

Owners Project Manager Steering Committee Meeting
Thursday, July 26, 2018 at 6:00 p.m.
Williamsburg Town Offices
141 Main Street
Haydenville, MA 01039
Planning Board Room

Meeting was called to order at 6:03 p.m.

Committee Attendance

- OPM Members in attendance: Jean O'Neil, Brenda Lessard, Jim Ayres (Co-chair), Denise Wickland, W. Kim Boas, Mitch Cichy (Co-chair), Paul Wetzel,
- Not present: Dan Bonham, Jason Connell
- Others present: Dave Mathers (Select Board), Charlene Nardi (Town Administrator), Mark Corner, Dick Kisloski (Capital Planning)

Minutes: Voted to unanimously approve (JO, DW) minutes of July 12, 2018.

Co-Chairs Comments: Jim Ayres reviewed the charge of the Committee and the set budget (2.5 Million). He noted that while the OPM stated the budget may not be enough, he doesn't want the Committee to get ahead of itself with that assumption. At this point, the Committee hasn't done any of the work to determine what 2.5 million will buy and therefore the Committee needs to proceed with the budget it has, and only if deemed necessary after the work has been done, would they consider going to the Select Board. While the Committee has been in agreement every step of the process so far, he stated that going forward the Committee will take votes, everyone has the right to speak and vote what they feel is appropriate. Jim also asked that if the Chiefs are not going to be at a meeting that they arrange to have their second in command attend the meeting because their input is extremely valuable moving forward. Mitch Cichy echoed the sentiment and stated that the OPM shouldn't drive the meeting and that the financial aspect is really important.

Presentation: Paul Wetzel gave a presentation detailing the Town Finances

- Highlighted the categories of the budget and their percentage of the total budget – noting that the percentages haven't changed much over the past five years;
- Education is the highest percentage of the total budget;
- Discussed free cash and stabilization;
- Discussed current debt;
- Showed trend of average tax bill compared to state;
- Showed effect of three different cost scenarios of the project and its effect on the town budget.

Discussed the assumptions, the target of staying at 10% or above total budget for reserves, and 10% or under for debt, noted that educating the public on the need, creating a constituency that has a vested interest (parents wanted school), detailing the cost savings of project (such as reducing building maintenance in existing buildings), need to know the effect on the tax rate of an average house for a new safety complex. Education has to be grass roots.

Meeting Adjourned at 7:40 (WKB, DW)