

# Williamstown Fire District



## Williamstown Fire Station



Community One  
Stop for Growth  
Grant Program

*Submitted to the  
Executive Office of  
Housing & Economic  
Development (EOHED)*

June 02, 2023

*Kerin Shea, Grant Writer*

# APPLICATION

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## Expression of Interest

**Deadline: March 17, 2023**

The Expression of Interest is a short form that allows an applicant to submit project ideas for feedback and guidance from EOHD and its partner agencies. This will allow applicants to explore how their projects align to the Development Continuum, by providing information about a project and to best determine what type(s) of applications should be submitted in the full application. The EOI is an optional, but highly-encouraged step for prospective applicants seeking guidance before starting to work on their Full Application(s). It is recommended that all applicants watch all three webinars before submitting a One Stop Expression of Interest. It is important to note that any eligible applicant may submit a Full Application, regardless of whether they participated in the EOI process or not.

The purpose of this Expression of Interest is to give interested applicants an opportunity to articulate their overall goals, objectives, and preparedness as they relate to growth through community economic development. When completing the form, consider all of the funding requests that may be made in the full application. Forms submitted by the posted deadline will be reviewed by the state's economic development partner agencies, who can provide feedback and guidance for the best path forward for each project.

Representatives from the Executive Office of Housing and Economic Development, the Department of Housing and Community Development and Mass Development Finance Agency review each Expression of Interest and provide feedback through the lens of the programs included in the FY24 Round of the Community One Stop to help applicants boost the competitiveness of their applications. The review team will also refer applicants to funding opportunities outside of the One Stop that may be able to support their project(s), as applicable.

Although the Expression of Interest is optional, it is highly recommended for any organizations considering submitting a One Stop Full Application. In the FY23 Round, 75% of all successful applications in the One Stop came from applicants that also submitted an Expression of Interest.

Each organization may submit one (1) Expression of Interest form for the FY24 Round. The Expression of Interest period opened December 14, 2022 and closed on March 17, 2023. All EOI forms could include up to two (2) project proposals, however forms submitted prior to 11:59 PM on February 3, 2023 were allowed to include a total of five (5) projects. As with the full Community One Stop for Growth grant application, the Expression of Interest was required to be submitted via the online IGX system.

Once the Expression of Interest is submitted, staff at all partner agencies will review the submissions and provide guidance and insight to strengthen applications. Applicants may also be referred to other available programs that are not fully integrated into the One Stop

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application. All applicants are encouraged to submit an Expression of Interest early in the process to allow for the maximum amount of time for feedback.

Applicants may also request a meeting to review their priority projects with EOHEd.

An Expression of Interest is not a substitute for any grant application.

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## Community One Stop for Growth Grant Program Expression of Interest FY24

### SECTION 1. Applicant Information

**1.1 Primary Location:** *(Select from drop-down)*

EOHED Region	<i>Berkshires</i>	MassDOT District	<i>District 1</i>	Rural or Small Town	<i>Rural</i>
MDFA Regional Office	<i>West</i>	Gateway City	<i>No</i>	Housing Choice	<i>No</i>
Regional Planning Agency	<i>Berkshire Regional Planning Commission</i>	MVP Community	<i>Yes</i>	MBTA Community	<i>No</i>

**1.2 Organization Type:** *(Select from following drop-down options)*

**Public Entity:**

Municipality

Public Housing Authority

Redevelopment Authority or Similar Quasi-Governmental Agency

Other Public Entity. Specify: \_\_\_\_\_

**Non-Public Entity:**

Community Development Corporation

Non-Profit Community Organization

For-Profit Corporation

Other Non-Public Entity. Specify: \_\_\_\_\_

**1.3 Applicant Organization Name:** Williamstown Fire District

**1.4 Applicant Organization Legal Address:** 34 Water Street

**1.5 City/Town:** Williamstown

**1.6 State:** MA

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- 1.7 **Zip Code:** 01267
- 1.8 **CEO Name:** David Moresi
- 1.9 **CEO Title:** Chair, Williamstown Fire District Prudential Committee
- 1.10 **CEO Tel.:** (413) 458-8113
- 1.11 **CEO Email:** david.moresi@williamstownfiredept.org
- 1.12 **Project Contact Name (if different):** Lindsay Neathawk
- 1.13 **Project Contact Title:** Vice Chair, Williamstown Fire District Prudential Committee
- 1.14 **Contact Tel:** (413) 441-8481
- 1.15 **Contact Email:** lindsay.neathawk@williamstownfiredept.org
- 1.16 **Indicate any applicable certifications and/or classifications for this organization:** *(For Non-Public Entities Only)*

- Women-Owned Business Enterprise
- Minority-Owned Business Enterprise
- Disadvantaged Business Enterprise
- Veteran-Owned Business Enterprise
- LBGTQ-Owned Business Enterprise
- Disability Business Enterprise
- N/A

- 1.17 **Describe applicant, including organization’s structure, including staff capacity, and economic development goals.** *(1,992 of 2,000 characters)*

The Williamstown Fire District is established by charter. It is a separate fiscal entity from the Town of Williamstown, but has its own separate taxing authority. Its Chief Governing Body is its 5-member Prudential Committee, and its Chief Legislative Body is the District Meeting, a typical open town meeting-like gathering for registered voters to conduct the transaction of Fire District business such as the approval of budgets, appropriating funds, property acquisition, etc. The PC oversees a 7-member Building Committee which will supervise the project & manage the Owner’s Project Manager. Day-to-day grant management is handled by the PC’s Vice Chair & Treasurer.

Goals for economic development include encouraging diversification of employment opportunities, expansion of the local economy to create jobs appropriate for people of different skill sets & to address income disparity. We need to encourage age diversity by offering many types of housing – apartments, condos, townhouses & starter/moderate homes. We also need to offer resources for low/moderate income families. To attract

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more young residents, we need to offer entertainment/nightlife & strong, reliable internet. Business recruitment should also focus on serving resident daily needs, as well as tourism economy by promoting outdoor recreation, & enviro/agri-tourism.

We want to promote housing & economic growth in Town. But this can't happen if we don't have the safety infrastructure in place to manage growth. More residents, more businesses, more industry & even a bigger tourism economy all bring more service calls. Our vulnerable senior population is estimated at 25%. As this group ages in place, we will see more & more medical service calls. Public safety is being reduced every day due to extreme lack of space. Our 70-yr old station is vastly under-sized for the needs of today's department, technology & equipment. Its size increases response time, hinders deployment, & jeopardizes the rescue process.

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## SECTION 2 (P). Priority Projects/Initiatives

*Describe the top priority projects or initiatives that the applicant intends to submit in a One-Stop application for grant consideration. Describe the projects, areas, and/or sites and indicate the types of funding sought, even if unsure about the specific sources. This section is meant to provide state reviewers with insight into the prospective projects.*

### Project/initiative One

**P1.1 Name of Project/Initiative:** Williamstown Fire Station

**P1.2 Based on the descriptions outlined for the One Stop's Development Continuum, what is the primary funding you would like to explore for this project/initiative?**

- Capacity Building
- Planning and Zoning
- Site Preparation
- Building (vertical construction)**
- Infrastructure (horizontal construction)
- Other: \_\_\_\_\_
- Not sure

**P1.3 Project Description** – *Provide a concise description of the project. For site specific projects, please provide an address and the ownership status of the site. (983 of 1,000 characters)*

The current Williamstown Fire Station, built in 1950, is vastly under-sized for the needs of today's department, technology, & equipment. Due to the current station's limited size, we are unable to purchase standard-sized equipment. Overcrowded apparatus bays due to lack of storage increases the station's response time, hinders deployment, and jeopardizes the rescue process. There is no decontamination area for equipment & personnel. Ventilation is limited and not up to code. The building isn't sprinklered. We do not have adequate public facing amenities. There are no ADA accessible public restrooms, nor bunk rooms or showers for firefighters.



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We purchased a parcel at 562-580 Main St. Williamstown in 2018 & have full site control. We are currently in the schematic design phase. Grant funds will be used to construct a new station for the health, safety & wellbeing of both firefighters & residents. These funds will leverage a FY22 One Stop grant funding the design.

**P1.4 Project Goals** – *Explain how the anticipated outcomes of the project will catalyze community/economic development. (1,000 of 1,000 characters)*

We want to promote housing & economic growth, but can't if we don't have safety infrastructure in place. More residents, businesses/industry & even a bigger tourism economy all bring more service calls. Our senior population is 25%. As they age in place, we'll see more medical service calls. Public safety is being reduced daily due to lack of space. Our 72-yr-old station is under-sized for the needs of today's department, increasing response time, hindering deployment & jeopardizing rescue. Fire services provide many economic benefits. Multi-family development could be impeded due to insufficient equipment, i.e. the height of a building could be limited by the length of ladder trucks. We have to purchase custom equipment to fit in apparatus bays that are too low/short. Housing creation & economic growth brings with it many issues. Certificates of compliance, plan reviews, inspections for occupancy certificates & flammable storage permits all need public facing amenities, which we lack.

**P1.5 Budget Estimate** – *Approximately how much funding do you anticipate requesting from the One Stop for Growth? Please note that you may change your budget request when completing the Full Application.*

\$2,000,000.00

**P1.6 What would you use the One Stop funding for?** *If possible, indicate specific scope of work and you're anticipated expenses associated with the project. (1,000 of 1,000 characters)*

Funding will be used for general construction costs to build a 22,500 SF station, complete w/ apparatus bays, lobby, dispatch, watch room, offices, conference room, records room, kitchen, ready room, decontamination room, training room, day room, bunk rooms, male/female locker rooms/showers, & storage.

The current building doesn't meet standards & guidelines, measuring approximately 16% of the recommended size. The WFD has recently taken over management & operation of the Forestry Dept. with no room to house them in our facility. We need community space

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to hold events such as CPR classes, defibrillator trainings, fire extinguisher trade-ins, car seat installations, climate event preparation (wild fires, floods, ice storms, power outages) & other safety education. We need ADA accessible rooms for inspectional services, permitting & construction plan review. The new station will allow us to become a sanctioned emergency shelter, an emergency operations center and backup dispatch center.

**P1.7 Timeline Information** – *Describe the timeline for the project and provide information about any notable dates and/or milestones. Please indicate if project is phased and any progress made to date. Note: Grants will be announced in Fall 2023 for contracts starting in FY24. (988 of 1,000 characters)*

The WFD purchased a 3.76 acre parcel in 2018. To date, we have spent over \$1,000,000 in qualifying matching funds, financing a Feasibility Study, Phase 1 Environmental Assessment, Wetlands Mapping, Operational Assessment, surveys, geotech, design/engineering, project management & legal, not to mention site acquisition.

We are currently in the schematic design phase & have completed many milestones already. Our Designer RFP was issued June 2021, the pre-bid conference held in July & a contract awarded Sept 2021. Schematic design drawings will be complete in April 2023. Design development drawings will be complete in July 2023. Construction drawings will be complete by October 2023. Construction funding should be in place & bid documents ready in November 2023. The construction RFP will be issued in December 2023 & pre-bid conference held in January 2024. The General Contractor contract will be awarded in February 2024, with final Certificate of Occupancy issued May 2025.

**P1.8 Would you like to add a second project?**

- Yes       No

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## Project/initiative Two

**P2.1 Name of Project/Initiative:** Williamstown Fire Station – Photovoltaic System  
*(47 of 50 characters)*

**P2.2 Based on the descriptions outlined for the One Stop’s Development Continuum, what is the primary funding you would like to explore for this project/initiative?**

- Capacity Building
- Planning and Zoning
- Site Preparation
- Building (vertical construction)
- Infrastructure (horizontal construction)
- Other: \_\_\_\_\_
- Not sure

**P2.3 Project Description** – *Provide a concise description of the project. For site specific projects, please provide an address and the ownership status of the site. (993 of 1,000 characters)*

The Williamstown Fire District purchased a parcel at 562-580 Main St. Williamstown in 2018 for the purpose of building a new station. Our current station is 72 years old & vastly undersized for the needs of today’s department. We have full site control & are currently in the schematic design phase. FY24 grant funds will leverage a FY22 One Stop grant funding the design. During the debrief for the FY23 One Stop grant round, we were told we could break out pieces of a project, add-alternates that may not be accomplished due to lack of funding.

We are looking to install both a rooftop & ground mount solar photovoltaic array. The rooftop system is comprised of 292 modules producing 140.16 kW/DC. The ground mount system is comprised of 288 modules & produces 138.24 kW/DC. Grant funds would fund the roof top array only. We would own the system directly, as opposed to doing a power-purchase agreement (PPA) with a 3rd party. We hope to produce 100% of electricity consumed onsite.

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**P2.4 Project Goals** – *Explain how the anticipated outcomes of the project will catalyze community/economic development. (965 of 1,000 characters)*

Williamstown is a Green Community, voting at the 2021 Town Meeting to commit the Town to a net-zero greenhouse gas emissions goal by 2050. For sustainability, we are building a 278.4 kW/DC solar array & installing 2 rain gardens. Furthermore, we are aiming to achieve ILFI Zero Carbon Certification for the entire facility itself, a fully net-zero building.

We are working with the Town’s citizen led Climate Action Committee, COOL, to further our sustainability goals. We have hired a sustainability consultant to help us with our decarbonization efforts, reducing fossil fuels burned onsite, the carbon footprint of materials used, 100% on-site renewable energy & site resilience.

Energy produced from this 278.4 kW/DC MWh system is the equivalent to greenhouse gas emissions avoided by 77.4 tons of waste recycled instead of landfilled, 8,480 incandescent lamps switched to LEDs, 25,177 gallons of gasoline consumed, or 3,700 tree seedlings grown for 10 years.

