

Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation
Focused on the revitalization of Bourne's Downtown

Minutes of the Meeting **DRAFT – DRAFT - DRAFT**
June 1, 2016
Bourne DPW Building

Attending: Joe Carrara, Stephen F. Mealy, Jonathan Nelson, David O'Connor, Marie Oliva, Chris Pine, Sallie Riggs, Kathy Zagzebski; Weston & Sampson VP Gene Bolinger and Landscape Architect Brandon Kunkel.

Open meeting: Facilitator Sallie Riggs opened the meeting at 10:03 am. She noted that she would like to alter the agenda by postponing review of the Minutes and moving right into the park planning process discussion.

Sallie then asked to go around the table with introductions.

Buzzards Bay Park: Sallie reminded MSSC members that at the last meeting there was some dissatisfaction with the information on park planning presented by the Brown Richardson + Rowe consultants. She also noted that the consultants have provided all the Schematic Design information and details that are in the contract, including drawings and a copy of the soils test report. That completes their contract obligations. She reminded members that at the last meeting it was agreed that a “negotiating team” would explore alternatives for the next steps and make a recommendation to the full Committee.

Sallie presented the team’s recommendation: to contract with Weston&Sampson (W&S) for the Phase One engineering and final designs. W&S has worked with the Town on several projects. Some of the major factors in making the recommendation are that W&S has demonstrated that they 1) can design a project so that various components can be completed by different entities, e.g. Town employees, UCT students, the Sheriff’s department workers, outside contractors, 2) understand the municipal bidding process, and 3) can meet deadlines and provide documents in a non-linear manner in order to accomplish each task on time. Another important factor is that Town staff have confidence in the recommendations and work of these specific W&S consultants.

After a brief discussion of the recommendation, there was consensus to move forward in the direction suggested. Sallie then turned the meeting over to Gene and Brandon.

They began by noting that they will be working off the Schematic Design developed by Brown Richardson and if they have any recommendations for changes, they will bring them to the MSSC for review and decision.

They then presented a chart with project milestones and discussed their recommendation for construction phasing and implementation. Phase One would have two design packages: A and B. Package A would be used by the Town for its employees or by other entities where the Town would serve as the general contractor; Package B would be used by outside general contractors. Package A would have drawings to 75% while Package B would have 100% drawings. The Town would add the front-end documents to produce bid documents.

They also presented a chart showing a preliminary budget estimate that will be value engineered over the next few weeks. The decisions will be made at two levels: technical and design. The chart will be updated for each meeting of the MSSC so that MSSC members can be part of the decision process. The chart also includes three columns to which costs can be assigned according to who will do the work: Town, General Contractor, Other.

Gene noted that today he would like agreement on the scope of Phase One. He suggested that it include the area outlined in red on the attached drawing. Where appropriate, the engineering will take into account connections that will be necessary for Phase Two implementation, such as water and electricity. After discussion there was consensus to work in the manner recommended.

The discussion then turned to the working relationship between the MSSC members and the consultants. The consensus was that a core working group would be available for consultation on technical issues and any major recommendations involving design and materials will come to the full Committee. The core group will include Sallie, Jon Nelson, George Sala, and the W&S consultants, with other individuals invited to participate as appropriate, e.g. Chris for issues relating to irrigation.

The next meeting of the full MSSC was set for Thursday, June 9 at 4 pm at the DPW building.

Minutes: Sallie asked for any edits or corrections on the Minutes of the May 4, 2016 meeting. There being none it was MOVED, SECONDED and VOTED unanimously to approve the Minutes as circulated.

The meeting adjourned at 11:11 am.

Respectfully submitted


Sallie Riggs, Facilitator