



Williamsburg Public Safety Complex Building Committee
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Meeting Minutes
June 14, 2023
via Zoom

Members present – Amy Bisbee; 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 – Dan Bonham; Mary Dudek; Dave Mathers; Daryl Springman, Deputy Fire Chief

Associated participants present– Tariq Abu-Jaber, grant administrator; Kevin Chrobak, Juster Pope Frazier Architects; Robert Todisco, P3; Mark Girard, fire department; Paul Wetzel, Finance Committee; Dan Banister, Highway Superintendent; Julia Peters and Paul Wetzel joined at 7:45

Members of the public present –none

Meeting was called to order at 6:04 pm.

1. Vote to approve minutes from May 17, 2023

Minutes were approved unanimously. Voice vote below.

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

2. Updates/Discussion

Mr. Chrobak reported that construction is on schedule despite some time lost due to rain.

An air barrier test was done by Adin Maynard of the Energy Committee. A few areas were found that needed to be tightened up. Forish Construction is doing this and a second test focusing on the administrative wing will be performed.

The generator discussed at a previous meeting was sold before the town could finish the paperwork, but another generator with a 600 amp transfer switch was found and is available for shipping in July. It is important to get the necessary paperwork done quickly. Though the installation cost is not yet known since the final engineering plans will be affected by the solar design, the purchase cost is nearly finalized. The purchase and installation can be done in two separate PCOs. A motion was made and approved unanimously to authorize Bill Sayre as Chair to authorize the amount of \$100,000 or less to procure the propane generator.

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

The committee decided in a past meeting that battery back-up would be better in principle, but a propane generator would cost less and be able to cover the energy needs of the building for two full days.

Chief Connell requested the addition of two interior pass-through windows. One would be between the apparatus bay and the radio room and be able to be secured. The second would be between the Chief's and the Lieutenant's offices. The cost for these is below the \$10,000 threshold allowing Chair Sayre to approve. No objections were made to his doing this when the change order is ready.

Exterior plantings around the building and the retention basins are being updated. One of the firefighters is allergic to certain plants. When a list of allergens is received from the person's doctor, the planting list will be adjusted in consultation with Berkshire Design. Additional adjustments may need to be made to shade tree plantings to ensure trees won't shade the solar arrays in the future.

3. Report from the Project Manager (P3)

Budget update: Some minor formatting changes have been made to clarify the impact of grant revenue. Many items need to be billed this month per the grant requirements. Not all of the work is expected to be finished in time, and will not be eligible for reimbursement, therefore the grant projection portion of the budget is lower, resulting in approximately \$12,000 in balance. This lower balance means that epoxy flooring would create a deficit. However, things can change in the time that remains. Most of the work in question is \$86,000 in HVAC work. P3 is looking into getting a purchase order for HVAC equipment that can be paid for and stored off-site this fiscal year.

The access hatch to attic areas is still in the design phase. The project could be scaled

back in scope. A new, more insulative material is being investigated.

4. Possible Change Orders (PCO)

a) Radio antenna – possible vote to approve. PCO 37 is for \$29,033.14 for Goosetown Communications to install a communication tower antenna for the radio room. This comes out of the utility budget rather than the construction budget.

A motion was made and approved unanimously to authorize Forish construction to pay Goosetown Communications \$29,033.14 for the communication tower antenna.

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

b) Data cabling – possible vote to approve. PCO 36 is for \$18,498.34 for data cabling to be done by the electrical subcontractor. The cabling is for phones, computer, and the patch panel. This item will be paid for from the AV/IT budget rather than the construction budget.

A motion was made and approved unanimously to authorize \$18,498.34 for data cabling.