**P2.5 Budget Estimate** – *Approximately how much funding do you anticipate requesting from the One Stop for Growth? Please note that you may change your budget request when completing the Full Application.*

**\$385,440.00**

**P2.6 What would you use the One Stop funding for?** *If possible, indicate specific scope of work and you’re anticipated expenses associated with the project. (998 of 1,000 characters)*

We are looking to install both rooftop & ground mount solar photovoltaic arrays. The rooftop system is comprised of 292 modules producing 140.16 kW/DC. The ground mount system is comprised of 288 modules & produces 138.24 kW/DC. Grant funds would fund the roof top array only. The system would also include other components such as racking, inverters, transformers, optimizers & switchgears. The system will have its own circuit breaker & a quick disconnect switch for safety. Our sustainability consultant is already on board & working with our solar design engineer to integrate renewable energy into the new facility. To achieve ILFI certification of a net-zero building, we will be utilizing a variable refrigerant flow (VRF) heat pump/recovery system with smart controls to adjust temps based on individual space needs. We are also utilizing recycled steel, low-carbon concrete, LED lighting, high R-rated glazed windows, insulation systems, low flow plumbing fixtures & efficient appliances.

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**P2.7 Timeline Information** – *Describe the timeline for the project and provide information about any notable dates and/or milestones. Please indicate if project is phased and any progress made to date. Note: Grants will be announced in Fall 2023 for contracts starting in FY24. (988 of 1,000 characters)*

The WFD purchased a 3.76 acre parcel in 2018. To date, we have spent over \$1,000,000 in qualifying matching funds, financing a Feasibility Study, Phase 1 Environmental Assessment, Wetlands Mapping, Operational Assessment, surveys, geotech, design/engineering, project management & legal, not to mention site acquisition.

We are currently in the schematic design phase & have completed many milestones already. Our Designer RFP was issued June 2021, the pre-bid conference held in July & a contract awarded Sept 2021. Schematic design drawings will be complete in April 2023. Design development drawings will be complete in July 2023. Construction drawings will be complete by October 2023. Construction funding should be in place & bid documents ready in November 2023. The construction RFP will be issued in December 2023 & pre-bid conference held in January 2024. The General Contractor contract will be awarded in February 2024, with final Certificate of Occupancy issued May 2025.

## Expression of Interest Feedback Report

Applicant Organization: Williamstown Fire District  
Document ID: EXP-FY24-Williamstown-Williamsto-00428  
Submission Date: 03/17/2023

Thank you for submitting an Expression of Interest (EOI) to the Community One Stop for Growth. We are excited to partner with you in the pursuit of opportunities to achieve economic growth for your organization and/or community.

Your submission has been reviewed by the One Stop Team, which includes representatives from EOHED, DHCD, MassDevelopment, and other state partner agencies as deemed necessary. This report summarizes the team’s collective review of your EOI, and provides feedback and comments intended to assist you in the decision, and preparation, to submit your Full Application(s) for consideration in the current funding round.

### GENERAL APPLICANT FEEDBACK

<b>Applicant Eligibility</b>	The applicant identified as a <u>Public Organization</u> . Public organizations are eligible to apply through all Development Continuum categories and are eligible for funding by all grant programs offered through the One Stop.
<b>Community Designations</b>	Based on the Rural and Small Town designation, the municipality qualifies for consideration by the <u>Rural and Small Town Development Fund</u> for projects submitted in the <u>Planning and Zoning</u> , <u>Site Preparation</u> , <u>Building</u> , and <u>Infrastructure</u> categories. <b>Please note that the Rural and Small Town Development Fund will fund a maximum of one (1) project per community.</b> The applicant should carefully review the guidelines for the Rural and Small Town Development Fund for details about how this type of project would be evaluated.

# PROJECT SPECIFIC FEEDBACK

## PROJECT 1

<b>Project Name</b>	<b>Williamstown Fire Station</b>							
<b>Development Continuum Category</b>	Based on the description, the team confirms that this project is eligible and would fit in the <u>Building</u> category.							
<b>Program Focus</b>	As described in the Expression of Interest, this project best aligns with the <a href="#">Rural and Small Town Development Fund</a> . The applicant should review the Rural and Small Town Development Fund program guidelines to learn about program requirements and how an application would likely be evaluated.							
<b>Application Directions</b>	<p>When completing the Full Application, the applicant should select the following options in question 2.3:</p> <table border="1" data-bbox="347 688 1516 852"> <tr> <td data-bbox="347 688 716 743">Development Continuum:</td> <td data-bbox="716 688 1516 743">Building</td> </tr> <tr> <td data-bbox="347 743 716 798">Project Type:</td> <td data-bbox="716 743 1516 798">Building Construction</td> </tr> <tr> <td data-bbox="347 798 716 852">Project Focus:</td> <td data-bbox="716 798 1516 852">Municipal Building Construction</td> </tr> </table> <p>To be considered for a Rural and Small Town Development Fund grant, the applicant must complete Section 8 on Form 3a. To access Form 3a, the applicant must answer “Yes” to Question 2.23 in Section 2: <i>Do you intend to complete Section 8. Special Designation Additional Questions in order to be considered by the Rural and Small Town Development Fund?</i></p>		Development Continuum:	Building	Project Type:	Building Construction	Project Focus:	Municipal Building Construction
Development Continuum:	Building							
Project Type:	Building Construction							
Project Focus:	Municipal Building Construction							
<b>How to Be Competitive</b>	<p>To be competitive for a Rural and Small Town Development Fund grant, the applicant must show evidence of how the project relates to strategies and best practices relevant to rural and small towns, focus on specific project scope, implementation, project outcomes and intended goals. The Full Application will require details about project need, project readiness, financial feasibility, progress and commitment to date, outcomes, and impact. The applicant is highly encouraged to review the Rural and Small Town Development Fund FY24 Guidelines scoring criteria.</p> <p>When completing a Full Application, the applicant should thoroughly address and describe the following: the present and future impact of project and the opportunities it may unlock; project procurement timeline, project readiness, and ability to be completed in the allotted time; the project’s impact on housing, community, and economic development as applicable; and how the project implements focus area criteria specific to the Rural and Small Town Development Fund.</p>							
<b>Project Implementation Feedback</b>	<p>Please be aware that the maximum Rural and Small Town grant amount is \$500,000 in funding for projects that are approximately 18 months in duration. Projects that include at least a 10% cash match will receive bonus points in application review.</p> <p>The Rural and Small Town Development Fund requires all projects awarded in the FY24 round to be completed by June 30, 2025. The project seems to fit that timeline.</p>							

<b>Other</b>	As noted above, the Rural and Small Town Development Fund awards a maximum of \$500,000 per grant. The applicant should limit the scope of the grant request to stay within the program's funding limit.
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**PROJECT 2**

<b>Project Name</b>	<b>Williamstown Fire Station - Photovoltaic System</b>
<b>How to Be Competitive</b>	The EOI Review Team does not recommend submitting a Full Application for the work described in Project 2 until the work described in Project 1 has been completed.

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In conclusion, the guidance provided above is intended to help a prospective applicant decide if they will submit a Full Application(s) to the One Stop and to provide guidance for how to strengthen such submission(s). This advice is not meant as a promise or guarantee that an application will be successful. Eligible applicants are expected to review and adhere to the posted guidelines for the programs in the corresponding categories in which they plan to submit. All applications will be reviewed and/or scored on a competitive basis.

\*Please note that a referral does not give the project any special consideration or guarantee of funding from these other sources. It will be up to the applicant to follow up with the referenced resource(s) and to comply with the required guidelines and process for any programs outside of the One Stop.



# APPLICATION

## One Stop Application Guidance

Deadline: June 02, 2023

**What's New in FY24:** The first two rounds of the One Stop were met with positive reviews and, more importantly, have resulted in 532 grants across 205 communities, totaling \$231.9 million in funding. Based on the feedback that was received from applicants, several areas of improvement were identified to increase access to funding and further streamline the application process:

- **Improved Expression of Interest Feedback:** Responses to the applicant survey following the FY23 Round of the One Stop indicated that applicants expected more detail from the Expression of Interest (EOI) Feedback Report. For the FY24 Round, the EOI Feedback Report has been revamped to provide more detailed comments in an easier to read format. The new EOI Feedback Report will include application directions, key questions, how to be competitive, and project implementation feedback.
- **One Stop Resources Full Application Page:** The One Stop Team discovered that not all applicants knew where to find important information about the One Stop. To make it as easy as possible for all applicants to access this information, the Full Application now includes a page called "One Stop Resources" containing the critical information that applicants may need when competing their application(s). This page can be found on the left-hand menu within each Full Application on the online portal.
- **Improvements to the Full Application:** Similar to last year, the Full Application was reviewed for any redundancies and opportunities to streamline further. This resulted in additional consolidation of questions into Section 2. Project Information and a major reduction in the number of questions asked in the Development Continuum sections. Applicants will now enter key project information, such as the scope and budget, in Section 2, eliminating questions that were duplicative across sections.
- **Increased Focus on Project Scope:** When selecting the Development Continuum category in *Section 2. Project Information*, applicants are now asked to also select a project type and a project focus. Identifying the project scope with the Development Continuum category will help applicants confirm that they are applying within the correct category and accessing the best funding sources for their project. In addition, applicants may now only select one Development Continuum category for their project. It is rare that a project truly spans multiple Development Continuum categories, so limiting the selection to one category keeps applicants from spending unnecessary time completing additional questions.

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- **Development Continuum Category Renamed:** The Community Capacity Building category has been renamed to Community Activation and Placemaking. This change was made to better represent the types of projects funded through this Development Continuum category and clear up confusion caused by the former name. The Community Activation and Placemaking section could include projects such as a request by a municipality to explore the feasibility of developing a Business Improvement District or a request by a non-profit organization to create an urban greenspace outside of their downtown art center.
- **Changes to the Special Designation specific questions:** Public organizations in a Housing Choice community or Rural/Small town submitting a project that is eligible for review by the Housing Choice Grant Program and/or the Rural and Small Town Development Fund will be asked at the end of Section 2 whether they intend to complete Form 3a. Special Designation Additional Questions. Form 3a. must be completed in order for the project to be considered for funding by either program.
- **MBTA Community Questions:** When completing the Full Application, public organizations in a municipality with MBTA Community designation will be asked questions in Section 1. Applicant Information/Background of the Full Application related to the community's compliance with Section 3A of MGL c. 40A. More information related to the MBTA Community Compliance Requirement can be found in the "Overview of the One Stop Process" section.

**Rural/Small Town Applicants:** Applicants that are designated as a Rural/Small Town and/or Housing Choice Community will again have access to grants only available to these communities. However, these will no longer be separate sections. Questions specific to either type of applicant are now built in directly to the Continuum categories for which these resources are available. Please review the NOFA and individual program guidelines for details. Only eligible applicants, that propose budgets within the funding limits of each program, will have the opportunity to answer the additional questions required to be considered for funding by each program.

**Application Review:** All applications submitted through the One Stop will be reviewed by program staff to determine which One Stop program is best suited to achieve the applicant's objective. This review will include an initial screening based on statutory and regulatory eligibility requirements and program guidance. All applications will then be evaluated based on the following core review criteria, in addition to the criteria noted in each respective program's guidelines:

- **Achievable Project Scope:** Is the project feasible and achievable?

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- **Ability to Execute & Leadership:** Does the project have appropriate leadership with the requisite experience and ability to execute the project?
- **Achievable Timeline:** Is the timeline of the project reasonable and achievable? For construction projects, is the project advanced in its design and permitting.
- **Reasonable Budget, Showing Commitment:** Is the project budget reasonable? While not required, preference will be given to projects that leverage match funding outside of the requested grant funds, but outside funding is not a prerequisite.
- **Outcomes & Impact:** What are the projected outcomes of this project and the impact this project may have on the community? Outcomes related to equitable opportunity and environmental impact will also be taken into consideration.
- **Progress to Date, Showing Commitment:** Does the applicant show commitment to the project through past activity and investment?

**Submission Instructions:** All applications must be submitted electronically. The online application portal, IGX, can be accessed at <https://eohed.intelligrants.com>. An online webinar outlining the use of the system will be available on the site.

**Application Process:** The application form template and link to the portal will also be available on the EOHED webpage. Applicants will have at least 12 weeks to review the application questions and prepare their project proposal.

It is the responsibility of the applicant to be aware of all requirements and deadlines, and to ensure that their application is complete and submitted on time. All applications will be logged as to date and time received and kept on file as public record. Late submissions will not be considered.

DHCD reserves the right to solicit additional information from applicants in order to confirm or clarify factual or procedural responses to application requirements such as copies of legal advertisements, minutes, survey instruments, letters, etc. Acceptance of these materials is subject to DHCD's satisfaction that the omitted material was in existence at the time of application and submission of the requested documents is made within a specified timeframe.

EOHED reserves the right to request additional information from the applicant or external sources as may be necessary in order to complete the application review. EOHED also reserves the right to recommend partial grant awards, as deemed appropriate.

