

Owners Project Manager Steering Committee Meeting
Thursday, June 14, 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 6:02 p.m.

Committee Attendance

- In attendance: Jean O'Neil, Dan Bonham, Brenda Lessard, Jim Ayres (Co-chair), Jason Connell, Denise Wickland, W. Kim Boas, Mitch Cichy (Co-chair), Paul Wetzel
- Not present:
- Others present: Charlene Nardi (Town Administrator), Dan Pallotta (President P₃), Robert Todisco (Project Manager P₃)

Introductions were made.

Interview: (6:00 p.m. – P₃)

- Presentation of the history of the company
- Briefly reviewed other projects
- "What we do"
- Questions/Concerns:
 - How do you communicate with committee?
 - Chart with schedule
 - Communicate through Town Administrator or Committee Chair
 - Looking for consensus
 - Explain roles of each person present from P₃
 - Robert Todisco – design reviews, field management, prepare bid documents, attending meetings
 - Dan Pallotta– public presentations, attending meetings
 - Steven Habeeb – architecture review
 - Please address the 14 points because they are important to us – especially the site decision
 - Discussed the steps taken in other projects as an example of how to come to a site decision
 - Noted that \$30K may not be enough to get the project through next step with all preliminary tasks completed
 - How would the lead up be to the actual vote/Phase Two?

- Be on board with all constituencies – lots of meetings

Discussion of interviews

- This company more familiar with previous studies
- Better responses to questions – “town level”
- Dan’s experiences with his own town administration helps him to understand Williamsburg
- Collier’s more formal in presentation but P₃ were more town centered/experienced
- Does the type of structure inform which company is chosen?
- \$30K is just to get through to site selection; other pieces will happen afterwards
- P₃ has a marketing person that could help with site presentation to town
- Discussion of advantages and disadvantages of a few sites – how could one of these companies help with the site decision?

Decision on Firm:

- Jean called for vote to accept P₃’s bid; Kim seconded
- Vote unanimous

Approval of Minutes from May 31, 2018

- Motion to approve (DW,BL); approved with two abstentions

Next Steps:

- Notify P₃ but next step is to work out contract through Board of Selectmen
 - Need price proposal from P₃ for first 14 steps
- Charlene will notify Chair of Selectboard
- P₃ can accept or reject contract
- P₃ has reports to review and research
- Next meeting (6/28/18) to review price proposal – possibly with Board present and then finalize contract too
- Following meeting would be 7/12/18

Public Comment Period

Identification of Items for next Meeting

- See next steps

Meeting Adjourned at 7:20 (DW, BL)