

SOUTH WINDSOR AGRICULTURE, ARTS & NATURE CENTER COMMITTEE

TOWN OF SOUTH WINDSOR

Minutes

Page 1

May 9, 2018

South Windsor Public Library – Board Room

1. Call Meeting to Order

The meeting was called to order at 5:34 p.m.

2. Roll Call

Members Present: Pat Botteron, Open Space Task Force

Stephanie Dexter, Planning & Zoning Commission
Mary Etter, Director of S. W. Public Library
Jeff Folger, Senior Environmental Planner
Michele Lipe, Director of Planning
Virginia Macro, Historic District Commission
Tim Shepard, South Windsor Land Trust
Councilor Jan Snyder, Town Council
Betty Warren, IWA/CC

Members Absent: John Caldwell, Park & Recreation Department
Ray Favreau, Director of Parks & Recreation
Katie Graham, Park & Recreation Commission
Sandy Jeski, SWALPAC
John Mitchell, Rotary Club
Andrew Paterna, South Windsor Food Alliance
Councilor Liz Pendleton, Town Council

Others Present: Skip Bourke, South Windsor Walk & Wheel Ways

3. Approval of Past/Meeting Minutes

Councilor Snyder made a motion to approve the April 11, 2018 minutes. Mrs. Etter seconded the motion; and the motion passed, with Mr. Mitchell abstaining.

4. Public Input

Mr. Skip Bourke from South Windsor Walk & Wheel Ways explained that he was present to support this groups efforts and to build an alliance.

MINUTES

South Windsor Agriculture, Arts & Nature Center Committee

May 9, 2018

Page 2

ITEM:

5. Discussion items

May 3 Event at Priest Farmhouse s/Distinctive Tree Co.

Mr. Favreau explained that the event was well attended with approximately 100 people in attendance. Mrs. Lipe stated that the South Windsor Agriculture, Arts & Nature Center Committee would cover \$1,000 for the lunch that was served at Demo Day, \$400.00 will be taken from the Open Space Maintenance Account, and the remainder will be taken care of by the Parks & Recreation Department. Mr. Folger read a letter from Chairman Paterna into the record that thanked the Park & Recreation Department for their role in Demo Day.

Fencing at Property Line along Heritage Drive

Mrs. Lipe and Mr. Folger have been in contact with Design Professionals, Inc. to have some of the site elements located.

Mr. Shepard stated that he had spoken with the neighbor who has a large number of items on the Town property. Mr. Shepard is willing to provide a dumpster so the neighbor can clean up the items.

Report on Historical Architect Interview Conducted on May 2

Committee members briefly discussed the proposal submitted by Crosskey Architects LLC and the proposal submitted by Environmental Services, Inc.

Councilor Snyder made a motion to authorize the use of \$2,250 for Phase I, Phase II, and Phase III as provided in **Exhibit A**. Mr. Shepard seconded the motion; and it was approved, unanimously.

Councilor Snyder made a motion to authorize the use of \$4,750, once the Town has received the \$9,000 from Eversource, for hazard assessment services by Environmental Services, as shown in attached **Exhibit B**. Mrs. Etter seconded the motion; and it passed with Mr. Mitchell abstaining.

Windows Designs Update

Mr. Folger stated that the plywood is available for distribution. Flyers will be distributed at the Library by Mary Etter, and at the Parks & Recreation Department by Ray Favreau. Mr. Folger will put an announcement on the website.

MINUTES

South Windsor Agriculture, Arts & Nature Center Committee

May 9, 2018

Page 3

ITEM:

5. Discussion items

Master Plan Discussion

This item will be discussed at the next meeting.

6. New Business/Additional Discussion Items

Mr. Mitchell suggested that when the Committee begins fund-raising, a drawing of a thermometer be used to show how close the Committee is to its goal.

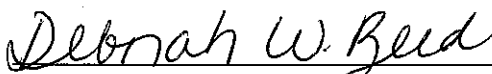
Committee members discussed the number of members that are on the Committee and whether the makeup of the Committee should be reviewed and changed if necessary. The Clerk of the Council will send the resolution that established the Committee to all of the Committee members.

7. Next Meeting Wednesday, June 13, 2018, at the South Windsor Public Library. Mr. David Goslin from Crosskey Architects LLC will be in attendance.

8. Adjournment

Mr. Mitchell made a motion to adjourn the meeting. Mrs. Lipe seconded the motion; and it was approved, unanimously.

Respectfully submitted,



Deborah W. Reid
Council Clerk



Crosskey Architects LLC
750 Main St. Hartford, CT 06103
860-724-3000

May 7, 2018

Michelle Lipe, AICP
Director of Planning
Town of South Windsor
1540 Sullivan Ave.
South Windsor, CT 06074

**RE: The Rehabilitation/Restoration of Priest Farmhouse
Project Schedule**

Dear Michelle,

Below is our projected schedule of deliverables for the above referenced project. Please refer back to the contract for the description and scope of work included in each of the phases listed below.

Phase	Duration	Start Date	Completion date
Phase 1 - Schematic Design	3 weeks	May 15, 2018	June 5, 2018
Phase 2 - Design Development	2 weeks	June 5, 2018	June 19, 2018
Phase 3 - Contract Documents	4 weeks	June 19, 2018	July 24, 2018
Phase 4 - Bid Period	TBD	TBD	TBD
Phase 5 - Construction Period	TBD	TBD	TBD

Please give me a call should you have any questions or concerns.

