

Approved BASIC Draft Meeting Notes 11/18/14
Gibson Aiken Center, 6:30 PM

Members in attendance: Joe Bushey, Jeff Clark, Melissa Clark, Spencer Crispe, Francine Vallario (Quorum has been met)

Others in attendance: Carol Lolatte, Marty Fitzgerald, Patty Fitzgerald

1. Adjust meeting agenda – Item #4 has been added
2. Approve meeting notes from October 6, 2014 – A typo has been found in item #6. The \$ was removed from the square footage listed. Notes are Approved, 5-0 vote
3. Public Participation – none
4. Shane McFalls applied to the vacant committee member position but was refused because his residency is Williamsville. The new town rules implemented a few years ago require all new committee members be Brattleboro residents
5. Update on feasibility study letters to:
 - a. Letters to donors – There is still no feedback from donors requesting their money be returned. However, \$625 was donated by various individuals as a result of these letters.
 - b. Tony Hawk Foundation – An update letter was sent out to the THF by Melissa
 - c. Vt. Bldg. & General Services Grant – update from Carol – The current grant received by the Vt. Bldg. & General Services specifies the funds be used at the Crowell Lot location. BASIC will need to write a letter updating them on our status and ask if the money may be used at the LMP site
 - d. Website update – The BASIC website has been updated with our current status and feasibility info. The ‘About’ tab on our website still lists the old members of BASIC. Each existing member will update their summary and Melissa will contact Rebecca Sevigny to have them added to the site.
6. Update from Carol regarding balance due to ASD – The original contract through ASD was for \$16,500 and has been paid in full. BASIC voted to spend an additional \$4,930 for ASD to itemize the costs and amounts of materials so in-kind donations could be sought. There is a balance of \$2,774.85 on this additional purchase order for work not yet performed. From the work that has been provided, there is \$1,132.66 still due to ASD. that we still owe.
7. Update on project - Meeting with Jeff, Melissa and Adam, Where we are and what are the options:
 - Jeff, Melissa and Adam met after the first initial meeting to determine if a 6,500 sf park can fit within the Theresa

Brundgardt area as proposed without encroaching on the critical root zones of the trees. If BASIC is not allowed to encroach on the trees, it would be necessary to use some space outside of the fenced in area to obtain a 6,500 sf skatepark. Adam is currently working on drawings showing three different proposed plans for the space.

- Adam has submitted a proposal to BASIC with descriptions of the work he will perform with a completion date of mid-January 2015. He is asking for \$2,340 from BASIC for the services in his proposal. This proposal was submitted on letterhead with his own name and address, not Stevens & Associates (his employer). The town requires all vendors have proof of liability insurance and workman's comp. BASIC cannot ask the town manager to accept his proposal as is until we verify the legitimacy of him as a vendor. Joe motioned to authorize that Jeff speak with Adam per our discussion that he verify he can act sufficiently as a vendor to the town of Brattleboro. If he cannot, he must act under the supervision of Stevens & Assoc. Motion was accepted, 5-0 in favor. Subject to the verification of his vendor status, BASIC will present the contract to the town manager to fulfill payment and enter into this agreement. There is no indication at this point that Adam would not continue his work if the proposal is refused by the town.

8. Set date of next meeting - Tuesday, December 2, 2014 6:30 pm
Gibson Aiken Center
9. Adjourn