

TOWN OF OXFORD

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MINUTES of OXFORD HIGH SCHOOL DIAMOND PROJECT Committee Meeting

December 9, 2014

A meeting of the Town of Oxford, Oxford High School Diamond Project Committee (the "Committee") was held at Town Hall in Oxford, CT on December 9, 2014. Jim Michaud, Paolo Dell'Oso, , Ken Chudoba, Jim O'Connell Jr, John Gramesty, Greg Baktis, Francis Keithline, and Dan Kudej and Vickie Mahoney constituting Members of the Committee, and Brian Hourigan (Liaison) participated. Mr. Michaud served as Chairman and Mr Baktis served Secretary of the meeting. The meeting was called to order at approximately 7:30 p.m. ET.

1. **Notice of Meeting or Waiver.** Roll call was taken and it was noted that a meeting quorum was present.
2. **Approval of Prior Meeting Minutes.** The Committee upon motion and duly seconded, unanimously approved the meeting minutes of November 6, 2014.
3. **Old Business Matters.** Jim Michaud updated the committee on the administrative process to further project. Project has been well received by School Administrators (Frank Salvo and Teg Cosgrove), Board of Education (John Barlow and Amy Cote), Superintendent, and First Selectman. Board of Education is expected to submit a formal acknowledgement of their support in 2015. Next steps are for First Selectman to make recommendation at Board of Finance to approve. Board of Finance to make a motion to send project to a future Town Meeting. Oxford residents would then vote at a Town Meeting to approved project.

4. New Business Matter.

The Committee reviewed the attached presentation including the bids for the 4 Capital requests related to the Baseball and Softball fields including:

Irrigation/Field of play. The Committee reviewed specifications and quotes for irrigation for both fields from Greenway Irrigation, Eastern Waterworks and Turfway. John Gramesty confirmed with John Barlow and Paul Mirabelle that there is a 4 inch pipe leading to the water source at the field and water meter is in school. Based upon on the review a motion was made to contract with Greenway Irrigation upon approval of funds and present Certificate of Insurance to Town.

Dugouts. Committee reviewed specifications of dugouts and reviewed quotes from Straight Line Masonry, Superior and Three Guys for the installation of the 4 structures. Committee to confirm with school if step down dugouts will be in compliance with ADA statutes. If there is a concern step down will be modified. Based upon on the review a motion was made to contract with Straight Line upon approval of funds present Certificate of Insurance to Town.

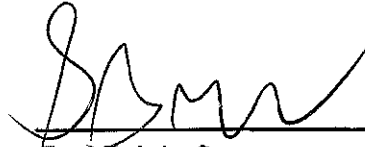
Score Boards. . Committee reviewed specifications of scoreboards and reviewed quotes from Daktronics, Nevco and Fair-Paly for the installation of the 2 Scoreboards. Based upon on the review a motion was made to contract with Daktronics upon approval of funds. Installation Contractor to be determined at a later date.

Security Camera - Committee reviewed specifications of security camera and reviewed quotes from Stanley only as they are the schools current provider and it is most cost effective to leverage the system that is in place.. Based upon on the review a motion was made to contract with Stanley upon approval of funds.

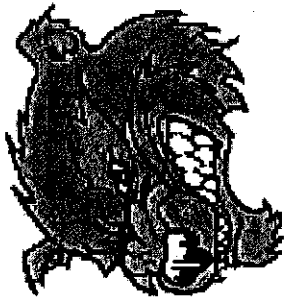
Capital and maintenance plan budget presented to Committee based upon information provided by John Barlow. Per attached presentation Committee confirmed that there would be so significant incremental costs to the operating budget of the field for these improvements.

