

## Charge to the Coventry Softball Field Study Committee

WHEREAS: the Coventry Parks and Recreation Commission has identified the need for designated sports field for youth and adult softball, NOW, THEREFORE, the Coventry Town Council hereby establishes the COVENTRY SOFTBALL FIELD STUDY COMMITTEE and requests it conduct its business as follows:

1. The Committee shall have five (5) members and one (1) alternate, each one being a resident elector of Coventry. There shall be one member representing the interests of the Town Council, one member representing the interests of the Recreation Commission, one designee of the Coventry Youth Softball Association and three citizens at large. One of these citizens at large shall serve as an alternate. Three (3) members shall constitute a quorum. The Parks and Recreation Commission shall forward their recommended candidate to the Town Council Steering Committee for consideration. The members shall be reviewed by the Steering/Liaison Committee. The Council shall hear the recommendations of the Steering/Liaison Committee and appoint the committee membership. The Committee shall be staffed by the Recreation Department and receive input from the School Facilities unit and Public Works as required.
2. The Committee shall conduct its business with due regard to all laws and regulations governing the actions of municipal agencies, including those requirements of the Freedom of Information Act.
3. The Committee shall choose its officers biannually, including a Chairman, Vice Chairman and Secretary and establish a calendar of regular meeting dates.
4. The Committee shall take a two-step approach to this project:
  - 1) Develop a needs statement which will be reviewed and voted on by the Parks and Recreation Commission and if approved, forwarded to the Town Council for consideration. This study shall include a scope of number of fields and ancillary facilities required. Short term and long term goals should be addressed.
    - The Committee shall review existing Town and other potential land available and conducive to construction of or modification to a softball field.
    - Consider location, access, neighborhood impact, soil conditions, site preparation requirements, water supply and drainage, expected level of maintenance, amount of intensity of use.
    - Assess current sports field use and possible ways to accommodate softball through necessary improvements.
    - Select several options with cost estimates for review.
    - Review options to satisfy the Softball Association's fundraising and food service needs.
  - 2) If authorized to proceed by the Council:
    - Develop preliminary design plans, construction documents consisting of plans, specifications and bid information.
    - Prepare a final cost estimate, and prepare a phasing plan so the work can be performed in logical stages.
    - Present findings to Town Council for consideration and if authorized the Planning & Zoning Commission for C.G.S. 8-24 review.

5. The committee shall consider traditional funding techniques as well as performance contracting techniques and make a recommendation on their preference to the Town Council along with a rationale for their approach. They also shall consider alternative funding such as grants and donations.
6. If the Committee feels that funds are required to develop concept plans and cost estimates they may request these funds from the Town Council. If appropriated these funds may be utilized for uses such as, architect/engineer fees, committee clerk, materials testing, printing and advertising.
7. If Town staff cannot provide the required technical assistance the Committee shall work with the Office of the Town Manager to procure the services, within budgetary limitations, of an architectural/engineering firm utilizing the process established by the State to assure qualification for grant in aid (if any).
8. Upon acceptance of the Committee's recommendation, with or without modifications by the Parks and Recreation Commission and the Town Council, and after the Planning and Zoning review the Town Council may call a Town Meeting on a proposed project if borrowing is required. The Committee shall present its report to public forums, including a Special Town Meeting, to educate the public prior to the referendum.
9. If the proposal receives a favorable vote by the Town Meeting/Referendum, the Committee shall enter the construction phase. In this phase, the Committee shall work with the Office of the Town Manager and the Town Finance Office to be responsible for: a) properly accounting for all expenditure of any funds provided by the Town; b) for putting out to bid per Town processes and monitoring any construction plan that may be approved by the voters; c) assuring timely submittal of requests for grant reimbursements/payments from the State of Connecticut; d) hiring a Clerk of the Works, if required, to assure quality construction practices and to keep a log of construction.
10. The Committee shall maintain contact with both the Town Council and Parks and Recreation Commission and provide timely updates at least quarterly and seek advice as necessary.

Revised: 8/27/2018, 9/4/2018

Adopted by the Town Council: September 4, 2018