



Williamsburg Public Safety Complex Building Committee
141 Main Street, P.O. Box 447
Haydenville, Massachusetts 01039-0447
Phone: 413-268-8418 Fax: 413-268-8409
townadmin@burgy.org

Meeting Minutes
January 4, 2023
via Zoom

Members present – Amy Bisbee; Dan Bonham; Mary Dudek; Dick Guzowski; Melinda McCall, alternate; Jean O’Neil; William Sayre

Members absent – Jason Connell, Fire Chief; Dave Mathers; Robert Reinke, police officer; Daryl Springman, Deputy Fire Chief; Denise Wickland, Chief of Police

Associated participants present– Tariq Abu-Jabar, grant administrator; Kevin Chrobak, Juster Pope Frazier Architects; Robert Todisco, P3; Paul Wetzel, Finance Committee.

Members of the public present –Robert Longley; Doc Pruyne, The Reminder.

Meeting was called to order at 6:00 pm.

Discussion – new members:

The Select Board appointed Dick Guzowski to fill the empty position, and Melinda McCall to be an alternate.

Possible vote to approve - Solar Power Generation system design: request for qualifications (RFQ):

A motion was made to to approve the Request for Qualifications (RFQ) that was drafted by P3 to hire a designer for the solar system for the safety complex. Discussion followed.

- Concern was expressed that the RFQ made minimal mention of coordination with National Grid, because there are questions about how much net-metering of excess power would be allowed. The committee was reminded that Jim Piermarini of the Energy Committee had gotten a response from National Grid stating there was some capacity. Whichever designer is hired will work with National Grid in collaboration with the Energy Committee and this committee.

- The location of the solar site is to be determined in the design phase. Amy Bisbee had a concern as a member of the Planning Board about placing an array on the site other than the roof or parking lot because commercial solar sites are required to screen their panels. However, municipalities may be exempt from that regulation.
- The MVP grant specified solar panels as a carport. Paul Wetzel, who wrote the grant proposal, feels that the funding was flexible and meant for an array that fits the site and building project. If a different plan is created, he would reach out to the grant representative for approval.
- The designer would likely initially create a few rough conceptual ideas with ballpark prices to share with this committee for feedback and approval.
- Any plan that affected the surrounding field would have to be approved by the Conservation Commission.
- The RFQ referred to a Solar Array Project Committee. This could be the existing PSCBC or a yet to be formed working group based on recommendations of Mr. Todisco and the Energy Committee.
- Submittals for the RFQ are due February 1. Rob Todisco and Nick Caccamo, the Town Administrator would review them and do some initial recommended eliminations of applicants, then share the recommendations with the full committee for approval of a final candidate at the February 8 meeting.
- The solar designer will address what balance between generator and battery storage would be best, based on the amount of back-up energy deemed necessary by the town.

A motion was made and approved unanimously to accept the RFQ as written for publication.

Discussion – current project progress and timeline:

- Sheathing is up on both the walls and roof. Forish Construction opted to use the ZIP system on the roof because it is more water tight. The roof still needs a layer of building paper and then shingles, which will be started next week.
- Windows, and possibly the overhead doors, will also be installed in January.
- Mr. Todisco shared photos of the interior framing. Office spaces are framed in.
- An error was made in the formation of part of the stem wall, the raised foundation that wall framing ties into. The walls affected are only the outside perimeter walls of the equipment bays. The initial pour was too narrow in that section, with the result that the wooden sill had too much overhand of the stem wall. Forish construction repaired the issue immediately by doing a supplemental pour to widen it, tying into the original floor with rebar, creating a small curb that protrudes into the apparatus bay.

Discussion – budget update:

- Mr. Todisco reviewed the PCO document to show a new feature that separates out grant approved project elements from elements that would be funded by the contingency fund.
- \$25,000 that had been budgeted for utility charges can be removed from the budget. Mr. Chrobak has received confirmation from the utility that there will be no fees.
- Money will be coming in from the grant, which will increase the contingency fund. Mr. Sayre requested additional clarification in the budget document as to which of the budgeted costs will be covered by the grant.

Discussion – On-site monitoring:

Mr. Sayre has been going to the site several times a week to observe. In addition, P3 is acting as the Clerk of the Works and is required to be on site 50% of the working week. A log is kept of work being done, who has been at the site, and materials that have been delivered. Progress is documented through photographs.

Weekly summations of progress will be sent to committee members each week. Committee members could get an on-site tour in a few weeks once the windows are in and the icy floor has dried out.

Additional information:

Chief Connell expressed interest in having some additional land on the east side of the building graded so the Fire Department could store trailers or other material. Concern was expressed that this need for space was not addressed earlier. Mr. Chrobak will speak with the Chief about this, and he suggested that the south side was more amenable to grading since it is already fairly level, and above the wetland zone. The location for the propane tank for the radiant slab boiler must be decided first.

Discussion – Community outreach:

- No action has been taken on a sign at the building site explaining the project. Members O’Neil and Dudek will create a design and look into options and costs from Collective Copies. Mr. Todisco will look into funding for the sign via the MVP grant.
- The PSC website needs to be updated.

Discussion - next meeting date:

The date for the next committee meeting is February 8, 2023. Proposals from the RFQ are due February 1, and Committee members will receive digital copies of the finalists' proposal to review before the meeting on the 8th. It is expected that a vote to hire one of the applicants will be taken at that meeting.

Approval of Minutes: Minutes from November 30 were approved with 5 yeses and two abstains.

Meeting was adjourned at 7:37.

Documents used:

- RFQ for solar designers
- photos of the framing of the building
- Project budget, 1/4/23
- PCO tracking log, 1/3/23

Respectfully submitted,
Melinda McCall