

Owners Project Manager Steering Committee Meeting  
**Thursday, April 4, 2019 at 6:00 p.m.**  
Williamsburg Town Offices  
141 Main Street  
Haydenville, MA 01039  
Board of Selectmen's Office

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

**Committee Attendance**

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

**Minutes:** Unanimous approval of Minutes from March 7, 2019 (JO, PW)

Round-robin of concerns and "what we know"

- Need to reduce the building cost below 4 million and thus the size – echoed by multiple committee members; is the "scope and scale" correct?
- What we support to move forward needs to be something the town can support financially
- Come to terms with the idea of the use of HEJ building – note how many committees have come to the same conclusion
- Really need to address size because it affects the cost, and if the cost is too high for community to afford, TM may vote it down – for instance 2 double bays, no sally port
- Combined uses of emergency services with other town uses – cities do it all the time, where their police stations are next to and in neighborhoods with other buildings right next door
- Are there still options in the current stations for re-use? Haydenville sub-structure deficient - consensus is that they really aren't feasible options due to cost, condition and size
- If the size of the public safety complex is reduced, will it still be viable for the future? Discussion was, that we operate effectively now in what we have, anything more is a vast improvement
- Would it make sense to take the Helen E. James building down? Is it reasonable to take it down and build from scratch? What opportunities does that open? Better location of building on site, offer more green space,
- Concerns about what it will cost to bring HEJ up to code/ADA if it is used for the fire/police and structurally what is the condition – could find out nothing can be saved

- Costs are increased trying to reuse the James (structural issues and current room configuration is not conducive to future use), but it may be appealing to the town
- Concerns about flood plain, senior center space, town offices space, greenway, playground, historic character of town center
- Reviewed potential decision-making model (decision tree) for town meeting; reminder that vote decisions are only “good” for one year
- Decision tree model is an excellent tool for walking community / voters through the options - way to describe the options that are available with the costs for having a discussion
- Is the town really going to grow in population? History has shown that is not the case – the demographics may change but the student population is dropping slightly.
- Could another building be built next to HEJ without touching the school? If the decision about the James (reuse or remove) isn’t made first then we come up with positioning a public safety complex in an area that wouldn’t be chosen if the building is eventually going to be removed – limits green space opportunity and best location for building on site.
- Emphasize the sharing of resources to reduce overall size; building size must be looked at otherwise the town meeting may vote no on it like Westhampton and it takes a long time to bring it back to town meeting
- Consensus – there is a need to do something and we need to do it soon. Concerns raised about waiting – buildings get worse and we don’t want to invest in them and the cost of the project goes up.
- Noted that the Town has a very healthy free cash and stabilization balance – may be able to use a \$1million in stabilization funds and still have a healthy financial outlook by bond company standards
- Noted that it is vital to have the people on the Committee speaking positive about and be committed to the agreed project otherwise it won’t pass.

Charlene Nardi gave an update on the MVP grant opportunity, which has multiple phases. The first step is to look at the town’s vulnerability to climate change and what our needs are for reducing those vulnerabilities. In the discussions and public forum with the community we need to identify the priority needs, which may be culverts / bridges, buildings, roads and the future greenway and determine ways to address them in a plan. Once this is accepted by the state, the second grant round allows us to apply for funding for the identified priority projects. The public safety complex building construction could benefit from this grant. Gaby Immerman and Nick Dines are taking the lead on this grant and have requested that the OPM Steering Committee participate in the process.

She also reported that the PVPC has invited Williamsburg to participate in a discussion about regionalizing emergency services (fire, police and emergency management director) with Chesterfield, Goshen and Worthington. The first focus is going to be fire department services. Those three communities have voluntary departments as compared to our on-call fire department so it is uncertain how that could work, or if there is any value. However, the

questions keep being asked if the town has looked at regionalization and how our small town with a limit, we can raise our budget continue to be sustainable when the costs to operate and maintain departments keep going up due to more regulations for equipment and training. Therefore, the Board of Selectmen felt participation in the discussion and exploration is valuable.

Discuss presentation to Community – what, who, when?

- Need to share why other locations do not work
- Examples of due diligence – document / display / present work of committee, need to seek funds (continue conversations with Congressman Neal, and local legislators), looking critically at current buildings

Decision Tree – present past work and options for future – valuable tool to outline options

Who are we presenting to and when?

- Police and Fire Department personnel – first – tentative date – May 2, 2019
  - How to present “what we know” without rehashing where we have been but really – here is our situation
  - Talk about the potential max sq. ft. and THEN go to what fits in that “box”
- Public Forum – when, where:
  - How to present an engaging set of information
- Others
  - Who?

Reviewed the options presented by P3 over the course of the year and ½ to determine what should be presented and how to represent (display) what the Committee looked at and why it is or isn't still an option. Brainstormed different ways to engage the community in a way they will understand what the committee has done and the outcome, are able to provide feedback and feel part of the project (have an investment).

Buildings / scenario options to rule in or out: Folks shared their thoughts about other options and then consensus is that the most viable cost-effective option is the James site.

Dave Mathers, Selectman, shared his walkthrough of 16 South Main Street and conversation with Building Supervisor John Hoogstraten. The building foundation structurally can't be built upon, the windows and other conditions just make it cost prohibitive as a feasible option. The safe also is a big issue for removal. It would be more cost effective to demolish and rebuild, but it is on a very small lot – it doesn't offer a solution to the cost issue before the town and a vote for just the police is a hard sell to voters.

Experts Identified to assist: Once the Committee hears from the community and the options are narrowed to move forward, the Town will need to enlist our in-house (Louis Hasbrouck) and outside experts (use remaining funds in the article to hire). Discussion for future.

Set Date and Identification of Items for next Meeting: April 18, 2019

Meeting Adjourned at 8:05 PM (WKB, PW)