

Owners Project Manager Steering Committee Meeting

**Thursday, January 10, 2019 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 6:08 p.m.**

**Committee Attendance**

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

**Agenda:**

- Approval of Minutes from December 13, 2018 (BL, WKB)
- Report from meeting with Select Board on December 20, 2018
  - Presented an overview of issues presented to Select Board (that the highway garage and town office lot do not seem viable options for public safety and that \$2.5 million is not enough)
  - They were not surprised by the issues presented
  - The James lot is the most likely place for any new building with some use of the James building. They thought that \$3 million could be a possibility and up to \$3.5 million – discussed the complexity of accessing funds earmarked for HEJ building needs (elevator, roof, first floor) in pieces
  - Asked Selectboard for their support and back-up regarding next steps.
- OPM Work: (work on this at next meeting since chiefs are not present)
  - \$2.5 million scenario
  - Reduced footprints – discussion

- Determine Next Steps for Committee:
  - Need to look at creative options – ideas to keep cost down so issue can be addressed – splitting the two departments, using existing buildings.
  - Thoughts on eliminating 16 S Main St. in Haydenville (current police/fire station) as an option – (see handout) may have the sq.ft. needed (3710) for police station. Putting police and fire together impacts anonymity of victims and witnesses of violent crimes using police facility, good reasons to keep them separate; use of that location only for police; second story could be used for only police employees which would allow for no elevator; separate facilities may save money; use garage as sally port and booking room; would not allow with partnering with another community, parking a problem but abutter would work with town to figure something out (would need 6-8 spaces); could be renovated; first step would need to be to build a space for the fire trucks, then work on police station.
  - Options for temporary storage need to be explored and temporary “headquarters” if 16 South Main Street were to be gutted and renovated for a full police station.
  - Is there a scenario that P3 has already done that could be applied if the police locate in Haydenville – scenario #9
  - Can the basement level at HEJ be used? The elevation needs to be checked to see if it falls below a floodplain level. (assigned to P3)
  - For the Haydenville building to be considered seriously, the building would need to be inspected and a determination regarding renovation needs be made
  - Can someone be contracted now to check the elevations on both properties (HEJ and 16 South Main)? Charlene to check on the money in the Town Meeting vote earmarked to do survey work.
  - Thoroughly brainstorm to see if there are any other options with town buildings or splitting up the departments the Committee should look at.
  - P3 tasks – Haydenville renovation, bay costs at HEJ (prefab or pre-engineered)
- Matrix – finalize and review scenarios

- It would be important to “plug in” all the options into the matrix so we can demonstrate all due diligence with options has been done
- First confirm that the matrix is the final version by implementing it and see if it is applicable in all areas

### **Public Comment Period**

#### **Set Date and Identification of Items for next Meeting:**

- February 7, 2019
- Items: P3 – look at no elevator claim if no public access, estimate for South Main Street reconstruction, present 2.5 million options and ideas for reduced foot print, and send latest matrix; Charlene to ask Deerfield for their plans for the ambulance building, check for Helen E. James building information that came out of feasibility study for a school, and check on survey funds for Helen E. James.

**Adjourned at 7:40 PM (WKB, JO)**