

**MINUTES OF THE MILLVILLE  
PARK & RECREATION COMMITTEE MEETING  
September 14, 2017 @ 1:00 p.m.**

In attendance were Chairman Steve Maneri; Town Code & Building Official Eric Evans; Committee Member Valerie Faden; Committee Member Peter Michel; Town Clerk Matt Amerling; Committee Member Paul DuCott and Committee Member Pat Plocek.

**1. CALL MEETING TO ORDER**

Deputy Mayor Steve Maneri called the meeting to order at 1:00 p.m.

**2. PLEDGE OF ALLEGIANCE TO THE FLAG**

**3. ROLL CALL**

All members were present. Deputy Mayor/Parks & Recreation Chairman Steve Maneri stated Town Manager Debbie Botchie has resigned from the Parks & Recreation Committee, and Town Clerk Matt Amerling has agreed to fill the vacant position on the Committee.

**4. ADOPTION OF PARK & RECREATION COMMITTEE MINUTES**

**A. Minutes – August 17, 2017**

Committee Member Eric Evans motioned to accept the August 17, 2017, Town Parks & Recreation meeting minutes. Committee Member Peter Michel seconded the motion. Motion carried 5-0-2 abstentions from Committee Members Paul DuCott and Pat Plocek.

**5. REVIEW AND POSSIBLE VOTE ON THE FLOOR SAMPLES, LOCKING FOR DOORS, KITCHEN APPLIANCES AND SIDING ON THE BUILDINGS.**

Mr. Evans stated he spoke with a professional interior designer who does Delaware Power up north, as well as a floor installer and they both came up with a thick luxury vinyl tile (LVT), and they both recommended this LVT for the banquet/dance hall. Mr. Evans stated there is also a panel which looks like wood planks, which is used at Millville by the Sea (MBTS). George, Miles & Buhr (GMB) representative Morgan Helfrich stated the sheet vinyl comes in a roll and will have a mechanically welded seam, and, depending on the color chosen, the mechanically welded seam is going to be visible, which is not as aesthetically pleasing. Ms. Helfrich stated the LVT would be a little more expensive, ranging from five dollars and fifty cents (\$5.50) to six dollars and fifty cents (\$6.50) per square foot, whereas the roll sheet vinyl will be about four dollars (\$4.00) per square foot. Committee Member Valerie Faden asked if the roll sheet and the LVT is the same material. Ms. Helfrich stated no, the LVT is thicker and sturdier. Committee Member Pat Plocek stated the advantage to the tile is if one gets damaged, there is only one tile to replace. Ms. Faden stated she did not particularly like the texture of the LVT and is concerned about cleaning it. Mr. Evans

stated the tiles come in all different styles and textures, but the LVT is the flooring which will last the longest. Mr. Plocek stated another aspect to think of is the smooth flooring, if it gets wet, will be awfully slippery. Mr. Maneri stated he doesn't want to risk the breaking of the tile, and liked the idea of the vinyl sheet roll because, if they come in long strips, a person would see less seams. Mr. Evans stated yes, but the tiles can look like there are wood planks down, if you get that style. Ms. Helfrich stated if the Town wants to go with the wood look, she would suggest going with the planks because no one will see the welded seam like they would with the sheet roll. Mr. Maneri stated a suggestion of maybe using the sheet roll in an office and/or the hallway, but put something nice in the banquet hall. Ms. Helfrich asked if the Committee wanted to put tile in the bathrooms. Ms. Helfrich showed a textured, large format tile and stated it costs between six dollars (\$6.00) and eight dollars (\$8.00) installed per square foot. Mr. Maneri stated the Committee is going with ceramic tile for the bathrooms. Mr. Maneri asked about the flooring for the kitchen. Ms. Helfrich stated because the door to the kitchen from the banquet hall opens both ways, she thinks it would be good to have the same vinyl tile flooring continue into the kitchen. The Committee agreed that the flooring should be the LVT. Mr. Evans stated with that thinking, the same floor material should go into the hallway and even into the conference room. Ms. Helfrich stated the good thing about keeping a solid choice of flooring all the way through is there would be no need for transition strips, which look horrible and are a nuisance for people in wheelchairs. Mr. Maneri stated he has LVT for all of the rooms except the bathrooms, which will be ceramic tile. The Committee agreed.

