

Winchendon Community Park Building Subcommittee Minutes, January 7, 2021 - Zoom Meeting

Present: Ken LaBrack, Jane LaPointe, Dave Romanowski, Keith Hickey
OPM: Suresh Bhatia, Ron Votta

Called to order at 10:32 a.m.

Business

1. Approved Minutes of November 30, December 3 and December 17, 2020

2. Reviewed the Proposal for Phases II and III

Communication

- The committee would like specific details in order to be more comfortable going forward to Atlantic on this project. Emails are proving not a good way to address questions.
 - Need an orderly way to communicate and keep the committee up to date that doesn't require us scanning through emails and earlier documents to find answers
 - Going forward, we need direct answers, in writing, so we can find it
- Discussed options
 - A week in review type of report highlighting what was accomplished, questions. A running list of items with updates. Needs to be orderly, concise and easy to access.
 - How handle questions that come up during construction and that will need a quick response?
 - Is or could there be a point person on the committee?
- Items related to contracts will be brought to the committee then to the Town Manager - signatures on contracts, changes to contracts
- Bidding - is done online. OPM will manage this - to minimize town role
- Process for handling bills - goes through OPM and Architect

Proposal Details

- Total cost is based on the timeframe -- on how long the project goes on - and not on the size of the project. If construction time can be reduced, the cost will go down.
- Original project included only minimal attention to the road and parking lot

3. Agreements

- Atlantic will send an updated schedule
- Atlantic will create a repository for all documents - google drive - with a list of proposed folders. Suresh and Ron will provide this document to the committee by January 18 2021
 - The Committee will review this to determine if the structure will work as an effective way to get information and address questions
- OPM will assist in transferring information, updates and decisions from Keith Hickey to the Interim Town Manager

4. Next meetings

- January 20th 10:30 a.m. - the committee will meet to review the documentation provided by Atlantic on January 18
- January 25th, 1-3:30 p.m. the committee will meet with Atlantic, Keith Hickey and Steven Delaney (interim town manager) to review and confirm how the work and communications will proceed

Adjourned 11:45 a.m.

Approved: January 20, 2021