



**Williamsburg Public Safety Building Committee**  
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Meeting Minutes  
July 28, 2021  
via Zoom

Members present – Amy Bisbee; Mary Dudek; Dave Mathers; Jean O’Neil; William Sayre; Daryl Springman, Deputy Fire Chief; Denise Wickland, Chief of Police.

Members absent – Jim Ayres; Dan Bonham; Jason Connell, Fire Chief; Robert Reinke, Police Officer.

Associated participants present– Kevin Chrobak, Juster Pope Frazier Architects; Robert Todisco, Project Planning Professionals (P3); Peter Radzim, HVAC engineer, VAV International; Mary Fritz, electrical engineer, Shepherd Engineering; Neal Anderson and Dick Guzowski, Williamsburg Energy Committee.

Members of the public present – none

Meeting was called to order at 6:00 pm

Review of Minutes: Postponed until next meeting.

Engineering:

Mr. Chrobak invited the two engineers, Mr. Radzim and Ms. Fritz, to hear what the Energy Committee has to say, to go over the initial HVAC plans, and to discuss photovoltaic (PV) issues.

- A big question is whether HVAC designs should be based on the likelihood of PV being installed on the building. Town Administrator Caccamo has contacted National Grid about information and incentives for PV. There is no money in the budget for panels at this point.
- Variable Refrigerant Flow (VRF) could be used in the office section. This system uses electricity for heating and cooling, with an exterior compressor for heat rejection. This system is more expensive upfront but energy costs could be offset by PV.
- The radiant floor in the apparatus bay would be heated by a boiler fueled with

either propane or oil. Natural gas is not an option. PV would offset the energy cost of running a pump.

- Ms. Fritz said that empty conduits would run from the roof to the utility room in preparation for later PV installation. Inverters could be outside, so space would not be needed in the plan.
- Heating of office spaces could be forced air, hot water baseboards, or electric baseboards. Price comparisons will be asked for in the construction bids.
- Air conditioning is definitely needed. One option could be installing mini-splits so that cooling and heating could be done on a room by room, as needed basis, since most rooms would not be used full time.
- The bays would be kept at 40 to 50 degrees, but the temperatures could be set higher for scheduled maintenance or drills.
- One concern was the rate of heat recovery with radiant heat when bay doors are opened in winter. There is a lengthy clean up time after a fire. A ceiling hung heater could be installed in the future if funds become available. A pellet stove is another option.
- Mr. Chrobak requested a narrative of typical weekly activities from Police and Fire to aid with planning. He also would like a narrative on how police and fire integrate with the town's technology network.
- The Energy Committee has not had a chance to develop specific recommendations. Energy Committee Members need time to contact outside parties to get more information about economic trade-offs, types of heating sources, and other questions. However, Mr. Chrobak needs to move forward with the Design Development Construction in order to get cost estimates and comparisons. Mr. Chrobak would like to speak with National Grid himself, and needs to get initial plans out to bidders by August 15. The Energy Committee and the Technology Committee could speak directly with Mr. Chrobak rather than wait for a meeting. Town Administrator Caccamo should be cc'd on emails.
- Ms. Fritz will be looking at how much energy will be needed.
- Wood frame construction is the choice for construction because it fits the budget. However, Mr. Guzowski suggested SIP (structural insulated panels.) Mr. Chrobak will look into that idea, as they can be economical. However they can have problems with high humidity.
- Deputy Fire Chief Springman brought up a concern about off-gassing and cancer, and the need for air exchange systems. Make up air is needed for ventilation. The primary focus is on vehicle exhaust.

#### Newsletter:

The newsletter, written by Mr. Todisco, is short and emphasizes the process. No elevations were included as they are in the planning process, and the floor plan is minimal. Recommendations were to:

- make the language less technical,

- add the names of the people on the committee and a link to the website,
- lay out the project timelines to help people to see the steps involved,
- include a statement about positioning the building so as to stay out of the river area.

Distribution can be made through Facebook, the transfer station, the town website, and via email to all town committee members.

#### Community Engagement:

Questions were asked about how this committee is going to engage with the community in a way that allows engagement and information without opening up calls for changes. The public could address this committee through a brief comment period, or through written comments. Social media can be watched to get a sense of public attitude.

The large linden tree has to come down and its removal is going to create resentment. However, there are options to save seeds, take cuttings, or use the wood for something at the site. It is important to be proactive about letting people know about big milestones such as tree removal and demolition, as well as to reaffirm that the large Norway maple will be saved, and more trees will be planted. An arborist will be brought in to evaluate the existing trees.

A motion was made to reaffirm the commitment to the design layout of the parking lot even though it requires the removal of the linden tree in order to keep additional impervious surfaces out of the restricted wetland areas. The motion passed, with Ms. O'Neil abstaining.

#### Abatement:

- There are still some questions around the removal of potential PCB contamination. Though there are EPA regulations, the disposal facility also has protocols. Removing twelve inches of brick around each window, and then shoring them up again before demolition is a huge cost, so it is worth the extra time to make sure it is being done right.

Next meeting: The committee will meet again in two weeks on August 11 to look at elevations, summaries from the Energy and Technology committees, abatement and demolition updates, and how the demolition will be communicated to the public.

Meeting was adjourned at 7:47.

Respectfully submitted,  
Melinda McCall