



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
February 8, 2023
via Zoom

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

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

Associated participants present– Kevin Chrobak, Juster Pope Frazier Architects; Robert Todisco, P3

Members of the public present –none

Meeting was called to order at 6:02 pm.

1. Vote to approve minutes from January 4, 2023

Minutes were approved unanimously. Voice vote below.

Bisbee	Dudek	Guzowski	McCall	O’Neil	Sayre
yes	yes	yes	yes	yes	yes

2. Discussion: changes and votes resulting from review of minutes by the town’s lawyer

Chair Dave Mathers is ill, and Bill Sayre, the Vice-Chair asked the town’s lawyer what steps needed to be taken to transfer authority over to him with regards to approving Change Orders under \$10,000. The lawyer reviewed previous minutes and found that committee votes were not in alignment with the open meeting laws requiring roll call votes when meetings are held remotely. Since this was not done at the previous meetings, any earlier votes needed to be authorized.

Possible vote to approve - That the PSCBC confirms, validates, and ratifies all votes previously taken by the Committee:

A motion was made and seconded that the PSCBC confirms, validates, and ratifies all votes previously taken by the Committee. Approved unanimously. Voice vote below.

Bisbee	Dudek	Guzowski	McCall	O'Neil	Sayre
yes	yes	yes	yes	yes	yes

Possible vote to approve - That the PSCBC authorize Vice Chair William Sayre to approve change orders under \$10,000:

Authority given to the Chair by a committee vote does not automatically pass to the Vice Chair. A motion was made and seconded to to approve that the PSCBC authorize Vice Chair William Sayre to approve change orders under \$10,000, an authority given to Chair Mathers earlier. Approved unanimously. Voice vote below.

Bisbee	Dudek	Guzowski	McCall	O'Neil	Sayre
yes	yes	yes	Yes	Yes	yes

4. Discussion - The Board of Selectmen's vote (02/03/21) to authorize the PSCBC to spend funds appropriated under Article 2 of the April 3, 2021 Special Town Meeting relative to the construction of a new Public Safety Complex

The town's lawyer also found an error in the original vote by the Board of Selectmen (BOS.) which neglected to specifically state that the PSCBC was given the authority to sign contracts and to spend funds. The BOS remedied that oversight by voting to designate authority to the PSCBC to recommend approval of contracts, which are then approved and signed by the BOS. A motion to strike the authority for the PSCBC to sign contracts and to confirm authority to spend funds authorized by Article 2 of the April 3, 2021 Special Town Meeting relative to the construction of a new Public Safety Complex was approved by the BOS on February 2, 2023.

5. Discussion - Solar PV, RFQ results and next steps:

There were no submittals for the RFQ for solar engineering services. Mr. Todisco reached out to six firms asking why they didn't bid. He heard back from two. One group replied that they assumed a more local company would be given preference. The other does not have an in-house engineer, which was listed as a requirement.

The RFQ can be edited and resubmitted in a week. Mr. Todisco feels that the \$50,000 fee cap was probably too low, and therefore a likely deterrent. He would like to get rid of that fee cap and state that the fee will be negotiated. Mr. Chrobak received a proposal from a different company requesting a \$68,000 fee.

Another aspect of the RFQ that might have discouraged applicants was the idea of integrating the back-up battery system with the emergency generator. It was suggested that this could add a layer of complication and expense to the project. Batteries would need to be replaced every ten years, thus adding a recurring cost. A simple battery back-up system that would provide power at night and on cloudy days would require fewer batteries. Mr. Guzowski suggested eliminating the tie-in with the propane generator. Mr. Chrobak agreed that it would simplify things, and reduce the risk of the generator failing in an emergency. Others committee members expressed interest in investigating further, and the RFQ could state that integrating the generator is an interest but not a requirement, depending on findings of the engineer.

Mr. Todisco will submit requests for publication on February 9, and then submit the revised RFQ on February 15 or 16. The Energy Committee meets on February 13 and will have an opportunity to submit comments.

A motion was made and seconded to allow Mr. Sayre to approve the revised RFQ. The motion was approved. Voice vote below.

Bisbee	Dudek	Guzowski	McCall	O'Neil	Sayre
yes	yes	abstain	yes	yes	yes

6. Construction Update, Kevin Chrobak:

Mr. Chrobak outlined several elements of the complex.

- Furniture, Fixtures, and Components:
 - Much equipment will be brought from the old station. New items will be the gear locker, flammable storage locker, and furniture. Some of the firefighters will build shelving.
 - \$25 k for antennas for Fire Department. To reduce interference, these will be separated from the Police antennas, which will be placed on the south gable.
 - \$8k for the gear storage room, which needs ventilation.
 - Grant written and received by Chief Connell for a bottle-fill and compressor for air tanks.
 - Costs are in for the gypsum ceiling in the apparatus bays. Still waiting on costs for metal ceiling.
 - Costs for the epoxy floor are in.
- Exterior signage is going out to bid soon.
- Some corrections were needed to be made by construction crew. Wider boards were needed at the rakes. Expansion joints needed to be repaired in the apparatus bay.
- Chief Connell wants a gravel or asphalt pad on the east side of the apparatus bay for trailers. Mr. Chrobak is investigating exactly what is intended.

- Aidan Maynard from the Energy Committee has volunteered to perform the air sealing test.
- Police Chief Wickland asked for a change in the layout of the booking room.

7. Budget Update, Rob Todisco:

Mr. Todisco reviewed the budget document to show how it has been reconfigured to show future budget offsets from grant reimbursements. After reducing the loan by \$500,000, the projected contingency is \$289,000. This contingency is expected to be used for the epoxy floor and the emergency generator, and possibly the apparatus bay ceiling. A request was made that a line be added to the budget document for the emergency generator. The solar project will be a separate project with its own budget document.

8. Discussion – Working Group for Public Outreach, Jean O’Neil:

The working group (Tariq Abu-Jabar, Mary Dudek, Jean O’Neil) met to discuss outreach options as per the MVP grant.

- There will be a newsletter specifically focused on the grant.
- A video is planned to highlight the wetlands protection aspect of the building. Though the wetlands were not required to be delineated on the site, a map of the regulatory zone can be made. Mr. Todisco will find photos of the rain garden construction process.
- The group decided that the project is too far along to warrant an informational banner for the fence, but will add some aspects of Mr. Todisco’s weekly updates to the town website.

9. Discussion – PSCBC walkthrough date/time:

Mr. Sayre will set up a walk-through date on an upcoming evening. He will send out an email with the date and the site visit instructions.

Next meeting is scheduled for March 8. All members were asked to communicate their attendance intentions for that date to Nick Caccamo as soon as possible.

Meeting was adjourned at 7:31.

Documents used:

- Project budget, 2/8/23

Respectfully submitted,
Melinda McCall