

Owners Project Manager Steering Committee Meeting
Thursday, February 22, 2018 at 6:00 p.m.
Williamsburg Town Offices – Board of Selectmen’s Office

Agenda and Minutes:

Meeting was called to order at 6:04 p.m.

It was noted that the Country Journal reporter was audio recording the meeting.

Committee Re-Introductions

- In attendance: Mitch Cichy (Co-chair), Jean O’Neil, Dan Bonham, W. Kim Boas, Brenda Lessard, Denise Wickland, Jim Ayres (Co-chair), Paul Wetzel
- Not present: Jason Connell
- Others present: Charlene Nardi (Town Administrator), Peter Spotts (Country Journal), Jeff Gutsfield (Colliers), Tony DiLuzio (Colliers), Bill Sayre (Selectman), Craig Wilbur (Pinck Co.), Sandra Graves, Sue Froehlich

Agenda Review

Approval of Minutes from February 8, 2018 (BL, DW)

- Minutes approved unanimously

Criteria of Building Site:

- Lot size – 10,000 sq.ft.
- Site options/location/cost – consider cost of property, location, traffic patterns; consider the previous discussions about cost from the finance committee, distance from the center of town
- Flood plain/elevations – determine James School elevations now (in conjunction with another Mill River Greenway Survey work); should the 500-year flood plain be avoided
- Suitability – should this be determined by the fire and police departments
- Actual building – what can you get in sq.ft. for the amount budgeted – then determine aspects of the building that are needed or can be cut, options for adding other uses such as Senior Center, Town Offices; is there a specific reason to have police and fire together
- Consider public response if James School is/is not used, similar thinking about highway department site
- How best to use feasibility funds
- What is the process for prioritizing criteria – weighting each area of consideration, using a survey to prioritize, looking at opportunities being lost given each criterion not met (or “doors opened” with adding/keeping each aspect)

Engagement of the consulting firm(s):

- Interim step – meet / get informed on services
- Putting out RFP – review examples
 - Charlene Nardi has shared examples of RFPs from other towns
 - Timing – when to bring that into play and the impact on the limited feasibility funding; do we use consultants to assist in the earlier part of the process; you

can hold an open meeting and invite OPM firms to present about what “they can do for us” – request for information before the procurement step; how do we define what we are engaging them for;

- Scope – how much surveying is needed; ask the OPM to help the committee organize the steps
- Asking the OPM representatives to share impressions at this meeting or waiting to hear from them until the more formal interview process; committee members want to get the RFQ moving ahead but welcome to hear any thoughts from the OPMs present – this information will be considered public comment

Public Comment Period

- Brief comments from both Colliers and Pinck Co.
- Community members

Identification of Items for Following Meeting

- Small group will craft a draft of an RFP in preparation for the next meeting – focus on scope of work; meeting Thursday, 3/1/18, at 5:00
- Focus of next meeting will be RFP / RFQ
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Meeting adjourned at 7:30 pm (DKB, DW)