Mr. Maneri confirmed the Celect siding was chosen for the buildings. Ms. Helfrich stated the colors for the scallop siding only come in three (3) colors: chestnut, latte, and willow – all beige colors. The Committee looked at a program on the internet, putting willow onto a home to give an idea of how the community building would look. Ms. Helfrich stated the colors should be chosen outside with the natural light as it will appear different than on a computer screen. Ms. Helfrich stated since the Committee is most likely going to put on beige colors, the black metal roof may look very good with those colors. Ms. Faden stated it doesn't make sense to do the color schemes right now since we still have some time before we get to that point. Mr. Maneri asked for a cost difference for the metal roof versus the shingled roof.

Mr. Chris Uibel, of RMF Engineering, stated the “can lights” provide adequate light but some of the surface mount wall lights are merely decorative as well as a little extra light. Mr. Uibel stated every LED light – except the exit lights – are dimmable and there are occupancy sensors/motion lights in rooms except for in the corridor, the banquet hall, the kitchen, and the conference room. Mr. Uibel asked if the Committee wants to use battery packs or another transfer switch from the generator to power the emergency lights. Ms. Faden asked how much the transfer switch would cost. Mr. Uibel stated around two grand (\$2,000.00), and battery packs are under fifty dollars (\$50.00) each, but you will be paying for the battery packs as they go out. Mr. DuCott stated he likes the transfer switch option better. The Committee agreed on the transfer switch.

Mr. Maneri and Town Clerk Matt Amerling stated the four (4) ceiling fans for the banquet hall room should be on one power switch because people usually turn on all the fans in a room this big. Ms. Helfrich stated maybe the lighting should have a little more control so they can dim and be put on different switches so people can control how many go on and how bright. The Committee agreed. Mr. Plocek asked about whether there would be electric locks for the doors opening to the outside. Mr. Uibel stated his firehouse has keypads on the doors but they can be controlled electronically via a computer or remotely from a cell phone; that way, Mr. Uibel doesn't have to be on site at 2 a.m. when an event may end to lock up, and the locks can be set by a timer. Ms. Helfrich asked if the Committee wants Mr. Uibel to electrify the door frames for that kind of option. Mr. Amerling stated he understands the benefit of not having to have a Town employee present to close up the building; however, Mr. Amerling doesn't like the idea of controlling access to a building from someone's phone because of what could happen if the phone is stolen or hacked. Mr. DuCott asked if the Committee decided now to not electrify the doors, will it be more costly to put it in at a later time. Mr. Uibel stated he doesn't know the price point but the system added later will look a lot worse. The Committee agreed to electrify the three (3) door frames for the system now, but not activate it or use it yet. The Committee picked a light sconce for the outside by the doors.

Mr. Uibel asked whether the Committee wants a standard water heater or the boxes which go under each sink. The Committee agreed to the boxes under the sinks. Ms. Helfrich asked about whether the Committee wanted automatic or standard flushing for the toilets. The Committee stated they wanted battery-operated automatic flushing, with the small button on the side of the commode to manually flush. Ms. Helfrich asked whether the Committee wants hands-free sinks. The Committee agreed to the hands-free sinks which will be battery-powered, no soap dispensers, and hand driers. The Committee agreed that the attic access door may have to be slightly moved to make room for the duct work. Mr. Uibel stated he can adjust some of the duct work to provide room for the attic doorway.

