



**Williamsburg Public Safety Complex Building Committee**  
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Meeting Minutes  
March 15, 2023  
via Zoom

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

Members absent – 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; Tariq Abu Jabar, grant administrator; Jim Piermarini, Energy Committee.

Members of the public present –none

Meeting was called to order at 6:05 pm.

1. Vote to approve minutes from February 8, 2023

Minutes were approved unanimously. Voice vote below.

Bisbee	Bonham	Connell	Dudek	Guzowski	McCall	O’Neil
yes	yes	yes	Not yet arrived	yes	yes	yes

2. Possible vote to approve - solarPV design firm (MVP)

There were three submittals for the Request for Qualifications (RFQ) for solar engineering services: Creative, NB and C, and PowerOptions. The RFQ working group (Amy Bisbee, Dick Guzowski, Jim Piermarini, Rob Todisco, Paul Wetzel) reviewed the submittals and decided that PowerOptions, a non-profit, quasi state agency, was the best fit for the Public Safety Complex project. The group reached out to towns that had worked with PowerOptions and got very positive feedback. In addition, National Grid uses PowerOptions as a consultant. PowerOptions knows all about tax incentives, and would do the research and planning for the project. Their subcontractor, Select Energy,

would perform the installation. Going through PowerOptions is simpler and more expedient because rather than using a two part RFQ, the whole project would be done in one piece with no design fee.

A motion was made and unanimously approved to approve PowerOptions to be the design-build firm for adding photovoltaics to the Public Safety Complex.

Bisbee	Bonham	Connell	Dudek	Guzowski	McCall	O'Neil	Sayre
yes	yes	yes	Not yet arrived	yes	yes	yes	yes

Moving forward, the proposal will go to the Select Board which will approve the contract. Then the working group will meet with PowerOptions to get started and go over details. Representatives from PowerOptions will be invited to the next committee meeting. Jim Piermarini will be the contact.

#### Discussion - budget to date, contingency amount

Mr. Todisco reviewed the budget to date. \$25k is currently budgeted for connecting power lines to the building, but there is a good chance that National Grid will not charge for that.

The budget document has been formatted to show the funds he expects will be reimbursed from the MVP grant. Adding the \$1.2 million from the grant, then subtracting \$500k that the town reduced their loan by and the \$321k that has already been spent via earlier change orders leaves the project with a healthy \$381k contingency fund.

#### Possible vote to approve PCOs

(a.) PSC garage ceiling. A drywall ceiling will be a little more energy efficient, look more finished, be better fire protection. The extra weight will not be an issue with the current framing.

A motion was made and unanimously accepted to approve the \$55,204.57 change order for a drywall ceiling in the equipment bay.

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

(b.) Epoxy flooring- Prices for the epoxy floor are not in yet, and that PCO will be voted on later.

(c.) PSC fire alarm modifications. The costs are not in yet, but the changes are minor and there are unlikely to be surprises. These modifications were made at the request of the Fire Chief, though he would like to see the revised drawings before approval.

A motion was made and unanimously accepted to approve the \$4,605.84 change order for fire alarm modifications.

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

(d.) Exhaust Fan and ductwork through the wall of the gear storage room. The gear storage room needs to be vented to expel off-gassing chemicals from the protective gear. Concern was expressed about losing heat through the vent. There is no specific air intake, so replacement air would come from the main building. Mr. Chrobak stated that the fan runs for about ten minutes every hour and the fan is small, like a bathroom exhaust. The lost heat is likely to be minimal. Adding a heat recovery system would be costly. Due to the number of concerns and questions, the issue was tabled. Mr. Chrobak will bring some costs and ideas to the next meeting. Mr. Chrobak contacted Committee members later with more information, stating that there will be an individual thermostat in the gear storage room controlling a stand alone electric unit heater.

The Emergency generator is not on the log yet because the proper size is yet to be determined. A rough estimate is \$100k. There are also some plumbing change orders expected soon.

#### Discussion – signage

Forish will be contracting the exterior signage rather than the town putting a contract out to bid then choosing between three bidders. The large signs on the gable end, and the smaller signs over the entries for police and fire, will be offered as a PCO. Three signs over the bay doors are already in the budget. Mr. Chrobak showed a plan with generic signs so that he could get a base price from Forish Construction. The designs are still in process. He requested that the Police and Fire Departments meet with him to work out the final concept and wording.

#### Construction Update, Kevin Chrobak:

- Adin Maynard from the Energy Committee did a walk through of the building to look at air barrier sealants on the windows, doors, wall penetrations, and the wall/foundation connection. He suggested adding fiberglass insulation in the sally port ceiling bays and to seal that space more tight. Costs for this change will be available at the next meeting. He will perform the air seal test after the foam spray

insulation is completed.

- A small crack was found on one of the windows. A representative from Marvin Windows will look at it to assess it for repairs.
- There was some water infiltration on the south wall of the sally port. The water leaked in under the flat roof membrane, which had not yet been flashed. The roofer came immediately to complete the flashing. A Zip Board representative assured the town that having water in the wall assembly will not be a problem as long as it dries out completely before the cavities are filled with spray foam.
- The structural engineer did a walk through. The construction met expectations.
- The project manager from Forish Construction has been asked to spend more time at the site because of the numerous problems that have occurred.
- Mr. Todisco will photograph each of the building's bays before they get covered so that there is a visual record of where wiring, etc is.
- A question was asked about waterproofing in the sally port in case it needs to be hosed out. The walls are sheetrock, but there will be a 4 inch resilient base that is waterproof. Mr. Chrobak was not sure about drainage but contacted committee members later affirming that there is a floor drain in the sally port and it does tie into the exterior gas and oil trap.

#### Discussion – change to the booking area

The toilet and shower space need to be barrier free in the booking area, which requires eliminating a wing wall to create extra space.

Next meeting is scheduled for April 19.

Meeting was adjourned at 7:30.

#### Documents used:

- WPS budget, 3/14/23 update
- WPS PCO log, 3/14/23 update
- elevation showing placement of signage

Respectfully submitted,  
Melinda McCall