
GRAND TOTAL				\$997,275

14 DEC 29 PM 5:32
TOWN CLERK
TOWN OF OXFORD, CT
Stephen A. West