# APPLICATION

## Community One Stop for Growth Application for Funding FY24

### SECTION 1. Applicant Information

#### 1.1 Primary Location: (Select from drop-down)

<b>EOHED Region</b>	<i>Berkshires</i>	<b>MassDOT District</b>	<i>District 1</i>	<b>Rural or Small Town</b>	<i>Rural</i>
<b>MDFA Regional Office</b>	<i>West</i>	<b>Gateway City</b>	<i>No</i>	<b>Housing Choice</b>	<i>No</i>
<b>Regional Planning Agency</b>	<i>Berkshire Regional Planning Commission</i>	<b>MVP Community</b>	<i>Yes</i>	<b>MBTA Community</b>	<i>No</i>

#### 1.2 Organization Type:

**Public Entity:**

- Municipality
- Public Housing Authority
- Redevelopment Authority
- Regional Planning Agency
- Quasi-Governmental Agency (i.e. Economic Development Industrial Corporation, etc.)
- Water & Sewer District

**Non-Public Entity:**

- Community Development Corporation
- Non-Profit Community Organization
- For-Profit Corporation

## APPLICATION

- 1.3 **Applicant Organization Name:** Williamstown Fire District
- 1.4 **Applicant Organization Legal Address:** 34 Water Street
- 1.5 **City/Town:** Williamstown
- 1.6 **State:** MA
- 1.7 **Zip Code:** 01267
- 1.8 **CEO Name:** David Moresi
- 1.9 **CEO Title:** Chair, Williamstown Fire District Prudential Committee
- 1.10 **CEO Tel.:** (413) 458-8113
- 1.11 **CEO Email:** david.moresi@williamstownfiredept.org
- 1.12 **Project Contact Name (if different):** Lindsay Neathawk
- 1.13 **Project Contact Title:** Vice Chair, Williamstown Fire District Prudential Committee
- 1.14 **Contact Tel:** (413) 441-8481
- 1.15 **Contact Email:** lindsay.neathawk@williamstownfiredept.org
- 1.16 **Organization Description** – *Describe your organization's structure, including staff capacity, and economic development goals. (1,997 of 2,000 characters)*

The Williamstown Fire District is established by charter. It is a separate fiscal entity from the Town of Williamstown, but has its own separate taxing authority. Its Chief Governing Body is its 5-member Prudential Committee, and its Chief Legislative Body is the District Meeting, a typical open town meeting-like gathering for registered voters to conduct the transaction of Fire District business such as the approval of budgets, appropriating funds, property acquisition, etc. The PC oversees a 7-member Building Committee which will supervise the project & manage the Owner's Project Manager. Day-to-day grant management is handled by the PC's Vice Chair & Treasurer.

Goals for economic development include encouraging diversification of employment opportunities, expansion of the local economy to create jobs appropriate for people of different skill sets & to address income disparity. We need to encourage age diversity by offering many types of housing – apartments, condos, townhouses & starter/moderate homes. We also need to offer resources for low/moderate income families. To attract more young residents, we need to offer entertainment/nightlife & strong, reliable internet. Business recruitment should also focus on serving resident daily needs, as well as tourism economy by promoting outdoor recreation, & enviro/agri-tourism.

# APPLICATION

We want to promote housing & economic growth in Town. But this can't happen if we don't have the safety infrastructure in place to manage growth. More residents, more businesses, more industry & even a bigger tourism economy all bring more service calls. Our vulnerable senior population is estimated at 25%. As this group ages in place, we will see more & more medical service calls. Public safety is being reduced every day due to extreme lack of space. Our 70-yr old station is vastly under-sized for the needs of today's department, technology & equipment. Its size increases response time, hinders deployment, & jeopardizes the rescue process.

**1.17 Is this a joint application between two or more municipalities (and/or entities), which will entail a formal arrangement for a shared scope of work and allocation of funds?**

- Yes       No

# APPLICATION

## SECTION 2: Project Information

2.1 **Name of Project/Initiative:** Williamstown Fire Station

2.2 **Short Project Description / Abstract** – *Provide a concise description of the project, with a focus on how the grant funds would be used if awarded. (490 of 500 characters)*

The current Fire Station, built in 1950, is vastly under-sized for today's needs, technology & equipment. Due to limited size, we are unable to purchase standard-sized equipment. Overcrowded apparatus bays increase response time, hinder deployment & jeopardize the rescue process. We purchased land in 2018 & have full site control. We are currently in the schematic design phase. Grant funds will be used to construct a new station & leverage a FY22 One Stop grant funding the design.

2.3 **Project Category for Grant Consideration** - *Select the Development Continuum category, Project Type and Project Focus that best fits the project.*

**Building**

*Project Type (check one):*

Building Predevelopment

*Project Focus (check one):*

Building Rehabilitation Feasibility Study (Check all that apply.)

Building Condition Study

Development Feasibility Studies

Code Compliance Studies

Architectural or Engineering Plans

Collaborative Workspace Feasibility / Predevelopment

Municipal Building Construction Feasibility Study

Public Facility Construction Feasibility Study

Housing/Mixed Use Construction Feasibility Study

# APPLICATION

**Building Construction**

*Project Focus (check one):*

Rehabilitation of a Blighted or Underutilized Property (Check all that apply.)

Code Compliance

Building Accessibility Improvements

Building Stabilization and/or Shell Repair

Interior Demolition or Remediation

Collaborative Workspace Fit-Out

**Municipal Building Construction**

**Public Facility Construction**

Housing/Mixed Use Construction

**2.4 Narrative / Scope of Work – Explain the project. Describe the proposed work that would be funded by the grant and carried out to execute this project. (3,909 of 4,000 characters)**

The WFD is applying for construction funding for a new fire station. We are currently in the Schematic Design phase, with final Construction Drawings complete in December 2023. We are aiming to build a 23,500 SF fire station, complete with 5 full apparatus bays, lobby, dispatch, watch room, offices, conference room, records room, kitchen, gym, ready room, decontamination room, training area, day room, bunk rooms, male/female locker rooms/showers & storage – most of which we do not have today in our 5,000 SF facility. In addition, management & operation of the Forestry Department has been transferred from the Town to the Fire District. There is no room to house this department in our current facility.

A 2019 operational assessment concluded that the paid on-call fire department may not be a sustainable staffing solution long-term. An increase in the aging population requiring emergency medical services, & a decline in the recruitment, retention, & availability of paid on-call first responders is not sustainable. It may become necessary to introduce a different staffing model in the future. Regardless if a fire station is manned fulltime or a volunteer fire station, there are times when station coverage for long periods of time are needed. Prolonged weather events, disasters or search/rescues require long-term response activities of personnel, sometimes from other assisting communities. The current station has no bunk rooms, locker rooms, shower facilities or kitchen. The new station will include separate facilities for both male & female firefighters, as the WFD is an equal opportunity employer.



# APPLICATION

The new station will give us training rooms for firefighters, to better provide them with the education & certifications to give them the knowledge they need to conduct their duties as safely as possible. The closest firefighter training facility is in Springfield, MA - 75 miles away. We are programming a 50-seat classroom & other training areas including a bail-out window, confined-space extrication, mask confidence & entanglement training areas.

A new facility will give us community space to hold important events such as CPR classes, defibrillator/fire extinguisher trainings, fire extinguisher trade-ins, car seat installations, climate event preparation (wildfires, floods, ice storms, power outages) & other community risk reduction efforts. It will give us ADA accessible rooms for inspectional services, permitting & construction plan review. A new facility will also allow us to become a sanctioned emergency shelter, an emergency operations center and backup dispatch center.

We cannot stress enough the need for a decontaminant area. Occupational exposures to formaldehyde, arsenic, styrene & hydrocarbons make cancer rates among firefighters much higher than the national average. MRSA is a highly infectious bacterial infection that is antibiotic resistant & being found in stations nationwide. A 2011 study found more than 50% of the 33 fire stations in Seattle tested positive for MRSA. Similar studies have been done in Tucson & NYC. Turnout gear & equipment need to be cleaned in specialized washer-extractors, operating at high temps & pressure to remove particles. Personnel must shower & decontaminate hazmat in a hot zone area, before entering into a clear zone. Currently, breathing apparatus gear is washed in the kitchenette sink where food is prepared. Upgraded mechanicals will keep areas pressure-differentiated so that contaminated air from hot zones is vented out & not filtered into clean areas.

Williamstown is a Green Community, voting at the 2021 Town Meeting to commit the Town to a net-zero greenhouse gas emissions goal by 2050. For sustainability, we are building a 350-400 MWh solar field & installing 2 rain gardens. Furthermore, we are aiming to achieve ILFI Zero Carbon Certification for the facility itself, a fully net-zero building.

### 2.5 Project Need – *Describe why this project is necessary in enhancing community economic development.* (999 of 1,000 characters)

Williamstown is a small town (pop. 7,513), but faces more risk than many larger communities 3-4 times its size. It is the largest MA town in area (48 sq mi) with 33 sq mi of forest/wetlands, & over 15 mi of riverfront. Attractions such as the Appalachian Trail, Mt. Greylock State Reservation, Clark Art Institute, Williams College Art Museum & the Williamstown Theater Festival bring in over 500,000 tourists per year. An active Pan Am Railway freight line still runs through town 6 times per day. Industrial areas, hotels, multi-

# APPLICATION

family residences, senior housing, assisted living & nursing homes all add to the emergency services load.

We want Williamstown to grow, attract more residents, businesses, & offer more housing. More residents, more businesses, more industry & even a bigger tourism economy all bring more service calls. We want to promote housing & economic growth in town, but this cannot happen if the Town does not have the safety infrastructure in place to manage this growth.

**2.6 Target Population Description** – *Describe the specific population(s), neighborhood(s), or census block that will be served and how they will be supported by the outcomes of the project. If the project is city/town wide, provide the description for the whole community. If applicable, describe how the project aligns with recommendations of the Governor's Black Advisory and/or Latino Advisory Commissions and focuses on Black and/or Latino communities. (2,000 of 2,000 characters)*

The Williamstown Fire Station project has community & regional benefits. While we are technically classified as a small town with a population of 7,513 (156 residents per square mile), it faces more risk than many larger communities 3-4 times its size. 7.9% of the population are at/below poverty level & our senior population, classified as a vulnerable population, is estimated to currently be at 25%. As this population continues to age in place, it will require more & more emergency services. The Town has 1 full-service nursing home, 1 assisted living facility & 3 senior housing complexes. It houses 10 large multi-family residences & 11 hotels. It has 15 industrial parcels, including 1 large industrial area which carries out chemical processes. (Steinerfilms Inc. manufactures capacitor papers/specialty films.) An active Pan Am Railway freight line still runs through town 6 times per day. With longer trains, poor rail maintenance & older brake equipment failing, we are seeing more & more derailments nationwide.

Williamstown boasts many unique cultural, educational, & recreational assets. Tourism is a significant part of the economy, supporting 26% of the job base. The Appalachian Trail along with 70 miles of trails throughout Mt. Greylock State Reservation attracts 140,000 hikers/yr. The Clark Art Institute draws over 200,000 visitors/yr, while the Williams College Museum draws 110,000 visitors/yr. These institutions are significant employers in town, the College supporting 30% of local jobs. The Williamstown Theatre & Film Festivals draw another 50,000 visitors/year. There are 2,200 students enrolled at Williams College, with 93% (2,046) living on campus & included in census data. The campus includes not only typical dorms & academic facilities, but also a 155,000 SF science lab.

All of this adds another layer of risk, for search/rescue operations for lost/injured hikers, brush fires, lab/chemical fires, car accidents, train derailments, & medical services.

## APPLICATION

2.7 **Is the project area located within an Environmental Justice census block group?** *Click [HERE](#) to access the Commonwealth's Environmental Justice Map Viewer.*

Yes       No

2.8 **Anticipated Outcomes and Impacts** - *Explain how the project will catalyze community economic development. Describe the tangible outcomes, including impacts on housing production, job growth, workforce development, entrepreneurship, local business and/or other social benefits. (1,997 of 2,000 characters)*

Private development & economic growth brings with it many issues that involve the FD. Homeowners need certificates of compliance to show smoke & carbon monoxide alarms meet requirements for a sale or transfer. Construction needs plan reviews & inspections for certificates of occupancy. Certain industries may have other flammable storage permits &/or regulations that that need fire services attention. Right now, we do not have the proper public facing amenities for this. By putting safety infrastructure in place, Williamstown can promote housing & economic growth in Town. But this cannot happen if we do not have the tools to manage this growth safely. Multi-family development could be impeded due to insufficient equipment. For example, the height of a multi-family building or new college dorm could be limited by the length of the ladder trucks in the fire department. Williamstown has to purchase custom equipment to fit in apparatus bays that are too short. Ability to purchase standard-sized apparatus is a cost-savings to the taxpayers. A new facility will allow us to relieve terrible bottlenecks that currently increase the station's response time, hinders deployment, & jeopardizes the rescue process. It will give us decontamination areas for equipment & personnel, which is currently non-existent. We will have space for day rooms, bunk rooms, ready rooms & locker rooms/showers, providing a safe & comfortable work environment. During the 4 days battling the 2021 East Mountain brush fire, our facility had NO much-needed ready rooms, bunk rooms or showers for respite of firefighters. It will give us training rooms for firefighters, to better provide them with the trainings & certifications to give them the knowledge they need to conduct their duties as safely as possible. An untrained & inexperienced staff is dangerous to all involved. A new facility will also allow us to become a sanctioned emergency shelter, an emergency operations center and backup dispatch center.

## APPLICATION

### 2.9 Does the community have any active housing restrictions, such as phased growth zoning or an active housing moratorium?

- Yes       No       Unknown (*option for Non-Public entities only*)

### 2.10 Leadership and Ability to Execute – *Describe the leadership and project management group for this project and why it is an effective team to advance this project. Identify the full name of the person(s) that will serve as the applicant’s project contact. If the applicant is partnering with other organizations, list the partner organization(s), and briefly describe their role in accomplishing the project. (1,961 of 2,000 characters)*

The Williamstown Fire District’s (WFD) Chief Governing Body is its 5-member Prudential Committee (PC). The PC is responsible for management, implementation & oversight of the grant. It has strong administrative capacity & expertise, with its members having over 130 years of combined governing experience on the PC. The PC has administered numerous grant-funded projects. Since 2003, it has won 18 successful state & federal grants totaling over \$1.5 million, funded by such agencies as the Dept. of Homeland Security, Dept. of Public Safety, DCR, EOHEd & the federal Assistance to Firefighters grant program.

