



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

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

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

Associated participants present– Tariq Abu-Jaber, grant administrator; Nick Caccamo, Town Administrator; Kevin Chrobak, Juster Pope Frazier Architects; Walter Gray, Power Options; Adin Maynard, Energy Committee; Paul Wetzel, Finance Committee

Members of the public present –Stuart Krantz, Kathaleen Emerson, Sue Froelich, Tara Winters, Lauri Monroe-Hultman, Ansuya Weil, Lisa Sheehy, Brenda Lessard, Llama Maynard, Neal Bastek, Matty Wilhelm, Jeanne Moriarty, Robert Longley

Meeting was called to order at 6:04 pm. Chair Sayre opened with an explanation that there will be no public comment period for input during the meeting as the agenda was full. All written comments received earlier were shared with all committee members. In addition, there would be no official response to comments made on social media. Official outreach was made through the newsletter, emails, and in-person discussions at the transfer station.

1. Vote to approve minutes from June 14, 2023

Minutes were approved unanimously. Voice vote below.

Bisbee	Bonham	Dudek	Guzowski	McCall	O’Neil	Sayre	Wickland
yes	Did not vote	abstain	yes	yes	yes	yes	yes

2. Budget Report from Project Manager (P3)

Robert Todisco was unavailable to attend the meeting. Chair Sayre read the prepared report, shared below.

“The Town was able to secure its MVP grant as originally anticipated therefore the budget has rebounded to more positive figures vs. what was shared last month. To date the project has a total spent/committed amount of **\$5,162,342**

The Town is anticipating approximately **\$826,976 in MVP grant dollars, not including solar.**

Within the \$5,162,342, we have spent to date \$508,947 in change orders which include radiant slab addition, and the generator material purchase approved last month.

As of today we have an available contingency balance of \$176,911. We are waiting for the second part of the generator change order which is for the labor portion. We are carrying a potential budget of \$50,000 for this however we expect the number to be less. In addition we are anticipating a revised change order proposed for 1 additional water drop in the equipment vs the 6 additional locations priced out last month. Lastly we have an open change order proposal to provide a ceiling access hatch and latter so the attic spaces can be accessed in the future for maintenance purposes (\$7,993).

Generator Labor budget/estimate = \$50,000

Attic access hatch = 7,993

Rough potential Contingency balance after approving the above = \$118,917

I recommend waiting until we have the full scope of the Generator reviewed and approved until the vote for epoxy flooring however **IF the flooring were approved this evening the rough contingency balance would be: \$37,989.”**

Mr Chrobak reminded the Committee that the radiant slab is funded from the grant. He also said that more costs may come for signs. The budget allots \$50,000 for furniture and equipment but the quote came in at \$15,00, excluding a cabinet for combustibles. Epoxy coating is the last thing to happen, so it is not a problem to hold off on approving spending for that.

Change order #5 is a collection of five items costing \$150,000 and includes data cabling for both Police and Fire Departments, radio and antenna work, pass through windows in the Fire Department, and the generator. These expenditures had already been voted on and signed.

3. Report from the Architect (JPF)

The interior of the building is about to be painted. Mr. Chrobak walls will be white and doors will be red and blue. He will speak with the police and fire chiefs about their opinions.

Curbing is complete. One section on the north side of the building was one foot in too close to the building, and he is looking at how that affects access in the lot and the planting plan before moving that section.

A generator has been procured and should be shipping in two weeks. It will be stored off site but a title and insurance documents are still needed. There will be a one year warranty from Forish. However, generators are simple machines that don't easily fail, so an extended warranty is not necessary. There is \$8,00 already in the budget for set up. The generator will run every week or two for 15 minutes in an exercise routine.

The air barrier test was helpful. It showed that the Sally Port was close to passing even without the spray foam. The foam is now applied, so a second air barrier test is needed.

The fire hydrant looks high, but loam and grass is still needed. Highway Superintendent Banister feels it is at the right height.

