Owners Project Manager Steering Committee Meeting
Thursday, February 8, 2018 at 6:00 p.m.
Williamsburg Town Offices – Board of Selectmen's Office

Meeting was called to order at 6:05 p.m.

It was noted that the Country Journal reporter was audio recording the meeting.

Committee Re-Introductions

- In attendance: Mitch Cichy (Co-chair), Jean O'Neil, Dan Bonham, Paul Wetzel, W. Kim Boas, Brenda Lessard, Denise Wickland
- Not present: Jim Ayres (Co-chair), Jason Connell
- Others present: Charlene Nardi (Town Administrator), Peter Spotts (Country Journal), Jeff Gutsfeld (Colliers), Bill Sayre, Rob Stinson, Craig Wilbur (Pinck Co.), Sean Callahan (Country Journal)

Agenda Review

- Noted future meeting dates and reviewed committee member predicted absences

Approval of Minutes from January 18, 2018

- Minutes of 1/18/18 unanimously approved (BL, WKB)

Brief Review of Related Past Committee Efforts & Reports

- Facilities Master Plan Committee – recommendations for approach to decision making, to make resolution of fire / police facilities priority, to retain James for future use while taking into consideration town village visioning;
- Public Safety Complex Committee – looked at a variety of site, outcome and recommendation was James site based on review and consideration of location, ownership and flood plain issues;
- Building Repurposing Committee – Collier's Report on condition of Helen E. James, Committee recommended the at the James be used for market rate or elderly subsidized housing.
- Study to Inform Reuse of Town Owned Properties in Williamsburg Village Centers – recommendations and options for economic growth for Williamsburg including looking at zoning to make available more options for revitalization of downtown areas. Summary of findings detail potentially surplus properties (value for sale) and market assessments for various commercial type businesses, traditional office / coworking space, housing and others.
- Williamsburg Town Facilities and Services survey – survey results which detail responses to questions about: two villages divided, tax increases – public infrastructure, a public safety complex, and healthy and active living;
- 2010 Town Building Needs Report – conditions and details of all town-owned buildings with a brief recommendation of reuses.
- Noted copies of previous minutes available through Town Administrator

Discussed Co-chairs notes (from Jim Ayers):

- Need for facility has been established
- Flood plain issues – will need to determine potential location elevations relative to flood plain; 100 v. 500-year flood plain where no construction/renovation can happen in 100-year flood plain (even relevant for basement)
    - Quote noted, regarding flood plain level, from previous minutes regarding Mass Building Code 9th Edition

    - Previous committee looked at 142 properties in town that meet flood plain criteria; packet handed out with the list of nine most viable/preferred properties of the 142 (noted as Tier one and Tier 2 based on several criteria)
    - Suggestion of needing to know what size the building will be before beginning to determine best lot choices
- What needs to take place to access federal funding?
    - Building criteria may limit our decisions regarding design/construction
    - Federal funding for public safety complex building seems to be non-existent or very limited
- Suggestion of focusing only on public safety complex and to not add in additional areas of concern (such as the town offices) unless it makes sense once process is underway
    - Note that James School would need sprinkler systems installed if that location was chosen, but then the project could take place in stages
    - Some discussion about the James School property improvements and potential
- Size of building will impact location choice; question regarding space needed for each component of building
- Alternative sites – consultant should explore other options and then document the viability of each option
    - Should a consultant do this or the committee?
    - Suggestion for next steps in the process – looking at assumptions, needs, guidelines may help determine next steps regarding possible building sites
    - Committee member looking at other communities' challenges with creating mixed use buildings – will bring that to a future meeting
- First step may be to narrow down potential locations
- Political feasibility of options – looking at levels of support from Town Meeting for various location options
    - Specifically – any site that required the conversion of open space as there is strong support from town members to maintain open spaces as they are
- Also noted that Massachusetts does not allow design-build for buildings or pre-engineered buildings.

Next Agenda

- Decide if committee is going to focus on the nine recommended sites or look at all 142 options
    - The nine properties were based on a 10,000 sq. ft. building
    - There are another 18 properties that were the last to rule out – possibly re-look at those
    - Could some of the square footage be on a second floor? Discussed issues of accessibility.
    - People on committee should bring a list of criteria that would help them move forward on-site selection

Discussion of Scope & Approach Going Forward

- Identify steps and topics that need to be explored
- Identify steps needed to get to drafting RFP
- Public Safety Complex specifics
    - Site location for public safety complex – brief overview of what was looked at
    - Elevation and topography maps

- Type of Construction
    - Modular, design-build, pre-engineered building, etc. how that effects cost and location.
- James School Reuse
    - Rehabilitation – in phases?
    - What the building inspector will allow. Phase work to completion. Potential building code hurdles along the way.
- Budget

Public Comment Period:

- Do fire and police belong together? Or, should they be separate facilities?
- Where did the notes on the handout come from? That is information from Massachusetts building codes.
- Site question has been problematic – part of the question is political, "how does this fit into everything else the town is trying to do?"
- Noting the town already did a feasibility study on the James School lot.

Identification of Items for Following Meeting

Meeting Adjourned at 7:28 PM