

Owners Project Manager Steering Committee Meeting
Thursday, May 30, 2019 at 6:00 p.m.
Town Offices – Board of Selectmen's Office
141 Main Street
Haydenville, MA 01039

Minutes:

Meeting was called to order at 6:04 PM

Committee Attendance

- OPM Members in attendance: Jean O'Neil, Jim Ayres (Co-chair), Paul Wetzel, Denise Wickland, Brenda Lessard, Mitch Cichy (Co-chair), W. Kim Boas
- Not present: Jason Connell, Dan Bonham
- Others present: Charlene Nardi (Town Administrator), Bill Sayre (Selectman), Rob Todisco (P3)

Minutes:

Approval of Minutes from May 16, 2019 (BL, DW)

Debrief meeting with Fire and Police Departments

- Reviewed feedback about sizes of rooms; mapping things out and seeing what fits in the building at what cost.
- Police feedback to Denise seems like we are going in the right direction; concerns about size of training room; Denise shared that it is important for the Department to attend the town meetings.
- Noted comment made about the residents being more aware of public safety if it is in a more central location
- Concerns about the slide presentation being too wordy and too many numbers OR does it make sense to condense and focus in on where the committee is now, while showing the work that has been done (this mentioned a few times)
- Make clear that we have not just solicited feedback from the Chiefs but also the staff from those departments – do we have the ability of all the staff, committee, chiefs to be on the same page – need to be a united front as we move forward
- Positive comment about two departments working well together, as in Easthampton, when they share same space

Next Steps:

- Reviewed a rough draft of Apparatus Bay and some of the other designated rooms to get size of rooms.
 - Currently the Fire Department has three large vehicles, Chief's truck, brush truck, pick-up

- Some general discussion about drafts provided by P3 – room sizes, need for various rooms; Rob charged to talk with two departments and ask about room sizes/needs; set up visual to understand sizes of rooms proposed
- Using training room to invite other towns to share in trainings; discussion about the training room – is a huge room needed in that building or can it be elsewhere for the few times a 30 room is needed – share with town government;
- Much discussion about Sallyport and why/how it is used (how many times a year are people brought to police station in cuffs – 60 to 100/year; two escapes in last ten years)
- Are there other uses for the “training room” – how to best use the space in the building – more uses justify need
- Issues of needing spaces locked and access when needed for other uses
- Mention of costs of “taking down” HEJ/Town Offices and possible uses for training/meeting space; is HEJ the “better” of the two buildings but there are issues – let the numbers speak to the need to address this (include building issues/roof and long-term capital plan in discussion/presentation)
- Need to define the current costs for operating the James building – and what are the costs for retaining it (fire suppression, elevator, roof, flooring)
- Presentations
 - Develop the list of questions to most likely be asked by public – Jean, Mitch and Charlene to develop list
 - Quantify savings with Public Safety complex; what is saved in officer time and the like? – Brenda and Charlene to review minutes to list those thoughts
 - What will the presentation look like? Conversation vs. being talked at, Gallery walk – setting up stations based on different questions (what buildings we looked at, costs, etc.), power point? – have equipment sitting outside; - Paul and Kim to work on this
 - What is the possible budget (debt percentage/load for the town; what can be deferred, what do we really need); 2,000,000 is allocated in the capital plan to be borrowed – Paul will work on this.
- P3 to meet with Fire & Police Departments (with Jim)
- Review Timeline
 - Possible break in OPM meetings
 - What can be done in sub-committee or individually?
 - Presentation – Kim, Paul, Jean (questions), Mitch (questions), Brenda (what is the public thinking about, looking through minutes to determine what the committee has done and questions – with Charlene)
 - Dan could look at the possible efficiencies of spaces
 - Include a “do you know” section about police/fire in the presentation – inform residents about what the public safety departments do for the town
 - Suggested to have stations / tables at town picnic/chili cook-off
- Outline steps
- Set up timeline for meeting with voters/residents
 - Fall 2019?

- What groups would the committee meet with? Starting with “all town” and then going to smaller groups or revising plan/presentation (or vice versa)
- Meeting with small groups in people’s homes, at stations

Public Comment Period

Set Date and Identification of Items for next Meeting – June 27, 2019 at 6:00 PM

Meeting Adjourned at 7:45 PM (KB, PW)