

Williamsburg Public Safety Complex Building Committee
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Meeting Minutes
September 20, 2023
via Zoom

Members present – Amy Bisbee; Dan Bonham; Mary Dudek; Dick Guzowski; Melinda McCall; Jean O’Neil; William Sayre;

Members absent – Jason Connell, Fire Chief; Robert Reinke, police officer; Daryl Springman, Deputy Fire Chief; Denise Wickland, Chief of Police

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

Members of the public present –none

Meeting was called to order at 6:02 pm.

1. Vote to approve minutes from September 6, 2023

Minutes were approved. Voice vote below.

Bisbee	Bonham	Dudek	Guzowski	McCall	O’Neil	Sayre
yes	yes	yes	yes	yes	yes	yes

2. Report from the Architect:

Work will be completed in a few weeks. Seeding and interior paint and trim are complete. Upcoming work is connection to permanent power, paving and line painting in parking lot, scuppers and downspouts, fire alarms, addition of sprinkler heads, completion of generator installation, balancing duct work and air handling and epoxy flooring. Furniture purchase is ready and furniture will be delivered right around move-in date. The building should be handed over to the town in mid-October. The architects and engineers will produce affidavits for the contractor, who will bring those to the building inspector. Operations and maintenance documents, drawings, and trainings on systems will likely happen after October 15.

There is a disagreement between the fire protection officer and the installer as to whether there is a code violation with the sprinkler head set-up in the equipment bays. P3 is waiting to hear back from the fire protection officer but has directed the installer to move forward with the request. There will be an extra cost for this, which will need a line-item in the budget.

It was decided to add the booking room off of the sally port onto the epoxy floor coating contract. It will be under \$10,000, so Chair Sayre will be able to approve that. This will be a line-item added to the budget. The credit for the original vinyl base trim and sealer has not been received yet.

Mary Dudek asked if the newly installed lighting above the bay doors met town code about lumens and direction. She will forward the by-law and Rob Todisco will look into this with the contractor.

A request for credit for the concrete floor sealant and vinyl base was reiterated. Rob Todisco will follow up on this.

3. National Grid interconnection update, Tariq

There had been a concern that the power lines to the building could have been at their limit and National Grid would not accept a power buy-back arrangement from the planned solar system. Fortunately, this project was approved for an impact study, which takes 3 months, rather than a group study, which can take years. When the study is complete, the town will know what remains to be done. There will be a \$20,000 fee for the study, and there will be costs for utility line upgrades in that same range. These costs will be covered by the MVP grant. All should be ready for a spring construction. Final details of the contract between Solect Energy and the town are being worked out.

4. Signage

Signs from the upper end of North gable were removed from the contract with Forish & JPF. The initial submittals were not satisfactory and finalizing a design would go beyond Forish's work time-frame. The town now owns the sign project and new designers are being contacted.

Signage for above the bay doors, emergency contact numbers, and No Parking signs are still in the contract. Forish held back \$1,500 for these. The colors and fonts need to be matched up with what will come later so that there is a cohesive design. The ADA signs must be in place before occupancy is permitted, but all signs for the north end could be moved to the new sign maker.

A motion was made to remove all signage for the north end out of the contract with Forish. Voice vote below. The motion carried.

Bisbee	Bonham	Dudek	Guzowski	McCall	O'Neil	Sayre
yes	yes	yes	yes	yes	yes	yes

A signage working group volunteered to find sign makers and design ideas. Artfx was recommended. Amy Bisbee, Dick Guzowski, Bill Sayre, and Dan Bonham volunteered. Bill Sayre will work with Nick Caccamo on procurement. Rob Todisco offered to help, and will share the design specs.

5. Change orders – possible vote to approve (required if over \$10,000)

PCO 48, additional FA sprinkler devices, \$5,675.70

A motion was made to approve electrical work associated with six additional sprinkler devices that need to be monitored by the fire alarm system in the amount of \$5,675.70. Voice vote below. The motion carried.

Bisbee	Bonham	Dudek	Guzowski	McCall	O'Neil	Sayre
yes	yes	yes	yes	yes	yes	yes

PCO 47, miscellaneous electrical relocations, \$2,603.39

A motion was made to approve electrical relocations due to design changes in the booking area, gear storage room and laundry room in the amount of \$2,603.39. Voice vote below. The motion carried.

Bisbee	Bonham	Dudek	Guzowski	McCall	O'Neil	Sayre
yes	yes	yes	yes	yes	yes	yes

6. Open door event in the fall

An Open Door event was suggested to allow tax payers and interested persons to see the building. Once the departments have moved in, access will be restricted. October seems too early to have an event. Police and Fire will have to be involved. A suggestion was made to tie it in with the election day on November 4. Amy Bisbee and Jean O'Neil will work on this.

7. Next meeting date:

The next meeting date has been set for October 11 at 6:00 pm.

Meeting was adjourned at 7:30 .

Documents used:

- WPS PCO log 8-21-2023
- WPS Budget Overview 9-20-2023
- Signage wording

Respectfully submitted,
Melinda McCall