



**PARKS AND RECREATION COMMITTEE
SPECIAL MEETING MINUTES*
MARCH 21, 2022
VIRTUAL ONLY MEETING**

1. Welcome, Call to Order and Roll Call

a. Meeting called to order at 12:02 p.m. by Chairperson Jason Corbin

b. Roll Call

Members: Jason Corbin, Ian Kaiser, Michelle Low, Amy Forbes, Kay Moore, Jennifer Lewer and Larry Carlson

Alternate:

Absent: Bob Cruickshank

Others: None

Guests: Ilene Kanoff, Ogunquit Town Office

2. Review of the Minutes from the March 14, 2022, Meeting

a. Motion to approve by: Larry; Seconded by: Kay Approved 7-0

3. Review Landscape Architect Proposals and Next Steps (Committee)

Kay provided us with an update

- 3 proposals in hand
- More boilerplate in nature
- Basics pretty much the same as they all propose a site visit, meeting with customer, map out geography of the site, develop a proposal and then provide a presentation that can be used with the voters for approval
- **Aceto Landscape Architects (ALA)**
 - **Kay** - small, 5 employee company founded in 2014. Experience similar to what we are looking for. Able to begin work immediately. Referred by Sanford where they did some work. Included "cut sheets" – designs of past projects. Proposed fee = \$9,500 plus expenses. They had submitted a proposal a year or so ago which was \$7,500.
 - **Larry** – overall opinion is that there was not any customization for us. Does not provide a timeline? Do not know timeliness or satisfaction of

past projects. Creativity is nice. Confused about what the fee actually means.

- **Jason** – concerned that the cost has increased by \$2,000 in a year.
- **Michelle** clarified that she thought it was closer to 2 years ago.

- **Sebago Technics**

- **Kay** – large consulting engineering company and is employee owned. Been in business for 40 years and has a landscape architectural division. Contact was Amy Segal who is the project manager and is on the Portland Parks & Recreation Committee and her husband is a Parks & Recreation Director in Poland Maine. Anticipate developing a concept by end of April (but that assumed they would be starting shortly). Willing to meet with Committee and community members which is the case with all 3 companies. Referred by Wells Parks & Recreation. Estimated fee is \$7,500 which includes Tasks 1 & 2. They do have the capability of applying for or assisting with applying for grants.
- **Jason** – likes the fact they have a grant writer on staff as well as experience with Parks and Rec departments.
- **Larry** – seem to have a good understanding of what we want to do. However, in general, there were not any examples of what they have done in the past, no references and the \$7,500 fee but really have no idea what the ultimate cost will be as it covers Task 1 & 2 while there are items in the other identified tasks which we would want.

- **Oak Point**

- **Kay** – had very good conversation with them. Do a lot of parks and schools as well. Full-service design company. Provided good information on their team; able to begin work immediately and provides a timeline. Very well thought out plan for us. Included example of a number of projects they have completed. Have won a number of awards. Proposed fee is \$9,850 which includes expenses and travel. Specific outline of what they would. The most professional of the proposals.
- **Larry** – hands down the best proposal and their fee is clear about what we are going to get.
- **Ian** – asked if they do grant writing if we need that? **Kay** had not asked that question and is not sure. Ian believes that is going to be necessary.
- **Discussion** – Ian wanted to know if we are doing this to bring to the Select Board. Larry reminded all that we do not actually need the Select Board approval if we want to do this according to purchasing policy, not that we should not inform everyone. According to policy, we only need to provide a memo with rationale to Mandy on why we made our selection. Does believe that we should let the Select Board know what we are doing through Carole and ask Matt & Mandy to review he

3 proposals. Ian wants to have a meeting with each of the firms. Land and Water Conservation Fund does reimburse for landscape architect up to 50% if we are successful with our bid. Michelle agrees that we be as transparent as possible as any backlash would result in us not getting the grant. Jason talked about fundraising if this fell through. Jason agreed that we need to have more clarity about what is being offered and for what price. We need references and contact them to see how projects were handled. Ian would like to meet them in person, but the group agreed that Zoom would be more cost effective for all. Larry wanted to make sure that we all realize that there is no way all this is going to get done for us to be able to apply for the LWCF grant until 2024 as none of these forms are going to be done by August 1st which is understandable. Michelle agrees that this is a lengthy process, but we should keep going. Part of the obligation to LWCF is perpetual stewardship of the park. All agree that Kay has done a wonderful job on this. Kay brought up that issues with the tennis courts need to be addressed.

4. Public Comment*

None

5. Other Business

None

6. Follow-Ups Items

- Kay will get back to all three, ask for references, clarification on fees and invite the three candidates to our May meeting. Committee members should send Kay specific questions they would like to have addressed.

7. Next meeting The next regularly scheduled monthly meeting will be the 2nd Monday of April (11th) @ 12 noon.

Meeting to adjourn made by Ian and seconded by Jen. Adjourned at 1:02 p.m.

Respectfully submitted,

Larry Carlson, Committee Member

****Please note that every effort is made to capture the essence of the meeting in these Minutes; however, they are not an exact replication of all items discussed or comments made. If you would like an actual replay of the meeting, please click on the link below which should allow you to watch the entire March 21, 2022 meeting on Town Hall Streams (Duration: 1:00)***

https://townhallstreams.com/stream.php?location_id=40&id=44401