

**MINUTES OF THE MILLVILLE
PARK & RECREATION COMMITTEE MEETING
May 25, 2017 @ 1:00 p.m.**

In attendance were Chairman Steve Maneri; Committee Member Valerie Faden; Town Code & Building Official Eric Evans; Committee Members Peter Michel; Committee Member Paul DuCott; Committee Member Pat Plocek; GMB Representative Morgan Helfrich; and Town Clerk Matt Amerling. Town Manager/Secretary Debbie Botchie attended via phone conference.

1. CALL MEETING TO ORDER

Deputy Mayor Steve Maneri called the meeting to order at 12:59 p.m.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

3. ROLL CALL

All members were present except Town Manager/Secretary Debbie Botchie, who called in via phone conference.

4. ADOPTION OF PARK & RECREATION COMMITTEE MINUTES

A. Minutes – May 18, 2017

Committee Member Pat Plocek stated on page two (2), under the paragraph, starting with “Mr. Plocek stated ...,” the language should be added to painting the lines on the fine crushed clamshell that it is also “easier for people to walk on.”

Mr. Plocek motioned to accept the May 18, 2017, Town Parks & Recreation meeting minutes with the one amendment. Committee Member Peter Michel seconded the motion. Motion carried 7-0.

5. DISCUSS COMMUNITY CENTER AND STORAGE FACILITY DESIGN –

Morgan Helfrich of GMB

Mr. Maneri stated what was discussed at the last meeting was the hallway in the community center should be narrowed down from the eleven (11) feet, three (3) inches. Morgan Helfrich, of George, Miles & Buhr (GMB), stated yes. Mr. Maneri stated the committee also wanted to have an encapsulated crawl space, conditioned, with block rather than board. Mr. Maneri further asked if attic trusses may be placed over the living area (the office spaces) and then regular over the gathering hall. Ms. Helfrich stated yes, and asked where the entrance to the attic would be located. Mr. Maneri stated in one of the offices there would be a drop-down/pull-down stairway. Ms. Helfrich asked if the Town wants to do a straight gable or some outside elevation she’s missed. Mr. Maneri stated the Town is looking at two (2) roof pitches, either a 6/12 or 7/12, and the Town wants to try and get storage just in that area. Ms. Helfrich stated if the hallway is getting narrowed down, she can tuck that stair in the corner of the office. Mr. Maneri stated the 6/12 or 7/12 is for the application of solar. Ms.

Helfrich asked if the solar company wanted a 7/12 in lieu of a 6/12. Committee Member Valerie Faden stated different companies have had varying opinions but the median is either 6/12 or 7/12. Ms. Helfrich stated the location of the building and how it sits will be critical for the solar. Ms. Faden stated when the tax ditch was cleared, some of the trees closest to the area for the building were removed. Mr. Maneri stated there are only two (2) trees which will need to be removed and those are on the other property (which doesn't belong to the Town); but once the development of that property starts, because the owner wants the development to connect to the park and those trees will be gone. Town Code & Building Official Eric Evans stated the Town wants to fit solar panels on the building, but it also wants to make it so conduit can be ran out to the parking lot in case the Town wants to put solar panels in the parking lot, as well as under the track in case the Town wants solar panels out in the field. Mr. Evans stated if it comes down to the face it's not feasible on the building, the Town wants the option to do everything the Town can to "go green" with this. Ms. Helfrich stated the Town will have to notify AECOM as to the locations of other solar panels because they will have to stub it out.

Mr. Plocek stated the committee has to make sure it gets the correct dimensions it wants for the storage space in the building for things such as tables, carts, chairs, etc. Mr. Evans showed the committee the dimensions for the table carts, chairs, and for two portable stages which each alone are four (4) feet long, two (2) feet wide. Ms. Helfrich asked how many chairs the committee wants for in the gathering hall. Mr. Evans stated he thinks one-hundred-twenty (120) chairs. Mr. Plocek stated the service window leading into the gathering hall should have a shutter that comes down so it can close if off to secure the kitchen. Mr. Evans stated he thinks there should be a long area for the space for a coat rack; there should be a water fountain in the gathering hall; the Town should go tankless and get the tankless heater either in the office closet, the attic or the crawl space, so it's minimal travel to the bathrooms and the kitchen. Mr. Maneri stated he would put it in the office closet. Mr. Evans stated there should be a double oven warmer, a dishwasher in the kitchen as well as a standalone ice-maker. Mr. Evans further stated the island in the kitchen should have cabinets underneath for storage, and the utility closet off to the left end of the building can be smaller.

