

Owners Project Manager Steering Committee Meeting
Thursday, March 8, 2018 at 6:00 p.m.
Williamsburg Town Offices – Board of Selectmen’s Office

Minutes:

Meeting was called to order at 6:05 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, Jim Ayres (Co-chair), Jason Connell, Paul Wetzel
- Not present: Denise Wickland
- Others present: Charlene Nardi (Town Administrator), Peter Spotts (Country Journal), Bill Sayre (Selectman), Craig Wilbur (Pinck Co.), John Pohanka

Agenda Review

Approval of Minutes from February 22, 2018 (BL, WKB, unanimous)

- Time of meeting listed incorrectly. Should be 6:00 PM

Meet and gather Information from OPM firms on tasks / skills offer to support Committee work

- Brief presentation by Craig Wilbur from Pinck and Co. Inc. regarding the various tasks that an OPM could do for this project
 - Suggests reaching out to local chapter of AIA to do a design charrette
 - Indicates that there are numerous options for what the OPM could do and the time that the contract/tasks/timeline would start
 - Consider what the committee can do and what the OPM is needed to do; also create a decision matrix and consider who would be responsible for each area
- Committee interest in making the RFQ somewhat open-ended, or should it be detailed?

Scope of Work – draft RFQ

- Report presentation from RFQ Sub-Committee
 - Discussion regarding the scope of the committee as per the select board “assignment”
 - Brief information sharing regarding the cost/scope of work of the OPM when building the new school
 - Discussion regarding determining process – what decisions to make first, site or building design/building functions – which will then guide the OPM RFQ
 - Committee discussed how to create the RFQ contents for phase one – Hadley’s RFQ seems the most relevant to this project; used that as the basis for this discussion
 - Considering the Hadley document:
 - Keep #1, a version of #2, #3, #5 (combined with #1), #6, #8
 - There are points in Hadley’s “Initial Study Phase” that go beyond the Phase One of this project but would possibly be appropriate for the next phase (#4, #7, #9, #10)

- In looking at the Northfield document:
 - Phase I/Pre-Design – “a”, “b”, 1.1,
- What are other pieces that are not “captured” in these pieces of other documents?
 - Community impact – right of way, community values/priorities
 - Determine a matrix and/or survey for weighing those areas (noted above)
 - Review criteria that have already been used in assessing community impact and determining additional or more concrete criteria. Should this be done by the committee or the OPM? (see notes from Jean O’Neil under “Scope of Services” – third paragraph)
 - Speaking to town members
 - Tasks/considerations related to considering a non-town-owned property
 - Identify possible other funding sources (grants)
- Could the sub-committee take these points and create a draft RFQ? Also add evaluation/selection criteria.

Public Comment Period

Identification of Items for Following Meeting

- Review draft RFQ criteria and determine contents
- Voting on selection criteria
- Possibly prepare to send out

Meeting Adjourned at 7:37 PM (PW, DB)