

WILLIAMSBURG PUBLIC SAFETY COMPLEX COMMITTEE

FINAL REPORT TO BOARD OF SELECTMEN

December 10, 2015

Board of Selectmen,

On October 17, 2013 the Board of Selectmen created this committee with the following charges:

1. Identify what is needed in the building by the Police and Fire Depts. (i.e. secured area details, # and dimensions of bays...)
 - a. What is ideal
 - b. What is practical and affordable and necessary for Williamsburg
2. Determine preliminary design and size of a building – conceptually what is in the building – how many bays, bathrooms, holding area etc.
3. Identify possible locations for the building
4. Determine/Identify available funding options/sources
5. Report to the Board of Selectmen by April, 2014 (*interim report delivered 4/3/14*)

We are pleased to present to the Board our final report that accomplishes these goals and wish to thank the Board for the opportunity to have brought this important project forward to this point. We also wish to thank and acknowledge the help of Anwar Hossain of DRA Architects who has compiled this report with our input and guidance. He has done an excellent job of distilling the needs of our town into a concise and targeted report while taking into account the geographic and economic constraints that our location imposes.

This report consists of three studies that represent three different scenarios that the town may wish to consider and use in its process for providing a new safety complex for the Fire, Police and Emergency Management Services departments. The first represents an answer to the question posed in charge 1a, what is ideal. The second study answers the charge posed by 1b, what is practical and affordable. The third study addresses the possible incorporation of the James School for a portion of the facilities, with its projected costs to answer charge 3, possible locations. As outlined in the report, we were unable to identify any other locations in town that met the criteria as set out by this committee. However, if another site should come up for consideration, the parameters and costs developed in Study #2, would be applicable to other sites with considerations for site constraints.

Charge 4 asks that we identify funding sources for this project. While we did not institute an in-depth survey of grant possibilities, we did ask several sources for recommendations. While we were unable to find any grant opportunities at this time we do feel that having a grants coordinator for this project might prove productive and is worth pursuing. In addition, the town has significant reserves that would be available in some portion to offset borrowing costs.

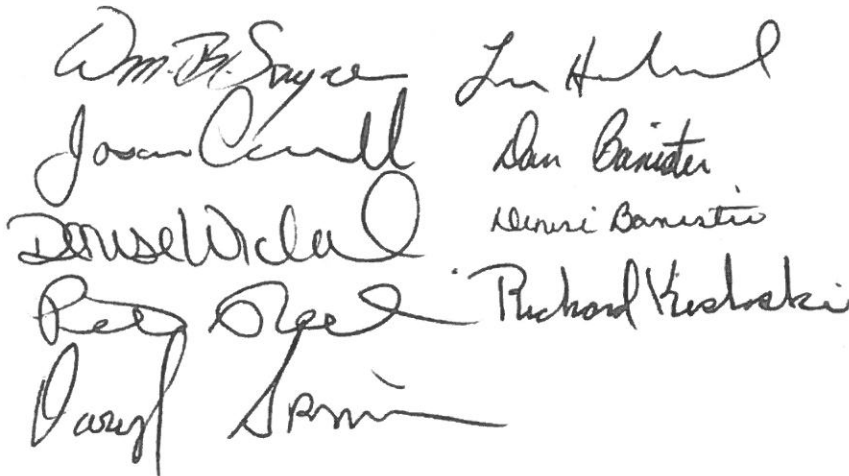
One final note that our committee would like to emphasize is the need to move on to the next phase of this project without undue delay. The conditions of the present facilities and the constraints that they impose on the operations of the town's emergency response departments represent a continuing liability that will only get worse with time. We are offering with this report a short video that clearly demonstrates the need for new facilities.

Sincerely,

William Sayre, Chair
Denise Banister
Dan Banister
Jason Connell

Louis Hasbrouck
Dick Kisloski
Don Lawton
Peter Mahieu

Daryl Springman
Mike Wayne
Denise Wickland

A collection of handwritten signatures in black ink, arranged in two columns. The left column contains five signatures, and the right column contains four. The signatures are cursive and somewhat stylized, matching the printed names listed above them.