Mr. Uibel asked whether the Committee wanted a transfer switch for the maintenance building because there will only be need for one (1) as opposed to the main community room, which would need two (2) transfer switches. Mr. Evans stated he thought the transfer switch was a good idea. Mr. Maneri stated this building's restrooms have recessed trash and hand driers. The Committee agreed to have the maintenance building restrooms heated just to maintain the temperature so the pipes don't freeze. Mr. Plocek stated to make sure the floors are at a grade so if any water gets on the floor, it goes down toward the floor drain. Mr. Evans asked how long it may take for Mr. Uibel to get everything set and ready to go. Mr. Uibel stated it depends on if, after he leaves the meeting today, Ms. Helfrich and the Committee change any layout on the plans. Mr. DuCott and Mr. Uibel left the meeting around 2:45 p.m.

Ms. Helfrich distributed the community building approved civil DeIDOT plans from AECOM; and Mr. Andrew Lyons Jr., of GMB, has not seen them yet, but Ms. Helfrich is sending them to him today, and Ms. Helfrich will send them to Mr. Chris Chatterton, of RMF, because that needs to be coordinated as well. Mr. Michel asked if the double entrance was required. Mr. Evans stated yes, by DeIDOT. Ms. Helfrich asked if the Committee was OK with two (2) side-by-side refrigerators. Mr. Maneri stated he thinks there should be only one and it'll be the one from the upstairs of the main Town Hall building. Mr. Plocek stated he thinks space should be made for a commercial refrigerator because when the upstairs regular refrigerator dies or needs to be replaced, there will be appropriate room. Ms. Helfrich asked about the two (2) microwaves set under the kitchen counter and whether the Committee wants the microwaves located below or on top of the countertop. Mr. Maneri stated he thinks one (1) microwave would suffice and the Committee agreed to have it put into the contract. Ms. Helfrich asked the Committee if they had a preference on the kitchen cabinets. Ms. Faden asked if there is some kind of in-between between the higher-end raised cabinet doors and the flat, plastic laminate doors. Ms. Helfrich stated she doesn't know of anything. Mr. Plocek stated he thinks the raised cabinets give off a little more professional look. Ms. Helfrich asked the Committee what kind of material they would like for the countertop. Ms. Faden asked if there is a cost differential between solid surface and granite. Ms. Helfrich stated there is just a slight difference because granite has come down in cost. Ms. Faden asked about using liquid metal. Ms. Helfrich stated liquid metal would cost more because it would be a custom order. Mr. Maneri stated he thinks they should choose the laminate countertops. The Committee agreed. Ms. Helfrich asked if the Committee wants a full-standing ice-making machine for the kitchen. The Committee agreed the ice machine should be big enough to make about five (5) pounds or so of ice. Ms. Helfrich asked the Committee to do some research and pick which ice machine they would like for the kitchen. Ms. Helfrich asked about trash in the kitchen and making room for bins or a recessed trash receptacle. The Committee decided to have Ms. Helfrich make room for the kitchen to have one (1) big trash bin in the room. Ms. Helfrich asked if the Committee would like to take away some cabinetry to make room for the big mobile freestanding rack carts that caterers bring in. The Committee agreed to make some space for the carts. Mr. Plocek stated a request to have a roll-down shutter to close off the pass-through space between the banquet hall and the kitchen. Ms. Faden agreed and said to have a countertop space so food can be set out and passed through. The Committee agreed to have the vertical pull-down from the top rather than the shutters, so it can save on space.

Ms. Helfrich asked the Committee if they wanted an audio-visual (A/V) hook-up for capability to hook up to a computer and view a slide show or video. The Committee agreed to have the A/V hook-up wiring but will approach an independent vendor to put up the projector equipment. The Committee agreed to put the projector screen up over where the three storage closets are located. Ms. Helfrich stated, with the roof, there is the cupola, and asked the Committee if they wanted gutters. Mr. Amerling stated he liked the metal roof because there really is no need for gutters, and, with the overhang, the water can run off into a small garden strip or onto the previously

mentioned water stone. Ms. Helfrich asked the Committee whether they wanted a weather vane for the top of the cupola. The Committee said no.

