

**Minutes of a meeting of the Seekonk Meadows Management Committee**  
**August 12, 2010**  
**7:00 pm**

Attendance

Members Present: Cynthia Corbett, Cheryl Faria, Larry Hindle, Bob McKenna, Dave Pinsonneault

Members not present: Dave Cabral, Rob Emlen, Chris Halkyard

Also Present: Marc Mazzarelli, Landscape Architect of Seekonk Meadows

Minutes

The minutes from the July 8 meeting have been distributed and will be voted on in the September meeting.

Marc Mazzarelli, Landscape Architect

Marc presented an updated landscape plan and images of options for the Pavilion and held a discussion with Committee members on a number of topics including:

Pavilion/Gazebo

Marc has a strong opinion that a traditional gazebo isn't right for the Meadows. Among other reasons, he believes that it is too small for the space and that the wood would wear out quickly in such an exposed setting. He thinks an open pavilion made of steel with a fixed "sail" look would be a better option. Dave P. suggested a company called Shade Structures as a possible source. Marc said that he would do some research on different options. He also said he would call Dave Cabral who has spent a lot of time researching gazebo options to discuss/explain his opinion.

Entrance

Like the rest of the Committee members, Marc thinks that putting trees at the entrance would detract from the open look we now have. He still would like to see the cap of the stone pier fixed to conform to the original specs. Cheryl told him that we have earmarked \$2,000 from the budget to get that corrected.

Amphitheater Stage

We took a "walking tour" of the amphitheater and talked about different options for the stage. We talked about a low, 6" or so, riser made out of something permanent such as pavers or concrete. It would be along the path at the base of the mound, 16-20' wide by 12' deep, in an arc shape, with low shrubs along the back. Cheryl said that she would contact Bill Harley to learn from his perspective as a performer what works best for size, surface, etc. We decided to ask Dave Cabral if he would spot grade the site. Larry said that he could help him with that, especially to show him the location we are thinking of. Marc said once he had the Bill Harley input and the spot grades, he would work up some design ideas that could then be forwarded to Roger to engineer and given to DEP for approvals. We all agreed that the amphitheater stage is our first priority and needs to be put in the works now to allow for the lengthy approval process.

### Post Closure Permit

Cheryl reported that we finally received the Post Closure Permit from the Department of Environmental Protections. They approved everything that was submitted including trees. Outstanding design and engineering plans that they need to receive and approve before we implement them are details related to the amphitheater stage and the playground equipment. The Permit references the need to comply with details specified in the Application. Cheryl has asked Sharon and Dave C. for help in getting a copy of the full application for the Committee.

### Seekonk Library Trustees

Cheryl reported on her meeting with the Trustees. The Seekonk Meadows now reports to the Board of Library Trustees. Going forward Cheryl will bring updates on the Meadows to the Trustees monthly meetings. Once a quarter, the Committee will create a list of items we'd like to purchase that doesn't exceed the amount of cash available. Cheryl will present the list to the Trustees to vote on. Then Sharon will bring the list to the Library to appropriate the necessary funds. Following that, Mike Durkay will ask the selectmen to accept, on behalf of the town, the gift of the appropriated funds to implement the design plans. Any contracts with vendors will be signed by Mike Durkay, Trustee Chair, after the above process is completed.

### Procurement Guidelines

Now that the Committee reports to the Trustees, we need to follow the same procurement procedures that the rest of the town does. Sharon is working on outlining a process for us to follow. She suggests that, for large purchase, the Committee tell her what we want to purchase and then she will define the bid/no bid process and write specs if required. Then we will approve the specs, select a vendor and make a recommendation to the Trustees as to who we want to award the contract to.

### Play Area

In our last meeting, Doug Knotts from Premiere Park & Play presented design plans and a letter of intent. As a form of contract, this would also need to be signed by Mike Durkay. In the meeting Cheryl had with Sharon and Mike, they said that Mike couldn't sign a contract or agreement until the funds were available and the procurement process was followed. Doug said that his company was on the state bid list and that he would forward documentation to prove that. That could change things regarding the process, but we still need the documentation to prove it. Dave P. said he would contact Doug to follow up and to ask that the first sentence in the letter could be reworded, to be less binding. i.e. "...to purchase playground equipment if/when the necessary funds become available."

### Next Meeting

Thursday, September 9, 2010 @ 7:00 P.M. @ the Seekonk Public Library.

The meeting was adjourned at 8:10pm  
Minutes recorded by Cheryl Faria