Juster Pope Frazier and Forish construction have indicated that they will be the landscaping portion of the contract due to potential liability issues with a Town employee's medical situation. A consulting botanist will be contacted. This delay, along with extended construction for the solar array means that next spring may be the best time for planting, for rain gardens/retention basins as well as the general landscaping. Runoff is currently being filtered by straw bales. The basins are filled with sediment and will need to be cleared out after building construction is completed.

There are some sagging soffit boards on the north side that will be repaired by Forish Construction.

The cracked window has been repaired.

The south roof where it meets the sally port will get roof vents and more flashing.

The PCO for the 6th Plymovent was being held off until we knew we met the grant timeline and had enough money in the budget.

4. Exterior Signage— possible vote to approve (CO#30):

We are still waiting on mock-ups. The committee may need a brief meeting in two weeks to vote on the CO for the signage.

5. Other project updates:

The parcel survey is in process. The town is waiting for corner pins to be installed and a plot plans of the boundaries. This is being done in consultation with the Greenway Committee.

Appliances were purchased as a package from Manny's. TV and Appliances.

6. MVP SolarPV project:

a) Update on Select/Power Options contracts: Finalizing the contracts is moving slowly. Legal counsel is aware of the time constraints. Other communities will potentially use Power Options, too, and counsel is having to develop new legal advice without the benefit of prior cases. Until there is a contract, Select Energy cannot move ahead with the design. The project deadline is June 30, 2024.

b) Update on solar timeline and funds:

The unused portion of the FY23 funds for the solar project were allowed to be deferred to 2024. These include two line items: the solar design and finishing the HVAC system. The major part of the solar project is funded in FY24.

A letter of intent was approved by legal counsel and allowed submittal of an interconnection application. It takes 5 months to get through the process, which brings us to December. That means solar installation will likely have to wait until spring. The design work will be done at that point and installation should move quickly.

Select energy may need to get approval from the Zoning Board of Appeals to build the canopy in the building setback. This will happen as soon as a contract is signed. It was reported that municipal uses are exempted from setbacks.

c.) Possible vote to approve – solar PV design:

Three options were available for the committee to choose from for a possible vote. A lot of outreach to the public was done, and the public was encouraged to send in their comments to the Town Administrator. 59 public comments were submitted to the committee. 54 supported the full canopy option, 5 were against the full canopy. Adin Maynard, a member of the Energy Committee shared support for the full canopy option as well. There had been discussion about moving the canopy to the green space adjacent to the Public Safety Complex parking area. However, the PSCBC does not have the ability to construct anything in that area. The town received a letter from the MVP grant administrator saying that moving the canopy could put the grant funds into jeopardy.

There was a question about how installing support columns would affect the final paving timeline. The architect, Mr. Chrobak, said that paving could be delayed and given to a different contractor, which would require a procurement process. Some foundation work may be necessary, and some sidewalk sections may need to be pulled out. He recommended including language about remedial work that will need to be done in the solar contract. It was noted that the final paving should go in as planned and the solar contractor would work with a finished parking lot, as they normally do.

A motion was made and seconded that the Williamsburg Public Safety Complex Building Committee approve signing a contract with **Solect Energy** to design, engineer and construct a solar photovoltaic energy system which includes a solar panel covered carport over the entire west parking lot (AKA “Full Canopy”) and a maximum build-out of roof mounted solar panels on the Public Safety Complex building. Voice vote below. The motion carried.

Bisbee	Bonham	Dudek	Guzowski	McCall	O’Neil	Sayre	Wickland
no	yes	yes	yes	yes	yes	yes	no

7. Next meeting date: The next meeting date has been set for August 23.

Meeting was adjourned at 7:24.

Documents used:

- 7-19-2023 WPS Budget Overview
- PV canopy layout plans
- PV canopy perspective
- PSCBC Comments - Solar

Respectfully submitted,
Melinda McCall