

**Owners Project Manager Steering Committee Meeting**  
**Thursday, July 25, 2019 at 6:00 p.m.**  
Town Offices – Board of Selectmen's Office  
141 Main Street  
Haydenville, MA 01039

**Meeting was called to order at 6:07 PM**

**Committee Attendance**

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

**Minutes:**

- Approval of Minutes from May 30, 2019 (JO, WKB)

**Reports:**

- P3 meeting with Departments
  - Met with fire department staff and Chief to review spaces and possible efficiencies
  - Also met with Police Chief to review spaces and possible efficiencies
  - Was able to reduce total square footage by about 1000 sq.ft. to a total building size of 9,000 sq. ft.
  - Questions about garaging the trailer, space between the trucks – discussion – it was noted that having this space is a priority for the FD.
  - Acknowledged how much work, time and thought FD and PD have put into needs, stated appreciation for their willingness to be creative, focus on their priorities and find areas to reduce the size of the building.
- Sub-Committee Reports, if applicable
  - What can we afford – Paul Wetzels and Kim Boas – email from 6/16/19 @ 1:57 p.m.
    - Imagining a slide show for the public – see attached presentation outline
    - End presentation with information on costs
    - Discussion that the slide show for the September forum would be different than the presentation before a town meeting
    - Intention of presentation is to share the Committee's process, get feedback, and bring public to next step
  - List of Questions Committee needs to answer – Mitch / Jean / Charlene
    - Reviewed document with topic areas and questions
    - Presentation process – public forum (like Greenway presentation) with short presentation and then break-up into stations that people can rotate through (do a practice before)

- The intention of forum is to bring the community up to speed on what the OPM Steering Committee has done, what they learned, where they are in the process and listen to the community for their feedback on it. Especially how they feel about the James building (what is their commitment to building) and determine how it fits in, if at all, to the design of the Public Safety Complex siting.
- Lengthy discussion on how to share the information – handouts versus conversations. Thoughts were that handouts give the public an opportunity to digest the information, concerns with this approach at this time when there isn't a final plan in place is that folks may get fixed on a certain scenario and its costs and then you end up battling those perceptions when it isn't part of the final plan. Agreed give facts, what was done, process used – have photos, poster boards, have information in writing for Committee but don't give hardcopies to public
- Need flyers that gives agenda / topics to be at the stations
- Long term – asked if it was needed to research impact to HEJ Trust if building is demolished; it was noted that the trust is under the school committee, managed by the trust and since HEJ is no longer used as an educational facility, it is already disconnected.
- Trust document lays out procedures for use in the event that the HEJ is demolished or no longer used as an educational facility
- Need to look at both the issue of HEJ and the Safety Complex at the same time; they are connected because the James site is the chosen place for the PSC. Discussed that the costs of demolition would be part of the project, if decided to move that way; discussed whether the demolition can be put off – what does that mean for siting and the vote
- Discussed that it is important to get feedback from the community on their feelings on the James and not have the Committee come across as having a position on the HEJ. Want to make sure we listen to the community
- Defer the decision but not the conversation on the HEJ
- Quantify savings – Brenda
  - See attached document regarding cost savings of shared spaces
  - Additional savings – cost of escalation – if we did two buildings in separate years, costs will be greater
- Presentation
  - Do we bring in the question/a presentation on the town offices? Upgrades of current offices? Senior Center space?
  - Similar short slide-show as was done with the emergency service departments, then break out into stations
  - What are the pull-out groups/stations – 6

1. Past Committees work / OPM Steering Committee Process – due diligence / Sites looked at
2. Building design and program – staffed by Chiefs and selected department personnel (include photos of current fleet / equipment)

3. Finance / Funding
4. Helen E. James building / site - active listening station – should be the least scripted, but have details of condition, cost to maintain, cost to repair, cost to tear it down (caution – want to get feedback, not look like Committee is guiding the discussion in this area – provide facts)
5. Conditions of current FD Stations and Police Station – include photos and video done by Williamsburg Public Safety Complex Committee
6. Scenarios looked at – costs, why viable or not viable
  - Who will do what groups?
    - Jim, Brenda, and Mitch, Dave Mathers – HEJ School
    - Role of Selectboard – articulate need, sharing information from past work, in sync with Committee
    - Kim, Jean – OPMSC Process, past committee work, sites looked at
    - Paul – funding
    - Chiefs / EMS personnel – building needs / program and conditions of current buildings – two separate stations but side by side
  - Needs: Flyers, poster boards, photos
  - Consider a weekday evening and at weekend morning – 9/19/19 6:00-7:70 and 9/21/19 from 10:30-noon at elementary school
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#### Report:

- 91 Main Street for sale (\$439,000) – house set behind Village Green and Local Burgy – access between the two. The access to the property and building on the back land from the farm is not possible. Not a good location with concerns about topography, access to Rte 9, and not financially feasible for the town.

Date and Identification of Items for next Meeting: August 8, 2019

- Committee / group work accomplished for September meetings
- What is still needed
- Setup needs
- Dry run?
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Adjourn @ 8:08 PM (WKB, BL)