Public Safety Complex, Feasibility Studies, Williamsburg MA

November 18, 2015

DRA Architects

- There is only one viable site in Williamsburg for a public safety complex—the Helen E. James School. Evaluated three sites:
 - Mass Electric/National Grid Lot, 77 Main Street (not available)
 - Town Offices Lot, 142 Main Street (insufficient size)
 - Helen E. James Lot, 16 Main Street (satisfactory)
 - Criteria for appropriate site
 - Min 2 acres of reasonably level site without floodplain or other deed restrictions
 - Sites with restrictions subject to further evaluation
 - Must be served by municipal water and sewer.
 - Good sightlines on both sides at the street
 - If not Town-owned, the Owner must be willing to sell
 - Consideration should be given for future growth of the Town and growth/expansion of the facility.
 - Site proportions (no odd shapes, not too large)
 - Location should be easily found and accessible to public
 - It may be desirable to have the facility centrally located (convenience, prominent location to convey importance)
 - Avoid sites that contain shallow ledge (bedrock)
- The scheme shown in Drawing 2.1 can be built within the \$4 million limit set by the committee.
 - This scheme includes a freestanding combined structure for Police/Fire. It includes three double bays for apparatus.
- Scheme 3, which includes renovation of the existing Helen E. James School for the Police Department (1st floor) and construction of a new building on the HEJ site for Fire Department will cost more than an all-new building with combined Police/Fire.

Letter to Board of Selectmen from Building Repurposing Committee

(Final Report of Building Repurposing Committee)

December 10, 2015

- **Williamsburg Fire Station**—has no Town reuse and should be declared surplus at proper time.
- **Old Town Hall Building in Williamsburg**—best possible use is for building to be torn down or moved and replaced with parking. Because cost of renovation and lack of parking make redevelopment unattractive
- **Haydenville Fire and Police Station**—has three possible uses:
 1. Renovate or rebuild as Council on Aging Building
 2. Renovate or Rebuild as Police Station

3. Use as auxiliary space for fire department to reduce size of proposed safety complex
- **James School**—Most versatile building in Town with various possible reuses with market rate or subsidized/elderly housing highlighted. The committee said:

“Any large structure built near this building greatly reduces the possibility of such reuse. Any use of even a portion of the building by the town virtually eliminates any possible outside or private reuse of that building.

We feel either placing a building next to the James School or using part of the building, eliminates outside or private use and limits the building’s only reuse as town offices. We believe this is not the right decision. We feel this way because reusing the building for town offices has increased costs and moves all town functions into Williamsburg Center (unless some town function is kept at the current Haydenville fire department – police station as outlined above). We feel politically moving all functions into Williamsburg will be difficult to explain and also that such a move would leave a vacant building in Haydenville, one with limited reuse, explained more next.”

- **Town Office Building in Haydenville—**
 - functions adequately as town offices. Invest in annual improvements to it.
 - Has limited potential for housing or reuse (especially reuse that would produce revenues for the Town).
 - If town Offices were moved to James School, then consider demolishing Town Offices in Haydenville and locating Public Safety Complex there
- **Additional Conclusions:**
 - “It should be noted here that none of the above buildings [Williamsburg Fire Station, Old Town Hall in Williamsburg, Haydenville Fire Department and Police Station], if declared surplus and turned over to a private developer will generate much in terms of dollars in the resale or future tax revenues.”
 - James School should be declared surplus and put out for a request for proposals with appropriate conditions for its reuse. “Great care should be taken in the construction of any building near it as that greatly reduces the possibility of reuse. Preferably no building would be built there. The building can generate revenues for the town going forward, although due to its challenges, not a large amount is expected in its sale.
 - We do not feel the town should maintain ownership of any of these buildings for non-town use.

