

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

In attendance: Jim Ayres (Co-chair) (6:17), Jean O'Neil, Dan Bonham, W. Kim Boas, Jason Connell, Paul Wetzel, and Denise Wickland. Mitch Cichy (Co-chair) participated by phone.

Not present: Brenda Lessard

Others present: Bill Sayre (Selectman), Daniel Pallotta and Rob Todisco (P3), Charlene Nardi (Town Administrator)

Denise Wickland acting as temporary Chair called the meeting to order at 6:06 p.m.

It was noted that Mitch Cichy is participating remotely.

Moved (JC, JO) and voted to approve Minutes from August 23, 2018 – approved by majority, K. Boas abstained

Space Needs: Rob Todisco presented a summary of the space needs exercise done with Police Chief Wickland and Fire Chief Connell. Separate facilities space was estimated at 4,586 sq. feet for police department and 11,653 for the fire department and a combined project is 13,242 sq. feet. A review of the facility needs and an in-depth discussion was productive. Process went well, felt the operations and needs would grow, not get smaller; therefore, the space needs summary takes that into account. There may be an opportunity to trim a bit, but the Chiefs felt not by much.

Committee discussed individual spaces. The number of bays were again discussed. It was suggested that reducing them was an opportunity to reduce cost. Discussed value of design being such that we build small with opportunity to add on and whether that save costs. Discussed the number of trucks needed. Chief Connell stated that the number of vehicles is correct; however, the makeup of the vehicles needs to change over the years. Chief Connell noted that he could fill 5 of the 6 proposed bays with equipment and fleet. Committee stated that we are planning for longer than 15 years.

Rob noted that modular from P3's experience is not always cheaper. Rob asked some clarifying questions. Committee consensus was that we are at a place where we can't say we are just going to deal with one department and not the other, we need to do both. Questions were asked whether shared space, which wouldn't interfere with operations, could be in the Helen E. James (HEJ) building or offsite from the complex? It could be considered if it was dedicated space, but each option needs to be discussed because depending on the room it creates challenges. Questioned how much money does that actually save since the HEJ needs work. It was noted that a smaller joint structure, especially on the James site, may be more acceptable to residents – saving green space. Daniel Pallotta noted the more you use the James building, the more you get invested in upgrading everything at that time.

Committee members stated that \$2.5 million will not allow us to do everything we need to accommodate our needs, so it is attractive to use the Helen E. James. The Committee needs to be creative and look at all options. Suggested just building smaller joint building to replace Williamsburg station and keep Haydenville as a sub-station. Challenge is staying within the \$2.5 million budget without doing fairly drastic things. Question is, is it valuable to consider very drastic ideas to keep within the budget? Discussed that it may be valuable to give a vision of what a \$2.5 million building looks like. Getting a cost per square foot would be

valuable. Daniel Pallotta stated that \$300 to \$400 per sq. foot is a good range from his experience, which is slightly more than costs for town halls or senior centers because of items in the building. He mentioned a \$2.3 million police station in another community that is very bare bones. We should assume closer to \$400 per sq. foot and see what we could build up to 2.5 million. Discussed what synergies could be found by moving functions into the James building. The funds for upgrading that building are not in the \$2.5 million, but it still means the town has to come up with that funding. It may help the conversation with voters if the extra costs are to upgrade the James building. Need to answer the question of what we can build for \$2.5 million. Data needs to come from exploration and documented in multiple ways. P3 could provide data at next meeting, then the Committee can plan a brain storming meeting / charette. Need to get to scope and square footage and see how low we can get the number. Committee needs to be on the same page.

Acknowledged that there will be tough conversations and it may be tough on chiefs because it is an exercise of how deep we can cut. However, it gives the chiefs a chance to clearly justify space needed in clear language that will be needed in getting the community on board with whatever is decided. Could do a “pre-engineered” building. Pre-engineered in this case is not the same as buildings produced by firms such as Sage Engineering. The building would still go out to bid.

Request for Proposals (RFP): Reviewed the 2nd draft of RFP making minor changes. Agreed to send it to Town Attorney. Moved (JC, JO) and approved draft with discussed changes.

A press release and newsletter will be drafted by the Town Administrator working with Jim Ayres. Agreed to not have a table at the Picnic because at this point the Committee doesn’t have anything to report. Chief noted that she was holding an open house at the Police Station in October 2018.

Site Selection Matrix: Committee reviewed the revised site selection matrix and made a few changes (ownership and revised language in community goals).

Discussed the process of using the matrix. We need to know what properties we are looking at before we begin using it. Options are to have members do it individually and then come together to discuss as a group or do it as a group discussing each property one by one. Preference is to do it individually. As designed, the matrix assumes all categories are given equal weight. For instance, the Committee may want the cost of a site to be weighted more. This must be decided prior to opening up responses from the RFP. P3 recommends to set something similar to “if you don’t score at least a score of X” in a category, then the land won’t be considered. To be discussed further at the next meeting.

Identification of Items for next Meeting on September 20, 2018

Final RFP

If available, review draft newsletter and Press Release

Cost data from P3

Decide what will be the working square foot cost for brainstorm / charette

Identification of Items to discuss on October 4th

Matrix