

Park and Recreation Commission  
Regularly Scheduled Meeting  
March 4th, 2008 Approved Meeting Minutes

Call meeting to order.

Mission statement: To facilitate the development and maintenance of safe and accessible passive and active park and recreational facilities to meet the identified needs and interests of the residents of East Fallowfield Township, Pennsylvania.

Attendees: Peter Massaro (CM), Sally Green (SG), Jeanne Berlin (JBe), Brian Carling (BC), Jan Bowers (JBo), Bill Harker (BH), Bob King (BK), Cherlye Hanson (CH), Joe Dietrich (JD), Bill Dixon (BD), Supervisor Chris Makely (CM)

A. Old Business

1. P&RC meeting minutes
  - a. Review and discussion of P&RC meeting minutes from February 19th, 2008. Vote on acceptance of minutes.
2. BOS Meeting on February 26<sup>th</sup>, 2008 (for informational purposes only)
  - a. January 31, 2008 fee-in-lieu balance ~ \$454,000
  - b. The Township has been told they should expect to be the recipient of a County Grant for \$300,000 to be used towards the acquisition of the Beagle Club
  - c. Purchase price is \$1.8mm
  - d. Acreage is 100
  - e. Township obligation (10%) \$180,000 will come from fee-in-lieu of funds.
  - f. See attached P&RC Summary of other topics presented. Note, recommendation that base contract plus alternates 1 and 2 be awarded so that P&RC could apply for the grant to fund alternate #3. If necessary, we can discuss current construction budget.
3. Phase 2 (from now on appropriately named for the meadow trail segment and bridge)
  - a. Review proposal from Landscape Architects
    - i. Due to the limited amount of time tonight and the inability to read any of the proposals before tonight's meeting, I suggest we break the group into three smaller groups and assign each group two proposals. Each smaller group would rate them based upon responsiveness to the RFP (see attached), technical merit, experience and price. The three companies would then be invited to the workshop for an interview. This process is open to modifications and recommendations.

Decision matrix:

Price

Overall Qualifications

Experience on projects in Chester County

Location of office or project manager

Experience on DCNR funded projects

Full service (civil engineering capabilities in house)

Rate schedule

Experience in designing parks

Tasks expected of Landscape Architect:

Write grant application

Bridge Design

Complete Permits

CCCD

HOP

DEP

Aid in relocation of existing bridge

Pick-up with design of where we left off for phase II

Bid phase IA (meadow trail segment)

Beagle club design

Brinton station master site plan

Further development of existing park

Woodland, wetland, vegetation planning

Pavilion

B. New Business

1. Next P&RC meeting is scheduled for March 18<sup>th</sup>. Expected agenda is to interview the three Landscape architects. Meeting to be held in the Township Bldg. Start time 6:30
2. Next BOS meeting is scheduled for March 25<sup>th</sup>, 2008 @ 6:00. Plan to recommend selection of Landscape architect

Meeting adjournment