

**Williamsburg Public Safety Complex Building Committee**  
**141 Main Street, P.O. Box 447**  
**Haydenville, Massachusetts 01039-0447**  
**Phone: 413-268-8418    Fax: 413-268-8409**  
**townadmin@burgy.org**

Meeting Minutes  
January 4, 2024

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

Members absent – Daryl Springman, Deputy Fire Chief

Associated participants present– Tariq Abu-Jaber, grant administrator; Peter Fisher and Aimee Wallace, Police officers; Dan Banister, Highway Department

Meeting was called to order at 6:00 pm.

1. Members of the public present –none

2. Vote to approve minutes from November 8, 2023

Minutes were approved. Voice vote below.

Bisbee	Bonham	Connell	Dudek	Guzow-ski	McCall	O’Neil	Reinke	Sayre	Wickland
yes	yes	yes	yes	yes	yes	yes	yes	yes	yes

4. Report from OPM: Rob Todisco was not able to attend the meeting but sent updates.

-Budget update:

- Recent additions and changes have put the project over budget.

<u>Available funds</u>	<u>48,835</u>		<u>48,835</u>
Item	Budget projection	Adjustment	New Total
Landscaping	15,000	(15,000) MVP	0
Signage	23,000		23,000
Window treatments	5,000		5,000
Cameras, Monitors	35,000	(12,000) New Est.	23,000
Plymovent muffler	2,050	(2,050) Bldg Maint	0
Tiles	0	3,000	3,000
Misc.	2,500		2,500
Subtotal	82,550		56,500

Projected deficit	(33,715)	26,050	(7,665)
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- The town received permission to use funds from the MVP grant to cover all landscaping costs, rather than just the wetlands plantings. This reduces the deficit by \$15,000.
- Other outstanding items are signage, window treatments, cameras and audio/visual equipment, wall monitors, and some miscellaneous items. The town is looking at possibly shifting some ARPA funds from other uses or finding surplus in other budget accounts. A suggestion was made to remove signage from the budget and work on funding that later. Numbers for some of the outstanding items are not solid, and the budget numbers may change.
- The budget for window treatments is lower than the received estimate, so there may be an additional cost.
- A muffler for the Plymovent in the equipment bay is needed to reduce the noise that is affecting a neighbor. Kevin Chrobak and Chief Connell agreed on this solution, which is also recommended by the Plymovent company, which claims the muffler will result in a 20% reduction in noise. The muffler costs \$2050, which can be covered by the town's building maintenance fund.

#### -Punch list update

- One remaining item left on the punch-list is the generator. The replacement starter is in, but a flywheel is needed which is coming from the manufacturer.
- The Town punch-list for non-construction needs for both Police and Fire are in process.

#### 5. Forish Requisition November '23 – review

Forish Construction submitted their final bill, which was signed off by Kevin Chrobak.

#### 6. Exterior Signage – possible vote to award contract

- Four bids were received, ranging from \$21,866.70 to \$31,225.00.
- Some committee members felt that the bid requirements were not specific enough, resulting in lack of clarity in the bids received.
- Some members were concerned that the lowest bidder was a franchise without a clear local office. In addition, that bid called for an aluminum plate, which could warp.
- Concern was expressed that the main sign was larger than town zoning laws allow for businesses, though town buildings are exempt.
- Chair Sayre reviewed how the Committee came to the bid process. The architect Kevin Chrobak developed schematics which were sent to the contractor, Forish Construction. Forish wanted a shape file of the Town Seal, which does not exist and creating one was meant to be part of the

signage contract. It became clear that more time was needed to work out details, so the town withdrew the signage element from the construction contract, receiving a credit for that work. The general conceptual ideas, size, scale, and heights of letters were set. The font, colors, and exact wording of the signs were to be determined when the chosen contractor's graphic designer presented proposals.

- If a contract was awarded to the current lowest bidder, work would begin on the design process.
- A suggestion was made to break up the process by hiring a graphic designer to finalize design, then putting the work out to bid again. Dan Bonham, an architect, said that his experience with sign makers was that there was a lot of flexibility and back and forth, so he didn't have concerns about the town's ability to get what it wanted. He also said that hiring a separate designer could complicate and slow down the process. The extra cost could also increase the budget. Tariq Abu-Jaber had similar experiences working with sign companies.
- A motion was made and seconded to reject all bids and start with a new RFP. The motion carried, 5 to 4 with one abstention. Voice vote below.

