

Prescott Park Renovation Committee

Meeting Minutes

11-21-23

5:00-6:30

Vint welcomed and thanked everyone for their interest in serving on the committee.

Vint asked everyone to share what point of view they bring to the committee and why they were interested in serving.

CHARGE Vint went over the committee charge as assigned by the Board of Selectmen to make sure everyone understood what is being asked of the committee.

MEETING SCHEDULE Vint explained that Tuesdays at 5:00 was the only time that accommodated everyone's schedule for meetings. Everyone agreed to continue to meet on Tuesdays at 5:00, but all agreed that we may need to meet on other days of the week. Everyone also agreed to meet as frequently as needed, depending on the task at hand. Given the large number of committee members (16), all agreed that it will serve the committee well to form subcommittees to work on various tasks throughout the process, who will then report back to the full committee. The possibility of conducting some of the meetings via zoom was discussed and was left open as an option.

COMMITTEE OFFICERS After a brief discussion of the roles of each committee office the following members volunteered to fill each role:

Chairperson:	Dan Curnyn
Vice-Chairperson:	Andrea Bourn
Secretary:	Mindy Zapien

PROPOSAL REVIEW PROCESS Vint explained how the process will work to review the 6 proposals received by the Town of Meredith in response to their Request For Proposals for this project. He explained that the committee is charged to review and compare the proposals, utilizing a fair and transparent "grading" system, and then recommend the firm with the highest score to the Board of Selectmen. Andrea, who has prior experience with this process from having served on prior town committees, was kind enough to draft a proposal review form which she provided at the meeting. Andrea will provide the form to Vint for distribution to the full committee. Committee members are asked to send their completed proposal review forms to Vint by Dec 5. It was determined that the proposal review form will be used to narrow the list of 6 proposals down to a smaller number, and then the committee will evaluate the remaining proposals in greater detail, including the scheduling of interviews of the remaining firms. Everyone was very appreciative of Andrea's effort in providing the form. **Vint reminded everyone to please not contact any of the firms who submitted proposals at this time, to protect the integrity of the review process.** He explained that there will be a time within the process that firms and their references will be contacted, however this must be done in a professional and organized manner.

COMMUNITY SURVEY Vint asked all committee members to consider methods of surveying the community to gather input on what improvements are needed at Prescott Park. He explained what was done as part of the Parks and Recreation Dept. 15 Year Master Plan, and the importance of updating the input, as the last survey was completed approximately 7 years ago. The community survey will be conducted in conjunction with the chosen firm. Good ideas were shared regarding various methods of surveying the community and the many user groups who utilize the park.

PARK IMPROVEMENT IDEAS Vint asked committee members to share what they feel are the most critical needs at the park. Needs included accessibility, pedestrian, vehicular, and parking safety, security, field lighting, connect Lavarack Trail to school campus, drainage, infrastructure, paddleball courts, Food/Concessions, synthetic vs. natural playing surfaces, and a Fitness Trail.

KEY DEADLINE: Please return completed proposal review form to Vint by Dec 5.

Next Meeting: Dec. 12, 2023 5:00-6:30 Meredith Community Center

Respectfully Submitted,

Vint Choiniere, Director

Meredith Parks and Recreation Dept.