

Williamsburg Public Safety Complex Committee

December 17, 2014

Called to order at 6:35 PM by Chairman Bill Sayre

Present: Bill Sayre, Dick Kisloski, Don Lawton, Jason Connell, Denise Wickland, Dan Banister, Louis Hasbrouk, Daryl Springman, Denise Banister. Absent: Peter Mahieu, Jeff Ciuffreda

Also Present: Roger Bisbee, Charlene Nardi, Town Administrator, and Anwar Hossain, Project Manager, DRA, Inc.

Daryl Springman moved to accept the minutes of the November 10 meeting; Don Lawton seconded the motion, which passed unanimously.

Denise Wickland moved to accept the minutes of the November 14 meeting; Dick Kisloski seconded the motion, which passed unanimously.

Bill Sayre announced that he had received an email from Jeff Ciuffreda resigning his position on the committee because his schedule prevents him from attending meetings. Jeff said he would also email the Board of Selectmen, which has to accept his resignation.

No members had score sheets to hand in.

Anwar Hossain then discussed the early progress on the study. Tom from GZA has contacted both the Engineering and Real Estate Departments at National Grid concerning the site. As yet he has not heard back. Anwar urged the town to contact National Grid as well. Charlene will contact National Grid and will keep Bill and Anwar apprised of any progress.

Anwar said that a representative from DRA had attended a class about acquiring property by municipalities. He gave a packet of information from that class to Charlene, who will copy and distribute to the committee members.

Anwar also reminded the committee that DRA is willing to study the feasibility of a third site. Later in the meeting there was discussion of the suitability of some sites, and we are to keep looking for a third possible site. It was noted that the configuration of the building will change depending on the features of the site.

Anwar would like the committee to schedule a community meeting in late January or February to receive public input about this project, and to begin to encourage buy-in from the citizens of Williamsburg.

We then discussed the questionnaire we were sent, and some of our concerns. Denise Wickland noted that she was not in favor of locating the Police Department in the basement of the James School, but feels that option needs to be discussed in the report. Anwar responded that DRA would look at renovating the building. In response to the question "Does the whole building need to be brought up to code?", Anwar responded, "As long as other floors are not used, probably not". Police stations do not need a sprinkler system. DRA will study the use of the James School for a part of the public safety complex, and will have answers regarding the feasibility of that happening. Anwar noted that most respondents are looking for a facility to serve for fifty years. The James building would probably not suit that requirement; a new building would be more energy efficient.

Louis Hasbrouk noted that the presentation to the town should first show the inadequacy of the current facilities. We would like to have someone video the existing buildings pointing out the inadequacies and deficiencies for use at the public meeting, on Channel 15, and on the website. Charlene will contact Tom Adams to see if he is willing, or if he can suggest someone to do this.

Jason Connell clarified that the three agencies who will be sharing the building are police, fire, and emergency management. Anwar questioned if we envision housing ambulances, and it was agreed that would not happen in the near future. Daryl Springman cautioned that we should build a facility large enough to accommodate equipment in the future: larger trucks and an ambulance, for example. Anwar answered that we should build on a site large enough to expand, so we could add on to accommodate additional or larger equipment. Anwar questioned whether we would prefer a building that would have drive-through bays or a bay that had to be backed into for the fire trucks. Jason replied the ideal would have two drive-through, double deep bays. It was felt that if we

build drive-through bays, we would lose some ~~energy efficiency and some~~ storage space; Anwar answered that these concerns will be addressed.

Next Anwar wondered about common spaces. Denise Wickland is concerned about sharing a locker room. The police need a secure room for the officers to leave their equipment. She also mentioned that the police department needs a sally port and a booking room, as well as a way to keep prisoners separate, although not necessarily cells.

Roger Bisbee cautioned that there should be no free access between the police and fire department areas. Anwar will design to accommodate security issues, as well as provisions for electronic security and locked doors to keep areas separate. It was mentioned that currently there is a good rapport between the departments' members, but that might not always be the case, and the building must be designed to fit the personalities/philosophies of the departments.

It was agreed that there should be a common lobby, and that the Police Chief's office should be closest to the lobby. There should be a communications room usable for an Emergency Operations Center; and there should be spaces suitable for multiple functions. Dick Kisloski cautioned that we need to control the size of the building, and to not let it get out-of-hand. Louis Hasbrouk want us to be mindful of the budget and to include Value Engineering principles. Daryl Springman would like to see costs for different spaces. Dick Kisloski wants us to be aware of maintenance costs, and to include zone controls for different areas.

Anwar replied that he will design a building that will fit in with the current architecture in the town and will give a great image to the town. His design will follow guidelines for LEED, but he doesn't feel the town needs to spend the money to obtain the LEED certification.

The next Public Safety Committee meeting is scheduled for January 29, 2015, at 6:30 PM. At that meeting there will be ideas of interior configurations for the committee to look at.

The community meeting is scheduled for February 25, 2015, at 7:00 PM in the Dunphy School cafeteria. Anwar would like us to concentrate on the community meeting to get feedback from the town's residents. He would like the committee to keep pushing on the site issues and to study up on site procurement; and to talk it up in the community to generate interest, excitement, and buy-in.

The method to replace Jeff Ciuffreda was outlined: first the Selectmen have to accept his resignation, and the committee will meet with the Board of Selectmen to appoint a new member. Possible candidates were discussed. Chief Wickland is to recommend a member of her department to attend meetings during her maternity leave, although she plans on playing an active role on the committee.

A motion to adjourn, made at 8:15 PM., passed unanimously.

Respectfully submitted,

Denise Banister

(with help from Dan Banister)