Bisbee	Bonham	Connell	Dudek	Guzow-ski	McCall	O'Neil	Reinke	Sayre	Wickland
no	no	yes	yes	yes	abstain	no	yes	no	yes

- A new Signage working group was formed. Dan Bonham, Mary Dudek, Dick Guzowski, and Jason Connell volunteered.

## 7. Landscaping Scope of Work – discussion

### -Review and Approval of Invitation to Bid package

- Non-native plants, and those with allergens of concern were taken off of the planting list
- The buffer zone plantings along the stream will be expanded to increase protection of the stream and reduce flooding, which will also somewhat increase screening of visuals and noise for the neighbors. More plantings will be made behind the building to discourage public access near the propane tanks.
- Property lines have been determined and plans have been made to remove the chain link fence and a lamppost.
- MVP funds will cover all plantings, including rain gardens and around the building.
- Erosion damage from the recent rainstorm will be repaired in the spring under a separate contract.
- The Fire Department wants to donate a tree in memory of Roger Bisbee, and there may be some other memorial trees requested as well. A weather station has been installed. Any needed location adjustments on the plan can be worked out with the landscaper.

- A motion was made and seconded to accept the landscaping bid package. The motion carried. Voice vote below.

Bisbee	Bonham	Connell	Dudek	Guzow-ski	McCall	O'Neil	Reinke	Sayre	Wickland
yes	yes	yes	yes	yes	yes	yes	yes	yes	yes

## 8. Security AV Scope of Work – discussion

### - Review and Approval of Invitation to Bid package

- Officer Reinke reported that the equipment list was correct but the plan marking locations of cameras was not updated after the consultation with the vendor, Forance Integrated Systems. The list is for two separate systems for the Fire and Police Departments, consisting of a total of 13 cameras, 4 monitors, and 2 network recorders.
- The estimate is \$12,000 less than was budgeted, which helps the overall budget.
- A motion was made and seconded to authorize the Chair, in consultation with the Police and Fire Chiefs, to issue a bid package and receive bids for the AV security system. The motion carried. Voice vote below.

Bisbee	Bonham	Connell	Dudek	Guzow-ski	McCall	O'Neil	Reinke	Sayre	Wickland
yes	yes	yes	yes	yes	yes	yes	yes	yes	yes

## 9. SolarPV update

- National Grid interconnection was approved in September.
- The contract with Solect Energy was signed in December. The only costs outside of the contract are for the geotechnical work and the National Grid study, paid for by the MVP grant.
- Geotechnical work for the solar canopy frame has been completed.
- NG Impact Study results expected in early January, including any required system upgrades (paid by grant).
- The contract price (\$846K) falls within the MVP grant budget.
- There may or may not be enough funds for the 2 EV chargers envisioned.

## 10. Grand Opening Plans – discussion

- There was a lot of positive feedback from the Open-Door event.
- Planning for the Open-House is just beginning, but the basic idea is to have educational stations around the building, with a focus on resiliency features.
- The Fire Department would like to add in a celebration the 175<sup>th</sup> anniversary of the department.
- Police would contribute fun and educational activities.
- There should also be coordination with the Town Commons Committee.
- Though it may be better to delay the celebration until solar work, signage, and landscaping are complete, MVP funds for the event must be spent by the June 30 grant deadline in order to be covered.

## 11. Turn building operations over to Fire/Police Departments.

- The construction work is mostly done.
- Infrastructure equipment is under warranty, and departments will handle any issues.
- Items on departmental Town punch list are being developed. Department Chiefs will coordinate with Chair Sayre.
- Departments will handle the day-to-day issues.
- There are some concrete floors that weren't sealed. The Chiefs want to tile those floors. Firefighters have volunteered their labor, but materials will be about \$3000. The funds will be found within the construction budget.

3. Next meeting date: TBD but in about a month

Meeting was adjourned at 8:09.

Documents used:

- Minutes 11-8-2023
- WPS Budget Summary 122-29-23
- WPS November R-2 from Forish Construction
- Solicitation for Building Signage and received bids
- Addendum to Landscape bid package
- Solicitation for Security Cameras
- Solar update
- Open House update

Respectfully submitted,  
Melinda McCall