



**Williamsburg Public Safety Complex Building Committee**  
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Meeting Minutes  
August 23, 2023  
via Zoom

Members present – Amy Bisbee; Jason Connell, Fire Chief; Dan Bonham; Mary Dudek; Dick Guzowski; Melinda McCall; Jean O’Neil; Robert Reinke, police officer; William Sayre;

Members absent – Daryl Springman, Deputy Fire Chief; Denise Wickland, Chief of Police

Associated participants present– Tariq Abu-Jaber, grant administrator; Kevin Chrobak, Juster Pope Frazier Architects; Rob Todisco, P3

Members of the public present –none

Meeting was called to order at 6:02 pm.

1. Vote to approve minutes from July 19, 2023

Minutes were approved. Voice vote below.

Bisbee	Bonham	Connell	Dudek	Guzowski	McCall	O’Neil	Reinke	Sayre
yes	yes	abstain	yes	yes	yes	yes	abstain	yes

2. Budget Report from Project Manager (P3)

- Upcoming purchases are furniture, security cameras, and internet networks. There is money budgeted for these items.
- There are some change orders (CO) to look at tonight, and two more for the future.
- Funding the epoxy flooring, which is not included in the overall budget, would put the contingency into a deficit. The Board of Selectmen is willing to use American Rescue Plan (ARPA) funds to cover this item. The only known

requirement for using these funds is to pay and document that Davis-Bacon prevailing wage rates are being paid.

- There is a difference between the overall budget and the contingency budget. The contingency included reimbursements from the MVP grant, and can cover items not in the original contract and budget.

### 3. Change orders – possible vote to approve (required if over \$10,000)

PCO 45 – Electrical work for generator install, \$70,226.08. These costs include placing generator on a concrete pad via a crane and \$10,000 for the manufacturer to test and get the generator on-line. A motion was made to approve PCO 45 for electrical work for the generator install not to exceed \$70,226.08. The motion carried. Voice vote below.

Bisbee	Bonham	Connell	Dudek	Guzowski	McCall	O'Neil	Reinke	Sayre
yes	yes	yes	yes	abstain	yes	yes	yes	yes

PCO 46 – Concrete pads for generator and propane tanks, \$15,631.00. Three pads will be built: one for the generator (5' x 18',) one for the Automatic Transfer Station (32" x 24",) and one for the two propane tanks (12' x24'.) Concrete pads are more stable and require less maintenance than gravel pads. These concrete pads increase the amount of impermeable surface in the riverfront allowed by the Order of Conditions issued by the Conservation Commission. This change was approved by that Commission with the addition of 8 extra shrubs to be planted between the pads and the river. A motion was made to approve PCO 46 for installation of concrete pads for the generator, ATS, and propane tanks not to exceed \$15,631.00. The motion carried. Voice vote below.

Bisbee	Bonham	Connell	Dudek	Guzowski	McCall	O'Neil	Reinke	Sayre
yes	----	yes	yes	yes	yes	yes	yes	yes

PCO 38R3 - Water Drop, revised, \$13,760.74. (Revision 3 approved T+M). The water drop was an omission in the original plan and contract. It will be wall mounted, and fire hoses will attach to it to fill the water tanks on the fire trucks. A motion was made to approve PCO 38R3 for installation of concrete pads for the generator, ATS, and propane tanks not to exceed \$13,760.74. The motion carried. Voice vote below.

Bisbee	Bonham	Connell	Dudek	Guzowski	McCall	O'Neil	Reinke	Sayre
yes	yes	yes	yes	abstain	yes	yes	yes	yes

PCO 13R3 – Epoxy Flooring, revised, \$59,711.83. The cost is for the apparatus bay only and includes base cove. The gear storage, mechanical spaces, and sally port floors are not included due to budget constraints. Concerns and questions were expressed about the cost, durability, and less expensive alternatives. With proper installation and maintenance, Mr. Chrobak reported durability could be good. Safety issues and

protection of the concrete flooring are important to the fire department and the town. The fire department requested two colors: a light grey and red for rectangles where trucks would be parked. This contrast will make it easier and safer to back in trucks. It was noted that the estimate stated “one color.” Rob Todisco will verify that two colors can be used for that same price. The concrete flooring will be moisture tested and confirmed by P3 before application of epoxy.