5. Public Comment. None.

6. There being no other business, the meeting was adjourned at approximately 8:45 p.m. ET.



Greg Baktis, Secretary



Oxford High School Baseball/Softball Diamond Project

(Commissioned by the Town)

12/09/2014

Oxford High School Diamond Project

Agenda



- ☐ Introductions
- ☐ Mission Statement
- ☐ Objective
- ☐ Maintenance and Capital
- ☐ Estimated Timeline
- ☐ Funding Strategy
- ☐ Return on Investment to BOE/Community
- ☐ Questions and Answers

Introductions - Committee Members



- ☐ Jim Michaud – Chairman
- ☐ Brian Hourigan – OHS Baseball Head Coach

Other Volunteer Committee members appointed by the Town are Ken Chudoba, Paolo Dell'Oso, Greg Baktis, Dan Kudej, Vickey Mahoney, John Gramestry, and Jim O'Connell

Mission Statement



- ☐ The Town formed a Committee to address the needs of the baseball/softball facility proposed in 2010 (but never completed) which will enable ***a safer and modern environment for our players, coaches and spectators.***
- ☐ The Project is intended to be a collaborative effort of:
 - School Administrators
 - Board of Education
 - Volunteers
 - Local businesses
 - Town Officials
- ☐ The goal is to deliver a plan to the Town of Oxford for important field enhancements, not present today, along with a funding strategy commensurate with projects of this nature.

Objective



- ❑ The objective of the project is to evaluate and complete the work started on the Baseball and Softball fields at Oxford High School through the review of the following items:

- Irrigation
- Dugouts
- Field locations (*) and surfaces
- Fencing (*)
- Concession/Storage/Fencing (*)
- Scoreboard
- Security Camera
- Lighting (*)

- ❑ This project will create a safer and enhanced facility that will greatly benefit the athletes, officials, fans and residents of the town of Oxford.

(*) discussed and removed from consideration from project scope

Maintenance and Capital



Field Maintenance Softball and Baseball Fields (200,000 sq ft)

Aerate fields (2x)	\$ 3,200	Irrigation - Capital	
Deep Tine Soil Shatter (2x)	2,600	Baseball	\$ 27,500
Fertilize (2x)	1,700	Softball	27,500
Crab Grass and Overseeding (2x)	1,950		\$ 55,000
Top Dressing 72,000 sq ft - Material	3,800	Dugouts - Capital	
Top Dressing 72,000 sq ft - Labor	2,725	Baseball&Softball (1st and 3rd Bases)	\$ 60,000
Seed (4lbs per 1,000 sq ft)	800	Excavation - Dig/Backfill/Material	12,000
300 lbs of Sport Seed	300	Roof, Fence, Bench and Hardware	25,000
Fertilize with Starter	325		\$ 97,000
Infield spring set up		Security - System	
Sod, cut edges, weed, rake and groom		Integrate into primary system	\$ 9,500
add 2 tons of Pro Choice Conditioner	2,720	Scoreboards	
Irrigation start up and winterization	1,400	Baseball (solar power option)	\$ 25,000
Field inspection (3x)	1,050	Softball (solar power option)	25,000
Lines and raking for each home game (50)	16,250		\$ 50,000
Annual Expense	(*) \$ 38,820	Contingency Costs	
		Materials, Labor, etc	\$ 13,500
		Total Capital Request	\$ 225,000

(*) Confirmed with John Barlow, Facility Manager

Capital EXCLUDES offset by local Businesses

Bid Review Process



The committee deployed the following criteria in it's review of the project cost components:

- Obtained 3 qualified bids for each phase except for security camera's which was decided to use the schools' current provider to leverage relationship.
 - ☐ Dugouts – StraightLine (97v), Superior (131) and Three Guys (145)
 - ☐ Irrigation – Greenway (55v), Eastern Waterworks (65), Turfway (60)
 - ☐ Scoreboards – Daktronics (50v), Nevco (55) and
 - ☐ Security camera – Stanley (9.5v)
- Reviewed detail of each quote that included time and materials
- Confirmed that each bidder was qualified and had a certificate of insurance
- Funding request needs to include a 5% - 7% contingency across all phases
- Based upon the criteria above Committee approved contractors checked
- Present to First Selectman, Board of Finance and Town Meeting in 2015

Project Timeline



- ❑ Phase I – Irrigation, August/September 2015
- ❑ Phase II – Dugouts, September 2015
- ❑ Phase III – Scoreboards, September 2015

Funding Strategy



The Committee has a three pronged approach to fund this project. They are as follows:

- ☐ Town of Oxford / Board of Education Capital Plan.
- ☐ Identify and Collaborate with local businesses to contribute their level of expertise, resources and manpower.
- ☐ Utilize the Connecticut Technical High School System (CTHSS) to assist in the execution of the project. Resources may be made available to assist in project construction as part of a student's academic program.