WILLIAMSBURG PUBLIC SAFETY COMPLEX COMMITTEE

FINAL REPORT TO BOARD OF SELECTMEN

December 10, 2015
June 9, 2016 - Addendum

Board of Selectmen,

On October 17, 2013 the Board of Selectmen created this committee with the following charges:

1. Identify what is needed in the building by the Police and Fire Depts. (i.e. secured area details, # and dimensions of bays...)
 - a. What is ideal
 - b. What is practical and affordable and necessary for Williamsburg
2. Determine preliminary design and size of a building – conceptually what is in the building – how many bays, bathrooms, holding area etc.
3. Identify possible locations for the building
4. Determine/Identify available funding options/sources
5. Report to the Board of Selectmen by April, 2014 (*interim report delivered 4/3/14*)

We are pleased to present to the Board our final report that accomplishes these goals and wish to thank the Board for the opportunity to have brought this important project forward to this point. We also wish to thank and acknowledge the help of Anwar Hossain of DRA Architects who has compiled this report with our input and guidance. He has done an excellent job of distilling the needs of our town into a concise and targeted report while taking into account the geographic and economic constraints that our location imposes.

This report consists of three studies that represent three different scenarios that the town may wish to consider and use in its process for providing a new safety complex for the Fire, Police and Emergency Management Services departments. The first represents an answer to the question posed in charge 1a, what is ideal. The second study answers the charge posed by 1b, what is practical and affordable. The third study addresses the possible incorporation of the James School for a portion of the facilities, with its projected costs to answer charge 3, possible locations. As outlined in the report, we were unable to identify any other locations in town that met the criteria as set out by this committee. However, if another site should come up for

consideration, the parameters and costs developed in Study #2, would be applicable to other sites with considerations for site constraints.

Charge 4 asks that we identify funding sources for this project. While we did not institute an in-depth survey of grant possibilities, we did ask several sources for recommendations. While we were unable to find any grant opportunities at this time we do feel that having a grants coordinator for this project might prove productive and is worth pursuing. In addition, the town has significant reserves that would be available in some portion to offset borrowing costs.

One final note that our committee would like to emphasize is the need to move on to the next phase of this project without undue delay. The conditions of the present facilities and the constraints that they impose on the operations of the town's emergency response departments represent a continuing liability that will only get worse with time. We are offering with this report a short video that clearly demonstrates the need for new facilities.

Sincerely,

William Sayre, Chair
Denise Banister
Dan Banister
Jason Connell
Louis Hasbrouck

Dick Kisloski
Don Lawton
Daryl Springman
Mike Wayne
Denise Wickland

Addendum

June 9, 2016

Since the previous date of this report, the committee has undertaken further work to establish the suitability of alternate sites to the James School lot. This research has located FEMA (Federal Emergency Management Agency, Department of Homeland Security) guidelines that recommend not locating a critical structure, such as Police or Fire Departments, in the 500 year flood plain, and precludes federal funding if a structure is so located. MEMA (Massachusetts Emergency Management Agency) is expected to adopt the same regulations within this calendar year.

"For some activities and facilities, even a slight chance of flooding is too great a threat. Typical critical facilities include hospitals, fire stations, police stations, storage of critical records, and similar facilities. These facilities should be given special consideration when formulating regulatory alternatives and floodplain management plans. A critical facility should not be located in a floodplain if at all possible. If a critical facility must be located in a floodplain it should be provided a higher level of protection so that it can continue to function and provide services after the flood. Communities should develop emergency plans to continue to provide these services during the flood.

Under Executive Order 11988, Floodplain Management, Federal agencies funding and/or permitting critical facilities are required to avoid the 0.2% (500-year) floodplain or protect the facilities to the 0.2% chance flood level."

"Critical Facility." FEMA, accessed 15 May 2016. Web. <https://www.fema.gov/critical-facility>.

