

Fort Halifax Park Implementation Committee

Minutes

October 13, 2011

Attendance: Ray Caron, Gerry Poissonier, Elery Keene, Abby Roy, Daniel Tortora, , Dennis Dacus, Judi Bouchard and Michael Heavener

Excused: Jason Fitch

Absent: Steve Russell, Kathryn Jurdak and Carl Croce

Meeting was called to order by Ray Caron at 6:35 pm. in the Winslow Town Council Chambers.

1. **Approval of Minutes:** Approve minutes from the September 29, 2011 meeting.

Motion: A motion was made to accept the minutes from the September 29, 2011 meeting. The motioned was seconded. **Vote:** 8 YES 0 NO

2. **Proposals for Plan Development:** Mike H. presented proposals from DeWan & Associates, A.E. Hodsdon and Snowden Engineers to develop detailed construction plans for the park. The lowest cost proposal was DeWan & Associates at \$22,000. Mike also reported that Elwood Ellis, who was quoted in the DeWan proposal, stated that he felt he could give the town a lower quote. In addition, Mike explained that DeWan said they would be supportive of the town working with their own contractors for each Design Phase Category. There was then a lengthy discussion about the three proposals including how to fund this phase of the project.

Motion: A motion was made by Elery Keene to work with DeWan Associates towards the development of a Design Plan for the Park; to utilize Down East Surveying for Boundary/Topo Plans and to bid out each engineering phase of the Design Plan separately. The motion was seconded by Dennis Dacus.

Vote: 8 Yes 0 No

3. **Grant Writing Proposals:** Mike H. presented a proposal by Stone Fort Consulting to research appropriate grants for the Park Project at a cost of \$3,100. There could be an additional cost for grant writing if the grant does not include funds for grant management.

Mike H. also reported that he is still waiting to get a grant proposal from Jasa Porciello. The consensus was to wait until we receive Jasa's proposal before making a decision. It was pointed out, however, that Stone Fort Consulting has considerable experience in projects related to our Park Project.

4. **Grant Opportunities:**

CDBG Community Enterprise Grant: Mike H. reported that on February 10, 2012 the State would begin accepting letters of intent for this grant, which could provide funding for our Park project. The maximum amount is \$150,000. If our letter is chosen by the State then we would be asked to submit an application by March 30, 2012. It was pointed out that grant approval could be next summer or fall.

Tourism Grant: Mike H. reported that he has heard that KVCOG may have Tourism Grant funds that could be used to help fund our project.

There was then considerable discussion about the best way to proceed with the project. There was some concern that if we wait to use grant funds to fund the design phase of the project then there would be at least a year delay in furthering park development. There was some discussion about asking the Town

Council to fully fund the \$22,000 needed for plan development. The consensus was to first explore possible grant opportunities that are more in line with our preferred time frame before asking the Town Council for money.

5. The meeting adjourned at 8:10 pm.

Next meeting is scheduled for Thursday, October 27th, at 6:30 pm at the Winslow Town Office.