

Owners Project Manager Steering Committee Meeting

Thursday, November 15, 2018 at 6:00 p.m.

Williamsburg Town Offices

141 Main Street

Haydenville, MA 01039

Board of Selectmen's Office

Present: Jim Ayres (Co-Chair), Mitch Cichy (Co-Chair), Brenda Lessard, Jean O'Neil, Paul Wetzel, and Denise Wickland

Absent: W. Kim Boas, Dan Bonham, and Jason Connell

Others: Rob Todisco (P3), William Sayre, and Charlene Nardi

Approval of Minutes from October 17, 2018: Committee (BL, JO) unanimously voted to approve the minutes as presented.

Land RFP: The Town did not receive any responses from the RFP. Overview: The Town put out the RFP on October 3rd, it appeared in the Central Registry (10/3); advertised in the Country Journal and Hampshire Gazette (10/4); posted on the website and in six places throughout town (market, two post offices, pharmacy, general store, bank), written in the fall town-wide newsletter and individually mailed to three specific landowners (Lashways, National Grid, and Cumberland Farms). The Town didn't receive any questions, comments or responses, which were due on November 14th at 2 p.m.

Committee Discussion:

- Leaves three potential properties: Town Offices – 141 Main St., Highway Garage – 24 Main St., and Helen E. James – 16 Main St.
- Committee took option of eminent domain off the table because members feel 1. No interest by landowners to sell based on no RFP responses, 2. There is no perfect private parcel identified, 3. It isn't politically desirable / feasible.

Cost Scenarios: Rob handed out 8 cost scenarios, which include soft costs, but not furniture, fixtures and equipment (FFE):

1. Renovate the Helen E. James basement level for Police Department

Cost is 2,070,000 (based on Collier's figures w/ inflation) - does not include the updates to outside of James that would be needed because

the funding would not be out of \$2.5 million (separate line in Capital Plan)

Cost per square foot = \$200, Square footage = 7,500

2. New Construction: Custom Build Police Department Building (traditional construction)

Cost is 2,579,625, estimated cost per square foot = \$450, 4,586 square feet.

3. New Construction: Custom Build Fire Department Building (traditional construction)

Cost is 6,554,813, estimated cost per square foot - \$450, 11,653 square feet.

4. New Construction: Custom Build FD w/ Pre-Engineer Apparatus Bay

Cost is 5,894,516, estimated cost per square foot - \$450, 6583 square feet.

5. New Construction: Custom Public Safety Facility w/ Pre-Engineered Apparatus Bay & Sally-port

Cost is \$6,567,480, estimated cost per square foot - \$450, 7,842 square feet.

6. New Construction: 100% Pre-Engineered Public Safety Facility

Cost is \$5,482,188, estimated cost per square foot - \$360, 13,242 square feet.

7. New Construction: Pre-Engineered Police Department Building

Cost is \$2,109,560, estimated cost per square foot - \$400, 4,586 square feet.

8. New Construction: Pre-Engineered Fire Department Building

Cost is 4,824,342, estimated cost per square foot - \$360, 11,653 square feet.

Discussion Topics:

- Would like to see a scenario that includes FD and PD admin. offices in James with pre-engineered detached bays
 - Attached is too expensive
- Could existing PD / FD building in Haydenville be renovated for PD only?
 - Need to work with neighbor for a little bit of land
 - That would use 2.5 million
 - Where would fire department trucks be housed?
- Concerns with two separate buildings – cost more, but could be done in stages?
- Need to look at square footage – we are higher than where DRA ended with Public Safety Complex Committee:

- Noted the failure of Westhampton to pass their Public Safety Complex funding at the ballot box– need to learn from their process (political analysis)
- Consider Scaling size / program down for political and budget reasons
- What is the program based on? What is the basis for size? Are the visions of each Chief for their department in line with BOS / town (full-time depts., on-call, regional)? What is the future of the departments?
- Need to scale down, determine what could be built.
- Should be bare bones.
- Noted that if we trim to bare bones on the Committee, Committee needs to back that up when presenting it to other groups / public.
- Can it be built with option to add on?
- Need to do scenario that has two bays and/or smaller admin spaces.
- Whose responsibility is it to discuss the vision of each department with Department Chiefs? OPM Steering Committee or Selectboard? Vision impacts program / building square footage.
- Funding and costs are unclear to some members, and if unclear to members, the presentation needs to be very clear to public
- What would be the cost to demolish the Helen E. James? Estimate based on work done in another community - \$200,000. Is this even politically feasible?
- What would be the cost to demolish the Town Offices? \$150,000 est.

Paul Wetzel will look at funding on capital plan and run the scenarios through the projection tool.

Westhampton Public Safety Complex: Rob Todisco handed out a detailed description of Westhampton's space needs, site evaluation, and renovation / addition feasibility study options. It was noted that Westhampton had three drafts of space needs and it seems appropriate for Williamsburg to have three. P3 will take another look at the space needs. P3 feels there is a bit more room to trim (bays / admin space).

Discussion topics:

- Williamsburg needs to have public forums, update community on what has been done and what is available for real options.
- Political analysis of Westhampton: Size and cost was too high, need is obvious. Wondered if Westhampton did enough outreach or what was done?

- Community situations are similar, what can we learn from Westhampton?

Next Steps: Should the Committee continue discussions or give an update to the Board of Selectmen? Based on Committee and P3 work, a 2.5-million-dollar project doesn't seem realistic with the square footage as defined and a 6 million project is not politically acceptable / feasible. A police department could be possibly be built for the cost of 2.5 million, but not a FD. Are we clear what a 2.5 million complex really looks like? Challenges for the Committee are the dollar cap and current square footage amounts defined by the program – should Committee push for bare bones or push that back to Selectboard to look at? Update with Selectboard could be review of challenges faced and what accomplished by Committee, it would give Selectboard an opportunity to assess where the Committee is and an opportunity to reset the charge, if appropriate.

The Committee was charged with essentially four questions:

1. What sites are in play?
2. Can everything needed / defined for program be built for 2.5 million?
3. What would 2.5 million actually build?
4. What is politically feasible?

Committee has fairly good answers to the first two questions. Is it up to the Committee to answer the last two?

Decision: Committee Co-Chairs will meet with the Selectboard with an update on the Committee work, the answers to questions 1 & 2 and request for guidance on questions 3 & 4.

Next Meeting: December 13, 2018 at 6 p.m.

Items:

Co-Chairs to meet with Selectboard – possibly a special meeting

Paul Wetzel to look at funding options for scenarios and clarifying funding on capital plan.

P3 to do:

Take another stab at programmed space – 3rd draft

Do a scenario with FD admin in James with PD