

Owners Project Manager Steering Committee Meeting
Thursday, August 9, 2018 at 6:00 p.m.
Williamsburg Town Offices
141 Main Street
Haydenville, MA 01039
Board of Selectmen Office

Minutes:

Meeting was called to order at 6:04 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, Dan Bonham, Jason Connell

Others present: William Sayre, (Select Board), Charlene Nardi (Town Admin), Rob Todisco (P3)

Approval of Minutes from July 26, 2018

- Voted to unanimously approve (WKB, DB)

Agenda Review

- Work with OPM:
 - Feedback from OPM on Previous Studies/ Documents
 - Brief overview of process steps
 - Program and Space Needs / budget
 - Collier's Report – reviewed main options for school, town offices
 - Building Repurposing Committee Report 2015 – reviewed 11 main findings
 - Summary of DRA Report – reviewed findings on 3 sites
 - Rob asked if there was any talk of doing another survey
 - Charlene suggests that P3 review Facilities Master Planning Committee Report
 - Suggests first step is to look at space needs based on chief's recommendations and put that into historical perspective of other projects
 - Suggestion to visit both stations as well as storage sites
 - P3 created a list of needs/square footage for both police, fire, and combined as they understand them from previous meetings (see attached)
 - Discussion to define "bay" for fire trucks
 - Are departments asking for separate spaces? Can they share?
 - What rooms **need** to be separate between departments?
 - How can the set-up account for or include the use of other spaces for storage? What spaces could be off-site and still "convenient" and "flow"?
 - Is there a process to answer all/some of these questions?

- Discussed storage needs, office space
- Discussed possibilities of electronic storage for paperwork
- Can't determine square footage cost until building construction mode determined
- Does the fire department need four trucks, can three suit the needs of operation? Fire department is looking at these issues.
- Police Chief discussed reasons that the emergency department facility should not be combined with a senior center – safety of the public
- Where is the primary population center of Williamsburg? Pharmacy is the geographic center but Haydenville may be more densely populated.
- What next process step makes sense in terms of determining shared space need?
 - Chiefs go through spaces together to present for September 6th meeting
- Site Selection Matrix – initial conversation after presentation in previous meeting
 - Suggestion to remove topography and acquisition so the matrix totals 100 points (not all in agreement)
 - Suggestion to add: Does the site advance other town priorities? Is the location compatible with activities of safety buildings?
 - How to search for other land options – for sale or donation
 - Mixed thoughts about doing an RFP for property that fits a number of criteria
 - Vote taken to do an RFP – (PW, JO); all in agreement
 - P3 will draft RFP for next meeting – work with TA.

Public Comment Period - none

Identification of Items for next Meeting

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- Next meeting is August 23, 2018
 - Review matrix and draft RFP – need to identify criteria for both matrix and RFP

Adjourn at 7:55 PM (BL, DW)



Town of Williamsburg

2015 – 2017 Master Planning, Public Safety Complex, Public Building Re-use Report Summary overviews

Colliers Report Summary

Helen E. James School & Town Office Building Repurposing Study (June 2015)

Helen E. James - 3 Main Options re-use

1. HEJ – Options: 1, repair only, and retain the layout of spaces. **\$1M - \$1,355,200**
2. HEJ – Option 2, Renovate the building w/ limited reconfiguration to interior spaces + MEP renovations. **\$3,876,800**
3. HEJ – Option 3, Major renovation/reconfiguration/ full gut to improve for new building use. **\$6,370,000**

Total Floor area of HEJ = \$22,450

Immediate building needs: exterior masonry, roof repairs/replacement of drains, windows, coping, waterproofing, MEP, ADA, Etc

Haydenville Town Offices – Renovation Cost

1. Renovations to existing building = **\$1.1M** (sprinklers, finishes, stair, exterior, FND, shingles, MEP upgrades & compliance)

Building Repurposing Committee Report Summary 2015

2. Williamsburg Fire station – no viable reuse for this building (on a non conforming site)
3. Old Williamsburg Town Hall – limited options for reuse due to site constraints and limited to no parking. Recommend declaring it as surplus or retaining as Historical Society.
4. Haydenville Town Offices – believed to function adequately for now. Yearly improvements are recommended instead of relocating
5. Haydenville Police & Fire – could be torn down for possible senior center?
6. Haydenville Police – could be torn down and a new police station could be built
7. Haydenville Fire – could be torn down and used for an out station for fire building
8. HEJ – could be repurposed for housing / other use (depending on other developments on site)
9. HEJ – reuse is limited if public safety is built next to it. There are political concerns with moving public safety, and Town Hall offices to the HEJ site, leaving Haydenville w/out public offices.
10. HEJ – could advertise for reuse proposals / sale. Preference NOT to build next to it

DRA Report Summary – Public Safety Complex site studies November 2015

Site analysis of 3 optional sites for Public Safety

1. HEJ – 16 Main Street (primary choice) – town owned
2. Mass Electric / NGRID – 77 Main Street – Privately owned
3. Town Offices Site - 141 Main Street – town owned

Conclusions:

4. HEJ – 16 Main Street (primary choice) – possible to subdivide and repurpose/sell HEJ lot
5. Mass Electric / NGRID – 77 Main Street – **not for sale – removed as an option**
6. Town Offices Site - 141 Main Street – **public safety complex won't fit along with the existing town offices building.**
7. 29 Main street – **added as option but quickly removed because of flooding during Irene.**
8. Both existing Police & Fire sites - lot sizes **deemed inadequate for a new complex**

HEJ Options / Considerations:

1. Municipal buildings exempts from frontage setbacks, parking requirements, & lot coverage
2. Pervious to impervious surfaces will be carefully regulated by the MA Rivers Protection Act
3. Any work/new building on this site will be filed as a "Redevelopment" with ConCom.
4. Because the HEJ is within the 200' set back, an additional building would be allowed
5. 1:1 RA mitigation rate on site, or 2:1 mitigation rate off site

Study No. 1: Complex building

First pass as Complex Space Needs SF = 16,852 (includes 4 double deep apparatus bays)

First Estimate for the above SF = **\$8,217,362 (project cost) = TOO MUCH.**

Study No. 2: study of two separate buildings

- immediately declared to **cost more** than Study 1 by DRA.
- Study 2 would then be to scale back Study No. 1 – directed that total project can NOT exceed \$4,000,000.
- Scheme 2.1 thought to be doable for **\$4,000,000 (includes 6 apparatus bays) = one single 10,000SF complex building**

Study No. 3 – Fire Station on HEJ site, & Renovate lower level of HEJ for Police Department

- Lower level of HEJ is about 7,500 GSF for police
- Reduces site disturbances
- Fire station building = 8,260 (includes 6 apparatus bays)
- **Cost of HEJ Renovations & Police fit up in basement = \$2,341,300 construction only**
- **Cost of New Fire Station = \$2,607,000 construction only**
- **Combined / total construction cost = \$4,948,300**
- **Plus 20% soft costs = \$5,937,960**



P R O J E C T P L A N N I N G P R O F E S S I O N A L S

Williamsburg Town Facilities & Services Survey Summary Summer 2016

- Of those surveyed, the majority of people are either in favor of a new Public Safety Complex, or would consider it with additional information (approx. 82%)
- Most in favor of developing the HEJ site w/ more information

