

OPM Steering Committee  
Williamsburg Town Office  
March 22, 2018, 6:00 p.m.

The meeting was called to order at 6:06 p.m.

Present: Jim Ayres (Co-Chair), Mitch Cichy (Co-Chair), Brenda Lessard, W. Kim Boas, Dan Bonham, Denise Wickland, Jean O'Neil, Paul Wetzel.

Absent: Jason Connell

Others Present: William Sayre (Board of Selectmen) George Andrikidis, Charlene Nardi (Town Administrator)

OPM Committee voted to unanimously approve (BL, WKB) the minutes from March 8, 2018.

Acknowledged appreciation to Jean O'Neil and Dan Bonham for presenting the draft RFQ.

Introductions were made for the purposes of the guest.

The Committee went through the draft RFQ and made the following changes:

Noted that the word "Franklin" to "Hampshire" County.

In General description add information pertaining to more "all potential sites".

### **In the Scope**

#### Phase 1:

- Discussed the meaning of "environmental sustainability and resiliency" and the need to define it in #5. Talked about the need for green construction versus the high cost.  
Add a link to all prior studies that #1 & #3 refer to.
- Discussed the meaning of the word "conceptual" in #6

#### Phase II

- Add language at the beginning of all Phase II - Phase V that the scope tasks need to be confirmed with the Board of Selectmen or its designee to allow changes.
- Changed 'scheduled" to "schedule" in # 3 and change in "promote" to "present" in #9.
- Added #11 - Coordinate with National Grid efficiency programs that provide assistance with designing energy efficient buildings.
- Added #12 - Ensure design meets stretch code requirements
- Discussed what the "minutes" refers to in #1. Agreed that minutes taken for the committee are a part of open meeting law and responsibility of the Committee. OPM minutes are for purposes of capturing important decisions in design and project meetings.
- Add having a cost estimate at 30% as well as the others

#### Phase III

- Add same value engineering wording from #5 in Phase III to Phase I.

#### General:

- Add language that Town must be notified and "approve" changes in OPM staff, or that OPM staff must be of same experience / qualifications.
- Change all "Project Director" to "Project Manager"
- Add language that OPM firms must demonstrate experience with sustainable / green construction projects in 3.5 and 5.1 – Jean O'Neil and Dan Bonham to draft.

- Add language to the introduction, experience requirements and 4.3 that the OPM needs to help us navigate and balance the challenges of the town. Should note the biggest challenge of the Town is to site the public safety complex with consideration of the town's values and other priorities. – Jim Ayres will draft.
- Add language that also includes looking at different alternatives such as the use of multiple buildings (new and existing) – Jim Ayres to draft language

**Public Comment:** George Andrikidis shared that he thought the OPM Steering Committee should be hiring an architect for design and project manager for managing the project.

The OPM Steering Committee unanimously voted (PW, DW) to approve the RFQ with changes.

Dan Bonham and Jean O'Neil will review all changes discussed and then work with the Town Administrator to put it out to bid.

Adjourned at 8:16 p.m.