Thank you for giving us the opportunity to work on this project. I look forward to working with you and the Town of South Windsor.

Sincerely,

A handwritten signature in dark ink, appearing to read "David Goslin".

David Goslin, AIA
Principal



Environmental Services, Inc.

90 Brookfield Street South Windsor, CT 06074-1262 (860) 528-9500 (860) 289-0138 (fax)

www.e-s-i.com

Exhibit B

May 8, 2018

Jeffrey Folger
Town of South Windsor
1540 Sullivan Avenue
South Windsor, CT 06074

RE: Hazard Assessment
Priest Property
Sullivan Avenue
South Windsor, CT. 06074
ESI Quote #2018-207

Dear Mr. Folger:

Environmental Services, Inc. (ESI) is pleased to submit the following proposal for hazard assessment services at the above-referenced site.

Scope of Service

- Provide asbestos certified inspector;
- Inspect house and detached garage for all assumed asbestos containing material;
- Take appropriate amount of samples to determine quantity of assumed asbestos containing materials;
- Take appropriate amount of samples to determine lead concentrations;
- Provide report upon completion.

Labor, Material and Equipment

4,750.00

ASSUMPTIONS AND EXCLUSIONS

1. A signed Field Service Agreement or Purchase Order must be received prior to the commencement of the project.
2. State and Federal Taxes will be invoiced as applicable.
3. This estimate is good for 30 days.
4. **Pricing is based on non-Prevailing Wages be paid to workers.**
5. Credit approval and satisfactory payment arrangements must be made prior to commencement of the project.
6. Client is to provide free and clear access to work area.
7. Customer is responsible for costs associated with any hazardous materials found at the site. This quote does not include the removal and/or disposal of any hazardous materials that are found.
8. Payment is due upon receipt of invoice.
9. ESI accepts most major credit cards.

STANDARD TERMS AND CONDITIONS

1. Environmental Services, Inc. (ESI) shall provide all labor, materials, tools, equipment and subcontract items necessary to perform the Services described in the Scope of Service. ESI represents that it is properly licensed, possesses the requisite skills and shall perform the work in a professional and workmanlike manner.
2. Customer shall provide full and complete information regarding the site, surface and subsurface conditions, utility locations, site ownership, contractor access, hazardous materials or wastes and other substances or hazards likely to be present and any other reports, documentation or information concerning the site or Scope of Service which may reasonably be provided to ESI. Customer represents and warrants to ESI that Customer has the requisite legal right, title and interest necessary to provide access to the job site.
3. ESI shall maintain insurance coverage during the performance of the Services. COI available upon request.



Emergency Oil and Chemical Spill Response Throughout Southern New England

Exhibit B

4. ESI's standard terms of payment are upon receipt of invoice. Interest shall accrue at the rate of one and one-half (1.5%) percent per month, or at the maximum rate allowed by law. In the event that legal or other action is required to collect unpaid balances or invoices, Customer agrees to pay all costs of collection, including reasonable attorney's fees, which may be incurred by ESI. "Legal or other action" as used above shall include bankruptcy and insolvency proceedings.
Customer's obligation to pay the amounts due pursuant to this Proposal shall not be conditioned upon or limited by the types, amounts or availability of insurance coverage.
Customer agrees to pay ESI in accordance with ESI's published Rate Schedule ("Rates") for any litigation support or testimony provided by ESI in connection with or arising out of the work performed by ESI hereunder.
5. In the event that work is suspended or terminated for any reason prior to the completion of the Scope of Service, Customer agrees to pay for labor, equipment, materials, disposal and other costs incurred by ESI at the Rates and for reasonable demobilization costs.
6. Customer agrees that ESI shall not be responsible for pre-existing contamination at the job location, natural resource damage, or for incidental, consequential or special damages, including loss of use or lost profits, resulting from or arising out of the performance of the Scope of Service by ESI, its employees, agents or subcontractors.
7. The Terms and Conditions of this Proposal and Scope of Service and any ESI Change Orders or ESI Worksheets signed by both parties constitute the entire agreement between the parties. Additionally, conflicting or different terms on any Purchase Order or other preprinted documents issued by Customer shall be void and are hereby expressly rejected by ESI. In the event that any portion of this Proposal is invalidated for any reason, the parties agree that all other provisions of this Proposal shall remain in force and effect.
8. Customer's representative or agent represents or warrants to ESI that it is duly authorized to execute this Proposal on Customer's behalf.

If acceptable, please forward an executed original to me via mail or a copy via e-mail dustin@e-s-i.com. Both parties acknowledge that an executed copy will serve as an original if submitted through e-mail.

CUSTOMER'S AUTHORIZATION

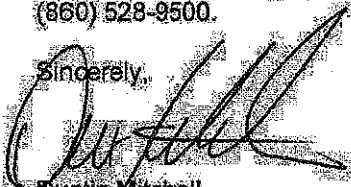
Signature _____ Date _____

Printed Name _____

Customer PO#, if applicable _____

Should you have any questions, or require additional information, please feel free to contact me at (860) 528-9500.

Sincerely,


Dustin Mitchell
President