In addition, we submit the following items showing 500 and 100 year flood zones for two areas of the Town of Williamsburg:

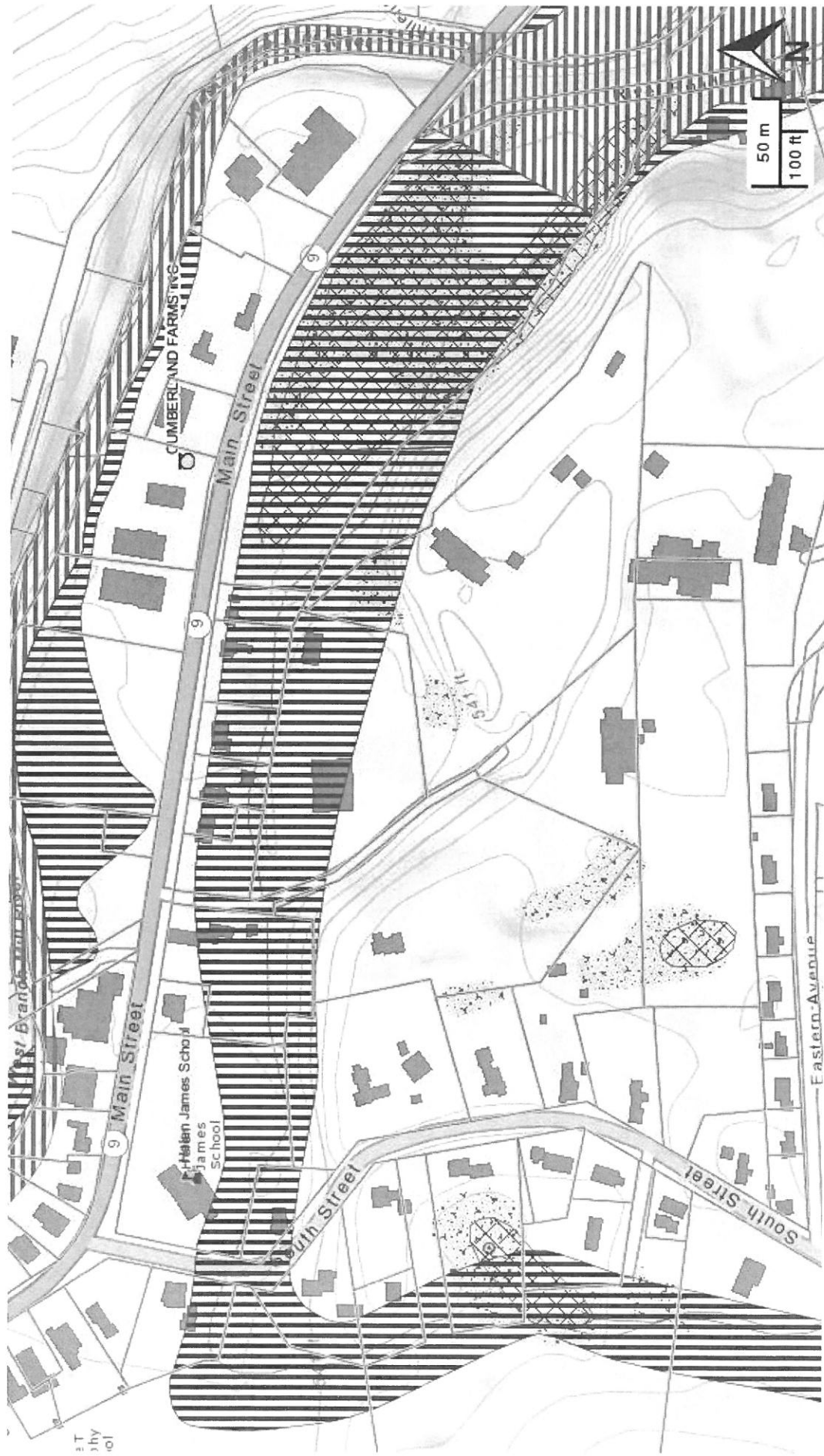