The PC oversees a 7-member Building Committee which will supervise the project & manage the Owner’s Project Manager (OPM.) The Committee members have much experience managing construction projects totaling over \$40 million. This Committee is advisory, making recommendations to the PC for final authorization. An OPM & full-time clerk-of-the-works will also be hired to manage the construction phase, overseeing both the architect & the general contractor during construction.

The Fire Chief is the only full-time staff person & has been on the Dept. for 35 yrs, with 21 as Chief. The PC Treasurer is responsible for the fiscal management of grants & day-to-day accounting. There is a part-time administrator & payables assistant who manages daily clerical tasks. With regard to internal financial controls, requisitions & invoices will be reviewed by the OPM, signed by the architect & presented to the Building Committee for approval, then submitted to the PC for warrant processing. Checks are reviewed & signed by the Treasurer. The OPM & the WFD will reconcile accounts quarterly. Grant reporting will follow the same path of approvals. The PC is responsible for authorizing all contracts & major policy decisions. In this fashion, there is a system of checks & balances for all work & payments associated with the use of these grant funds.

## APPLICATION

**2.11 Progress to date** – *What progress has the applicant made on this project to date? Include details about planning, community engagement, prior State/Federal funding, development tools used, noting if the project is included in any adopted municipal or regional plans (e.g. Master Plan, CEDS, HPP, etc.), etc. (1,990 of 2,000 characters)*

The WFD has been working toward realizing a new station for many years. In FY22, we won a One Stop grant for design funds. This FY24 One Stop grant will help us leverage those monies by funding the construction phase. To date, we have spent over \$1.3m in qualifying matching funds, financing site acquisition, a feasibility study, Phase 1 environmental assessment, wetlands mapping, operational assessment, surveys, geotech, legal, architectural design, OPM oversight, & financial consulting.

The WFD purchased a 3.76 acre parcel in 2018, thus giving us full site control. An OPM was brought on in 2021 to facilitate designer selection. The Designer contract was awarded September 2021. We are currently in the Schematic Design phase, which will be complete in June 2023. Design Development will be complete in August 2023, with final Construction Drawings complete in October 2023.

The need for a new facility or substation was mentioned in our 2002 Master Plan, the 2010 Master Plan Action Plan & the 2019 Hazard Mitigation Plan. This project has support of the community, as demonstrated by the 2/3 votes needed to acquire property & subsequent appropriation approvals needed to fund feasibility, due diligence efforts & architectural design, all approved by residents at District Meetings - a typical open town meeting-like gathering for registered voters to conduct the transaction of Williamstown Fire District business such as the approval of budgets, appropriating funds, property acquisition, etc.

There has been much community outreach throughout the process including a detailed website, FAQ sheet distribution & letters to the editor. There have been 4 public forums in the past 2 years (live streamed & available on local cable access), plus 3 District Meetings for appropriations. The Building Committee & our Community Advisory Committee are also made up of residents & their meetings are open to the public, as well as live streamed & available on local cable access.

**2.12 Timeline Information** – *Describe the timeline for the project. Include any tasks that the applicant would need to complete before expending grant funds, if awarded (i.e. procurement, hiring contractors, issuing RFPs, etc.), as well as information about any notable dates and/or milestones. Note: Grants awards will be announced in Fall 2023 for contracts starting in FY24. (997 of 1,000 characters)*

We are currently in schematic design & are applying for funds for the construction phase of this project. The architect & OPM are already onboard. The Designer RFQ contract

# APPLICATION

was awarded September 2021. The OPM construction oversight RFQ contract was awarded May 2023. The OPM will assist with the construction RFP & General Contractor bid selection process.

Schematic Design drawings will be complete June 2023, with Design Development drawings completed in October 2023. Construction Drawings will be finalized in December 2023, with bid documents ready in January 2024. Cost estimates will be updated at each design phase – schematic design, design development & construction drawings. Final funding will be in place January 2024, with the construction RFP issued February 2024. The Pre-Bid Conference will take place late Feb./early March 2024, with a construction contract awarded March 2024. The construction phase is expected to be complete & a Certificate of Occupancy issued in May 2025.

**2.13 Budget** - *In the table below, provide a breakdown, by spending category, of the total funding request for the proposed project.*

*For Site Work Construction, Municipal Building Construction and Infrastructure Construction:*

Category	Spending Description	Funding Request
Capital	Pre-Construction (Design, Engineering, Permitting, Bidding, etc)	
Capital	Environmental Remediation	
<b>Capital</b>	<b>Construction (Including Demolition)</b>	<b>\$500,000</b>
Capital	Construction Admin	
Capital	Contingency	
Other	Other / Miscellaneous	
	<b>Total</b>	<b>\$500,000</b>

**2.14 Line Item Costs** - *Provide line item explanations, justifications, and/or notes for the funding requested in question 2.13. Include an explanation of the methods for estimating project costs. (925 of 1,000 characters)*

We have been working toward realizing a new station for many years. Our first cost estimate came with our feasibility study by Maguire Group in 2008, coming in a \$8m. However, it took 10 years to find & purchase a suitable parcel. Once we actually began the development process, we hired Colliers Project Leaders to manage the preliminary design phase & designer selection. We are switching OPM firms to Skanska for the remainder of this design phase & the construction phase. However, this cost estimate is

# APPLICATION

from Colliers, as Skanska is not up to speed yet. We are still in schematic design, as costs came in too high for our original preferred design. We underwent a complete redesign, reducing building size from 28,000 SF down to 23,500 SF. Schematic design drawings will be complete by the end of June & a full cost estimate with specific line-item breakouts by individual trade division done during Design Development.

**2.15 Will the applicant provide a match to supplement any grant funds awarded?**

Yes       No

**2.15a If yes, what is the match amount?**      \$7,035,000

**2.15b Describe the source(s) and status of all matching funds.** *(995 of 1,000 characters.)*

To date, we have spent over \$1.3m in qualifying matching funds-financing site acquisition, feasibility study, Phase 1 environmental assessment, wetlands mapping, operational assessment, surveys, geotech, legal, architectural design, OPM oversight & financial consulting. Sources for funding include funds raised through tax levy & appropriated at District Meeting. It also includes an FY22 \$400k Rural & Small Town Grant toward funding the design phase currently nearing completion. We have even leased the property as a staging/lay-down area during bridge reconstruction. We have donation commitments from Williams College (\$5m) & the Clark Art Institute (\$500k), as well as a pledge of \$225k in ARPA funds from the Town. We are hoping to qualify for the USDA's Rural Development Community Facilities Direct Loan Program for a no-interest capital improvement loan, but are in the early stages of the application process. If this endeavor is not successful, we will bond for the remaining funds.

**2.15c Does the match include local ARPA funds?**

Yes       No

**2.15d If yes, what amount of the match is from local ARPA funds?**

\$225,000

## APPLICATION

2.16 Do you have a cost estimate or proposal from prospective consultant(s), contractors or other professional services provider(s) for this project?

Yes

No

**ATTACHMENT HERE**

*Attach a cost estimate or proposal from prospective consultant(s), contractors or other professional services provider(s) for this project.*

Uploaded





Project Leaders

<b>Williamstown Fire District - Cost Estimate</b>		
<b>Projected 23,500 SF Building</b>		
<b>Item</b>	<b>Amount</b>	<b>NOTES</b>
<b>Phase I - Due Diligence</b>		
Feasibility Study	\$ 10,000.00	Completed
Phase I Environmental Assessment	\$ 8,170.00	Completed
Surveys, wetland mapping, geotech	\$ 37,094.00	Completed
Site Acquisition	\$ 404,000.00	Completed
Legal	\$ 10,073.00	Completed
Operational Assessment	\$ 20,625.00	Completed
Feasibility Study Update	\$ 4,680.00	Completed
OPM services - Designer selection	\$ 62,933.00	Completed
Financial/Funding Consultant	\$ 10,000.00	Contract ongoing
Grant Consultant - Prelim Design	\$ 10,300.00	Completed
Grant Consultant - Design Phase II	\$ 10,300.00	Completed
Grant Consultant - Construction	\$ 10,300.00	Contract ongoing
<b>TOTAL Phase I</b>	<b>\$ 598,475.00</b>	
<b>Phase II - Design</b>		
Architect/Bldg. Consultant: EDM Contract	\$ 1,542,200.00	Contract ongoing
Construction Services: OPM Contract	\$ 315,000.00	Contract ongoing
Reimbursables	\$ 40,000.00	Contract ongoing
Green Engineer (w/EDM)	\$ -	
Energy Modeler	\$ -	
Architect Peer Review	\$ 18,000.00	Contract ongoing
Geotech Engineer (w/EDM)	\$ -	
Arc Flash Modeler	\$ 10,000.00	Contract ongoing
Ecologist/Soil Samples	\$ 20,000.00	Contract ongoing
Solar Consultant (w/EDM)	\$ -	
Communications Consultant	\$ -	
Traffic Engineer	\$ 15,000.00	Contract ongoing
Civil Engineer (w/EDM)	\$ -	
<b>TOTAL Phase II</b>	<b>\$ 1,960,200.00</b>	
<b>Phase III - Construction</b>		
<b>** Seeking grant funding for this phase **</b>		
GC Contract (Construction Cost)	\$ 16,500,000.00	
Site Improvements - (completed Phase I)	\$ -	
Construction Contracts (Not w/GC)	\$ -	
Tele/Network (Vendor Contracts)	\$ -	
Solar System (Installation Contract)	\$ 835,000.00	
Communications (Vendor Contract)	\$ 175,000.00	
<b>SUB-TOTAL</b>	<b>\$ 17,510,000.00</b>	
<b>MISCELLANEOUS EXPENSES</b>		
Signage	\$ 8,000.00	
Materials (Not in GC Contract)	\$ -	
Printing (Plans & Specs Hard Copies)	\$ 12,000.00	
Utility Assessments	\$ 25,000.00	
Testing Services	\$ 50,000.00	
Commissioning Consultant + HVAC Balancing (TAB)	\$ 50,000.00	
Moving	\$ 5,000.00	
Final Cleaning	\$ 5,000.00	
A/V Equipment	\$ 75,000.00	
Security Equipment	\$ 10,000.00	
Special Inspections	\$ 20,000.00	
Furnishings	\$ 150,000.00	
Data/Telecom Equipment	\$ 75,000.00	
Program Related Equipment	\$ 450,000.00	
<b>SUB-TOTAL</b>	<b>\$ 935,000.00</b>	
<b>SUPERVISION + ADMINISTRATION</b>		
Legal Services	\$ 45,000.00	
Project Coordinator (Salary & Expenses)	\$ 150,000.00	
Fees and Permits (Site & Building Permits)	\$ -	
Financing/Bond Origination	\$ 65,000.00	
Builders Risk Insurance	\$ 25,000.00	
Advertising	\$ 7,500.00	
Telephone Charges	\$ -	
Travel/Entertainment	\$ -	
Miscellaneous	\$ 2,300.00	
<b>SUB-TOTAL</b>	<b>\$ 294,800.00</b>	
<b>CONTINGENCY</b>		
10.91% (at SD estimate)	\$ 1,800,000.00	
<b>TOTAL PHASE III</b>	<b>\$ 22,500,000.00</b>	