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

c) Water drops – possible vote to approve. PCO 38 is for \$31,797 for ceiling mounted water drops in the apparatus bay. These water drops are the source for filling truck tanks and were missed in the original plan. The engineer is still reviewing, but all work will be done below the ceiling so will not hold up current work. P3 is sending the proposal back for review because labor hours seem too high.

d) Plymovent additions – possible vote to approve. An additional track, nozzle and hose are needed. P3 is still waiting for the cost from the supplier. This order will come out of the contingency fund. Installation can be done later.

e) Generator, propane tanks – possible vote to approve. There will be two 2,000 gallon propane tanks: one for fueling the radiant heat floors, and a second for the emergency generator. If the tanks are buried, the town will have to buy them. If the tanks are above-ground, the tanks might be provided for free by the supplier, but that will have to be worked out with the propane supplier. Chief Connell pointed out that since the total is more than 3000 gallons, the installation of tanks will need to be approved by the Select Board.

See the discussion and vote to approve in the 2. Updates/Discussion section.

5. Possible votes to approve:

Exterior signage- Mr. Chrobak showed two possible signage variations. Discussion followed and a third variation was suggested that combined the two.

A motion was made and approved unanimously to authorize exterior signage with “Williamsburg” in large letters above “Police and Fire Departments” in smaller letters below. Small round police and fire emblems could fit on either end, and Chief Connell will get the digital graphics for those.

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

Other signs will be die cut in the transoms above their respective doors: “Police” with a blue light globe and “Fire” with a red light globe. Above the bay doors a sign will read “Hope and Empire” as a connection to the past and history. No sign will be placed above the sally port door.

Building trim color- Various images of the building were shown: as is with the slightly darker primed trim, with white trim, and with green trim. Discussion followed. with Some supported green trim for its historical connection. Others supported white trim for its simplicity. The bollards in front of the bays will be safety yellow, signs will have color, and the possible solar canopy will add texture.

A motion was made and approved to paint the building trim white.

Bisbee	Connell	Guzowski	McCall	O’Neil	Reinke	Sayre	Wickland
no	no	yes	yes	yes	yes	yes	no

6. SolarPV project:

a) Solect/Power Options contracts: Lawyers for the town and Solect Energy have agreed on wording for the contract and will be meeting to work out the details. It has been confirmed that the LOI allows an interconnection bid, and an application will be submitted to National Grid. There is a target date of June 30. Though there is a potential risk that National Grid will say that the grid is full, there is a plan B.

There is \$50,000 in the MVP grant that must be used this fiscal year for design. If that doesn’t happen in time, there will likely be enough in next year’s funds to complete the design.

b) Canopy presentation: The draft canopy plan was presented via two images: The layout plan and a perspective drawing. The Chair asked what information members need to be able to make decisions about opting for a canopy. At the next meeting in July, representatives from Solect Energy will be present to answer questions.

- A meaningful chart of energy production and cost savings is already completed.
- Half inch gaps around each panel will allow light in and allow rain to fall through. Some panels can be excluded near the building to allow in even more light.
- Snow guards and a lower slope on the western side will prevent snow slough-off.
- Chief Connell expressed concern about the loss of parking spaces for larger vehicles, considering that most of the fire department drives large pick-up trucks. He suggested looking at putting the panels in the field, and incorporating them into a pavilion roof so they would not take away from park space.
 - Would the MVP cover panels set in the field? Mr. Abu-Jaber will find out.
 - Could the plans and construction be done in time to qualify for grant reimbursement?
 - Ground mounted panels in the field would be less expensive, but would the public resent the loss of park space?
 - Mr. Chrobak offered to do a mock up if he was given some specifications.
- The parking lot canopy plan has been submitted to the Planning Board for review of setbacks.
- Members of the public are welcome to comment at these Public Safety Complex Building Committee meetings. Chair Sayre will post the two images of the solar canopy on the town's Facebook page stating that anyone with concerns can come to a meeting or write a letter to the committee. Jean O'Neil, who is also on the Planning Board, said that taxes are a big concern for people and that the savings for the town from having the canopy needs to be included.

7. Next meeting date: The next meeting was set for July 19.

Meeting was adjourned at 8:18.

Documents used:

- WPS budget, 6/14/23 update
- WPS PCO log, 6/14/23 update
- generator quote from Global Power
- elevation showing white trim
- PSC trim color options

- Model of signage variations
- PV canopy layout plans
- PV canopy perspective

Respectfully submitted,
Melinda McCall