Ms. Helfrich stated from last week's meeting, Ms. Helfrich saw the comments that the committee does want an oven in the kitchen, but any time a person has an oven, it will be considered a commercial kitchen, so the Town will have to have the Health Department in here and everything will have to meet Code. Ms. Helfrich stated she thinks the kitchen is currently undersized and she doesn't think adding another two (2) feet to it will help. Mr. Evans asked what if the Town just does warmers. Ms. Helfrich stated the Town can do warmers, anything that's electrical and can plug in. Ms. Helfrich asked if it's a no on the commercial kitchen. Mr. Maneri stated no commercial kitchen. Ms. Helfrich stated she thinks the Town will need a pantry for events and didn't see one on the plan. Mr. Plocek stated he doesn't think the Town needs a pantry but it's ultimately up to the Committee. Town Manager Debbie Botchie stated she thinks the Town does need it due to the events going on. Mr. Maneri stated there will be cabinets. Ms. Botchie asked how many cabinets. Ms. Helfrich stated there

aren't many, and with any community hall, Ms. Helfrich has not done one without a pantry, and she recommends one. Ms. Helfrich stated the Town can use the ADA bathrooms as part of the multi-gender/family-style bathrooms and the Town wouldn't need to have a separate ADA bathroom. Ms. Helfrich stated doing so would provide extra space for a pantry. Ms. Helfrich stated she will try to get a pantry and a coat closet and work with the bathroom numbers and present something at the next meeting.

Ms. Helfrich stated, regarding the service window leading into the gathering hall, it may be better to have some kinds of service doors (i.e., French doors, etc.) instead of a window. The committee agreed. Ms. Helfrich asked how many people would be expected to gather in the conference room. Ms. Faden stated about twenty-five (25) people. Ms. Helfrich stated due to adding bigger bathrooms and pantry and closet space, she may have to make the conference room a bit smaller. Ms. Botchie stated the conference room doesn't need to be as big because the Town talked previously about making the largest room – the gathering hall – have the ability to have a divider run down the middle to separate it so other separate gatherings could happen at once. Ms. Helfrich stated she could add a folding partition for the gathering hall right down the middle so the two doors can be split so each side has an entrance/exit, and, if needed, there can be a door in the partition to get from one side to the other. Ms. Helfrich stated there should be a side where there is just a wall so the stage can go against that area. Ms. Helfrich stated the utility closet at the end of the building does not have to have access from the inside of the building but can have access from the outside and can be put slab on grade. Mr. Evans stated that is fine but he wanted a space for mops, cleaning products, etc. Ms. Helfrich stated she can work in a janitorial closet.

Ms. Helfrich stated she got Ms. Botchie's pictures on the outside aesthetic and thinks they're nice, but, if this is a smaller building than the footprint shown on the site plan and this will have to be raised for a crawl space, Ms. Helfrich thinks it would be nice to add a front porch. Mr. Maneri stated he doesn't think we will be able to due to DelDOT and their frontage setback allowances. Ms. Helfrich stated yes, but the building currently is a bit smaller than the plan and there is some space for a porch. Ms. Helfrich stated she will try to install just one (1) handicapped ramp, and not separating the space, but it will depend on until she looks at the occupancy. Ms. Botchie stated she would like a porch too. Mr. Evans stated the committee knows the way the structure will be placed on the lot, and they know the gable will go into the front, but asked if Ms. Botchie wants fake gables facing Dukes Drive. Ms. Helfrich agrees there should be some frontage but it will cost more money. Ms. Helfrich asked if the Town wants a pretty high ceiling for the gathering room side of the building. Mr. Maneri stated he only wanted the ceiling about nine (9) feet high so the Town is not spending too much money on heating or cooling the area. Ms. Helfrich stated she recommends putting in at least a twelve (12)-foot ceiling so, for gatherings, people don't feel so claustrophobic. Mr. Plocek and Ms. Botchie agreed on the 12-foot ceilings. Ms. Helfrich stated there could be a compromise to expose every other one of the trusses and box them out of drywall, and maybe six (6) to twelve (12) inches above that will be acoustical ceiling tile with regular lights so there is the idea of a coffered

ceiling. Mr. Plocek stated the committee won't lock in Ms. Helfrich right now but have her find some cost estimates over suggestions.