James School site – Flood Map.png

National Grid – Flood Map.png

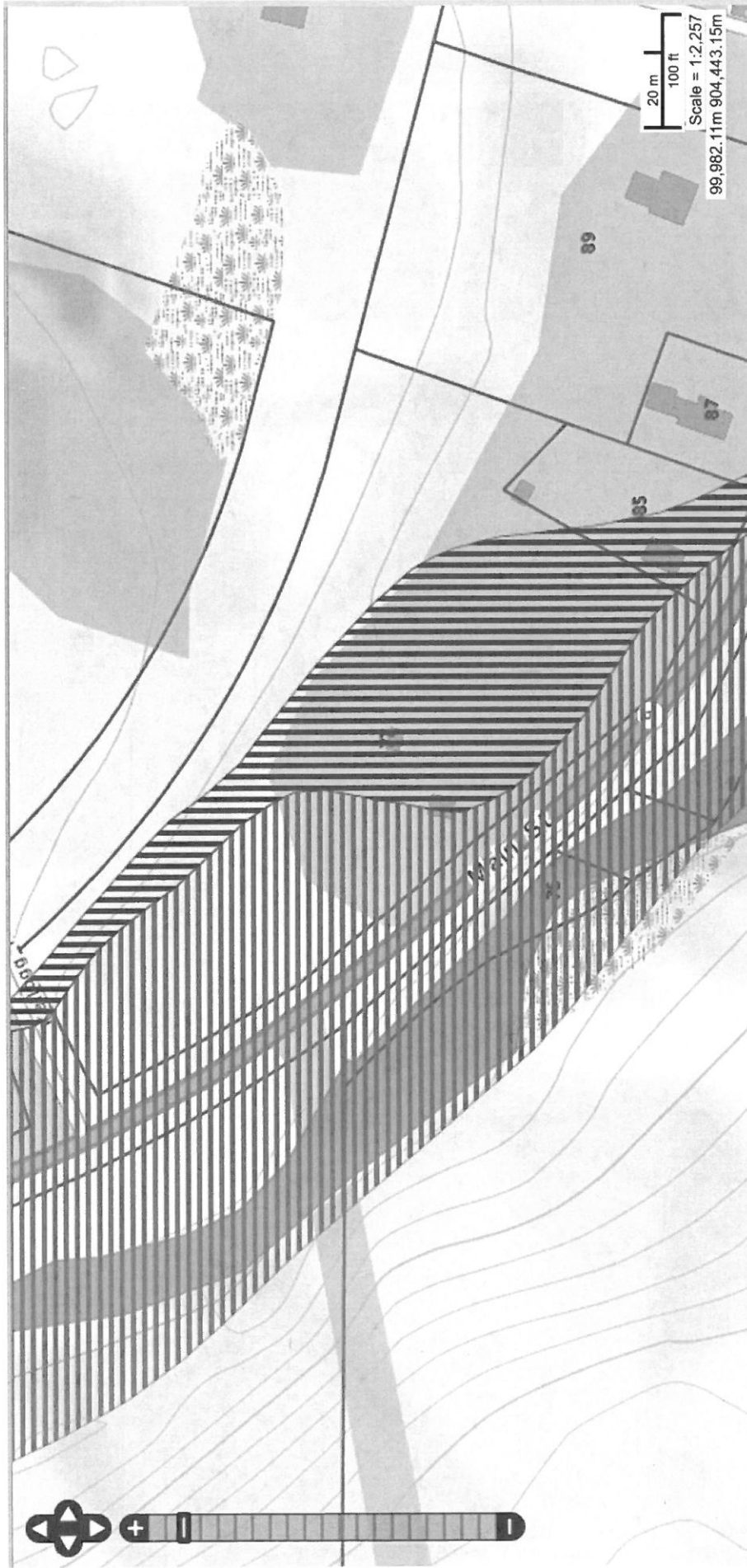
Photo – Rte 9, Lashway Firewood Lot, August 2011, Hurricane Irene

