

**TOWN OF BOLTON  
HERRICK PARK SUBCOMMITTEE MINUTES  
TUESDAY, APRIL 29, 2025 – 5:30 P.M.  
BOLTON TOWN HALL**

The Town of Bolton held a Herrick Park Subcommittee Meeting on April 29, 2025, with the presence of the selectman, Tim Saddler, Town Administrator Jim Rupert, and the Town Engineer, Joe Dillon. Also present were Matt Kuzmieckas, Chris Fiano, and Megan Flick.

J. Rupert called the meeting to order at 5:30 p.m.

**Quick recap**

The town engineer presented plans for a park project, discussing challenges with grading, pathways, and drainage systems, while the team considered various design elements and safety measures. The town also discussed the process of obtaining grants for sidewalks and connectivity projects, as well as the timeline for completing the current project, which involves grading and possibly installing an underground system. Finally, the town expressed excitement about a long-awaited project that had been collecting dust for years, noting its potential benefits and the community's enthusiasm for soccer.

**Next steps**

- Joe to finalize the design plans within the next 30 days.
- Joe to submit the final design to the approving agency for review.
- Jim to send the full final design set to the committee members for review via email.
- Committee members to review the final design plans and provide any comments or questions within a couple of days of receiving them.
- Jim to include CHRO compliance requirements in the bid documents.
- Joe to reach out to contractors and post the project on the bidding portal.
- Jim to ensure rapid flashing beacons are installed as part of the connectivity trail project.
- Town to plan for project construction to start in August, aiming for grass establishment before winter.

## **Summary**

### **Pathway Design and Fencing Discussion**

Joe Dillon the town engineer, presented a red line drawing with marked-up comments from the last meeting. He discussed the challenges of achieving a 5% grade in the pathway from the parking area to the back of the park due to the wetlands. He proposed adding catch basins and a 10-foot pathway for maintenance access. The team discussed the possibility of moving the playground to the side and the need for fencing along the back of the parking area. Joe recommended using timber poles and golf netting for the fencing. He also mentioned the need for a plunge bowl and the possibility of moving the basement. The team agreed to check the radius of the parking lot and make adjustments if necessary.

### **Drainage System Design and Installation**

Town discussed the design and installation of a drainage system for a project, emphasizing the importance of proper topsoil and seed mix specifications. They also considered the need for irrigation and fencing around the site. The team agreed to submit the final plans for approval and then proceed with bidding. They also discussed the possibility of installing netting around the site to prevent loss of items.

### **Sidewalk Grants and Connectivity Projects**

Town discussed the process of obtaining grants for sidewalks and connectivity projects. He mentioned that the grants are usually straightforward and involve minimal back-and-forth. Town also shared his experience with a connectivity trail project that had been delayed due to unresolved issues but was eventually completed with the help of Craig Babow. He noted that once a connectivity grant is closed out, a new one cannot be applied for until the current project is completed. Town also mentioned the need for rapid flashing beacons at uncontrolled intersections and discussed the possibility of relocating one from a less important area to a more critical one.

### **Project Timeline and Design Review**

Town discussed the timeline for a project, aiming for completion in late summer or early fall. The project's design work is underway, and Town suggested meeting again in about 30 days to review the final design. The project involves grading and possibly installing an underground system, which would take time. Town also mentioned the need for contractors to be CHRO compliant and the bid process, which would be managed by Joe's team. The final design was reviewed, and Town suggested sending it out for comments via email.

### **Project Progress and Soccer Popularity**

Town discussed the progress of a project that had been collecting dust for years. The project, which involves cutting and flattening material, is expected to be beneficial and exciting. Town

also mentioned the popularity of soccer in Bolton and Manchester, and how it has become a significant part of the community. The conversation ended with Town expressing gratitude for the involvement in the project and looking forward to its fruition.

### **Next steps**

- Joe to finalize the design plans within the next 30 days.
- Joe to submit the final design to the approving agency (Steve) for review.
- Jim to send the full final design set to the committee members for review via email.
- Committee members to review the final design plans and provide any comments or questions within a couple of days of receiving them.
- Jim to include CHRO compliance requirements in the bid documents.
- Joe to reach out to contractors and post the project on the bidding portal.
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The meeting adjourned at 5:57 p.m.

By Zoom Summary.