Ms. Botchie asked if everyone liked the photos she submitted for the overall outside look of the building. The Committee stated they liked it. Ms. Botchie asked Ms. Faden if, according to the feedback from the park surveys, if a lot of people would use the community building for events. Ms. Faden stated yes, a majority of people would use the building, mostly for the homeowners' association (HOA) meetings and parties including alcohol. Ms. Botchie stated she would suggest maybe spending more money for the outside of the building so the façade looks very good for those looking for a nice venue. Ms. Faden asked if there was some extra space where there could be additional parking. Mr. Evans stated people can park alongside Dukes Drive. Ms. Helfrich stated the Town may want to consider putting additional parking in the green open space area of the park, especially if someone decides to have a tented event on the premises.

Ms. Helfrich asked the purpose of the generator. Mr. Evans stated the generator is 75kw so the generator should be able to "hit" the whole building plus the bathrooms. Ms. Faden stated her only other point is the LEED certification and asked if there is any geothermal option for the heating. Ms. Helfrich stated she did not write up this proposal as being a LEED building; however, that is a whole other "kit n' caboodle" so it would cost a lot more money. Ms. Helfrich stated GMB's mechanical person is RMF and once GMB has a set design, they can come in and discuss options for different mechanical systems they would recommend for the space. Ms. Helfrich further stated LEED certification requires the Town to test and balance it, commissioning people to come in and look at it, as well as doing another survey after eighteen (18) months of it being in use to see if eighty percent (80%) the occupants are satisfied with the base; and if they're not, the Town will have to fix it. Ms. Helfrich stated the only thing she is seeing for GMB's LEED projects right now are for federal government money that are NASA projects, or community health facilities, so the LEED is a level way beyond what the Town needs for this simple of a building. Ms. Helfrich stated GMB can give suggestions for green materials to use in the building, which is done regardless, but GMB doesn't track it for LEED certification. Ms. Faden stated she is looking into green building and green infrastructure and working it into a community sustainability grant so there may be some additional funding for it. Ms. Helfrich stated she thinks Ms. Faden's biggest opportunity for that would be through AECOM representative Kyle Gulbranson, because the ones GMB has used before have been things such as pervious pavement and rain gardens, and Ms. Helfrich stated she thinks that would be the easiest way for Ms. Faden to go.

Mr. Maneri stated, for the outside bathroom facilities, the only things needed, which were discussed at the previous meeting, were diaper changing tables in both bathrooms, blow hand driers, floor sloping towards the center, a water spigot to wash the inside of the floor, floor vents, a sink bolted to the wall (no vanity), and stalls because the Town doesn't want to risk locking the door going outside and then an emergency occur. Mr. Evans stated he agrees and doesn't think the outer doors should

be lockable from the inside, but rather via a key lock on the outside. Mr. Plocek stated the Town could look into automatic time locks. Mr. Maneri stated he likes the idea of renting a few port-a-potties if/when there is a big event onsite, so the Town can cut down the amount of stalls in the outside bathroom building, as well as the sewer flow with EDUs. Ms. Helfrich stated the decision is ultimately up to the Town because there is no specific occupancy on the park, and the restrooms are an amenity. Mr. Evans stated the renting of port-a-potties would be up to the person throwing the event to be responsible for. Ms. Helfrich presented the Committee with a plan from the City of Lewes beach bathhouse and showed the committee what the bathrooms could look like. Ms. Helfrich stated she does think there should be diaper-changing tables but not the pull-down stations; but rather a countertop with a lip to prevent infants from falling off, and an open shelf underneath to hold a diaper bag. Ms. Helfrich further stated under State law, the handicapped stalls need to have a sink inside the stall. Mr. Evans stated if the showers in this plan were taken out and a one-car garage was added in the middle, then the footprint of the building is still under what the Town has come up with. Ms. Helfrich asked how many stalls the Town wants in each bathroom. Mr. Plocek stated he would suggest at least three (3) stalls in each, and all of the toilets and faucets each need their own water shut-off valve behind the wall. Ms. Helfrich asked if the Town wants heat or not in the outside bathrooms. Mr. Maneri stated he is thinking no heat. Town Clerk Matt Amerling stated there are going to be a lot of people coming in during the winter and a bathroom with no heat whatsoever will be very cold, and asked about kids going in. Ms. Helfrich stated the restrooms don't have to be fully heated but heated just enough to "pull the chill off," maybe fifty (50) degrees, but any time heat is put in a building, insulation needs to be added, but it's not much cost. Mr. Plocek stated yes, and coming back later and adding heat costs a lot more. Ms. Helfrich stated her agreement that it costs "many hundreds of dollars" to retrofit for heat, and thinks the Town should put heat in just to take the chill out. Mr. Evans stated if there will be heating in the bathrooms, the flood vents will do no good as the heat will escape through them. Ms. Helfrich stated there are flood vents available which are closeable. Mr. Evans stated heat can still escape. Ms. Helfrich stated it doesn't matter because the Town is really only turning the heat on when someone is opening the door and to prevent the rooms from freezing, especially the toilet seats. Mr. Plocek stated he thinks there should be insulation added. Ms. Helfrich stated she can come back to the heating issue later.

