

Owners Project Manager Steering Committee Meeting
Thursday, May 31, 2018 at 6:00 p.m.
Williamsburg Town Offices
141 Main Street
Haydenville, MA 01039
Board of Selectmen's Office
Meeting Minutes

Present: Jim Ayres (Co-Chair), Mitch Cichy (Co-Chair), Paul Wetzel, Brenda Lessard, Denise Wickland, and Jean O'Neil

Absent: Kim Boas Dan Bonham and Jason Connell

Also Present: Anthony DiLuzio and Ken Guyette (Colliers International) and Charlene Nardi (Town Administrator)

Meeting was called to order at 6:03 p.m.

Interview with Colliers International:

Jim welcomed Colliers International and briefly outlined the Committees desire to hear more from the firm about its understanding of Williamsburg's needs within this project.

Anthony DiLuzio and Ken Guyette, Colliers International, gave a 20-minute power point presentation. Ken went through an overview of the firm and the key personnel. Anthony outlined the approach and timeline, project considerations, site considerations, and budget.

Committee asked questions to get a better sense if Colliers really understands our values in working with the community and the challenges with the sites. Discussed process of site assessments.

Unanimously voted (BL, PW) to approve the minutes of May 17, 2018 with the addition of Paul Wetzel being listed as present at the meeting.

Jim informed the Committee of the reasons we only had one interview: Pinck & Co withdrew from consideration due to the unexpected resignation of one of their key personnel and P3 had an unavoidable conflict. P3 has asked for a date to reschedule.

Committee Comments of Colliers Presentation: Colliers has the knowledge, experience, and process, but didn't address the values (softer issues) of the Town that are in this project, didn't appear to do any research or homework on the town. Discussed the issues of dealing with an old building and the idea of separating the police and fire. Noted that Colliers told their story and outlined their process but didn't tell us how they were going to help us get there with our project or identified any of our challenges. The project they shared as an example was much larger than Williamsburg and involved multiple communities, all larger than Williamsburg. Noted that maybe Colliers didn't know how to address the values (softer issues). Members acknowledged that it may be the Committee's job to bring the values into the process and help guide whichever

OPM firm is chosen. Members felt Colliers has the process down and they certainly wouldn't rule them out at this time; they have many positives as well.

It was suggested that we may be able to get feedback regarding their ability to identify with a community through questions during the reference checks.

Need to choose the firm that is going to give us the best support.

Next Steps – Reschedule P3 for 6 p.m. on June 14th

7:15 p.m. Adjourned

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.