

Owners Project Manager Steering Committee Meeting  
Thursday, July 12, 2018 at 6:00 p.m.  
Williamsburg Town Offices  
141 Main Street  
Haydenville, MA 01039  
Select Board Office

**Minutes:**

**Meeting was called to order at 6:10 p.m.**

**Committee Attendance**

- OPM Members in attendance: Jean O'Neil, Brenda Lessard, Jim Ayres (Co-chair), Denise Wickland, W. Kim Boas, Mitch Cichy (Co-chair), Paul Wetzel, Jason Connell
- Not present: Dan Bonham
- Others present: Charlene Nardi (Town Administrator), Dan Pallotta (President P3), Robert Todesco (P3), William Sayre (Selectboard)

**Agenda Review**

**Agenda:**

- Dan Pallotta discussed what he had learned from reviewing documents and where he had questions
  - Shared a possible rating scale/matrix for looking at sites (quantitative)
  - Group will need to suggest qualitative criteria
  - Likely not to solve future needs at \$2.5 million but it should be a building that has more capacity for the future
  - Looking at the stated needs of police and fire – is it possible to build a building for \$2.5 million without the additional cost of land?
  - Suggesting meeting in four weeks (not in two weeks)
- Plan next Steps/Scope with OPM – P3, Inc.
  - Ideas –
    - Focus on town owned properties
    - Do both police/fire at same time or together
    - Thoughts on selling current properties if they are not used
    - Talk about what the budget of \$2.5 million will cover (cost of the entire project)

- Renovating a currently owned building may be a cost savings but not enough to fund a town hall, senior center
- Note that decrease in population does not decrease the need for emergency services
- How much are we willing to spend on land?
- James School could have shared training space for town, police, and fire
- Important to talk a bit about the James property town history regarding this project
- What are the bare bones that each department can't live without?
  - Police – secure booking, sally port, chief's office, evidence and record storage, interview room, armory, meeting/training space (shared), kitchen (shared), parking space for 3 cruisers, 2 officer desk space, bathroom, separate bathroom for prisoners
  - Fire – housing all the equipment in one spot, 6 bays (3 double stack), chief's office, records room, work space for report writing, laundry room, decon room/shower, spot for filling bottles, gear storage/locker room, bunk room option, training space (shared)

### **Approval of Minutes from June 28, 2018**

- Motion to approve (JO, BL)
  - Unanimously approved

### **Next Steps:**

- P3 will work on seeing if the requirements can fit within a structure(s) with a total cost of \$2.5 million
- Work on the matrix
- Keep next meeting for two weeks – finances, other town needs for the building

**Meeting Adjourned at 7:32(BL, DW)**