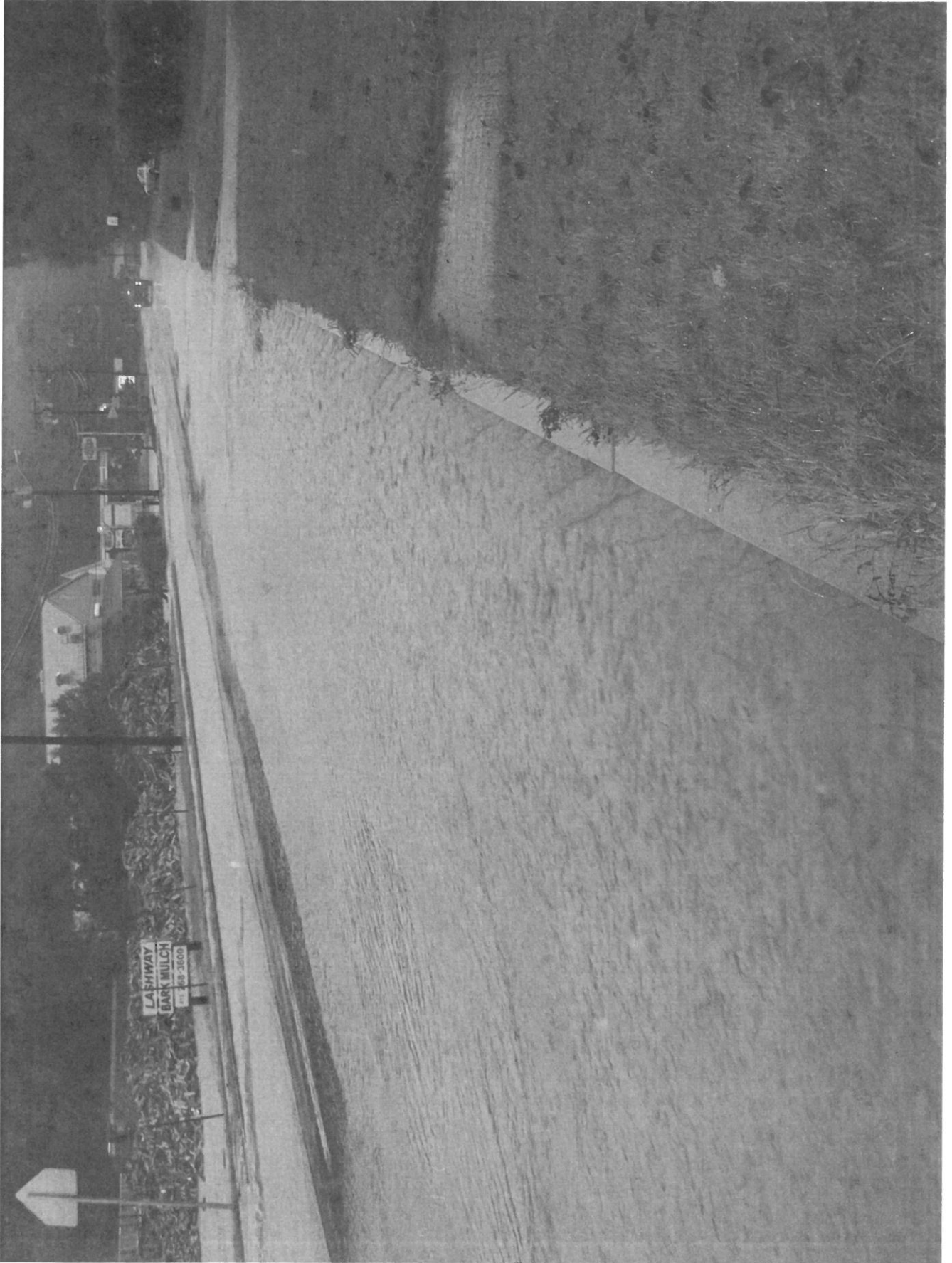
"OLIVER: MassGIS's Online Mapping Tool." MassGIS, accessed 15 May 2016. Web. <http://maps.massgis.state.ma.us/map>

