

Owners Project Manager Steering Committee Meeting  
Thursday, May 17, 2018 at 6:00 p.m.  
Williamsburg Town Offices  
141 Main Street  
Haydenville, MA 01039  
Board of Selectmen's Office

**Minutes:**

**Meeting was called to order at 6:05 p.m.**

**Committee Attendance**

- In attendance: Jean O'Neil, Dan Bonham, Brenda Lessard, Jim Ayres (Co-chair), Jason Connell, Denise Wickland, W. Kim Boas, Paul Wetzel
- Not present: Dan Bonham, Mitch Cichy (Co-chair)
- Others present: Charlene Nardi (Town Administrator)

**Agenda Review**

**Approval of Minutes**

- May 3 meeting was cancelled
- Minutes of April 19, 2018 unanimously voted to accept (BL, JO)
- Review Walk-through notes – report from W. Kim Boas & Jean O'Neil
  - 4 firms came for the walk through – reviewed attendance
  - Lasted about an hour
  - Went over what the town was looking for

**Review / discuss responses to RFQ**

- What are we looking for?
  - Experience; especially with smaller communities
  - Ability to facilitate
  - Work plan
  - Experience with this type of project
  - Is the person that did the walk through the one that will be working with the town
  - Are there any firms we don't want to continue talking with? (DAS – all present agree)

- General discussion about the remaining three firms
- Interview remaining three firms
- How to structure interviews – who, questions
  - Talk with them as a committee
  - Does the committee want to waive the omission of a W-9 for Colliers, which was later received? Yes
  - What do we want to know that we didn't see in the proposal?
    - How will they do "Phase One"? Demonstrate understanding of the town's needs, what we care about, address all 14 steps of "Phase One" (was not addressed in any proposal)
    - Concrete work plan
    - An example of another job that would fit our situation – talk through it (scale, size community, community with similar questions, siting issues, communicating it to the residents)
    - Meeting with actual project manager(s)
- Preliminary ranking exercise was done just to see where folks were.
- Charlene to communicate this to the three firms in preparation for the interviews.
- The interviews would be the agenda for the next meeting (20 minutes each but allow for 30 minutes to include time for questions; with 15 minutes in between)
- Wait to get back to DAS

### **Next Steps**

- Interviews

### **Public Comment Period**

- No public present

### **Identification of Items for next Meeting**

- Interviews

### **Adjourn at 6:50 (WKB, JC)**

#### **Important Dates to note:**

*May 17 – May 31, 2018: Review/evaluation period for Responses*

*May 21 – May 24, 2018: Interviews, if necessary*

*May 31 - June 18, 2018: Contract negotiations and award are expected to take place.*