

A special meeting of the Town Board of the Town of Moreau was held on May 6, 2019 in the Town of Moreau Municipal Building, 351 Reynolds Road, Moreau, New York for the purpose of a workshop to discuss the Universal Playground.

The Supervisor called the workshop to order at 6:00 p.m.

Town Board Members Present

John Hogan	Councilman
Alan VanTassel	Councilman
Gina LeClair	Councilwoman
Kyle Noonan	Councilman
Theodore T. Kusnierz, Jr.	Supervisor

Town Board Members Absent

None

Also present: Sandy Mahoney, Recreation Program Director; Dave Jones, Buildings and Grounds Working Supervisor; Lisa McCorkell, The LA Group and Kathleen Moore, Post Star Reporter

The Supervisor opened the workshop and turned the meeting over to Lisa McCorkell of The LA Group. She stated first, that the purpose of this meeting was to get some concept plans for the playground. She also stated that they could have discussion of any new ideas that the Town Board may have come up with, that should be incorporated into the plan. She stated that she had worked out some analysis of the site, now that it's in a new location. She stated that she looked at the new site with Councilman Hogan this spring. She stated that there are some more opportunities in the new area vs. the existing area. She stated that the program will be phased to meet the financial constraints but that phase I won't look like half of a playground, it will be fully functional. The concept plan will show the entire playground and explain the different phases. Ms. McCorkell stated, that with respect to the new location, the nearest parking lot is across the street and thought the Town Board may want to consider some parking spaces next to the playground itself. The Supervisor stated that he and Councilman Hogan had looked at the site and it is his goal to have a parking lot on the side of the playground. He also stated that the driveway to get into the playground shouldn't come off of Jan Avenue. He suggested that it come in from alongside the basketball courts. He stated that it's already cleared through that area except for maybe one tree. He suggested having the parking area along the northerly side of the playground. He stated that it will be completely separate, with less chance of kids running out in front of traffic. Ms. McCorkell stated that there was also discussion about making a walkway to the restrooms. The Supervisor asked Ms. McCorkell if there was a recommended distance that facilities should be placed. Ms. McCorkell replied that there isn't a required distance, however, the walkway should be accessible. She stated that if the Town needs to make changes to the restrooms or the walkway, they don't necessarily need that to be a part of the Playground plan, they can be part of the Town's Recreation Master Plan.

Ms. McCorkell stated that right now they're in the process of assessment mapping: meeting today, confirming a program, using the former aerial for a concept plan and gathering information. She stated that she recommended the Town select a vendor (playground equipment company), that they can work with through the design. She stated that the process may start with interviewing potential equipment manufacturers. She suggested that her firm could help with the process. Once selected, they would be designated an approved supplier of playground equipment for the Town. Once the vendor is selected, they can work with them to come up with the design and concept. The Supervisor stated that the Town would have to follow General Municipal Law, which requires projects over \$30,000.00 to go out to bid. Ms. McCorkell stated that designating a vendor allows the Town to spec their equipment, which doesn't mean that the other pieces of the project, such as installation, wouldn't go out to bid. The Supervisor asked that Ms. McCorkell supply the Town with five vendors and the Town Board will meet with them individually to see what they're willing to do with the budgeted cost. The Town Board would then select one of the vendors to work with Ms. McCorkell. Ms. McCorkell stated that after a vendor is selected, she would prepare construction documents so that the project could go out to bid.

Ms. McCorkell stated that her firm is currently contracted to produce concept sketches and cost analysis. Once they know the concept, they are better able to produce a proposal for the construction documents.

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At this point, they should know what will be donated and what will be in the bid documents. Once the general picture has been agreed upon, they can prepare the construction documents.

The Supervisor stated that BOCES has been at the Park and after speaking with Dave Jones, he didn't believe that they could do all of the clearing. He asked Ms. McCorkell if she would be coming up with a cost estimate for tree removal and grading. She stated that the concept plan would include everything to build the playground from start to finish and it would be itemized.

