

**900 Worcester FRP Planning Committee**

**January 17, 2013**

**7:00 PM at Warren**

**Attending:**

Andy Wrobel, Miguel Lessing, Suzy Littlefield, Meghan Jop, Don McCauley, Jim Conlin, Barbara MacMahon, David Perry, Tim Barrett, Joan Gaughan, Dave Hickey,

**Public Speak:**

None

**Minutes:**

Motion: To accept minutes of January 3, 2013, by Suzy Littlefield  
Seconded: By Joan Gaughan  
Vote: All in favor

**Review of “Option 4”**

Mr. Hickey walked the group through Option ④ answering questions that arose. Mr. Hickey also shared that the buildings and building parking represent ~36% of the site which is approximately consistent with the CPA allocation. It will be confirmed exactly during the Master Site Review. Mr. Barrett requested a rendering of the site and roof lines from Shadow Lane and Bay View Road when the Master Site Plan is developed.

**Created RFP Development Sub-Committee**

In his absence but with his prior support, Tom Harrington agreed to chair a new subcommittee tasked with developing the three RFPs. Each sub-committee and the overall committee are expected to participate and provide key inputs into this process. The sub-committee will draft the RFPs to be reviewed, amended, and approved by the overall committee. David Perry agreed to be part of the committee as well. More members will be needed including the Town “procurement agent”.

**Cost Estimate for the Master Site Plan:**

Mr. Hickey received an estimate from Gale Associates between \$150k and \$200k to create a Master Site Plan that could get the project through PSI excluding the building interior layout and exterior appearances. In addition to this cost, analysis for Mass DOT will need to be done and a contingency will be needed.

**Sub-Committee Needed RFP Development Funding**

A long discussion took place regarding the level of analysis (and as a result cost) that will be needed to develop and respond to the three RFPs soliciting potential private partners for the development of the ① combined rink and aquatic facility, ② stand alone aquatic facility, and ③ stand alone rink. Members of the committee had a vigorous discussion of the level of analysis it would deem sufficient as well as what others in Town including Advisory, Town Meeting, etc. might deem sufficient. The committee's experience has been that frequently residents would prefer that more analysis be done than less. To this end, the committee noted the need to be thorough but also discussed the constrained budget environment. With the direction, the pool and rink sub-committees we tasked to deliver a detailed listing of the type of analysis needed for the RFP. The request needs to highlight the types of questions requiring answers, reasons these questions are needed for the RFP, criticality for the RFP step, and anticipated cost of the analysis. Everyone understands that more analysis will be needed to be done by the respondents but not all of those questions are needed for us to develop as part of the RFP process.

The group concluded that there would likely be two or three motions at ATM with one focused on the Master Site Plan to be funded by general revenue and CPC and another on the RFP needed support. A third may be sought as well.

**Next Meeting:**

The next meeting will be Thursday, January 31st at 7:45am at the Warren Building (must end by 9:00 am). The key topics will be to finalize funding needs from upcoming ATM, discussion of motions and any conditions, as well as review the results of the aquatic facility survey.

Motion: To adjourn by Tim Barrett  
Seconded: By Miguel Lessing  
Vote: All in favor

Meeting adjourned at 8:35 am.

Respectfully Submitted,

Andrew Wrobel

AW/kb