

**MINUTES  
TETLAK PARK FIELDS COMMITTEE  
SPECIAL MEETING, OXFORD TOWN HALL  
FEBRUARY 18, 2015– 7:00 P.M.**

**Regular Meeting scheduled for Monday, February 16, 2015, had been cancelled because of the Presidents' Day holiday.**

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

**Call to Order:** Chairman Glen Schumitz call the meeting to order at 7:16 p.m.

**Review and Approval of Minutes of 12/15/2014 Regular Meeting:** Motion to accept, Rich Chandler; seconded by Jay Borkowski. Minutes were unanimously accepted.

**Phase I-Pre-Bid Meeting, February 17, 2015:**

The Pre-Bid Meeting for Phase I of the project was held on Tuesday, February 17, 2015. Bryan Nesteriak, Town Engineer, was in attendance. The meeting had a very good turnout. The focus of this Special Meeting was primarily what occurred at the Pre-Bid Meeting and those Minutes of the meeting are attached hereto.

First Selectman George Temple stopped by this Special Meeting at 7:20 p.m. and he began a discussion about the high school fields. His visit and discussion was brief and he left around 7:35 p.m.

Bryan Nesteriak basically went step-by-step how the project will proceed. Bids are due by March 16, 2015 and will be opened that evening. Several companies have expressed interest in bidding on the project. Bryan will review the bids after they have been opened and subsequent recommendations will be made to the Board of Selectmen. A Tetlak Park meeting is scheduled for that same day but Bryan suggested that Mr. Schumitz might want to move the meeting to March 20, 2015 after the bids have been reviewed.

There was some discussion about closing the park while construction is going on, whose responsibility it would be to secure the site. Deb Gatto said she will put out a press release regarding the park being closed and signs will be posted. Bryan Nesteriak said that the general contractor(s) will be responsible for security.

After some brief discussion on permits, leftover stone to be used for fill or base and some other issues on the Pre-Bid Meeting Minutes, a motion was made by Mr. Schumitz to adjourn the meeting. The motion was seconded by Mr. Borkowski and the meeting was adjourned at 7:52 p.m.

Next meeting is tentatively scheduled for March 20, 2015 at 7:00 p.m.

Respectfully submitted,

Lynnette Steeves,  
Clerk

FEB 24 PM 12:52  
OWNERS AND, CT  
TOWN CLERK  
Lynnette Steeves



## **TOWN OF OXFORD**

**Kathleen O'Neil**

**Oxford Grant Administrator/Writer**

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### **PRE-BID MEETING MINUTES**

**FEBRUARY 17, 2015**

**OXFORD TOWN HALL MEETING ROOM**

**2:00 p.m.**

**Bryan Nesteriak, Town Engineer opened the meeting at 2:00 p.m.**

**An agenda was passed out as well as a sign-in sheet for all the participants.**

**Brian announced that:**

- **Addendum 1 related to the State Prevailing Wages Rates.**
- **Bids are due on March 16, 2015**
- **Notice to Proceed is anticipated to be March 2015**
- **Substantial completion is estimated to be Fall 2015**
- **Final completion date is end of Fall 2015**

**Brian discussed the water quality swale, bioretention basin, and field drainage system. There is crushed stone currently on-site. There is only one ad-alt which is for sod. The project must be ADA accessible both in the plans and specs and in reality at the completion of the project. It is a high priority with the State of Connecticut.**

**The shed is 190 sq. feet and will not require a permit. The building department waived the fee for the electric permit. Pomperaug Health may waive permit fees for the well permit, however, that decision has not been made at this time.**

**Project access and security will be the responsibility of the General Contractor and their subcontractors. The town will post signs and announce the park will be closed during the duration of the project, however, contractors must be diligent in denying access to the construction site.**

**Utilities will be brought into the site. CL&P will be adding additional conduits. Cost will be \$8,400.00**

**Bryan offered to escort any contractor that may want to have a site visit.**

Kathleen O'Neil, Oxford Grant Admin/Writer introduced herself as the overseer of the requirement and compliance as outlined in the spec book on pages 00 21 13-7; prevailing wage payrolls, interviews with employees, Certification requirements and DAS prequalification certificate. Stakeholders will receive the pre-bid sign-in sheet, pre-bid meeting minutes and the stakeholders list.

Questions from the participants:

Ed Hellauer of Guerrera Construction asked if funding is in place for this project?

Kathleen O'Neil responded that the \$500,000 for the grant has been awarded and the municipality has committed itself to providing any additional funds needed.

Mike Worobel of Earthworks Excavation asked about the amount of crushed stone that will be available to the GC that wins the bid?

Bryan said that he didn't know off-hand but would try to get an estimate for him.

Will the site be closed during construction?

Both Bryan and Kathleen said that they would get clarification on this question but thought that, yes, the site would be closed.

Will there be signs posted?

Yes, some signs will be posted but again, it will be the responsibility to keep the site free of non-construction workers.

What is the project estimated budget?

Bryan estimated the project to be approximately \$750,000.00

Will stakeholders be able to receive electronic copies of the plans and spec book?

Byran conferred with the town. All stakeholders will receive electronic copies of the spec book and plans.

Meeting adjourned at 2:30