# APPLICATION

## SITE INFORMATION QUESTIONS

**2.17 Project Address(es):** *(If multiple, enter the addresses for each parcel individually. Add lines as necessary.)*

562-580 Main Street, Williamstown, MA 01267

**2.18 Parcel ID(s):** *(If multiple, enter the ID for each parcel individually. Add lines as necessary.)*

121-032-000

**ATTACHMENT HERE**

*Attach a map showing project location.*

Uploaded



# Zoning Map

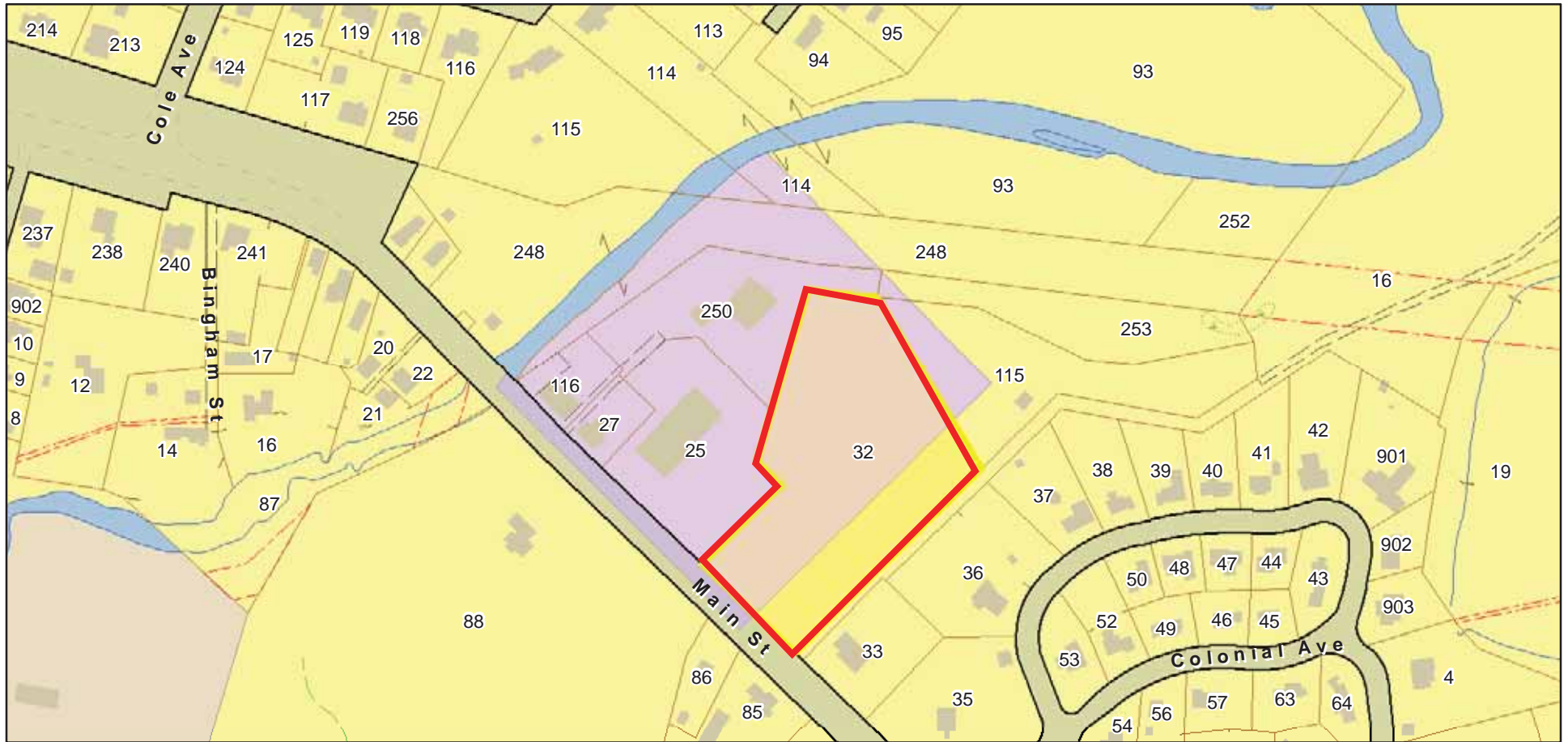
Williamstown, MA



May 21, 2022

1 inch = 276 Feet

www.cai-tech.com



Street Names	Public Road	Travel Way	Trail	Public Road	Limited Business
PWater	Private Road ROW	PropNotPar	Wetland	Wet Areas	Limited Industrial
Private Road	Right of Way	Property Hook	WaterLines	Water-poly	
Property Line	Utility	Property TIC	Buildings	General Residence	

Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.



# Town Owned Lands

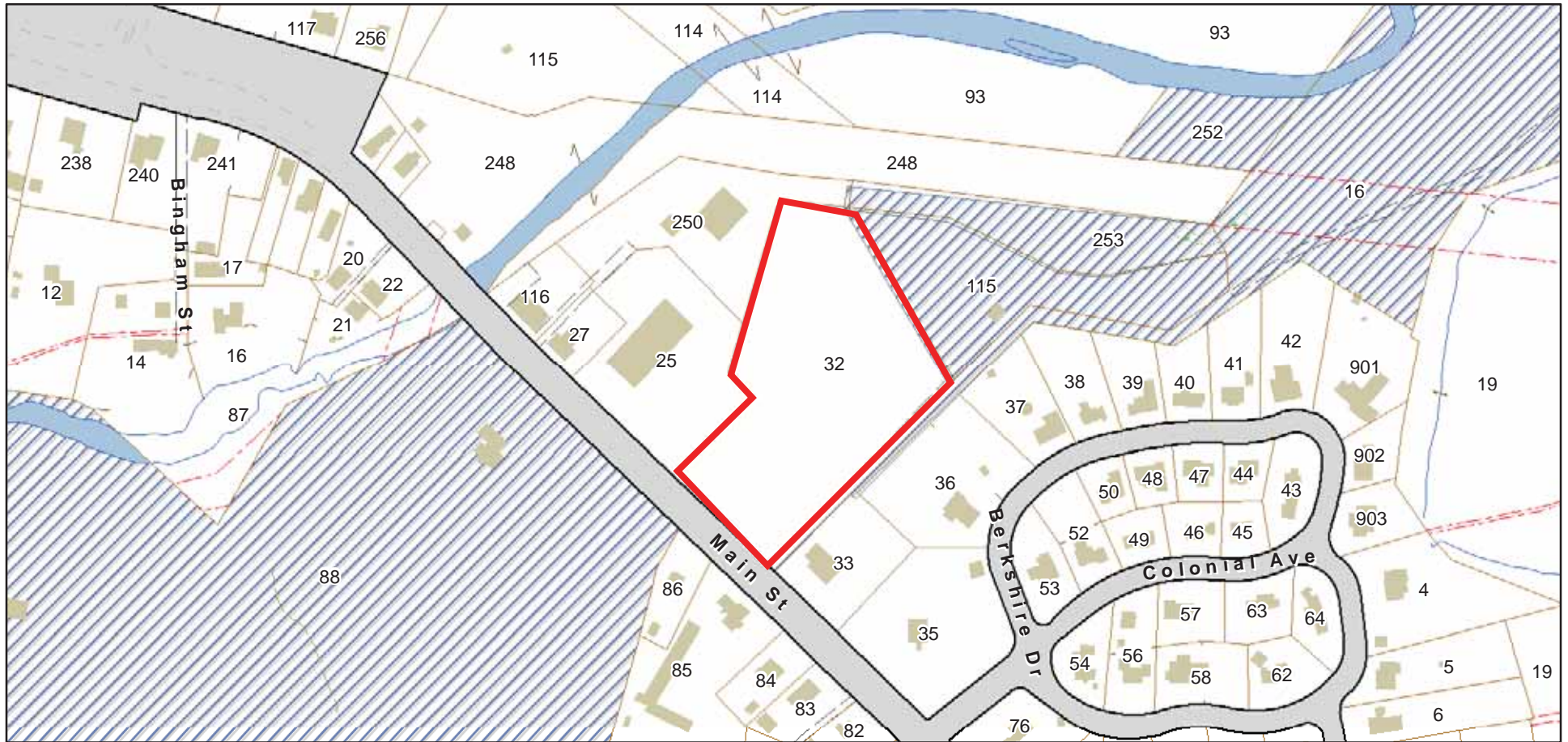
Williamstown, MA



May 12, 2022

1 inch = 276 Feet

www.cai-tech.com



Street Names	Public Road	Travel Way	Trail	Public Road
PWater	Private Road ROW	PropNotPar	Wetland	Wet Areas
Private Road	Right of Way	Property Hook	WaterLines	Water-poly
Property Line	Utility	Property TIC	Buildings	Town Owned Land

Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.



# DEP Wetlands Map

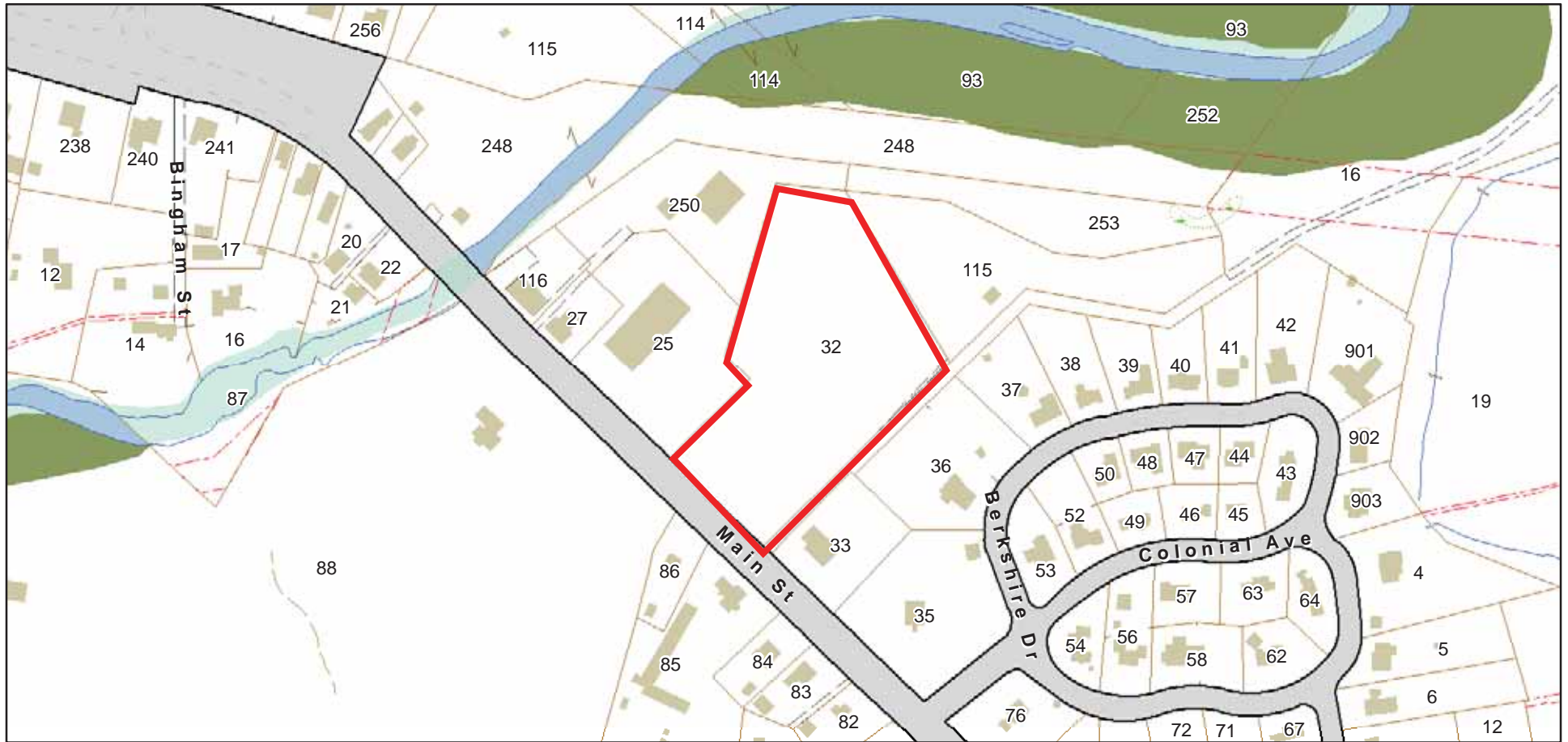
Williamstown, MA



May 12, 2022

1 inch = 276 Feet

www.cai-tech.com



Street Names	Public Road	Travel Way	Trail	Public Road	Open Water
PWater	Private Road ROW	PropNotPar	Wetland	Wet Areas	
Private Road	Right of Way	Property Hook	WaterLines	Water-poly	
Property Line	Utility	Property TIC	Buildings	Wooded marsh	

Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.



