

**Owners Project Manager Steering Committee Meeting**  
**Thursday, September 5, 2019 at 6:00 p.m.**  
**Town Offices – Board of Selectmen's Office**  
**141 Main Street**  
**Haydenville, MA 01039**

**Present:** Jim Ayres, Jean O'Neil, Brenda Lessard, Jason Connell, Denise Wickland, and Dan Bonham.

**Absent:** Mitch Cichy (Co-chair), Walter "Kim" Boas, Paul Wetzel

**Others:** Rob Todisco (P3), Charlene Nardi

Opened the meeting at 6:09 p.m.

**Minutes:**

Voted (BL, DW) by majority to approve Minutes from August 22, 2019 with addition of Denise Wickland in attendance. (abstentions: DB & JA)

**Confirm Dates of Public Forums –**

- Saturday, September 21, 2019, 10:30 to noon at Anne T. Dunphy. Arrival for setup is 9:30 a.m.
- Thursday, October 3, 2019, 6 p.m. to 7:30 p.m. at Anne T. Dunphy. Arrival for setup is 5:30 p.m.

**Advertising the forums:** Town wide call, Town sign boards, Planet school newspaper, Senior Center newsletter, Facebook, website, flyers in 12 locations, Country Journal, Jim Ayres to speak with Fran Ryan. Should hand out flyers at the transfer station on the Saturday and Wednesday before the first forum.

**Other:** Should meet with Seniors at their luncheon at town offices, the senior men and women breakfast / luncheon groups, Friends of the Libraries and Board of Library Trustees, and meet with Mill River Greenway.

**Presentation Stations:**

**Past Committees work / OPM Steering Committee Process – Jean and Kim.**

Needs:

Choose photos from Rob's grouping

Make slides into posters

Charlene to print six copies of Fire Department costs and Hadley school Gazette articles

Print off copies of the five reports listed

Tab the section in DRA report about where building could be put

Use poster of 142 sites looked at by WPSCC and reviewed by OPMSC

Need hot spots from Fire and Police Department – make into poster board

**Building design and program – Chiefs and personnel**

Rob Todisco to make poster of last list of program needs for the building – simplify format

Poster with # of calls

Photos of current equipment

**Conditions of current Fire and Police Station – Chiefs and personnel**

Video to run on laptop – need access to internet for school

Photos of current conditions

Evidence Room

Vault

**Finance / Funding – Paul**

Funding Options

Process for funding

Impact on Taxes

**Helen E. James building / site - Brenda, Dan, Jim, Mitch**

Photos of current conditions – Dan to get photo of roof

Poster with current costs / FY19 to keep as is

List of items w/ costs if reuse – ADA compliance, sprinkler, elevator, roof, HVAC, windows, repointing, and water infiltration

List of items w/ costs needed to maintain as is

Need to highlight costs and not a good fit as is for reuse of town – note appears in fair to poor condition; however, we don't know what it will be if we get into it – Dan and Rob speak to this

**Scenarios –**

Use slides from draft presentation

Renovate current PD building, Renovate HEJ for FD, separate apparatus bay

New PS building on HEJ site, Renovate HEJ for shared space

New PS building on HEJ site, remove / or ignore James building

Rob to simplify what scenarios were looked at – add cost of including James (can't be phases)

- If the James building were ever removed, it was suggested that the Public Safety Complex or the green space / park area be named in memory of Ms. James contributions to the town. And / or bricks from the building be reused for the new building or a walkway or park area.

**Presentation:** Jim Ayres and Rob Todisco will finish the presentation that Paul worked on.

**Flyers:** Jean will finish the flyers she drafted by adding photos. Charlene to print.

**Noted:**

- There are poster boards in Charlene's office – print sheets and clip larger printed sheets (Collective copies or Paradise Copies). Also buy tri-fold presentation boards
- Snacks – purchase and have members chip in – Jean and Charlene to coordinate

**Set Date and Identification of Items for next Meeting:** September 19, 2019 – trial run of setup & presentations.

Adjourn: 7:26 p.m.