

Owners Project Manager Steering Committee Meeting
Thursday, August 23, 2018 at 6:00 p.m.
Williamsburg Town Offices
141 Main Street
Haydenville, MA 01039

Minutes:

Meeting was called to order at 6:05 p.m.

Committee Attendance

- In attendance: Mitch Cichy (Co-chair), Jean O'Neil, Dan Bonham, Brenda Lessard, Jim Ayres (Co-chair), Jason Connell, Paul Wetzell, Denise Wickland
- Not present: W. Kim Boas
- Others present: Bill Sayre (Selectman), Rob Todisco (P3)

Agenda Review

Approval of Minutes from August 9, 2018 (BL, JO)

- Minutes approved

Agenda:

Work with OPM:

- Feedback from OPM review of Facilities Master Plan Report information
 - Main Points
 - Charges of OPM Committee
 - Budget noted
 - Ownership of property
 - Holding off on long-term investments in Town Office
 - Development of committee to look at senior center needs
 - Values of town around open space, buildings
 - Feedback
 - Make no assumptions regarding location of Senior Center (ie: James School)
 - P3 does not want to lay out all their opinions at the start but wants to go through the process with the committee

- A week from today will send out a “cheat sheet” to help committee members score locations
 - Discussion regarding defining various properties as “surplus”
- Review Draft RFP
 - Made corrections to some language
 - Who would review the proposals? This committee seems to be the most logical
 - Can the RFP be put out without funds in place? Maybe adjust language to infer that the committee is looking to expand their site options
 - Remove the piece regarding a survey
 - Will use minimum size based on smallest lot currently on list of possibilities (1.43 acres)
 - P3 and a smaller sub-group will adjust the RFP from feedback
 - We will ask for three copies (hard copies) plus one copy of any large documents
 - How to get the word out about the RFP – newsletter, press release (done by Charlene and small group – voted upon and approved), Country Journal, Facebook page, posting at transfer station, table at town picnic
- Site Selection – Matrix criteria
 - Reviewed the criteria
 - Noted feedback:
 - Should there be a tenth category; “sense of place”?
 - Re-work Master Plan category; add future expansion
 - How will the process work?
 - Adding scores? Averaging scores?

Public Comment Period

Identification of Items for next Meeting on September 6, 2018

- Review of updated space criteria from Chief Wickland and Chief Connell
- Approve revised draft of RFP
- Review revised site selection matrix

Meeting Adjourned at 7:50 PM