# Floodplain Map

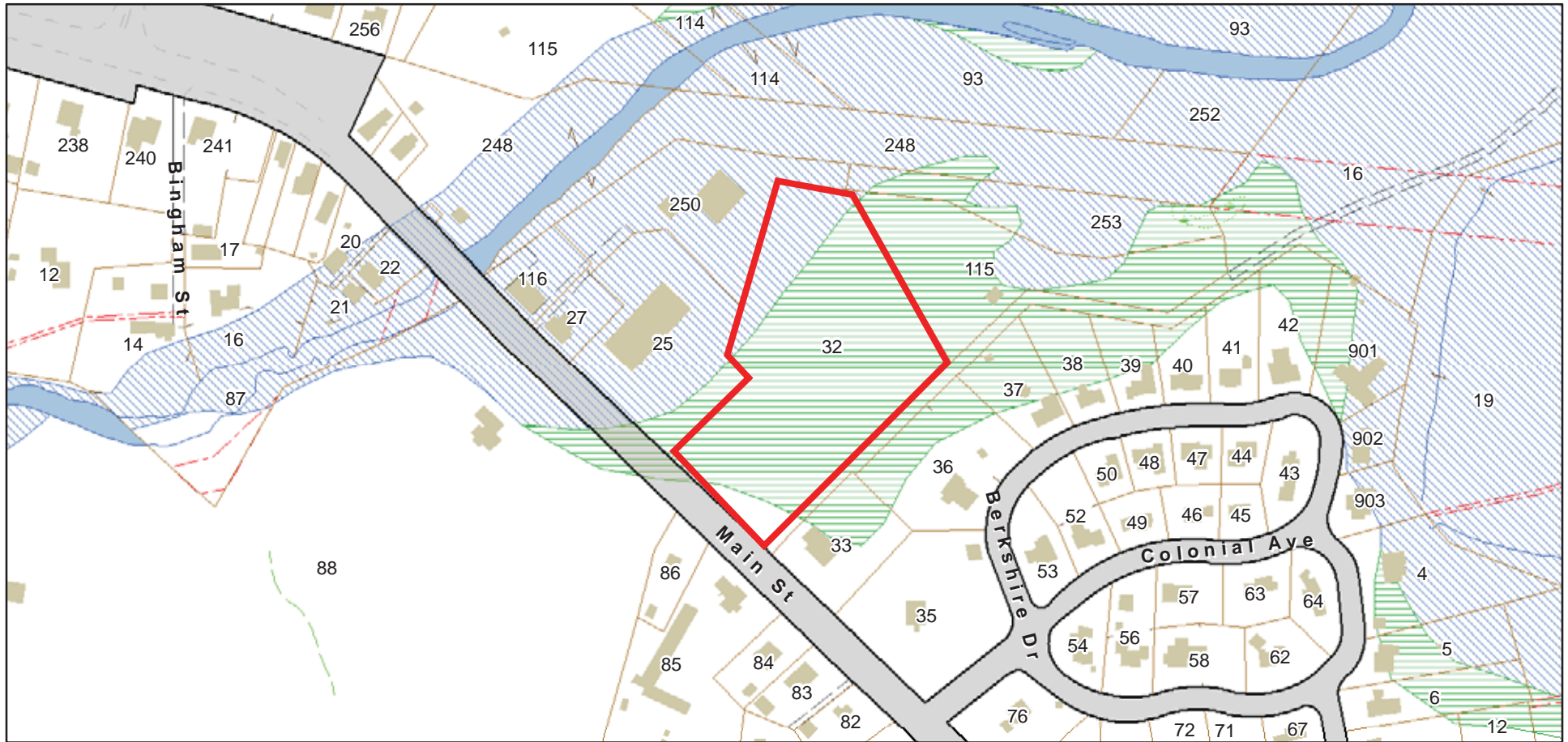
Williamstown, MA



May 12, 2022

1 inch = 276 Feet

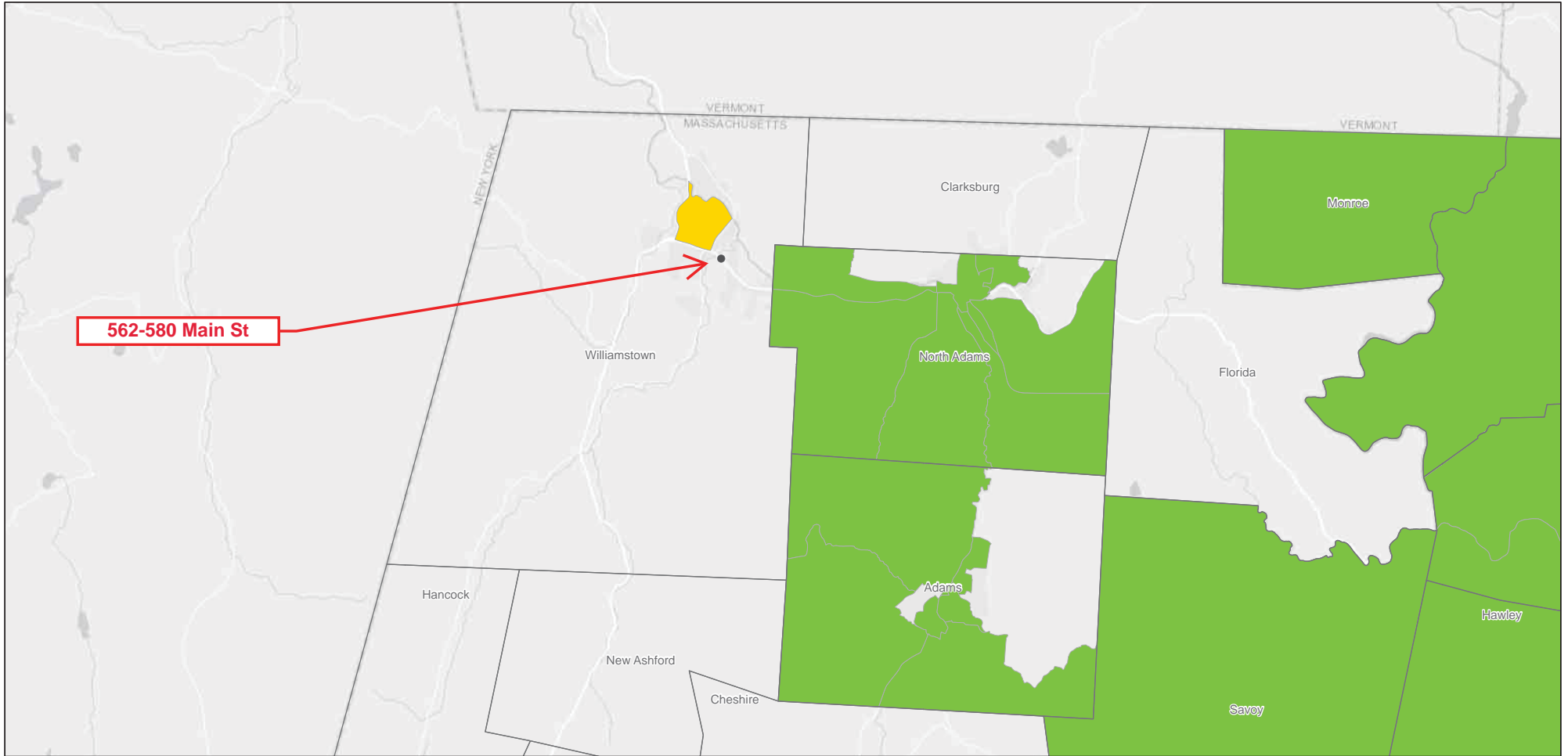
www.cai-tech.com



Street Names	Public Road	Travel Way	Trail	Public Road	500 Yr - Zone X500
PWater	Private Road ROW	PropNotPar	Wetland	Wet Areas	
Private Road	Right of Way	Property Hook	WaterLines	Water-poly	
Property Line	Utility	Property TIC	Buildings	100 Yr - Zone AE	

Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

# 2020 Environmental Justice Neighborhoods

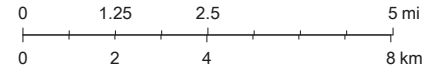


4/14/2023, 10:12:20 PM

MA 2020 Environmental Justice Block Groups

- Minority: the block group minority population is  $\geq 40\%$ , or the block group minority population is  $\geq 25\%$  and the median household income of the municipality the block group is in is  $< 150\%$  of the Massachusetts median household income
- Income: at least 25% of households have a median household income 65% or less than the state median household income

1:144,448



MassGIS, Esri, HERE, Garmin, USGS, EPA, NPS

MassGIS, Esri, HERE, Garmin, USGS, EPA, NPS | EEA GIS |

# APPLICATION

**2.19 Site Description** - *Describe the project site(s) or building, include square footage, ownership history, past/present uses and operators, conditions of any existing building(s), historic considerations, unique challenges that may exist at this location, etc. (958 of 1,000 characters)*

The WFD purchased a 3.76 acre parcel in 2018, giving us full site control. We are utilizing roughly 3.2 acres, leaving the rest undisturbed. We are aiming to build a 23,500 SF fire station, a solar field & rain gardens.

The site is in both the 100 yr & 500 yr floodplains; however, all work within the 100 yr floodplain does not change the flood storage volume, so no fill. The grade either stays at existing elevations or is lower. All proposed fill is outside of the 100 yr floodplain. The current design slab elevation is above the 500 yr flood elevation.

The site previously had a few residential buildings & outbuildings on it, which were cleared by the previous owner. The site was vacant & underutilized prior to purchase. The undisturbed area will protect waterways, wetlands, wildlife/plant habitats, migration corridors & pollination resources. It will also promote passive recreation by connecting to trails, Linear Park & other town-owned land.

**2.20 What type of use is currently allowed by zoning on the project site(s)?** *(Check all that apply.)*

- Industrial/Commercial
- Residential – Single Family / Townhome
- Residential – Multi-family
- Mixed - Use
- Other: Limited Business (retail goods/services)
- None of the above

**2.21 Would you like this application to be reviewed for potential 43D expedited permitting designation of the site?** *(If site is already designated, check No.)*

- Yes       No



## APPLICATION

2.22 Do you intend to complete Form 3a Special Designation Additional Questions in order to be considered by the Housing Choice Grant Program?

Yes       No

### SPECIAL DESIGNATION: RURAL AND/OR SMALL TOWN

By virtue of the applicant's status as a Rural and/or Small Town, this project may be eligible for the [Rural and Small Town Development Fund](#). Please note that the maximum Rural and Small Town Development Fund award is \$500,000. To be considered for funding through this program, you must complete **Section 8. Special Designation Additional Questions**, located on Form 3a of the application.

2.23 Do you intend to complete Form 3a Special Designation Additional Questions in order to be considered by the Rural and Small Town Development Fund?

Yes       No

# APPLICATION

## SECTION 6: Building (Vertical Construction) Questions

**ATTENTION APPLICANT:** You are seeing the below questions because you made the following selection in question 2.3:

**Development Continuum Category:** Building

**Project Type:** Building Construction

**Project Focus:** Municipal Building Construction

Before you proceed, we recommend that you read the program guidelines for the Housing Choice Community Grant Program and the [Rural and Small Town Development Fund](#).

As a designated Rural and Small Town, we recommend that you read the program guidelines for the [Rural and Small Town Development Fund](#). Please note that the maximum Rural and Small Town Development Fund award is \$500,000. Form 3a: Special Designation Questions must be completed to be considered for funding by the Rural and Small Town Development Fund.

**6.1 Public Purpose** - *Describe the project's public purpose in one or more of the following categories: creating jobs, driving innovation, eliminating blight, increasing housing production, supporting economic development projects, increasing the number of commercial buildings accessible to persons with disabilities, conserving natural resources through targeted rehabilitation, and/or reuse of vacant and underutilized property. (3,997 of 4,000 characters)*

This project supports the growth of Williamstown through housing growth and economic development, while also reusing a vacant property. The site is a vacant 3.76 acre parcel of land largely located in the Limited Business zoning district. Prior to purchase, there were a few residential houses & several outbuildings scattered across the property. These buildings were in disrepair & were subsequently removed by the previous owner. Single family residences are not allowed in the LB District. The previous buildings were pre-existing, non-conforming structures. Our new facility puts the vacant parcel back into productive use.

Fire services are rarely recognized for the economic benefits provided by departments when they respond quickly, effectively & save businesses. A 2014 study between Arizona State University and the Phoenix Fire Department utilized a model designed to forecast the impact of public policies and external events on a community's economy & its population. It estimated that 3% - 5% of fire interventions are at commercial properties.

# APPLICATION

Yet, these quick interventions to the study's 42 fires affecting 51 businesses over the course of 1 year saved 7,446 jobs, kept businesses operational, saved the state \$650 million in gross state product, as well as \$295m in disposable personal income. Without the Phoenix Fire Department's successful intervention at those 42 commercial fires, state tax revenues would have fallen by an estimated \$35m. And none of this factors into the other 95% of what the fire department does every day!

Another case study by the Urban Fire Forum & the National Fire Protection Association (NFPA) Research Foundation in 2018 studied the economics of a warehouse fire both with & without fire intervention. It looked at the value of property damage, job disruption, direct/indirect business interruption, & rent reduction. Without intervention, the economic impact totaled a loss of \$7.3m. With intervention, the economic impact was mitigated to \$4.3m – a savings of \$3m.

Our 70-year-old station is vastly under-sized for the needs of today's department, technology & equipment. The current building does not meet many standards and guidelines as recommended by the NFPA & the Air Force Fire Station Design Guide. The current building measures approximately 5,000 SF, nearly one quarter of the size recommended. In 1950, we had 60 calls & 250 calls in 2021. Our building is sized for 1950's equipment. An engine bay in 1950 was 279 SF vs 712 SF needed today. One modern ladder truck needs 912 SF, nearly 20% of our whole current facility. We have more equipment, provide more services & need more training today than in 1950, i.e. the Jaws of Life, self contained breathing apparatus, spill containment & infection control. Our gear is stored in the truck bay, exposed to diesel exhaust. Every time we leave for a call, toxins transfer from gear to skin. Firefighters don't have adequate space to dress & are forced to don gear right next to idling trucks – a terrible safety hazard. There are new codes & standards for buildings-health/safety, egress, energy, ADA & gender equity-that we should be meeting. Response time is being reduced every day due to extreme lack of space, which jeopardizes not only economic viability of goods & services, but more importantly public safety.

Housing development & economic growth brings with it many issues that involve the WFD. Homeowners need certificates of compliance to show smoke & carbon monoxide alarms meet requirements for a sale or transfer of a home. New construction needs plan reviews & inspections for certificates of occupancy. Certain industries may have other flammable storage permits &/or regulations that that need fire services attention. Right now, we do not have the proper public facing amenities for this.

We need modern equipment & technology to keep our community safe. We need proper space for public services & a safe, up-to-date working environment for firefighters.

## APPLICATION

### **6.2 Community Support - Describe any community support for this project, including key stakeholder groups and their involvement in the project. (1,434 of 2,000 characters)**

This project has support of the entire community, not just stakeholder groups. The need for a new facility was mentioned in our 2002 Master Plan, the 2010 Master Plan Action Plan & the 2019 Hazard Mitigation Plan – all publicly-vetted planning documents.

Community support was greatly demonstrated by the 2/3 vote needed to acquire property in 2018. The community has also approved the finances needed to fund feasibility, due diligence & architectural design efforts, all voted by residents at District Meetings in 2021 & 2022. (District Meetings are a typical open town meeting-like gathering for registered voters to conduct the transaction of Williamstown Fire District business such as the approval of budgets, appropriating funds, property acquisition, etc.) A recent District meeting in February 2023 saw over 500 people turn out to vote in favor of borrowing funds for construction, super-majority 2/3 vote needed. (See recent appropriation certified vote in the ATTACHMENTS Section.)

There has been much community outreach throughout the process including a detailed website, FAQ sheet distribution & letters to the editor. There have been 4 public forums in the past 2 years (live streamed & available on local cable access.) The Building Committee & our Community Advisory Committee are also made up of residents & their meetings are open to the public, as well as live streamed & available on local cable access.

### **6.3 Describe the impact that the project would on the surrounding area. (1,762 of 2,000 characters)**

The site is in the Limited Business District. There is an Aubuchon's Hardware lumber yard to the west & an insurance agency to the east. The Williamstown Cemetery is across the street. The site is located on state Rte. 2 (also our Main St), so the roadway can handle the traffic & vehicle size. The project location will allow for quick responses to the retail district & automobile accidents along Rte. 2.

The site is in both the 100-year & 500-year floodplains; however, all work within the 100-year floodplain does not change the flood storage volume, so no fill. The grade either stays at existing elevations or is lower. All proposed fill is outside of the 100-year floodplain. The current design slab elevation is above the 500-year flood elevation.

The site previously had a few residential buildings & outbuildings on it, which were cleared by the previous owner. The site was vacant prior to purchase. Of the 3.76 acre parcel, we are utilizing roughly 3.2 acres, leaving the rest undisturbed. The undisturbed area will protect waterways, wetlands, wildlife/plant habitats, migration corridors & pollination resources. It will also promote passive recreation by connecting to trails, Linear Park & other Town-owned land.

