

Owners Project Manager Steering Committee Meeting  
**Wednesday, December 18, 2019 at 6:00 p.m.**  
Williamsburg Town Offices  
141 Main Street  
Haydenville, MA 01039

**Present:** Jim Ayres, Denise Wickland, Jean O'Neil, Paul Wetzel, Dan Bonham,

**Absent:** Vacancy, Mitch Cichy, Jason Connell, Brenda Lessard

**Other:** Rob Todisco (P3), William Sayre (Select Board), Charlene Nardi (Town Administrator)

**Meeting Called to Order: 6:08**

**Agenda Items:**

Minutes from November 14, 2019 – vote to approve

Approved (PW, DW), with abstention DB – after changes made

**Report from small community meetings**

- Senior center luncheon
- Lions Club – Brewmasters
  - Small group of 3
  - Didn't seem intensely pro or con
  - Understood the need – but questions about the budget
  - Support for HEJ having seen its useful life
- Library and Friends – Meekins
  - 5 people
  - Participant talked about that spot in town being active/used
  - Not wanting a monolithic-type building, something similar to what is there
  - Support for not keeping HEJ – taking building down gives increased flexibility
  - Taking photos of other safety buildings and posting them for feedback on what is liked and what isn't

Reminder – *Senior Men's Breakfast – Thursday, Dec 19<sup>th</sup> 8am at the Snack Bar*  
*Informal Presentation - January 16<sup>th</sup> @ 5:30 at the Snack Bar*

**Discuss Next Steps:** Special Town Meeting is Monday, February 24, 2020

- Review budget / what is \$400,000 buying?
  - Consider asking for slightly less (\$385,000)
    - Motion made to change next phase (analysis, engineering, design) request at town meeting to \$385,000 (PW, DW) - consensus reached
  - Reviewed proposed budget
    - Recommend phasing various parts in

- Add a section on definitions of each funding point in process
  - Suggestions about visual presentation of proposed budget document
- May be room for savings but “wildcard” is/are HEJ studies
- Consider including a landscape and architectural charrette in next steps of process
- Presentation materials – *clear about what is the money for and what are we getting and what is goal with the funds, outline next steps and timeline*
- Flyers – handouts
  - Create a “cheat sheet” for committee members defining the three design options, costs so all sharing the same information
  - Reviewed handout for edits
- Public forums – see notes on new handout;
  - Possible dates 2/8/19
- Small community meetings
  - Finance Committee Mtg (w/capitol planning committee) – Wednesday, 1/15 or 29 @ 6:00 PM
- Additional outreach
  - Burgy Bullets
  - Grange
  - Greenway Committee
  - PTO
- Financial calculations

## **Other**

**Set Meeting dates:** Next meeting Thursday, 1/23/20 @ 6:00

**Public Participation:**

**Meeting Adjourned:** 7:32 (JO, PW)