Ms. Helfrich asked whether the Committee wanted the window inside to be metal, vinyl, or fiber-right (like PVC). Ms. Faden asked about the cost options regarding maintenance. Ms. Helfrich stated if the Committee chooses a full wood window, the maintenance would be painting the window, so you might want to choose a maintenance-free material on the outside. Ms. Helfrich stated none of them are more energy efficient than the other. Mr. Amerling stated he would whittle the choices down to either the PVC or vinyl. Ms. Helfrich stated she will have to check to make sure the wood is available for the inside of the window.

Ms. Helfrich asked if, with the bathroom mirrors, the Committee wants GMB to buy the mirrors or will the Town buy the mirrors. The Committee stated the general contractor (G.C.) should buy the mirrors. The Committee agreed there doesn't need to be as many lights (8 lights) in the hallway of the community building. Ms. Helfrich stated she would work with Mr. Uibel on the lighting.

Ms. Helfrich asked, regarding the maintenance building, if the floor will be concrete. The Committee stated yes, but with the floor hardener, and if an epoxy needs to be added, it can be done at a later time. Ms. Helfrich asked, regarding the bathrooms, if one (1) drain is good. Mr. Plocek stated he would like to see two (2) drains in each bathroom. The Committee agreed. Ms. Helfrich showed the plans for the maintenance building. Ms. Helfrich asked the Committee if they want a hollow metal frame and hollow metal doors for the maintenance building, or go with fiberglass doors and frames. The Committee decided to go with fiberglass doors and frames. The Committee decided to put the plastic diaper changing station up and to put the stations into the contract. Mr. Michel asked where the water will come into the building. Ms. Helfrich stated they haven't done any coordination with AECOM yet as to where RMF has pulled out the water and where RMF is connecting it, but the next course of action is to get up with AECOM and RMF to figure out where it's coming into the building.

Ms. Helfrich stated she heard "through the grapevine" that someone on the Committee specifically accused Ms. Helfrich of taking kickbacks from a manufacturer, and Ms. Helfrich tried to sway the Committee to choose a specific form of siding on these buildings. Ms. Helfrich stated she'd like to give that Committee member the opportunity to say the accusation to Ms. Helfrich's face if that is the case because such talk is slanderous and unethical; and it would have serious impacts on GMB's licensure. Ms. Helfrich stated she is "floored" this was brought to her attention and she was accused of such a thing; and she's hoping it's not but she's giving that person an opportunity to say it now. Ms. Faden stated Ms. Helfrich obviously misheard something and she is not aware of anyone saying such a thing. Mr. Plocek stated he doesn't know what would give anyone a reason to say such a thing. Ms. Helfrich stated she doesn't understand the accusation either because it is a federal offense to make false accusations. Ms. Helfrich stated the next step will be a ninety percent (90%) set of plans from GMB, and GMB will provide the Committee with a

preliminary cost estimate as well as a book of a written specification of everything decided upon. Ms. Helfrich stated she would ask the Committee to let her know if they have any additional items to add to the bid form the Committee wants alternate pricing on, or if there are changes based on the Town's and GMB's initial contract on how they're going to go about bidding it, so if it is bid separately, the timeframe of that can be established. Mr. Evans stated he thinks the Committee will have to sit down and discuss how the Committee is going to go about the bid process, make sure the Town "doesn't have the cart before the horse," and discuss with Ms. Helfrich and Mr. Andrew Lyons Jr. on what the phase process is on this project and whether building has to be done separately, etc. Ms. Helfrich stated she knows the Town is thinking about doing the site contract separately and first. Mr. Evans stated yes. Ms. Helfrich stated if so, that would be a separate contract and a separate G.C. for the buildings, so the two guys will have to coordinate with each other. Ms. Helfrich asked if her specification (spec) book should be alone for the two (2) buildings. Mr. Evans and Mr. Maneri stated yes. Ms. Helfrich stated the Committee may want to consider having the pre-bid conference at the same time as the site so when the contractors are in the same room, they can cross-coordinate and hear what needs to be done at the same time. Ms. Helfrich stated another option is to bid it all out in one (1) contract and phase it so the site work still gets to take place initially and the buildings aren't done yet; so the main G.C. would be more of a site work contractor with a sub as the building guy, and that may save the Town some money because, in Ms. Helfrich's opinion, two (2) separate contracts with different G.C.'s are going to upcharge the Town to coordinate with each other versus if there is one (1) G.C. with one (1) fee. Ms. Helfrich asked if the Committee would like to put liquidated damages on this for a timeframe on the bid form. Mr. Maneri and Ms. Faden stated yes. Ms. Helfrich asked if there should be an incentive. Mr. Maneri stated the Town shouldn't worry about that if there is a timeframe to be done by. Ms. Helfrich stated the G.C. will upcharge for there being liquidated damages.