James School Lot Flood Map
Showing 500 and 100 year flood zones



National Grid Lot Flood Map
Showing 500 and 100 year flood zones





WPSCC

Small Group Presentations, Comments

- Town Office Personnel, 4.4.16
 - Taxes, \$5.0M too much
 - Child's Funeral; Home available, contiguous to Town Office lot
 - Do nothing not an option
 - 40 year term loan too long
 - Pre-engineered bldg., enhance for James lot
 - Town Office is running out of space
 - Maintenance costs
 - More consolidation of space in safety complex
 - 2 buildings more expensive than one
 - Add website link for handouts
 - Cost sheet reorganized by scenario
 - Use the James lot
 - Other capital needs of town
 - \$2.5M to \$3.0M maximum
 - Bring Highland Ambulance in house – save \$70,000/yr.
- Capital Planning, 4.4.16
 - Adding fourth bay now better than later
 - Plan for other buildings in town?
 - State approval for pre-fabricated building required, different standards
 - Easthampton school parcel cut in half – problematic for developers
- Conservation Committee, 4.4.16
- Finance Committee, 4.??16
- Fire/Police, 4.5.16
 - Full time fire dept. within 20 years
 - Volunteers not sustainable
 - Population steady
 - Calls increasing
 - Keep James School bldg.
 - Connect safety complex to James
 - Cruisers under cover
- Library Board, 4.11.16
 - Bond or loan on cost sheet?
 - Regionalization in future?
- Planning Board, ZBA, 4.19.16
 - Regionalization: Won't need 6 bays
 - 4 trucks, 6 bays?
 - Agreement that Safety Complex needed
 - If at James, worth blending architectural styles

- Important to preserve James
 - Zoning variance possible for James reuse possible if located on James lot
 - Locating at James disrupts use of James building and lot
 - Finest building in town, save
 - Police and fire departments should not grow in size
- Historical Society, Historical Commission, 4.25.16
 - Citizens need right to privacy (Police Dept.)
 - Users of spaces should determine how spaces are used and configured
 - Design in keeping with James School façade
- Library, 4.27.16
 - Keep façade in keeping with James
 - Public use of outside spaces on James lot with safety complex?
- PTO, School Committee, 4.29.16
 - Make safety complex look good next to James
 - Fire and Police need a good work environment
- Lions Club, 5.3.16
- Energy Committee, 5.3.16
- Recreation, 5.4.16
- Mill River Greenway, 5.5.16
 - Accommodate park like feeling at James lot with safety complex by plantings, less curb cuts, town parking, park and ride lot.
- Grange, 5.7.16
- Agricultural Commission, 5.12.16
- Senior Center, 5.18.16
 - Savings or costs to homeowners for home insurance with new location of safety complex?
 - Would incorporating a lockup in the police department bring a positive revenue source to the town?
 - What are the justifications for the various offices and bays?
- Business Owners, 5.23.16
 - Build 2 stories to save money? (less expensive method of building)
- General Public, 5.31.16
 - Taxes are too high

Public Safety Complex Key Issues

As revealed by small group meetings held by Williamsburg Public Safety Complex Committee (April-May 2016)

1. Concerns about the cost of the Public Safety Complex
 - a. impacts on property taxes
 - b. impacts on long-term municipal fiscal health
2. Is the proposed architectural program (size and number of spaces) correct?
 - a. Is it too big? Too small? (Especially the number of bays)?
 - b. Will it suit the fire and police departments 20-30 years down the road?
3. How will building a public safety complex impact other municipal facility need?
 - a. by opening or constraining spaces
 - b. impacting availability of funding for other projects
4. How would siting on James School lot affect other potential uses of that site?
 - a. Other town uses
 - b. Development for residential and/or commercial use
 - c. Park/ open space
 - d. Public parking (town parking and/or park and ride)
5. If on James school site, how can the Public Safety complex visually complement the James School?
 - a. Potential conflict between attractive design and lowest reasonable cost
 - b. Opportunities to improve site design