Ms. McCorkell displayed sketches of the proposed playground for the Board's review. There was a lengthy discussion regarding the layout of the playground within the designated area. In conclusion the Supervisor asked what needed to be done first. Ms. McCorkell stated that she would get him a list of playground equipment vendors. She stated that she could participate in the interviews if the Town Board would like her to. She stated that they will start working on their base mapping and start to get their ideas down on the big picture. She stated that she would get a few sketches together and then schedule another meeting. The Supervisor asked the Board how they wanted to conduct interviews with the vendors, with the Recreation Committee or the full Town Board. The Supervisor commented that one of the stipulations of the grant funding, is that you can't submit for reimbursement any expenditures that are incurred prior to being in contract. He asked Ms. McCorkell if they were limited on what they could do until they were under contract. She stated that she would look into his concerns. She did say that vendors will typically interview for free and contribute design ideas. The Supervisor asked how much time should be budgeted for each interview. Ms. McCorkell stated about an hour for each vendor. She also stated that they could provide to them ahead of time, some of the maps that have been prepared.

Ms. McCorkell asked if the Supervisor had spoken with the surveyor and he replied no. She asked if it would be ok for her to call him directly. The Supervisor didn't have a problem with that. She stated, that for the construction drawings, they'll want to have a survey done, with grade plan and drainage. She stated that what she has right now is sufficient for the concept to get started.

Councilwoman LeClair asked about the installation or construction of the equipment. Ms. McCorkell stated that most playground equipment companies do have an arm that's construction. Or, you can go out to bid and have a general contractor who is experienced with playground equipment. Or, there are all kinds of levels where communities do volunteer work. The contractor will supply so many people to oversee the volunteers. Ms. McCorkell stated, that once they get the design down, the Town can decide what level they want to be at.

The Supervisor asked the Board members if they had any comments, questions or suggestions. Councilman Noonan asked, when they were talking about phases, were they talking about different areas throughout the Park. Or, were they talking about more pieces within the same area? Ms. McCorkell stated that she thought it would all be in the same area. Councilman Noonan was of the same understanding but thought there was a mention of other areas of the Park. Ms. McCorkell stated that the phases are divided up by the activities of the playground and by the constructability. She stated that you don't want things in the way, when you're trying to build the next phase. She stated that they should work on the phase that's furthest away first, so you don't have anything in your way when building the next phase.

Councilman Hogan asked if they have an idea of what they want in the playground, other than a spray park and a universal swing. The Supervisor believed that it was mapped out in the conceptual plan. Ms. McCorkell stated, that for cost purposes, they had given an idea of what pieces would be in which phases.

Councilwoman LeClair asked about the age ratings for the equipment. Ms. McCorkell stated that every piece has an age rating, some being for safety and some being for interest. She stated that in order to divide it up, they included in the first phase, a multi-use piece of equipment for an age group. The other pieces could address other age groups. She stated that the next phase might have a multi-use piece of equipment for another age group.

Councilwoman LeClair stated that there have been a lot of volunteers that have helped come up with the concept. She asked how they will be included in the project. Ms. McCorkell stated that it would be great if

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they could be included in the discussion on the concept. She stated that once the concept is in place, it will have colorful graphics, which will be used for letting the public know what's going on, fund raising and other things of that nature. She also suggested that the Town may want to include people a little earlier in the process. She stated that there were some previous workshops that were attended by children for their ideas and didn't think that part needed to be repeated.

Sandy Mahoney stated that there was discussion about the barriers but asked if there was going to be a fence. Ms. McCorkell stated that fencing was included in the cost. She also stated that it should be in the details and commented that you don't want it to look like a cage. She mentioned other types of barriers that have been used at other parks, such as shrubbery, lattice work and flower boxes.

There was some brief conversations between those present before Ms. McCorkell left the workshop.

The Supervisor commented that he would like to schedule a brief executive session prior to the next regular Town Board meeting.

Resolution #2019-207

A motion was made by Councilman VanTassel, seconded by Councilman Noonan and carried, that an executive session be scheduled for May 14, 2019 at 6:30 p.m. for the purpose of having discussion on an unnamed employee's work performance.

Roll call vote resulted as follows:

Councilman Hogan	Aye
Councilman VanTassel	Aye
Councilwoman LeClair	Aye
Councilman Noonan	Aye
Supervisor Kusnierz	Aye

The workshop concluded at 6:55 p.m.

Respectfully submitted,

Leeann McCabe
Town Clerk