

Owners Project Manager Steering Committee Meeting

Wednesday, October 17, 2018 at 6:00 p.m.

Williamsburg Town Offices

141 Main Street

Haydenville, MA 01039

Board of Selectmen's Office

Minutes:

Meeting was called to order at 6:10 p.m.

Committee Attendance

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

Agenda Review

Agenda:

Approval of Minutes from September 20, 2018 (JC, BL)

- Approval unanimous – removing second reference to tax table

Work with OPM:

- Update on release of RFP – The RFP was posted in the central register (October 3), both local newspapers (October 4) and on the town website. It is set to go in the Town fall newsletter at the end of the month. The deadline for responses is November 14, 2018. Noting no responses to date, the Committee recommended putting it on the local Facebook pages, posting up flyers, and sending it directly to some landowners.
- Matrix – Rob (P3) provided an update; matrix to be tabled until after deadline regarding possible additional sites through RFP.
- P3 to prepare construction scenarios.

- Reviewed Westhampton status with proposed budget of \$4.4 million/10,660 sf (4 double bays, 1 single) and feasibility study with pre-engineered building; close comparison in terms of size to Williamsburg (ideas discussed).
- See P3 cost scenarios – reviewed.
- The question was asked that if the James Building does not undergo reconstruction, could those funds in the capital plan (\$1.3 million) be used towards the construction of the Public Safety Complex? It was also noted that the charge to the Committee from the Board of Selectmen is \$2.5 million for the Public Safety Complex; however, the Capital Plan lists \$2.3 million (borrowing) and \$900,000 (reserves) for a total of \$3.2 million.
- Discussion regarding various uses of each floor at HEJ and the need to separate police from other uses.
- Concerns about the costs growing as infrastructure needs for the whole building become apparent.
- Clarification on square footage numbers being different between scenarios; some explanation is that the figures are averages between different studies but there are still inconsistencies. Discussed using the average between P3 and DRA which would be 11,960 for the Public Safety Complex scenarios. Ultimately it was decided that the square footage should be 13,242, the amount determined by P3 and the Police and Fire Chiefs.
- Figures changed on page #1:
 - Estimated cost for just police in James School, soft costs should be 20% (not 15%).
 - Stand alone fire station should be noted as 5400 sf
- Figures changed on page #2:
 - Pre-Engineered building size is now 13,242 sf
- Additional note - \$2,000,000 for stand alone police station of 5000 sf which includes the sally port.

TWO PAGE PROPOSAL TO BE REVISED BY P3

- Modular data costs with existing functions (raw data) – see P3 proposal page #2.
- Concerns that there may be a need to do a programming exercise regarding spaces and total square footage, although Chiefs feel that it was already done and there is nothing left to cut.
- Also concerns that the committee must first focus on site selection.

Mitch noted that the Committee appears to be coming to consensus that the 2.5 million cap on building cost prohibits the committee moving forward with any scenario. At some point, the Committee may wish to have the Co-Chairs go back to the Board of Selectmen with that report and ask the Board how the OPCSC should proceed.

Charlene to send out RFP with cover letter to specific landowners (Lashway, National Grid, Cumberland Farms), and to work with Brenda to get information on Facebook. Also, to have flyers posted up around town (post offices, market, pharmacy, general store, bank, transfer station).

Public Comment Period

Identification of Items for next Meeting on November 15, 2018

- Review responses from RFP and discuss
- Discuss site options
- P3 to revise the scenarios cost analysis handout updated with agreed upon square footage amounts.
- P3 to review Westhampton study and plans in a little more depth
- Matrix
- Next steps

Meeting Adjourned at 7:20 PM (WKB, DW)