Return on Investment to School/Community



- ❑ The Committee expects to establish a collaborative partnership with the Town to provide resources that will result in **completing** the necessary updates to the fields originally contemplated.
- ❑ The strategy will result in **no** incremental cost to BOE facility maintenance or Athletic budgets.

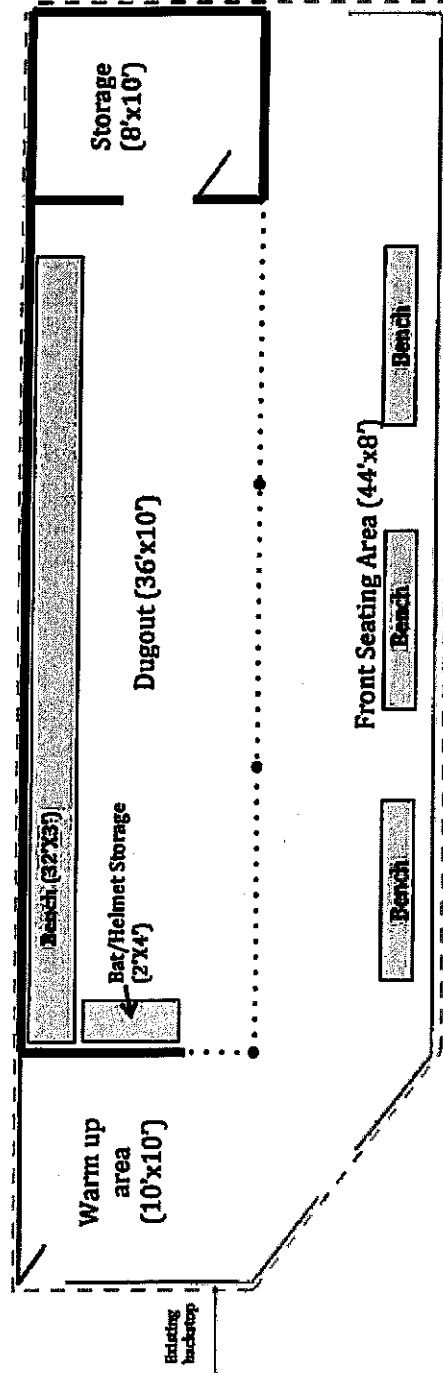
Local Businesses may contribute to the Investment



APPENDIX

Exhibit 1- Dugout

Appendix B:
Baseball 3rd Base Dugout Layout



Key:

- Block
- - - Cement Slab Perimeter
- ... Dugout Roofline
- Support Post
- 6' High Fence
- 4' High Fence

Notes:

- The dugout roof will be constructed of wood. OHS Baseball/Softball parents, players and staff can install these to reduce cost.
- Front seating benches are aluminum and 7.5' long. These benches would be bolted to the concrete dugout floor.
- Dugout Benches and Bat/Helmet Storage will be constructed with wood. Baseball/Softball parents, players, and staff will be able to construct and install these to reduce cost.

Exhibit 2 - Scoreboard

OXFORD HIGH SCHOOL																	
WOLVERINES																	
AT BAT																	
BALL																	
STRIKE																	
OUT																	
H/E																	
3																	
2																	
2																	
DAYTONICS																	
1																	
2																	
3																	
4																	
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10																	
RUNS																	
HITS																	
ERR																	
5																	
10																	
1																	
6																	
14																	
0																	
GUEST																	
OXFORD																	

Notes:

- Inning by inning score
- Runs/Hits/Error Totals
- Wireless Controller
- Solar Powered

TOWN CLERK

Margaret A. West

TOWN OF OXFORD, CT

15 DEC 21 PM 2:46

12/09/2014

Oxford High School Diamond Project