

MEETING NOTES
“BUILDING OF CODY CAMP FOUNDATION BASEBALL FIELDS”
COLCHESTER TOWN HALL – MEETING ROOM #1
THURSDAY, JULY 17, 2008; 8:30 TO 10:00 A.M

Attendees: Mike Caplet, Maggie Cosgrove, Jay Gigliotti, Craig Grimord, Bruce Hayn, Bill Hettrick, Linda Hodge, Karen Loiselle, Bob McGovern, Greg Plunkett, Tim York

Discussion Regarding Draft Agreement

Linda had emailed the draft agreement drawn up by Mary Jo Anderson and Tom Mooney of Shipman and Goodwin, with input from Doug Gillette and participants in earlier meetings with the Cody Camp Foundation (CCF). Additional copies were distributed at the meeting.

CCF legal counsel is working with Mary Jo to resolve outstanding issues. Linda asked for feedback from the group whether there are any issues that “jump off the page” for them so that those issues can also be resolved before bringing a final draft to the Board of Selectmen, Board of Education, and CCF for review and approvals. Bob, Karen, and Linda agreed that it would be best if legal counsel conferred and arrived at an agreement agreeable to all.

Major agreement items under discussion: naming of the field, volunteer licenses, background checks of all going on the property. Everyone agreed that adding the name of the field directly into the agreement would alleviate a lot of concerns – by approving the agreement, all entities are in fact approving the name.

Linda also let everyone know that while she has received multiple emails from Mary Jo Anderson and Doug Gillette outlining the approval process, that process is not included in the agreement. Mary Jo will work with Tom Mooney, who has been on vacation, to develop a process opinion for us on Friday. Linda will request that the opinion take the same format as those received in the past.

Linda also asked that if anyone needs any additional information other than the above, they let her know directly so that it can all be obtained before the various documents go to the boards.

Karen expressed a concern regarding the need to incorporate background checks for volunteers into the agreement. Bob agreed that if Karen provides the necessary forms, CCF will take care of the background checks.

Project Planning/Work

Work will not begin on the project until all drawings and construction documents are reviewed and approved by the appropriate departments/personnel. Tim recommended that CCF contact someone with professional background in plan design to help, i.e. a land surveyor or an architect. He explained that a detailed site plan would be needed, including but not limited to drainage issues, irrigation (if any), utilities, structures, parking spaces, signage, handicap access, easement requirements, etc..

Linda will provide Bob, when he is ready for them, with the environmental studies that have already been done.

Project management will fall under the auspices of Jay Cohen and Greg Plunkett.

Bob reported current progress on the job:

- The mission of the foundation is to create a memorial. Building the little league field is a means to an end. The goal is to build two state-of-the-art little league fields. If the volunteers and professional contractors discount their services, along with cash on hand – CCF has enough resources to get the field leveled and graded.
- CCF received their 501c3 status about a year ago.
- An engineer from Cheshire is working on a grade plan. Because of the slope on the property, it will include some type of retaining wall in order to get two fields on the location.
- A Colchester-based netting company will donate some amount of netting to help with the condition which will exist as the fields are so close together.
- Bob has been working on commitments for donations and donated services; however, as the process continues over time, it can be challenging to keep those commitments. Once the agreement is signed, CCF will have something of substance that can be brought to larger possible donators to get them energized and increase donation/volunteers.
- CCF has a tree remover who will work at a discounted rate.
- Richie Baldi has committed the entire needed fill. Kobyluck will help as well, but cannot do anything until they get the cut and grade plan; then they will be able to quote.

The sequence of approval through Planning & Zoning for the actual building process once the site plan is submitted was explained by Tim.

After much discussion, it was agreed by all parties that the CCF will focus on building one field (versus two) and grade for the second field.

Finance/Insurance

The amount of funds spent on the project by the Town was questioned. Linda explained that no funds have been spent on the actual project. Legal funds to-date have been expended to obtain answers to questions posed by various Town boards and departments in order to make a determination on whether and how to move forward with the project.

Bill pointed out the indemnification agreement: the normal course of action when someone gets hurt on a municipal project is to go after the big dollars and that through this agreement. If anything like that happens, CCF will be responsible, so it is important to ensure adequate insurance coverage.

Naming

Bill also expressed a concern that the possibility exists that the name not be approved. It was suggested that the following be put in the agreement: “the name of the field will be...”, then by approving the agreement, the name will be approved. Bill thought this is a good idea; then the BoE will follow up with a motion to name the field the official name. Per Bob, the official name is to be “The Cody Camp Memorial Field.”

Agreed Upon Next Steps

- Submit additional questions to Linda, who will work with legal counsel to modify agreement based on concerns/questions. All
- Contact Anwar to see if we will volunteer his time. Karen
- Volunteer Background Check Consent forms to Bob. Karen
- Obtain process opinion from legal counsel in same format as those obtained for bonding issues. Linda
- Obtain modified agreement. Linda
- Work with Greg Plunkett, Jay Cohen, Planning & Zoning, and Lawrence Association to develop a detailed site plan confined to specific work to be completed (versus larger concept), including better parking, emergency and handicapped access. Bob
- Obtain Colchester’s insurance vendor’s contact information (Maggie C) and the Builder’s Association of CT (Bruce); contact them regarding obtaining coverage for volunteers, as well as a risk management policy for the entire project. Bob
- Provide bank statements and financials (Balance Sheet and Operating Statement) to the Town. CCF

Next Meeting

Once CCF obtains a set of drawings, a meeting will be set up with Karen, Bill, Linda, and the Planning and Zoning department to review and make comments. Once the review and all of the above has occurred, the entire group will meet again to discuss next steps.