



Williamsburg Public Safety Complex Building Committee
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Meeting Minutes
April 19, 2023
via Zoom

Members present – Amy Bisbee; Dan Bonham; Jason Connell, Fire Chief; Dick Guzowski; Melinda McCall, alternate; Jean O’Neil; Robert Reinke, police officer; William Sayre; Denise Wickland, Chief of Police

Members absent – Mary Dudek; Dave Mathers; Daryl Springman, Deputy Fire Chief

Associated participants present– Kevin Chrobak, Juster Pope Frazier Architects; Robert Todisco, P3; Tariq Abu-Jaber, grant administrator; Josh Connell, fire department
Members of the public present –none, Walter Gray, Power Options; Dan Banister, Highway Superintendent

Meeting was called to order at 6:00 pm.

1. Vote to approve minutes from March 15, 2023

Minutes were approved unanimously. Voice vote below.

Bisbee	Bonham	Connell	Guzowski	McCall	O’Neil	Sayre	Wickland
yes	yes	yes	yes	yes	yes	yes	yes

2. Next meeting date - discussion

05/17/23 was agreed upon as the next meeting date.

3. Co-chair, vice-chair – discussion

William Sayre has been the acting Chair since Dave Mathers has been ill. He asked the Committee to appoint him as Co-Chair. He also requested that a Vice-Chair be elected, and proposed Jean O’Neil for that position.

A motion was made, seconded, and approved unanimously to appoint William Sayre as Co-Chair of the Public Safety Complex Building Committee. Voice vote below.

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

A motion was made, seconded, and approved unanimously to appoint Jean O'Neil as Vice-Chair of the Public Safety Complex Building Committee. Voice vote below.

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

4. Report from the Architect (JPF) –

- The framing was inspected and a few issues were found. Bolts for the wall hold-downs had to be tightened and some steel shims were added under some of the studs.
- Foam spray is being added to all sections except the south wall of the sally port, which is still wet from roof leakage.
- The south wall of the sally port got wet from a roof leak. It has still not dried out sufficiently to allow for insulation. If necessary, those panels will be replaced. Concern was expressed that the rubber roof membrane over the west wall of the sally port is barely covering the stem wall. Mr. Todisco will check the detail and request a supplemental piece if necessary.
- Duct work is installed and insulated. Once the air barrier is installed and the south wall of sally port is completed, blower door air testing will be done.
- Some additional air sealing will be done in the administrative offices.
- Mr. Sayre approved change orders totaling \$9,027 for spray foam (#27 \$2717, south wall of sally port) and extra 14 inch fiberglass batts (#28, \$6,309, flat roof ceiling.)
- Vents for the gear storage room are still being priced out.
- PCOs for an eyewash station, water drops, and a bottle fill were to be sent to Forish the next day for pricing.
- Current PCOs that are priced and need to be considered are
 - hose reels
 - epoxy flooring for the equipment bays
 - epoxy flooring for the sally port
 - relocation of antennas
- A service door was added to the back wall of the sally port to provide access to the water heater for inspection and servicing. This solution allows the water heater to stay where originally placed.
- Flag poles are not in the budget but electrical conduit has been placed under the driveway for future connection. The Fire Department Association is offering to

cover the cost for three poles. The foundation work will be done as part of the park project.

- The door between the apparatus bays and the administrative section is insulated, and low-expanding foam will be added around the frames.
- Chief Connell requested an additional Plymovent arm for a 6th vehicle space. The Plymovent company said the addition will work, but additional track will be needed. Once the plan is finalized, a change order will be requested.
- A PCO still needs to be created for a back-up generator. The committee was asked to decide between propane and diesel. Discussion as follows:
 - The generator cannot be moved from the old station because it would leave that station without backup energy during the transition.
 - Maintenance of the generator will mostly be contracted but protocols will be written.
 - Chief Wickland reported that the current propane system works well.
 - Chief Connell reported that he prefers propane because diesel can thicken up in the cold, creating maintenance issues.
 - Both the Highway and Water departments have propane generators, and there are two local companies that maintain them.
 - Forish is willing to prepare a PCO for a generator, including transfer switches, because the availability fits their timeline.
 - A large generator is needed because the electrical circuitry for the building is not subdivided. Doing so would be costly, so the entire building will be powered by the generator.

A motion was made, seconded, and approved unanimously to give Mr. Chrobak permission to request Forish Construction to provide a PCO for a 150 kw propane generator. Voice vote below.

