

Buildings and Grounds Sub-Committee

May 9, 2016

7:00 p.m.

The meeting of the Buildings and Grounds Sub-Committee was called to order at 7:05 p.m. by Chairperson Ann Marie Cugno. Sub-Committee members present were Kathy Kreatz and Paulette Van der Kloot. Also present were School Committee members Erin DiBenedetto and Robert Skerry Jr. Also Superintendent Roy E. Belson, Director of Finance and Administration Patricia Velie, Director of Buildings and Grounds John McLaughlin, Assistant Director of PE/Health and Community Schools Rachel Perry. Community members present included Katie Martin for Medford Soccer and Denis MacDougal of the Office of Energy and Environment.

All rose to salute the Flag.

Chairperson Cugno asked the Superintendent to explain the purpose of the meeting.

The Superintendent explained the purpose as follows:

1. Review the specification conditions for the proposed winter season “Bubble” on Edgerly Field.
2. Review the proposed Facilities Rental Agreement and Fee Schedule for the Medford Community Schools Programs.

The Superintendent informed the sub-committee of two additional comments that must be discussed as we go forward with our discussion.

1. OCD Director Lauren DiLorenzo explained that since federal CDBG/HUD funds were used to remove architectural barriers from the entrance/exit to the field, the use of the “Bubble” would have to make the same accessibility provisions as the pool. This means that the facility must make provision for low income and disabled users. Also any profits might have to go back and reimburse the HUD funding.
2. Ken Krause raised several environment concerns:
 - Need to construct the proposed parking lot with appropriate stormwater management techniques.
 - Possible impact on the Fells
 - Size and location of the field house
 - Possible impact upon new Winthrop Street development.

Denis MacDougal from the Energy and Environment Office suggested that installation of appropriate drainage as part of the parking lot was a must. He also would have preferred pavers as an alternative to hardtop for the parking lot. He recognized that the cost would be very high.

The Superintendent explained that the Winthrop Street development has not even been submitted and that it would not affect the parking area. Also, the field house size had not yet been established but it would probably be about 1000 square feet. Also the parking lot would not be adjacent to the Middlesex Fells area.

The Committee then began a review of the RFP guidelines for the “Bubble” structure. The Committee took the following actions:

1. Added the words “with appropriate drainage.”
2. Specified that the field house have at least two toilets in each of the male and female bathroom areas. Further that they be handicap accessible.
3. Required the vendor/contractor to hold a four-hour open house at least once during the season for the community. This will be listed as number 15.

There was considerable discussion on how the schedule of the “Bubble” could provide more time for community use. Suggestions included such ideas as:

- Having the contractor start later on Wednesdays
- Adding a later finishing time in exchange for more time in the afternoons and weekends
- Sharing space during contractor time

These ideas were rejected for several reasons. There was concern that the hours available would not be conducive for parents to bring children and youth to the facility during afternoon hours.

There was discussion that the facility could provide opportunities for adult residents like the pool does. For example there could be tennis, golf, track related activities. While the adult use was understood, the committee was trying to find more time for children and youth. Ultimately the committee opted to include a four hour open house requirement once per season.

On the motion of Ms. Van der Kloot, seconded by Ms. Kreatz the sub-committee voted 3-0 to forward and recommend the amended RFP guidelines to the full school committee. (see attached)

The sub-committee then began its review of the Proposed “Facilities Rental Agreement”. Director of Finance and Administration took the sub-committee through each page. Discussion was held at intervals as each member raised questions and/or made suggestions. The following represents the changes made by the sub-committee:

1. The liability insurance requirement was changed to “may be” from “it is required”.
2. The age of “21” was substituted for the word “minors”
3. On page 4 the time for activity termination was changed from 11:30 p.m. to 11:00 p.m.
4. Hormel Stadium line was altered as follows: Hormel Stadium rentals are controlled by the Hormel Commission. Contact information (781) 393-2380
5. Under pool fees the non-resident fee for birthday parties was raised to \$275 from \$125 per hour. Also birthday party rental included up to two lifeguards. If swimmer numbers exceed 20 then additional lifeguards and applicable costs will apply.
6. On page 7 the rental fees for Edgerly field were changed. Categories 1,2,3 remained at \$145 per hour. Category 4 (for profit) went to \$185. Non-resident non-profit went to \$165.
7. Under Food Service fees the words added “with the exception of birthday parties”.

The chairperson called for a 10 minute recess. Members were asked to review the last three pages of the proposal which contained the “Facility Usage Request Form” and the “Release/Indemnification Agreement.”

The sub-committee reconvened and agreed that the forms looked good. They will be reviewed by legal counsel.

On the motion of Ms. Van der Kloot seconded by Ms. Kreatz the sub-committee voted to recommend the Facilities Rental Agreement Proposal as amended to the full school committee 3-0.

The sub-committee then reviewed the financial reports on Community Schools, the pool, Edgerly Field, and LaConte Rink. (see attached overview – financial documents on file)

In addition to the report materials presented the sub-committee asked to receive the following information:

- Names of entities that have been given free space
- Names of employees who have worked the pool, field and rink
- Clear breakout of pending revenue

The sub-committee on the motion of Ms. Kreatz seconded by Ms. Van der Kloot voted to adjourn at 10:05 p.m.

Respectfully submitted,

Ann Marie Cugno
Chairperson

