

Parks & Recreation Commission Meeting

Thursday, March 14, 2024

3:30 p.m.

Montague Town Hall Annex

One Avenue A

Turners Falls, MA 01376

Present: Barbara Kuklewicz, Chairperson (3:42 o.m.), Albert Cummings, Vice Chairperson, Jeff Singleton Secretary, Jon Dobosz, Director of Parks & Recreation

**Meeting is being recorded**

- 3:30pm **Meeting call to order**

**Montague Center Park Project Design Firm Recommendation**

**Motion:** Jeff Singleton makes the motion to table Items 1 & 2 until Barbara Kuklewicz arrives. Seconded by Albert Cummings.

**Approved 2-0**

- 3:35pm **Current FY 24 Operating Budget & Revolving Fund Balance**  
In the Commission packet were the monthly operating and revolving fund balances. There may be a reprioritizing of the facilities/Ground maintenance line item to accommodate the acquisition of infield dirt at Unity Park.

- 3:45pm **Montague Center Park Project Design Firm Recommendation**  
The Montague Center Park Improvement committee met last Wednesday to discuss and score the two park proposals. The first proposal was from Berkshire Design Group of Northampton, MA and the second was GZA GeoEnvironmental of Springfield, MA. The evaluation form scored the following items that must be included in the proposal:

- General design experience
- Acceptance of the scope of services as outline in the RFP
- Outline similar experience in Parks and accessibility project in Massachusetts
- Examples of the firm's similar projects funded by state or federal programs in MA
- Certificates of compliance with the local, state and federal tax laws
- Certificate of Non-collusion

- Price forms

The committee scored GZA higher on the form and their overall proposal was much stronger than Berkshire Design Group. There were misspellings on the cover page of Berkshire Design, an incorrect town of

Montague contact person, and Jon had to ask for a required digital proposal. These errors had an effect on their score.

**Motion:** Albert Cummings makes the motion to hire GZA Geoenvironmental for the design portion of the Montague Center Park Improvement; seconded by Jeff Singleton.

**Approved:** 3-0

- 3:50pm

**Capital Improvements Update - Blacksmith Shop Evaluation**

Jon met with architect Tris Metcalf, a month ago at the shop. His proposal was the only one submitted. The price given was \$5000. The original town meeting article appropriated a \$2000 budget for Task 1. Jon went to the selectboard requesting an additional \$1500 for Task 1 as noted in Metcalf's proposal with the option to go back to the selectboard for additional funds for Task 2. The Blacksmith shop evaluation will move ahead.

- 4:00pm

**Topics not anticipated in the 48 hour posing requirement**

No new topics discussed.

- 4:00pm

**Adjournment**

Albert Cummings makes the motion or adjourn; seconded by Barbara Kuklewicz.

**Approved:** 3-0

X \_\_\_\_\_

Date:

\_\_\_\_\_  
Jeff Singleton, Secretary OR:

X \_\_\_\_\_

\_\_\_\_\_  
Signature, Name & Title

Print:

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