Mr. Plocek stated if the building is being heated, the Town can put the spigot inside, under the sink so the water doesn't need to be turned off in the winter. Mr. Evans asked to put the stalls, the sink and the changing table all along one wall so it's easier to protect the piping. Ms. Helfrich stated yes. Ms. Helfrich asked if the Town wanted to provide a drinking fountain. The Committee stated yes. Ms. Botchie asked what the outside of the restroom building will look like. Mr. Evans stated a block building. Mr. Maneri stated the Town may veneer the front and sides to match the look of the community building. Ms. Helfrich stated she can bring some ideas to the next meeting, including split-face block. Ms. Helfrich further stated the stainless steel sinks can be a bit expensive, but she will bring some ideas to the next meeting. Mr. Maneri asked if the Town was still interested in a stainless steel mirror so as to reduce the breaking of

glass. Ms. Helfrich stated she understands the Town wants something durable and hard to break, so she'll look into some options and get back to the Town on it. The Committee agreed to automatic flushing and faucets.

Ms. Botchie asked if the single transformer will take care of the electricity for the pavilion for movies, concerts. Mr. Evans stated there will be 2/10 or 1/10 electric so it should be enough power coming in but there will have to be a large breaker box and a transformer going from a breaker in the main community building to go to a regular box in the utility box in the maintenance building and run large electric line out to the pavilion, which will also need a breaker box out there, needing a two-twenty (220) with a two-hundred (200)-amp service and break it down in the breakers from there.

6. PARK SURVEY RESULTS – Committee Member Valerie Faden

Ms. Faden stated there are one-hundred-seventy-five (175) surveys turned in so far and more were just handed to Ms. Faden tonight, but this is just to share the preliminary results of those turned in so far. Ms. Faden stated when asked what feature would be used the most, the walking trail was in the lead. Ms. Faden stated, regarding the community building usage, the winning result was for HOA use, followed by using the building for a party including alcohol. Ms. Faden stated there were comments about what else people would like to see in the building, which included concerts and music, book clubs, crafts for kids, business meetings, bridge games, just to name a few. Ms. Botchie stated another popular game is Mahjong. Ms. Faden stated the 40-yard dash was the least popular because of the age range of residents who are mostly retired seniors. Ms. Faden stated the second least favored amenity was the children's playground for ages two (2) to five (5). Ms. Faden stated most people commented on wanting a dog park but Ms. Faden knows the Town has already explored that option. Ms. Faden stated most people said they'd like to see picnic tables and chairs at the park as well as a bike trail. Ms. Faden stated another option people responded to wanting was a solar energy/renewable energy usage. Ms. Faden further stated in the comments, people said they'd like a swimming pool, a community garden, and a possible water fountain/sprinkler system in the concrete for kids to run through. Ms. Faden stated ninety-one percent (91%) of respondents said they would use the park year-round. Ms. Botchie stated these suggestions are something the Town should keep in mind and on record because every year, the Town can apply for the State park grant to go toward such things.

