

## **Winchendon Community Park Building Subcommittee Minutes, January 20, 2021 - Zoom Meeting**

Present: Ken LaBrack, Jane LaPointe, Dave Romanowsk  
OPM: Suresh Bhatia, Ron Votta

Called to order at 10:35 a.m.

### **Business**

1. Approved Minutes of January 7, 2021
2. Discussed roles, responsibilities, communication going forward
  - Dave and Ken described the details that they'd like to see on OPM spreadsheets: costs, hours, rates and sub-costs (proposed and actual) for each phase of the work.
  - Suresh described the role of OPM in managing the project from start to finish; a full range of services, covering all needs. This includes "managing up" with the project owners (town manager, committee) as well as managing the work of the architects, contractors, subs. He pointed out that not everything can be anticipated and defined in and RFQ and that each town is different re the involvement of the town manager or committee. OPM tries to fit into what each town wants

#### Need for clarification, especially with change in Town manager, and as the project moves into permitting, bidding and construction

- There is a need to clarify with the incoming interim Town Manager, the role and relationship of the various players - town manager, committee, OPM, Architect, etc.
  - Per Suresh, the OPM works with the committee and reports to the Town. Work with the committee includes making recommendations for the committee to approve
  - It was noted that the committee also reports/communicates with Robinson-Broadhurst Foundation
  - The current understanding between the OPM and Keith Hickey: OPM reports on the status of the project and budgets. Keith asked to be informed "in anything is not going in the right direction"
- There is a need to confirm/clarify how communication will work. This includes, progress reports, cost reports, surprises, problems. As well as meetings, google docs, etc. Communication needs to be better, i.e. status of house and fired department schedule
  - There is the question of communication with the public re project status and responding to questions as well as opportunities for questions, input
  - Keith had told the OPM that he would reach out to non-profits about the disposition of appliances in the house

### **3. Agreements**

- Atlantic add the requested cost columns to the spreadsheet and sent to the committee
- Suresh will email the committee a list of what the OPM has ongoing with the Town Manager.
- Atlantic will set up communication charts and document files for the project
- Committee approved the Atlantic Construction proposal, pending provision of the requested spreadsheets. Once these are received, Dave will forward to the Town Manager with the recommendation to sign off on the proposal

#### 4. Next meetings

- Jane will contact Linda Daigle to request an early February (3, 4 or 8) meeting with the Steven Delaney (interim town manager), committee, OPM and architects to review the status of this project, to clarify the items identified above, and to provide a brief status of the Park.
- Committee voted to cancel the posted January 25 meeting which was scheduled in case this meeting had to be continued.

Adjourned 11:45 a.m.

**Approved: April 7, 2021**