



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

Meeting Minutes  
July 14, 2021  
via Zoom

Members present – Jim Ayres; Dan Bonham; Amy Bisbee; Mary Dudek; Dave Mathers; Jean O’Neil; William Sayre; Daryl Springman, Deputy Fire Chief.

Members absent – Jason Connell, Fire Chief; Robert Reinke, Police Officer; Denise Wickland, Chief of Police.

Associated participants present– Kevin Chrobak, Juster Pope Frazier Architects; Robert Todisco, Project Planning Professionals (P3); Jeff Squire, Berkshire Design.

Members of the public present – Shelby Macri, The Country Journal; Jennifer Black, Phoebe Shaw, Joan Coryat, Charlotte Meryman; Bera Dunau, Daily Hampshire Gazette; Steve Smith, Williamsburg Planning Board.

Meeting was called to order at 6:00 pm

Review of Minutes: Minutes from June 23 were accepted.

Abatement: All interested parties were invited to walk through the building. ATC and five abatement companies looked at the site. Some issues came up around the removal of asbestos and potential PCB contamination that increase the complexity of the project.

- **Windows** must be removed by hand because the caulk surrounding them contains asbestos and possibly PCBs. There is a potential that the PCBs have leached into the adjacent brick. Standard practice in these cases is to remove 12 inches of the brick all the way around. In this case, those 12 inches include metal framing and concrete lintels. Removing these would weaken the structure. ACT was asked to go back and test to make sure PCBs are really there at above 50 ppm. If not, then the problem is solved, but there is a risk that the contaminate could be found even further in, requiring the removal of even more material.
- **Underlayment.** If the subfloor has to come out, demolition would be more difficult, and a temporary subfloor might have to be installed.

- Mr. Todisco recommended pushing back the abatement bid date until the testing can be finished, then putting the abatement bid together with the demolition bid. The demolition company would then figure out the abatement details. This action pushes the start date back a couple of weeks.
- Having the two contracts together minimizes conflicts between contractors, and reduces the time that the building is standing in an unstable condition where vandalism could be dangerous.
- PCB testing was not part of the original ATC contract. Many projects have been canceled due to the complexity of removal, and it is more efficient to follow standard guidelines for removal. Mr. Todisco will speak with ATC about the need for full scale testing vs. taking a small number of samples.
- A motion was made and approved to let Mr. Todisco move forward with due diligence. Up to \$12,000 for additional testing will come from the previous OPM budget.

#### Public Comments:

- Jennifer Black addressed the committee. She appreciated the maximizing of green space and using the existing footprint, and hopes that future design decisions continue to reflect the nature of Williamsburg, such as signage and lighting that is welcoming, inclusive, and tasteful. She also urged flexibility in the interior layout in anticipation of changes to policing, an example being space for dealing with people in crisis. Mr. Mathers agreed that lighting should be effective yet not too bright. The design process has not addressed the interior spaces yet.
- Charlotte Meryman addressed the committee about the opportunity to be proactive about making a welcoming space. She was concerned about police cars being front and center. She would like the architecture to fit in with neighboring businesses, and to include welcoming parks on both sides. She suggested sharing detailed plans with the public to allow the public and local artisans to provide help and feedback. Mr. Ayres said that the landscape will be a blank canvas that will be integrated in larger plans, such as the Greenway. Saving the large trees is a priority.

#### Review and discussion of updated site plans:

Kevin Chrobak, architect, and Jeff Squire of Berkshire Design, showed the updated plan. It incorporates the changes discussed at the previous meeting that addressed Chief Connell's concerns.

- Minimizing turn out time for rescue calls: Parking was added to the northeast side of the building, dedicated to first responders. This allows for 3 cars, close to the rescue vehicle bay.
- Creating access for training: Add a door on the south side creating access for moving equipment in and out for training. Framing for a 14' bay was added, to

allow for addition of a bay door to be added in the future.

- More shade trees were added. Existing trees on the corner will be saved, as long as they don't impede visibility for exiting safety vehicles. Some may just need to be limbed up.
- Plantings were added along the western parking area.
- A sally port (a secure, controlled entry way) was added for the police department.
- The existing curb cut is maintained on South Street. A swale will likely need to be created to deal with storm water runoff.
- Signage should be enough to keep cars from turning right out of the parking lot onto the apparatus drive. Creating an awkward angle is not advisable because police may need to turn that way.
- The likelihood that the two existing large trees will survive construction is high. The swales are not very close, so there should be limited disturbance of the root zones along the western drip edge. Tree protection will go in before demolition starts.
- The dimensions of the swales will be determined by Berkshire Design once the final site plan is approved, and is p\based on the amount of impervious surface added.
- Utility access will ideally be underground, and extend access to power to the adjacent park.
- No traffic light is planned, but that question may be brought up in the DOT response. DOT is reluctant to put a light anywhere on Route 9. There may be a flashing light that is activated during emergencies.

Preliminary approval of the site plan is needed so that impervious calculations can be made, plans can be submitted to DOT, DEP, and the Conservation Commission, and the engineering process may begin.

A motion was made and passed unanimously to accept the revised site plans, which will be dated 7-14-21.

#### Review and discussion of revised floor plans:

- A loft space reached by a ladder was added for storing mechanical equipment. The equipment is fairly small so it would be easy to access for repair or replacement.
- Mr. Chrobak met with the rank and file of the fire department who like the idea of a mezzanine above the office spaces, though this is looked at as an alternate add. Stairs would be located in what was originally intended to be a storage room. Exercise equipment would be installed. The MFPA recommends stations have a space for training. In addition, this set up might encourage younger people to volunteer. The space would also add storage capacity.
  - No need for an elevator.

- The loft could be open to the apparatus bay. However, the bay would not be air conditioned so the exercise room would not be either.
- The mezzanine would add an extra \$20,000 to \$50,000 to the cost.
- The extra weight might require additional structural framing, which would also add to the cost. The engineers need to look at that.
- Access to a public meeting room was added directly from the parking lot, so that visitors don't go into other parts of the building.
- There is currently no sink planned for the bathroom in the booking area. Mr. Chrobak will check with the Chief Wickland to see if a sink is desired.

A motion was made and approved to accept the conceptual drawings of the floor plan so that mechanical, electrical, and plumbing engineers can begin work. Mr. Todisco will write a newsletter for the public with information about the current plans. It will be made clear that the current facade plan is just an early draft.

Exterior Elevations are still at the Crude Study stage:

- The roof pitch was extended down to cover the Sally Port.
- A large sign was suggested to fit the scale of the western gable.
- The east side is solid, and Mr. Chrobak is looking for ideas to break that wall up. It was pointed out that the large trees are on that side and may serve that purpose.
- The garage doors could be clear, so fire trucks would be visible. Would also look less industrial, and bring in exterior lighting.
- Red globes outside of these doors would look nostalgic.
- Flood lights would be used only during events.

Alumni of the Helen James School:

A walk through was planned for July 17. Done Right Chimney has offered to collect some of the bricks for dispersal to interested parties. Mr. Todisco said that that would have to go through the demolition company, though the proposal could be added to the bid document.

Tabling of Update on Budget:

This discussion will be on the agenda for the next meeting. A special request was clarification of where the funds for the design process are coming from.

Next meeting: The committee will meet again in one week, on July 21, to look at the elevations. If that is approved, meetings can move to monthly.

Meeting was adjourned at 7:36.

Respectfully submitted,

Melinda McCall  
Secretary -