Bisbee	Bonham	Connell	Guzowski	McCall	O'Neil	Reinke	Sayre	Wickland
yes	yes	yes	yes	yes	yes	yes	yes	yes

5. Exterior signage – possible vote to approve

There is a pending PCO for \$24,000 for two signs for the gable end above the equipment bay doors. The signs would be made from high density urethane with carved lettering. A large rectangular sign would identify the building, and a small round one would show the town seal. Mr. Chrobak shared graphics of 4 options for wording for the large sign. Two had larger text with fewer words, highlighting “Williamsburg”, and two had smaller text with more words, highlighting “Williamsburg Public Safety Complex.” Discussion followed. Some members preferred the large lettering so that “Williamsburg” could be read from the road. Other members preferred signs with smaller lettering allowing for more information.

A motion was made and seconded to request a mock -up from the sign-maker for the two options with larger print. The motion failed. Voice vote below.

Bisbee	Bonham	Connell	Guzowski	McCall	O'Neil	Reinke	Sayre	Wickland
no	yes	no	yes	no	yes	no	yes	no

A motion was made and seconded to approve PCO #30 (\$24,222.63) for two signs with the provision that the committee be able to choose from 2 mock-ups of the different lettering sizes at a future date. Voice vote below.

Bisbee	Bonham	Connell	Guzowski	McCall	O'Neil	Reinke	Sayre	Wickland
yes	yes	yes	abstain	yes	yes	yes	yes	Called away

9. MVP + SolarPV Update:

(a.) PowerOptions is the company that the town is in contract negotiations with to facilitate the construction of a photovoltaic (p.v.) system for the Public Safety Complex. Walter Gray made a brief presentation about what PowerOptions is and the work they do. PowerOptions began as a state program but now works with non-profits and public entities to create p.v. systems using pre-negotiated contract templates which save on legal fees. PowerOptions negotiates Power Purchase agreements and system purchases. Using PowerOptions eliminates the need for a Request for Proposals (RFP,) It works with Solect Energy, a design and construction company.

This program is only available to PowerOption members. Annual dues are low cost, between \$250 to \$500 per year and don't have to be maintained after the project is finished, though continued support would be appreciated.

Some incentives are available, such as a 30% Federal tax credit via the SMART program. Since the town is tax exempt, it is eligible for direct pay of the credits.

The project is still in the design phase. Mr. Sayre asked that the plan be available for the Committee by the next meeting.

(b.) Solect Energy - System Purchase & Installation Agreement is ready for review and will be presented to the Select Board for signature the following day.

6. Report from the Project Manager (P3) –

Robert Todisco reviewed the budget. There are significant offsets (about \$840,000) from the MVP grant. The budget document shows a total that of more than the actual budget because of the additions of approved PCOs, but does not yet show the MVP

offsets, which the town has not been reimbursed for yet. The contingency fund is projected at \$307,000.

There are four pending PCOs totaling about \$110,000. These are epoxy flooring in apparatus bays, epoxy flooring in sally port, 6 compressed air hoses in apparatus bays, and exterior signage. An additional amount of approximately \$110,000 will be needed for the backup generator, leaving around \$85,000 in the contingency fund.

The prices for epoxy flooring are getting lower over time, so waiting as long as possible to vote on those PCOs makes sense.

Goosetown Communications has submitted a quote for \$18,054 for installing antennas. Forish will add a mark-up. P3 will ask Forish to prepare a change order for this, though it may be possible to fund it from the \$25,000 budgeted for utility back-up charges, which are being dropped by National Grid.

MVP FY23 outlook:

Mr. Abu-Jaber reported that he met with the Forish leadership, Mr. Todisco, Mr. Caccamo, and Mr. Chrobak to discuss progress and timing since portions of the MVP grant are required to be spent this fiscal year. There is full confidence that the deadlines will be met. The time-sensitive elements are insulation, mechanical and electrical components, p.v. system plan, and community engagement. Other elements such as radiant heat flooring, HVAC, and hot water may not be completed by July, but they could be invoiced before completion. The bulk of the budget is for fiscal year 2024 so there is not a time pressure.

The top concern is getting a p.v. plan finished so that a power sharing proposal can be submitted to National Grid. The grid network is near capacity so there is a risk that other proposals will get in first, and there will be no capacity left for the extra power generated by the Public Safety Complex.

The next newsletter will be finished by Town Meeting in June.

Meeting was adjourned at 7:55.

Documents used:

- WPS budget, 4/18/23 update
- WPS PCO log, 4/18/23 update
- Goosetown Communications quote
- elevation showing 4 signage options

- Power Point from Power Options

Respectfully submitted,
Melinda McCall