

**SPRINGFIELD TOWNSHIP
WALNUT AVENUE STEERING COMMITTEE MEETING
WEDNESDAY, NOVEMBER 1, 2023 AT 6:00 P.M.
DRAFT MINUTES**

1. Call to Order (*E. Baiada*)

Lee Abberley	Member
Christine Hesel	Member
Amy Jacoby	Member
Nick Matteo	Member
Robert McGrath	Member
Katie Widmeier	Member
Asher Dahlgren	Student Representative
Jim Lee	Commissioner Liaison, Ward 3

Guests: Gary Pogue Resident, Oreland
Kathy Hodgekiss Resident, Wyndmoor

2. Approval of Minutes from October (*All Members*)

The Walnut Avenue Steering Committee unanimously approved the October minutes.

3. Agenda Item Public Comment (*All*)

No public comment.

4. New Business (*All*)

Site Tour Schedule: The Committee looks to conduct a site tour for Committee members. The tour will include a brief walk around the property. The existing buildings will not be included on the tour. The date will be confirmed at a later time.

Request for Proposal Completion: After the October meeting, the Committee began collaborating on a draft Request for Proposal using the template provided by the Department of Conservation and Natural Resources (DCNR). The Township has obtained a grant from DCNR which stipulates use of the provided RFP template. The Committee reviewed the draft RFP and discussed additional items, edits, and recommendations to be made prior to a final draft. Members reviewed “Guiding Principles” utilized in the recently approved Recreation Center Request for Proposal. The Committee agreed to include similar Guiding Principles in the Scope of Work section of the RFP.

The Committee aims to have a final draft and a recommendation for approval by the Board of Commissioners during the December meeting.

5. General Public Comment (*All*)

Mr. Pogue inquired about public comments and community engagement strategies. As a neighbor, Mr. Pogue indicated specific design elements he wishes to see in the draft plans. Mrs. Baiada noted that there will be a community engagement portion of this project to ensure all community and neighborhood feedback is captured and reflected in design final plans.

6. Commissioners’ Report (*S. Ratsavong*)

No report.

7. Call for Adjournment (*E. Baiada*)

Next meeting: Wednesday, December 6, 2023 at 6:00 pm