A motion was made to recommend to the BOS funding of PCO 13R3 for application of epoxy flooring in two colors in the apparatus bay not to exceed \$59,711.83 and funded by ARPA. The motion carried. Voice vote below.

Bisbee	Bonham	Connell	Dudek	Guzowski	McCall	O’Neil	Reinke	Sayre
yes	yes	yes	yes	no	yes	yes	yes	yes

PCO 49 Yellow striping in the apparatus bay, \$7,604.23. Chief Connell and the firefighters requested yellow striping to be added into the epoxy to help drivers guide the trucks into the bays. Some committee members didn’t feel that the yellow lines added enough extra value to the planned contrast of grey and red to warrant the use of ARPA funds. A motion was made to approve PCO 49 for yellow striping in the apparatus bay paid for with ARPA funds. The motion failed. Voice vote below.

Bisbee	Bonham	Connell	Dudek	Guzowski	McCall	O’Neil	Reinke	Sayre
yes	no	yes	no	no	abstain	no	abstain	yes

Committee members shared that the use of ARPA funds was the concern, and that the priority would be to add epoxy in the sally port. Suggestions were made to look for funding from an alternate source or to paint the yellow stripes with regular paint. Alternatively, the use of ARPA funds for the apparatus bay floors may leave enough in the contingency fund to cover both the yellow lines and the sally port floor. The issue was tabled until the next meeting. These two extra items would be an easy add-on now that Forish can move ahead with the primary epoxy contract.

PCO 30R2 Exterior Signage, \$22,035.36. Text for the signs was previously approved. Once the change order is approved, Forish will create mock-ups with a variety of color combinations and font styles for the committee to choose from. A motion was made to approve PCO 30R2 for exterior signage up \$22,035.36. The motion carried. Voice vote below.

Bisbee	Bonham	Connell	Dudek	Guzowski	McCall	O’Neil	Reinke	Sayre
yes	yes	yes	no	no	yes	yes	yes	yes

#### 4. Plantings:

Forish Construction and JPF Architects have withdrawn from the planting portion of the contract due to liability concerns. Forish will hydro-seed and lay down anti-erosion mats in the fall, then the town will get the planting done in the spring after the solar work is completed. The town can get a temporary occupancy permit in the fall, and then a full occupancy permit when the plantings are completed and a Certificate of Compliance is received from the Conservation Commission.

#### 5. Update on solar contract and procurement:

The town is still waiting to hear if the interconnection application has been accepted. Solect has been having weekly meetings with National Grid. Once the application is approved, hopefully by the end of the month, the town can move forward with procurement. Legal counsel feels there is some risk but that it is acceptable to move ahead. The Board of Selectmen is taking that under advisement and will likely sign the contract in two weeks.

#### 6. Discussion - furniture purchase:

Four prices have been received. The lowest is from Conklin in Holyoke for around \$25,000, not including approximately \$10,000 in incidental costs. This is already in the budget.

#### 7. Air barrier test:

The second test will be performed on August 29. Committee members will hear the results.

#### 8. Outreach:

The police and fire chiefs prefer a spring open house, and the outreach committee is planning informational materials for that. A separate walk-through in the fall, after the building is completed and before the departments have moved in, would let people see the building. Halloween was suggested as a possible date.

#### 9. Tribute to Dave Mathers:

Bill Sayre gave a tribute to Dave Mathers; his many years of service to the town, his depth of knowledge, and his inclusiveness. A memorial open house will be held at the Foreign Legion from 1-5 pm on August 27.

#### 10. Next meeting date:

The next two meeting dates have been set for September 6 at 5:00 pm and September 27 at 6:00 pm.

Meeting was adjourned at 8:19.

Documents used:

- WPS Budget Overview 8-22-2023
- PCO order tracking log
- PCO 38R3 Water Drop
- PCO 45 Generator Install
- PCO 13R3 Epoxy floor in apparatus bay
- PCO 49 Yellow epoxy lines in apparatus bay
- PCO 46 Concrete pads
- PCO 30R2 Exterior signage

Respectfully submitted,  
Melinda McCall