

Owners Project Manager Steering Committee Meeting
Thursday, August 22, 2019 at 6:00 p.m.
Town Offices – Board of Selectmen's Office
141 Main Street
Haydenville, MA 01039

Present: Paul Wetzel (acting Chair), Jason Connell, Jean O'Neil, Brenda Lessard, Walter Kim Boas, Denise Wickland

Absent : Jim Ayres, Mitch Cichy, and Dan Bonham

Others Present: William Sayre, Charlene Nardi, Rob Todisco (P3)

- Approval of Minutes from July 25, 2019 (BL, JO) – passed majority, one abstention (JC)

Discussed dates for Public Forums: Changed date of the forum during the week to have the Anne T. Dunphy facility and not conflict with school activities.

- Saturday, September 21, 2019 (10:30 a.m. to noon) – Anne T. Dunphy cafeteria commons
- Thursday, October 3, 2019 at 6:00 p.m at Anne T. Dunphy cafeteria commons
 - Advertise on Facebook, newspapers, town wide call, flyers. Jim Ayres to speak with Fran Ryan from the Gazette to generate interest and set stage for forums.

Reports:

- Budget Projection based on last conversations with Chiefs – Rob Todisco

Discussed Presentation: Keep it simple, short. Provide an overview and let the various stations answer the questions. Want to generate discussion. Paul Wetzel is working on updating the presentation.

Discussed handouts: Benefits of handouts is that it gives folks time to process the information. Con to that is Committee doesn't have a firm plan and folks tend to get stuck on what they read, so if things change, you end up fighting a thought or plan that never was really meant to be a focus. Agreed not to have handouts at this point. Definitely have handouts when ready to go to town meeting. Reminder that the point of the forum is to inform the community on where the committee is and to get feedback from the public.

Discussed the need for poster boards, photos – combination of text and visual aids

Presentation Stations:

1. Past Committees work / OPM Steering Committee Process: Jean O'Neil shared what she put together for information for a power point for the station. Plans to make it into poster boards. Need to bind past studies to have at the table.

2. Building design and program: Chiefs to work to develop information for poster boards, Rob to help produce a board with program size.
3. Conditions of current FD Stations and Police Station – include photos and video done by Williamsburg Public Safety Complex Committee: Rob Todisco to take photos of all the buildings to be used for presentation.
4. Finance / Funding: Paul Wetzel developing information.
5. Helen E. James building / site - active listening station– provide facts: Dan Bonham to review Colliers report and do walk-through of building, Rob Todisco to take photos. Should have poster board with costs to leave as is, costs to renovate.
6. Scenarios looked at and criteria: Who is doing this station? Discussed scenarios and how many to include / show. Suggested that we stick to three options – There were several options discussed.

Should combine #2 & #3 as one station so that Chiefs can be at both.

Special Town Meeting: Discussed having two articles – keeping the Helen E. James disposition or investment question separate from the funding of the public safety complex. The issue with that is, you can't design something if you don't know what is going to happen to the building. Discussed the need to do an engineer study on the Helen E. James to really determine structural integrity of the building. When is it appropriate to do that?

When going for funding – need to have multiple separate forums – meet with Seniors. May be do that now to get feedback – discuss doing that between forums at a senior center luncheon.

Next Steps:

Need to develop poster boards and photo boards. Use Collective Copies or Paradise Copies – we have town accounts at both. Rob can also assist. Brenda to print and bind past studies.

Next meeting: Finalize what each station will have and who and how it will be made. Next meeting is September 5 2019.

Public Comment Period: None

Adjourned at 7:43 p.m.