

Owners Project Manager Steering Committee Meeting
Thursday, September 20, 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), Mitch Cichy (Co-chair) Jean O'Neil, Brenda Lessard, W. Kim Boas, Jason Connell, and Denise Wickland.

Not present: Dan Bonham and Paul Wetzel

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

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

Minutes: Moved (JO, BL) and unanimously voted to approve Minutes from September 6, 2018

Request for Proposals (Land): KP|Law returned the draft RFP this morning. The Town Administrator and Committee didn't have a chance to review it. The main changes were adding a draft purchase & sale agreement, clarifying language, putting back in the non-collusion, and adding required language. It was also noted that we need to have a contents page. The Committee authorized the Town Administrator and P3 to finalize the RFP and put it out. Town Administrator and P3 will draft advertisement and press release. It will be out for 30 days. Town Administrator forwarded the draft RFP to P3.

Square Footage Difference between DRA building and P3: DRA design was 10,677 sq.ft and P3 came in at 13,242 sq. ft. P3 handed out a comparison of the two designs, rooms and sizes – see attached handout. Noted that the DRA building design was much more detailed most likely because more time was spent in discussing rooms to reduce it to the minimum which was the focus of that study. P3 design is with basic sizes and hasn't been designed to the same specifications. Questioned whether all the design was included in the 10,677 sq. ft. design.

Cost Data: P3 presented a list of projects with construction costs – see attached. These costs did not include soft costs such as architect, OPM, Furnishings, Fixings and Equipment (FFE) or site work. The smallest project was in the town of Plympton constructing a bare bones police station with 6,200 gross square feet at \$2,150,000 with a construction cost of \$347, inflated to \$364 for 2019. Dan Pallotta walked the committee through costs to illustrate costs similar with a 10,677 sq.ft (DRA design).

Example of Costs				
Bays	4,800	\$	250	\$ 1,200,000
building	5,877	\$	450	\$ 2,644,650
Building Construction Total				\$ 3,844,650
Parking / site				\$ 900,000
Total				\$ 4,744,650
Architech	10%			\$ 474,465
OPM				\$ 200,000
Geo Tech				\$ 90,000
FFE				\$ 60,000
Tech / cameras				\$ 25,000
Total				\$ 5,594,115

Noted that it was felt those costs won't fly. Shared feedback members have gotten from the residents that worry about cost (impact on taxes) and siting.

Westhampton's vote for a \$4.4 million public safety project was highlighted. How can they afford it? Discussed comparing the communities. A quick look at average tax bills for Hampshire County with a few Franklin County towns thrown in showed the following:

Municipality	2014 Population	2017 Average Single Family Tax Bill	2014 DOR Income Per Capita
Amherst	39,826	7,305	17,524
Belchertown	14,858	4,646	31,971
Chesterfield	1,249	4,270	19,844
Cummington	873	3,258	31,910
Easthampton	16,054	3,702	27,336
Goshen	1,070	3,407	12,707
Granby	6,339	4,444	29,897
Hadley	5,340	3,630	29,407
Huntington	2,181	3,470	28,742
Leverett	1,853	6,397	37,427
Middlefield	529	3,390	17,181
Northampton	28,535	5,069	32,714
Pelham	1,328	6,415	36,104
Plainfield	650	3,595	20,942
South Hadley	17,721	4,194	29,500
Ware	9,888	3,588	22,700
Westhampton	1,636	5,433	31,769
Whately	1,513	4,621	25,536
Williamsburg	2,474	5,066	26,347

Committee Charge and Due Diligence:

Jim Ayres reminded the OPM Committee that its charge was to look at what 2.5 million dollars could buy. The Committee was formed to have discussions about the size and siting within a budget and he felt it was important that the group had that discussion led by the Committee. He didn't want to skip steps of the process to end point.

Noted steps of due diligence: RFP (for other options of siting), matrix for looking at siting options, square footage exercises, brainstorm sessions. Discussed options of doing the building in phases. Do what you can afford with 2.5 million with the expectation that there will be multiple phases. Discussed concerns with that – Town Meeting may not support future votes to expand or due next phase, voters may feel once you are working with the first phase okay that there is no push to continue with phases, history has shown town meeting tends to vote in turns for department projects, and what would be the timeframe for town meeting to authorize another vote. Mentioned that phases or multiple votes may cost more in the long run. Where is the real savings.

Jim Ayres wanted to confirm that Committee members were all on the same page on any next step in regard to the \$2.5 million budget such as going to the Board of Selectmen. Took a poll from Committee: From

what has been done, who thinks 2.5 million is adequate for any size building that could be used? None felt it was adequate even for a phased construction. Noted that there were still things to look at to complete due diligence such as modular, breaking out the project over time, utilizing other buildings, splitting the project into two (police and fire). Important aspects: record due diligence steps, address concerns of greenspace (educate about existing greenspace in villages, including most recently purchased land for Mill River Greenway), keep looking at costs, look at existing infrastructure, and long-term capital.

Debate whether Committee should continue discussion of how to reduce building size / program when the site seems to be the biggest issue. Agreed that meeting again in two weeks was premature because RFP needed to be completed and put out; however, it was noted that while site does affect design, cost is impacted by size and the conversation still needs to happen. P3 also noted there was more work to be done before we received land proposals.

Cancelled October 4th meeting. OPM Committee will meet again on October 18, 2018.

Co-Chairs will have a phone conference with P3 to confirm agenda items and agree on purpose and approach.

Identification of Items for next Meeting:

Town Administrator and P3 work to finish RFP and get it out

Town Administrator and P3 draft press release and advertisement

P3 to prepare construction scenarios, modular data costs with existing functions (raw data), review and analyze Westhampton's Public Safety feasibility study and proposed cost of 4.4 million.

Adjourned at 7:52 p.m.