

Williamsburg Public Safety Complex Building Committee
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Meeting Minutes
November 8, 2023

Members present – Amy Bisbee; Jason Connell, Fire Chief; Mary Dudek; Dick Guzowski; Melinda McCall; Jean O’Neil; Robert Reinke, police officer; William Sayre; Daryl Springman, Deputy Fire Chief; Denise Wickland, Chief of Police

Members absent – Dan Bonham

Associated participants present– Kevin Chrobak, Juster Pope Frazier Architects; Tariq Abu-Jaber, grant administrator; Rob Todisco, P3

Members of the public present –Ken Taylor

Meeting was called to order at 6:00 pm.

1. Vote to approve minutes from October 11, 2023

Minutes were approved. Voice vote below.

Bisbee	Connell	Dudek	Guzowski	McCall	O’Neil	Reinke	Sayre	Springman	Wickland
yes	yes	yes	yes	yes	yes	abstain	yes	abstain	yes

2. Building update, Kevin Chrobak:

Forish Construction is close to closing out the project. Though the company is closing, the one year warranty will be covered, bonds are in place, and people and funds will be available for addressing any problems during that period. Most repairs get made by subcontractors.

A few minor issues

- The generator starter failed and will be replaced. The part is due to arrive November 9. Once the repair is made, training will begin.
- Computer training on remote access to HVAC controls will begin soon. Mr. Chrobak recommended having outside expert back-up for at least one year. It will need to be adjusted as patterns of use are determined. Two people from both the Police and Fire Departments will be responsible for

establishing set points. The Town Administrator and the Select Board will establish contracts and payments.

- Door-lock keypads will be programmed on a computer. Training for this will begin soon.
- The blower test passed, though it was discovered that three doors were missing gaskets.
- The building inspector required that three outlets be changed to GFI.
- The Plymovent systems are generally installed by the company technicians. Since the plumbing subcontractor did the installation, credit may be due from Plymovent.
- The electric strikes on two exterior doors are tied in with the fire alarms so that they release when an alarm is triggered.
- The shared conference room has PIN locks. Anyone using the room can exit only by using a PIN. Concern was expressed about the safety of this situation, but the Chiefs said that there will always be supervision by someone who knows the PIN.
- Interior lights are all on motion sensors and are dimmable.
- All exterior lights will turn off at 9:00 pm. The timing needs some adjustment.
- The light over the doors are not dimmable. Parts that can be added to existing lights that may allow dimming are on order. If that doesn't work, fixtures will be replaced.
- The spot lights in front of the equipment bays cannot be shielded to reduce light spread, but these will rarely be used.
- The pole lights come on bright but dim after 10 minutes.
- Data Jacks: The electrical contract was only for wiring, not the jacks themselves. Officers Springman and Reinke will be installing the jacks. These and some other items were excluded from the contract because a lot of the gear will be moved from the old stations and re-used.

3. Budget Update:

Quite a few last minute expenses have cropped up. These include additional outlets, door strikes, water hook-ups, and an outlet for the washer/dryer. Other purchases are for completing secure networks, installing security cameras, installing monitors, installing a large screen smart TV in the conference room. Other expected costs are for exterior security cameras, window treatments, shelving and storage cabinets.

These extra costs are pushing expenditures above the budget. Mr. Chrobak stated it might have been premature to cut the budget by \$500,000, but the town still has the authority to borrow more if needed.

There is \$47,205 unspent from the budget and \$293,139 deficit in the contingency. There is still an outstanding \$12,258.45 for an approved PCO for electric door strikes. However, that price seems high and is being negotiated. The given price for exterior security cameras is also high and discussion followed about the possibility of reducing the number.

CO 8 covers multiple charges and credits.

The approximate cost per square foot for the building is \$630, compared to an estimated \$800 for any building beginning now.

3. Timeline:

- The Occupancy Inspection will take place on November 9 or 10.
- The Certificate of Substantial Completion will be issued by the architects, Juster Pope Frazier on November 9. This will start the one-year warranty. Affidavits will be issued after the technical trainings are completed.

4. Outreach:

An Open Door event is planned for 12:00 to 2:00 on Veterans' Day, November 11, directly after the Veterans' Day ceremony. Members of the police and fire departments will be present to answer questions and guide visitors through the building.

5. Solar update, Tariq

The impact study for interconnecting with National grid will be completed around January 2nd. Final details of the contract between Solect Energy and the town are still being worked out. Solect is moving the project forward despite the lack of contract by bringing in geo-technicians to test the soil and gather data necessary for engineering the canopy structure. Test holes will be dug adjacent to the parking lot. The town will pay for this directly and then get re-imbursed. A reminder was given to request a certificate of insurance from the geo-tech company.

6. Signage Update

Two versions of the basic layout of signs were presented. The Signage working groups wants to get quotes from different companies. Solicitation wording was vague because the group wants design ideas and wants to be able to negotiate font, colors, etc. Once quotes are received, the information will be brought to the full committee. A "Visitors' Entrance" sign is also needed.

7. Next meeting date: TBD

Meeting was adjourned at 7:51.

Documents used:

- WPS PCO log 11-10-2023
- WPS Budget Overview 11-10-2023
- Minutes 10-11-2023
- 2 versions of signage
- CO #8

Respectfully submitted,
Melinda McCall