Ms. Botchie stated she spoke with two (2) individuals regarding the crushed clamshells for the parking lot, and they both pretty much said the same thing. Ms. Botchie asked Town Clerk Matt Amerling if the one (1) gentleman from Lewes had called Mr. Amerling back with an estimate. Mr. Amerling stated yes, the man, Bobby, told Mr. Amerling to get the twenty-thousand (20,000) square feet of cured clamshell at four (4) inches thick would cost one-thousand dollars (\$1000.00) per truck load and would take about twenty-two (22) to twenty-five (25) truck loads, making it twenty-two-thousand (\$22,000.00) to twenty-five-thousand dollars (\$25,000.00). Ms. Botchie stated Mike McCarthy, of McCarthy Stones, said the Town should get recycled

concrete for the base with two (2) inches of crushed clamshell, and not go with the crushed stone dust because it's messy and clings to everything. Ms. Botchie stated Mr. McCarthy will stop by and give an estimate on it all. Mr. Maneri stated he did some research and the recycled concrete is a lot more affordable than the stone dust, easier to produce, and it's just as environmentally friendly. Mr. Maneri stated he will check with GameTime as to laying the concrete as well as buying it. Mr. Plocek stated Mr. Maneri might want to also ask if the Town can use recycled concrete rather than crushed stone. Ms. Botchie ended her phone call and left the meeting.

7. DISCUSS POSSIBLE SOLAR INSTALLATION – Committee Member Valerie Faden

Ms. Faden stated, regarding the minutes from the last meeting, Ms. Faden thought she would be able to offset the cost of the solar installation with the grant, but now she is not so certain because she is looking at some of the grant monies and details so Ms. Faden has to go back and review some of it. Ms. Faden stated she is looking at some of the programs and their timeframes, and whether the items needed can be written off one-hundred percent (100%). Ms. Faden stated she will create a spreadsheet of the solar companies with the grant information for the next meeting so the Committee can look at it and try to figure out how much money to put towards the solar. Ms. Faden stated the gentleman from Clean Energy was discussing a grant of eighteen-thousand dollars (\$18,000.00) to a fifty-one-thousand dollar (\$51,000.00) installation, as well as applying the buyback of generated energy, which would come to twenty-three-thousand dollars (\$23,000.00) total out of the \$51,000.00.

Mr. Evans stated as far as the Town going solar in the park, Mr. Evans thinks the Town will have to hire someone to write specifications for the Town because it will have to go out for bid anyhow. Mr. Evans stated the Town will have to get Town Solicitor Seth Thompson to put together a generic bid package or the Town will have to know how much wattage is needed and how many panels will have to be installed. Ms. Faden stated when the Town applies for the grant money, there are some places where they have consultants available to help and some may be free for non-profits, so the Committee can look through some of that as well. Ms. Faden stated her recommendation is to wait until there is a final approved plan of the community building so the Town knows what exactly is needed. Mr. Maneri stated the Committee will have to get the entire dimensions of the building first, see what the roof is looking like, see if there's anything that can go on the pavilion, and it's difficult to lay those out when they haven't been up for review yet. Mr. Evans stated his agreement as well as needing to know how much electricity will be used for the buildings and any events, and then we may need electrical engineers. Ms. Faden stated the proposition is if the Town could use an estimate of the new Town Hall building and use that to gauge what the park community building electrical may be. Mr. Plocek stated that may not work because one building may not get used as much as the other, and it is better to just come up with something for the park community building and not worry about the new Town Hall building. Mr. Plocek stated the Town can always come back and add solar later if need be or desired. Ms. Faden stated the Committee should be cognizant

there has to be some considerations for the types of grants and their application periods because some grants do grant more money for new installations as opposed to retrofits. Mr. Evans stated the Committee also needs to keep in mind the solar panels going in is not to run the park, or the lighting or the buildings, but rather “spin the needle backwards or stop it,” and the Town will still buy its electric but if the Town saves a certain percentage, that’s great.

8. ANNOUNCEMENT OF NEXT MEETING

The next Parks & Recreation meeting will be on Thursday, June 15, 2017, at 1 p.m.

9. ADJOURNMENT

Ms. Faden motioned to adjourn at 2:58 p.m. Mr. Plocek seconded the motion. Motion carried 6-0.

Respectfully submitted,
Matt Amerling, Town Clerk