Owners Project Manager Steering Committee Meeting
Wednesday, December 18, 2019 at 6:00 p.m.
Williamsburg Town Offices
141 Main Street
Haydenville, MA 01039

Present: Jim Ayres, Denise Wickland, Jean O’Neil, Paul Wetzel, Dan Bonham,
Absent: Vacancy, Mitch Cichy, Jason Connell, Brenda Lessard
Other: Rob Todisco (P3), William Sayre (Select Board), Charlene Nardi (Town Administrator)

Meeting Called to Order: 6:08

Agenda Items:
Minutes from November 14, 2019 – vote to approve
Approved (PW, DW), with abstention DB – after changes made

Report from small community meetings
- Senior center luncheon
- Lions Club – Brewmasters
  - Small group of 3
  - Didn’t seem intensely pro or con
  - Understood the need – but questions about the budget
  - Support for HEJ having seen its useful life
- Library and Friends – Meekins
  - 5 people
  - Participant talked about that spot in town being active/used
  - Not wanting a monolithic-type building, something similar to what is there
  - Support for not keeping HEJ – taking building down gives increased flexibility
  - Taking photos of other safety buildings and posting them for feedback on what is liked and what isn’t

Reminder – Senior Men’s Breakfast – Thursday, Dec 19th 8am at the Snack Bar
Informal Presentation - January 16th @ 5:30 at the Snack Bar

Discuss Next Steps: Special Town Meeting is Monday, February 24, 2020
- Review budget / what is $400,000 buying?
  - Consider asking for slightly less ($385,000)
    - Motion made to change next phase (analysis, engineering, design) request at town meeting to $385,000 (PW, DW) - consensus reached
  - Reviewed proposed budget
    - Recommend phasing various parts in
Add a section on definitions of each funding point in process
Suggestions about visual presentation of proposed budget document
  o May be room for savings but “wildcard” is/are HEJ studies
  o Consider including a landscape and architectural charette in next steps of process

• Presentation materials — clear about what is the money for and what are we getting and what is goal with the funds, outline next steps and timeline
• Flyers – handouts
  o Create a “cheat sheet” for committee members defining the three design options, costs so all sharing the same information
  o Reviewed handout for edits
• Public forums – see notes on new handout;
  o Possible dates 2/8/19
• Small community meetings
  o Finance Committee Mtg (w/capitol planning committee) – Wednesday, 1/15 or 29 @ 6:00 PM
• Additional outreach
  o Burgy Bullets
  o Grange
  o Greenway Committee
  o PTO
• Financial calculations

Other

Set Meeting dates: Next meeting Thursday, 1/23/20 @ 6:00

Public Participation:

Meeting Adjourned: 7:32 (JO, PW)