# APPLICATION

The biggest abutting impact is to Linear Park, a 22-acre flood plain forest with 6-acre manicured area, located behind the site, along the Green & Hoosic Rivers. It has a tennis court, picnic area, trails & river access. The park is accessed by a long stone dust access road, along the eastern boundary of the project site. The most efficient site design utilizes Linear Park Road to facilitate emergency access to the rear parking areas. Improvements to the Town-owned road will improve public access to Linear Park.

## 6.4 What additional work and/or adjacent but separate work does the applicant plan to do beyond the work funded by this requested grant?

*Describe the scope, estimated cost, and timeline. Provide a pro forma and/or business plan if available. **(1,621 of 2,000)***

We will be utilizing 3.2 acres of the 3.76 acre site, including installing a solar field, 2 rain gardens, & parking (6 public in front, 42 personnel in back.) To facilitate this rear access, there will need to be improvements to Linear Park Road.

Linear Park Road is a long, Town-owned, stone dust access road, along the eastern boundary of the project site. The most efficient site design utilizes Linear Park Road to facilitate emergency access to the rear parking areas. For example, should a truck break down in the middle of the front drive apron, we need emergency egress for other equipment to exit the site.

We are in negotiations with the Town as to who will be responsible for funding & constructing this road work piece. As we are still in the schematic design phase, we do not have a breakout cost estimate for this specific line item, as of yet. We cannot assign a value to the road improvements until we are in Design Development & begin cost estimating the specific line-item breakouts by individual trade division. This roadwork would be done concurrently with the construction project, & completed prior to substantial completion & punchlist, likely September 2024.

Improvements to Linear Park Road increases public access to Linear Park & the tennis court. While the whole fire station construction project is technically a public benefit providing greater safety for the community, this piece of the project directly benefits residents by providing easier & safer park access, making the surface easier to traverse for residents with mobility issues, walkers, wheelchairs & baby strollers.

## APPLICATION

**ATTACHMENT HERE**

*Attach a pro-forma and/or business plan demonstrating the additional construction work that is planned for this project. If Predevelopment, attach pro-forma or other relevant documents to the scope of the project.\**

Uploaded

*(\*For WFD reference, This question does not allow for an N/A answer. We cannot assign a value to anything until we are in Design Development & begin cost estimating the specific line item breakouts by individual trade division. And this work may be undertaken by the Town, although incentivized by this project. I utilized this upload area to explain this, as well as the problems with the subsequent chart 6.18, as it only applies to industrial buildings.)*

6.4 **ATTACHMENT HERE** : *Attach a pro-forma and/or business plan demonstrating the additional construction work that is planned for this project. If Predevelopment, attach pro-forma or other relevant documents to the scope of the project.*

**This question does not allow for an N/A answer. We cannot assign a value to the road improvements until we are in Design Development & begin cost estimating the specific line item breakouts by individual trade division. And this is work that may be undertaken by the Town, incentivised by this project.**

**6.18 Building Capital Construction** – Indicate all of the applicable characteristics of the development project.

**Chart 6.18 does not apply to our project. We are applying for municipal construction. The building is a public facility & NOT industrial/commercial space. The building SF is what is referenced here. The private investment leveraged is our qualifying matching funds, donations & pledged ARPA funds. We are a on-call fire station, so no new jobs will be created at this time. Construction jobs are estimated at 10.6 - 13.3 jobs/\$1m.**

Total area (in acres) to be developed:	3.2
Total value of private investment leveraged:	\$7,035,000
Square footage of office and/or retail space to be created, including restaurants:	0
Square footage of industrial space to be created, including warehouses:	<b>23,500</b>
<b>Total square footage of all commercial developments:</b>	<b>23,500</b>
Number of NEW market-rate housing units to be created:	0
Number of NEW affordable housing units to be created:	0
<b>Total number of housing units to be created:</b>	<b>0</b>
Number of NEW part time jobs to be created:	0
Number of NEW full time jobs to be created:	0
<b>Total jobs to be created:</b>	<b>0</b>
Number of construction jobs that will be supported:	240 - 300
Number of full time jobs to be retained as direct result of this project:	0

# APPLICATION

## 6.5 Do you own this property, for which you are applying?

Yes       No

### Building Capital Construction Questions

## 6.12 For capital improvement request: A copy of each plan will be required if project is recommended. (Check all that apply.)

Capital Improvement Item	Plans Available?
Building Code Compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable
Fire/Life Safety Code Compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable
Accessibility Improvements	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable
Building Shell Repair	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable
Building Stabilization	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable
HVAC Improvements or Renovations	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable
Interior Demolition or Remediation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable
Other - Specify: <b>Construction Plans</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable

## 6.13 What percentage of the project design is completed? (Ex. 0%, 25%)

50%

**ATTACHMENT HERE**

*Attach construction drawings and/or design documents that clearly demonstrate the proposed work.*

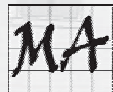
Uploaded







**edm**  
 architecture  
 engineering  
 management



**Mitchell Associates  
 Architects PLLC**

# Williamstown Fire Station

Main Street  
 Williamstown, MA, 01267

LIST OF DRAWINGS	
General	
CO	coversheet
GC-111	general code/fire safety plans
Civil	
C1	existing conditions and demolition Plan
C2	site layout plan
C3	site grading plan
C4	site utility plan
C5	details
C6	details

LIST OF DRAWINGS	
Architectural	
A-111	architectural plan - first floor
A-121	architectural plan - second floor
A-301	roof plan
A-401	exterior elevations
A-402	exterior elevations
A-610	wall sections

**Architect:**

edm  
 45 south main street  
 second floor  
 unionville, ct 06085

contact: Chris Wante, AIA  
 (860) 819-3461  
 (860) 404-0846 fax  
 cwante@edm-ae.com

**Fire Station Consultant:**

mitchell associates architects, PLLC  
 29 thacher park road  
 voorheesville, ny 12186

contact: Bob Mitchell, AIA  
 (518) 765-4571  
 bob@mitchell-architects.com

**Civil Engineer:**

gunflow & associate, inc.  
 55 North Street  
 williamstown, ma 01267

contact: Charlie LaBatt, PE  
 (413) 458-2198  
 (413) 458-2712 fax  
 charliel@gunflowassociates.com

**Structural Engineer:**

macchi engineers  
 44 gillett street  
 hartford, CT 06105

contact: Michael Plickys, PE  
 (860) 214-5668  
 (860) 549-6190 fax  
 mplickys@macchiengineers.com

**M/P Engineer:**

edm  
 45 south main street  
 second floor  
 unionville, ct 06085

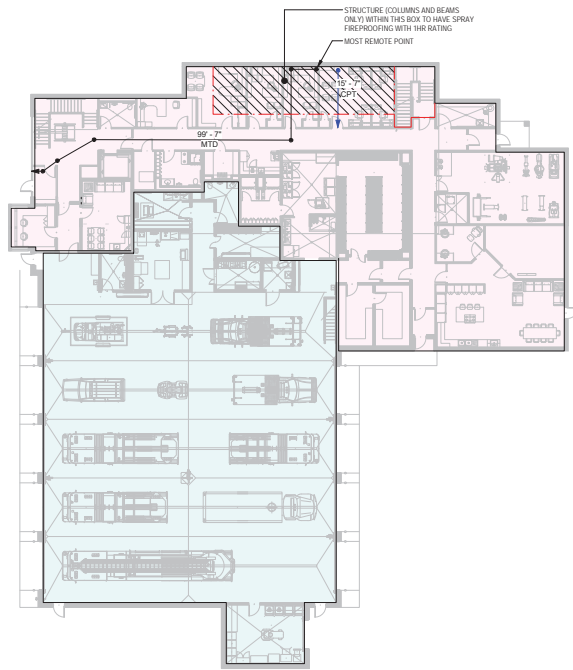
contact: Robert Sherman, PE  
 (860) 339-6134  
 (413) 443-6057 fax  
 rsherman@edm-ae.com

**FP Engineer:**

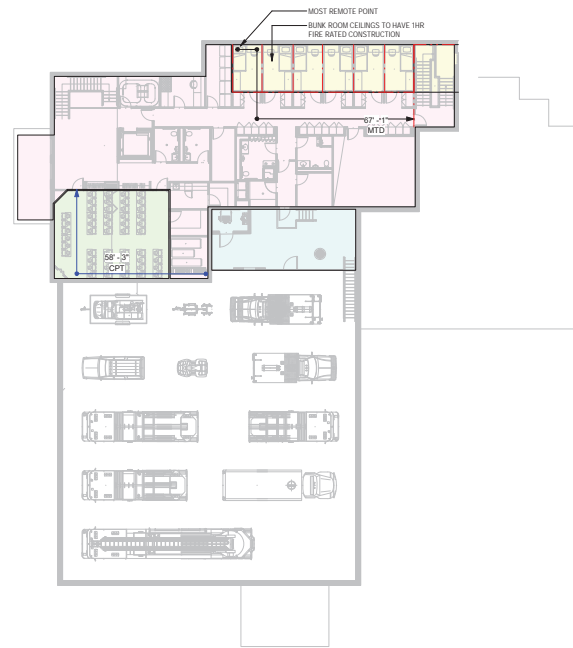
fernandez & associates  
 63 larkin road  
 byfield, ma 01922-1519

contact: Luis F. Fernández, PE  
 (978) 499-0172  
 (978) 465-2371 fax  
 lff@fernandezassoc.com

issued for: schematic design  
 date: 04.07.23  
 project no. : TOW-5927



1 code plan - first floor  
1/16" = 1'-0"

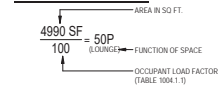


2 code plan - second floor  
1/16" = 1'-0"

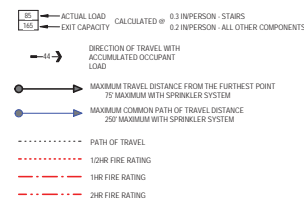
code information legend:

1. REFER TO FLOOR PLANS AND PARTITION CONSTRUCTION DETAILS AND LOCATIONS.

OCCUPANT LOAD

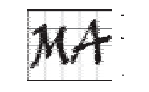


EXIT CAPACITY



PLUMBING FIXTURES CALCULATIONS  
(NOTE: PLUMBING FIXTURES ARE BASED ON MAX OCCUPANCIES PER SQUARE FOOTAGE. THE ACTUAL OCCUPANCY WILL BE LOWER, AS NOTED ON THE LIFE SAFETY PLAN.)

<b>A.3 Training room</b> 1/4 SE - 14HP MAX (75 each) 100sqft M.W.C: 1 per 100 (5/100 = .75) F.W.C: 1 per 50 (75/50 = 1.50) M.F.LAV: 1 per 200 (75/200 = .375) D.F: 0 MCP: 0	<b>S.2 Apparatus bays and storage</b> 9.999 SE - 33P MAX (17 each) 200sqft M.W.C: 1 per 25 (17/25 = .68) F.W.C: 1 per 20 (17/20 = .85) M.F.LAV: 1 per 50 (17/50 = .34) D.F: 1 per floor (2) MCP: 1 per floor (2)	<b>B.3 Bunk rooms</b> 17.888 SE - 12HP MAX (62 each) 700sqft M.W.C: 1 per 25 (62/25 = 2.48) F.W.C: 1 per 20 (62/20 = 3.10) M.F.LAV: 1 per 50 (62/50 = 1.24) D.F: 1 per floor (2) MCP: 1 per floor (2)	<b>R.1 RESIDENTIAL</b> M.W.C: (76+234+426 + 88+478) 3 REQUIRED / 4 PROVIDED F.W.C: (15+28 + 821 + 85+568) 4 REQUIRED / 5 PROVIDED M.F.LAV: (835+112+426+34+248) 3 REQUIRED / 4 PROVIDED F.LAV: (835+112+426+34+248) 3 REQUIRED / 5 PROVIDED D.F: 2 MCP: 2	<b>B BUSINESS</b> <b>A.3 ASSEMBLY</b> <b>S.2 STORAGE</b>
--	---	--	---	--