## **6. UPDATE ON THE REMAINDER OF THE PARK AND PERMITS NEEDED.**

Mr. Evans stated once the Town gets Soil Conservation District (SCD) approval, the Town goes out to bid. Mr. Evans stated once the bids are awarded, the Town goes and gets the construction entrance permits and starts work. Mr. Maneri asked if DelDOT permits are completed. Mr. Evans stated the Town has a DelDOT approval but the Town doesn't have a permit yet. Mr. Maneri stated he received an email saying hopefully it will not take thirty (30) days for SCD. Ms. Helfrich asked who the email came from. Mr. Maneri stated he thinks from Ms. Botchie, who forwarded it from AECOM. Mr. Evans stated yes, Mr. Erik Hughes, of AECOM, called Jessica Watson and right now is a good time for SCD, so if he can give the submission this week, SCD doesn't think it will take the maximum of 30 days. Ms. Helfrich asked what round Mr. Hughes is on regarding the SCD comments. Mr. Evans stated the first submission. Ms. Helfrich stated it may be more than the one submission. Mr. Maneri stated Mr. Hughes stated this submission should be the final. Mr. Evans stated the spec book Ms. Helfrich is doing for the building has to be coordinated with whoever is doing the specs for the site. Ms. Helfrich stated she will have to find out who is doing those specs and

coordinate with them, but she is hearing the Committee may be ready in about a month. Mr. Maneri stated yes. Mr. Evans stated the equipment has to be delivered by December, and it can be placed in storage. Ms. Helfrich stated we're at seventy-five percent (75%) now and she's hopeful she can get it done before then but she didn't want to commit on RMF's side until she spoke more with RMF. Ms. Helfrich further stated if the Committee gets a schedule on how they want to bid this and establish a timeframe across the board, then let her know. Ms. Helfrich stated, working backward, it's a thirty (30)-day bid process and it's at least two (2) weeks to do the contract negotiation, which is drafting the contract and having Town Solicitor Seth Thompson reviewing said contract, meaning it may take more than 2 weeks if Mr. Thompson has edits/comments. Ms. Helfrich stated, having said that, she can't see someone getting on site before mid- to late-December, and, having said that, the Town has to find a contractor who's willing to break ground in winter. Mr. Evans stated if the Town decides to go with one (1) G.C., the G.C. may have no problem with starting to prepare the slab in winter. Ms. Helfrich asked if this bid has to be publicly advertised or a list. Mr. Evans stated he thinks it has to be publicly advertised. Ms. Helfrich stated if so, that adds another thirty (30) days because of the announcement. Mr. Amerling stated altogether, the Town is looking at three (3) months, so ground won't get broken until January or February.

**7. ANNOUNCEMENT OF NEXT MEETING**

The next Parks & Recreation meeting will tentatively be on Thursday, October 5, 2017, at 1 p.m.

**8. ADJOURNMENT**

Mr. Amerling motioned to adjourn at 4:03 p.m. Mr. Michel seconded the motion. Motion carried 6-0.

Respectfully submitted,  
Matt Amerling, Town Clerk