



WESTBOROUGH ATHLETICS

Westborough Stadium Repair Project
Executive Committee Meeting Agenda/Notes
May 5th, 2016- WHS Cafeteria

1. Welcome
 - a. Present: Matt Erhlich, Matt Storey, Carrie Brown, Maureen Johnson, Mike Kelley, Roger Anderson, Todd Alexander, Rob Nagi, Jay Pittorino, Sean Keogh, Matt Lefebvre, Doug Fishkind, Maura Shunney, Brian Callaghan, Matt Lefebvre, Amber Bock, Johanna DiCarlo
 - b. Not in Attendance but still interested: Craig and Lisa Nichols, Paul Mumby, Brian Moran, Dave Tinglof, Scott Meleski, Ian Johnson, Nicole Sullivan
2. Introductions
 - a. What part of the project is interesting to you and what skill set or talent do you think you can bring to this work?
3. Review of where we are in the process
4. Timeline: Possibly June 2018 to start construction
 - a. Summer of 2016- Committees get started on work
 - b. 2016-17 school year- Majority of fundraising
 - i. Possible approval at town meeting in March 2017
 - ii. Begin bid process
 - c. 2017-18 school year- Final fundraising push
 - i. Selection of vendors
 - ii. Final design
 - d. End of 2018 school year-begin construction with the hope the facility would open to start the 2018-19 school year
5. Vision for Executive Committee: The committee would work with district leaders to plan and execute the project from inception to completion.
6. Brainstorming:
 - a. What are the goals of the executive committee? What should the structure be?
 - i. What sub-committees do we need?
 - ii. What should their function be?
7. Committee member expectations...what will it take to chair a sub committee? What will it take to serve on a sub committee.

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Meeting Notes from 5/5/2016:

1. We spent the first part of the meeting discussing the attending members interests in the project. Themes included:
 - a. The upgrade of the Jimmy Hayes Field
 - b. The interests and relationships with the neighbors- fitting in with the goals of the neighborhood community
 - c. Upgrading the bleachers and accessibility
 - d. Represent the youth groups and the energy in that area
 - e. Help with construction, plans, layout, etc.
2. The next discussion included conversation about the committee structure. We agreed upon an Executive Committee with multiple subcommittee structure. The Executive Committee would be co-chaired by a community member and Johanna DiCarlo, AD. Other members of the Executive Committee could include a financial advisor, a lawyer, a representative from the town, community members, coach.

Possible subcommittees could include: Design/Implementation, Fundraising, Community Outreach/Marketing.

- a. Each subcommittee would have a chair that sat on the Executive Committee.
3. The next discussion focused on flushing out more of the process. The group felt it was very important to survey the town on what the needs/wants for the project are. The next meeting should have a focus on the survey and what we should be asking.
4. The survey discussion lead us to talk about communicating to the community and possible donors what are goals are. We should have clearly defined goals as we move forward and this should be our first work. Here is a rough draft the goals we defined:
 - a. Repair the turf, track, and sound system to maintain high quality facilities for our town and schools.
 - b. Bring the facilities up to ADA code and increase accessibility for all of our community.
 - c. Maintain the “downtown” feel of the facility. The facility is ingrained in the larger downtown area of Westborough and we would like to maintain that.
 - d. Increase playable field space for our community.
 - e. Sustain being a community center for health and fitness.
 - f. Provide appropriate storage for playing equipment and the grounds crew.

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5. Other topics/action items:
 - a. Next Meeting date: Thursday, June 9th- 6:30 PM- WHS Library
 - i. Chris Huntress will join us to talk to us about finalizing the master plan. This WILL NOT be the final design. The design will be worked on and tweaked as our work continues. Finalizing the master plan will allow Chris to provide us some cost estimates and material to use as we begin to communicate the project out.
 - b. The money....where should it be housed? Our 2 options are WABA or the school department. Amber and Johanna will have some information on that by the meeting date.
 - c. A list of priorities for the project was asked for and they are listed below.

List of facility priorities:

1. Repair and enhance the deteriorating track
 - a. Replace the grass in the D areas with track surface- this will need less maintenance than the grass and will prevent flooding
 - b. Add an 8 lane second straightaway on the visiting bleacher side- with our unique set up of playing lacrosse and track at the same time, the second straightaway will allow us to use the opposite side of the lacrosse benches as a finish line. Making the straightaway 8 lanes will allow us to run our meets and practices much more efficiently.
2. Replace the synthetic turf playing surface
 - a. Provide a high quality, safe, durable playing surface in the stadium
 - b. Be able to secure netting around the field
3. Upgrade the bleachers and press box
 - a. Replace the "open" bleachers with the closed style of bleachers
 - b. Change the access point of the bleacher to accommodate all of our community including providing quality handicap accessibility and viewing experiences.
 - c. Replace the press box - the current press box is deteriorating and is out of compliance with ADA standards.
 - d. Upgrade the sound system to limit the "overflow" noise.
4. Provide quality and adequate storage facilities for equipment and grounds crew needs.
 - a. Possibly remove the visiting bleachers and place the storage facility there.
5. Improve the Jimmy Hayes field so that it is usable for games and practices
 - a. Turf or grass?

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