

OPM Steering Committee

November 12, 2020 at 6 p.m. via Zoom

OPM Steering Committee Present: Jim Ayres, Dan Bonham, Brenda Lessard, Jean O’Neil, Paul Wetzel, Jason Connell

Absent: Kim Boas, Denise Wickland

Others: Kevin Chrobak (architect – Juster Pope Frazier), Rob Todisco (P3), Jeff Squire (Berkshire Design), William Sayre (Select Board), David Mathers (Selectboard), Charlene Nardi (Town Administrator), Peter Spotts (Country Journal)

The meeting was called to order at 6:02 p.m.

Moved (PW, JO) to unanimously approve the 10/29/2020 minutes as written.

Rob Todisco and Kevin Chrobak discussed costs for the scenarios noting areas where higher contingency costs are being carried (renovation of HEJ) and in what scenarios where those contingencies can be reduced (demolition of HEJ / new building). It was noted that anything beyond 4 million dollars is going to be a hard sell. Kevin noted that he has an estimated cost of \$750,000 for mitigation and demolition of the HEJ from Associated Building Wreckers, but it may be less when we go out to bid. Next steps are for Rob to sit with the fire and police department personnel to discuss security, internal communication systems, FFE (furniture, fixtures, equipment) and tech to narrow down that figure which may reduce the total cost. It was cautioned that we need to keep costs down and keep in mind that departments are part-time. The easiest cost to estimate is the tear down and new building. Discussed if fundraising or grants were an option for FFE. Folks didn’t foresee fundraising being popular because a public safety building isn’t a highly used public use building such as a library. No grants are known, and the Committee has looked for them. Rob and Kevin will continue to look at areas that can be reduced.

Sub-Committee #1: How do we make the case to the community:

Members: Jim Ayres, Bill Sayre, Jean O’Neil, Kim Boas, Paul Wetzel

P3 can develop one-page handouts with graphics and defined message. Rob and his co-worker can meet with the Sub-Committee to develop the message and materials.

Juster Pope Frazier can develop sketches / vistas – do renderings to share with public

Message:

- Show the long list of work done to reduce the cost
- What is the narrative / one message – write that for a newsletter and use that to pare down for other things – handouts.

- Should show progress and imagery, show compromise and scaling down of program (show we heard the community and are presenting only what is needed)

Sub-Committee #2 – Road Map for Engaging Community:

Members: Jean O’Neil, Paul Wetzel, Charlene Nardi

Met earlier today: Notes attached: Develop the newsletter and take everything else off it so message is the same.

Items to add: Add Elbow Room Café as a place for an outdoor meeting or to post things. Same for hardware store. Holding a virtual All Boards meeting. Set up a web page designated for the message.

Need to sequence information that goes out.

Reminder:

Strategy / Schedule:

- November 2020 Finalize costs and three scenarios
- December 2020 – February 2021 - Advocate to community the work done
- February 2021 - Special Town Meeting
- Early March 2021 - All day debt-exclusion vote
- March 2021 – September 2021 – Finalize Design
- October 2021 – go out to bid
- November 2021 – award bid
- Spring 2022 – construction

Moved (PW, BL) to adjourn at 6:54 p.m. so that Committee representatives and consultants could meet with Conservation Commission at 7 p.m.