design by	drawn by
cw	lmb
checked by	
cw	
approved by	
cw	

Williamstown Fire District Headquarters

Main Street Williamstown, MA, 01267

notes:			
1	2	3	4

general code/fire safety plans	

"PRELIMINARY"  
NOT TO BE USED FOR CONSTRUCTION

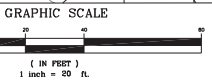
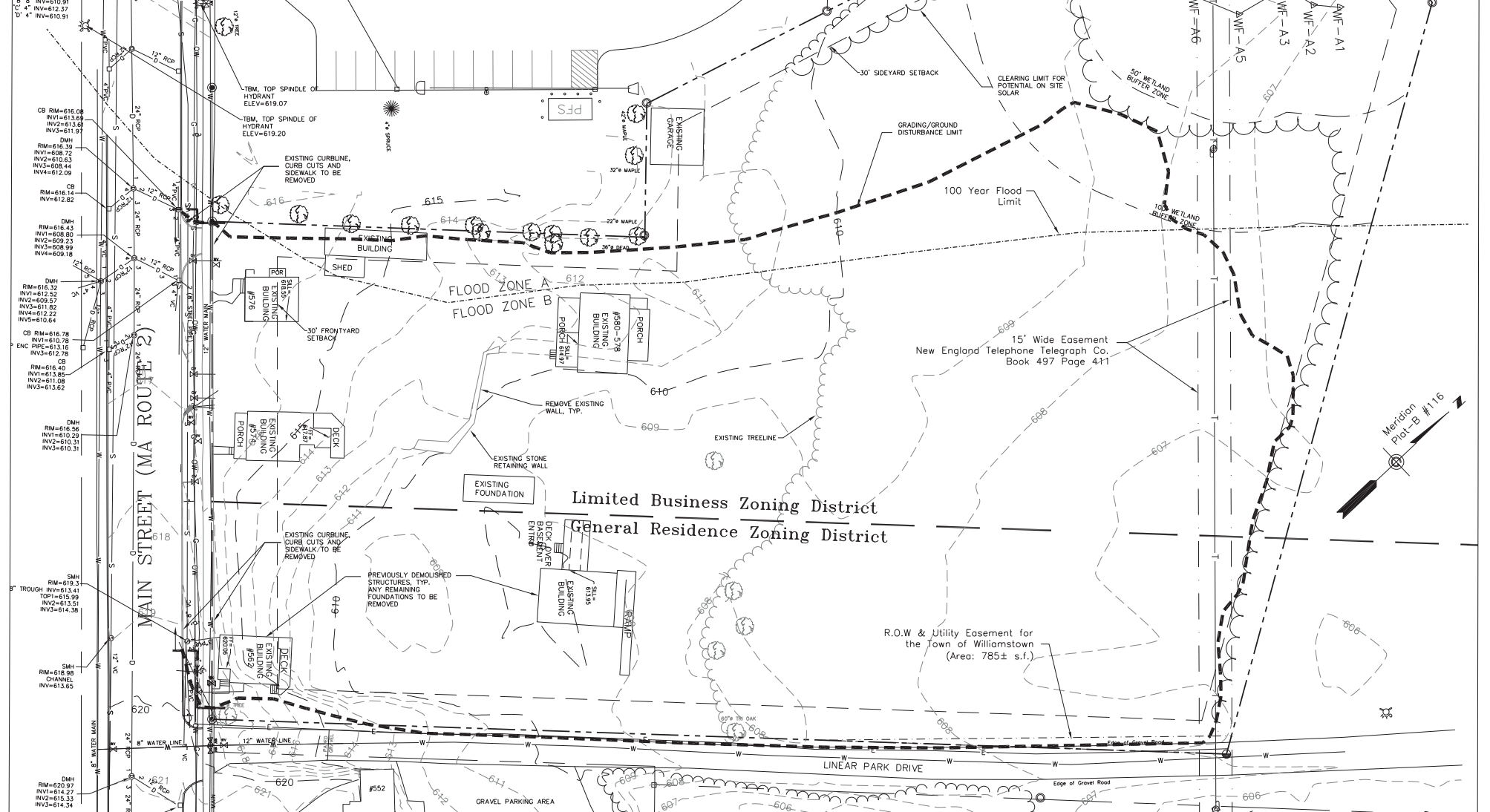
GC-111

**General Notes**

- Existing conditions and topography taken from field survey by Guntlow & Associates, Inc., Williamstown, MA.
- Locations of underground utilities are shown in an approximate way, based only on available record data. Additional utilities may exist. Prior to construction, contractor shall call "Dig Safe" at 811 and have all utilities marked on the ground. The contractor shall be responsible for determining the exact location of all existing utilities before commencing work. The contractor agrees to be fully responsible for any and all damages which might be occasioned by his/her failure to exactly locate and preserve any and all utilities.
- The Contractor shall be responsible for a thorough site examination to determine the extent of demolition necessary to prepare the site for construction and shall verify all items to be demolished or salvaged with the Contractor prior to beginning work.
- Core shall be taken not to damage any items designated to remain; repair or replacement of damaged items designated to remain shall be at the Contractors' expense.
- The Contractor shall protect existing trees to remain with wood board trunk protection and snow fencing.

**Legend**

- |     |                    |     |                       |   |            |   |                  |
|-----|--------------------|-----|-----------------------|---|------------|---|------------------|
| --- | PROPERTY LINE      | --- | APPROX. DRAIN LINE    | ○ | LIGHT POLE | ⊗ | FIRE HYDRANT     |
| --- | ONE-FOOT CONTOUR   | --- | APPROX. SANITARY LINE | — | —          | ⊙ | DRAIN MANHOLE    |
| --- | FIVE-FOOT CONTOUR  | --- | OVERHEAD WIRES        | ○ | ○          | □ | CATCH BASIN      |
| --- | TREE LINE          | --- | EROSION CONTROL       | ○ | ○          | ⊙ | SANITARY MANHOLE |
| --- | APPROX. WATER LINE | --- |                       | ○ | ○          | ○ |                  |
| --- | APPROX. GAS LINE   | --- |                       | ○ | ○          | ○ |                  |



**Ex. Conditions & Demolition Plan**

DRAWN BY: AIC	DATE: 4.8.2022
CHECKED BY: C.A.	DRAWING NO.:
JOB NO.:	SCALE: 1"=20'

**REVISIONS**

#	DESCRIPTION	DATE	WHOM



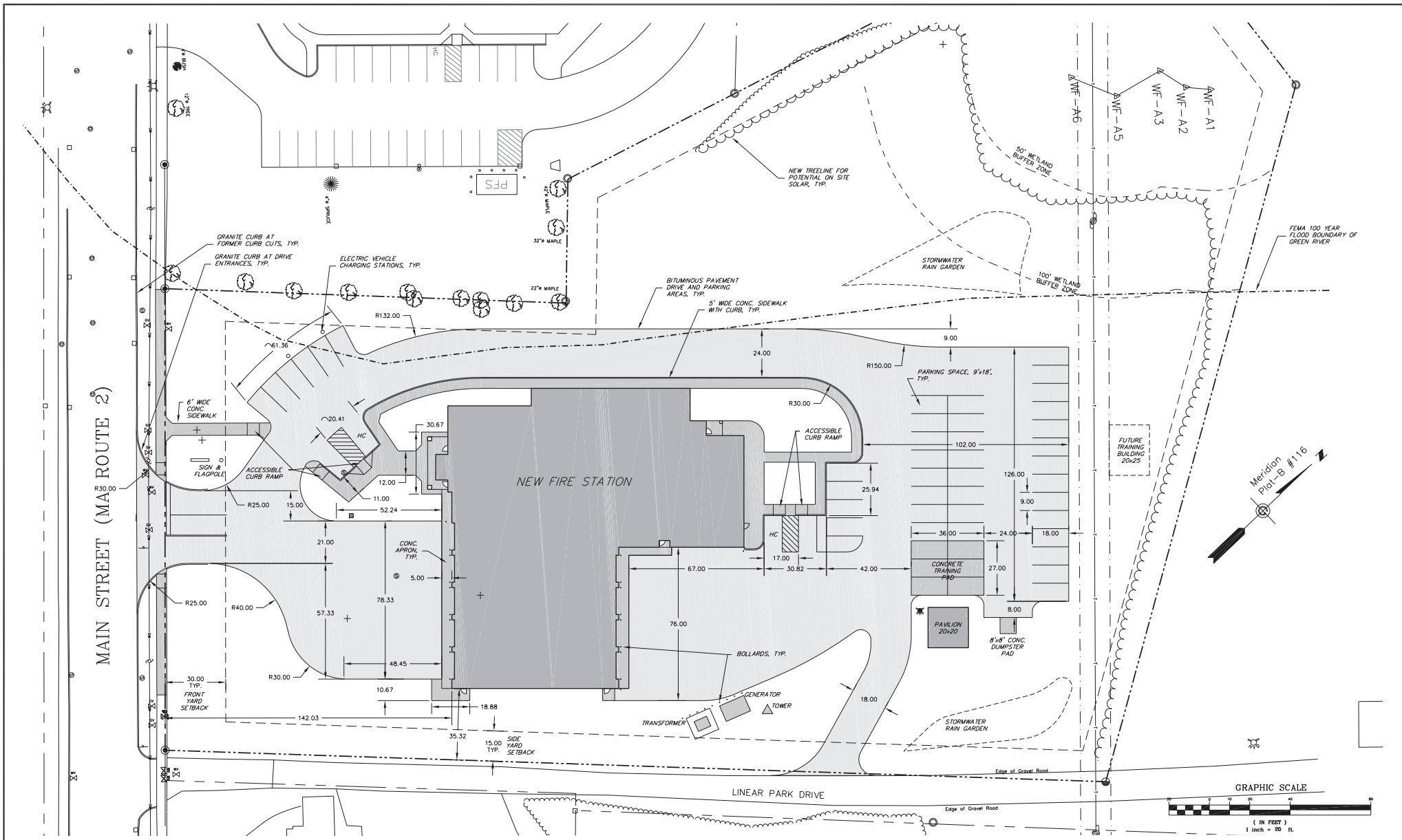
**GUNTLOW & ASSOCIATES, INC.**  
ENGINEERS - SURVEYORS - ARCHITECTS

47 NORTH STREET  
WILLIAMSTOWN, MA 01267  
41-548-1108  
41-548-2712 FAX

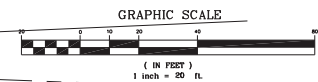
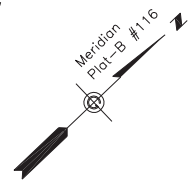
**New Fire Station Project**

PREPARED FOR  
**Williamstown Fire District**  
Main Street Williamstown, MA

**C1**



MAIN STREET (MAIN ROUTE 2)



**1** Site Layout Plan  
C2 1" = 20'

Site Layout Plan		REVISIONS		
DRAWN BY: CJE	DATE: 3-24-23			
CHECKED BY:	DRAWING NO.:	#	DESCRIPTION	DATE
JOB NO.:	SCALE: 1" = 20'			

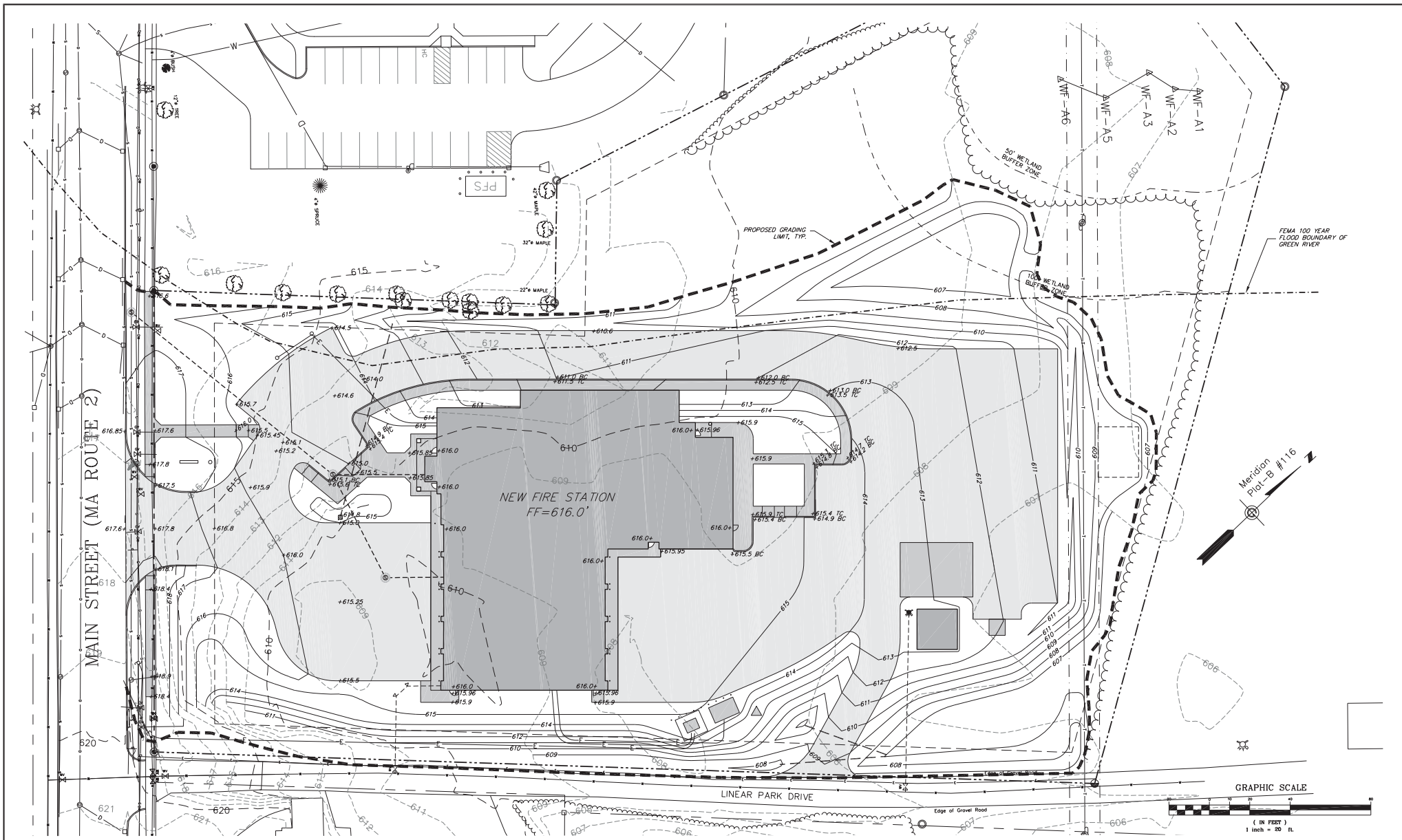


**GUNTLOW & ASSOCIATES, INC.**  
ENGINEERS - SURVEYORS - ARCHITECTS  
55 NORTH STREET  
WILLIAMSTOWN, MA 01267  
413-452-2118  
413-452-7123 FAX

**New Fire Station Project**  
PREPARED FOR  
**Williamstown Fire District**  
Main Street, Williamstown, MA

**C2**

SHEET OF



**1** Site Grading Plan  
 C3 1" = 20'

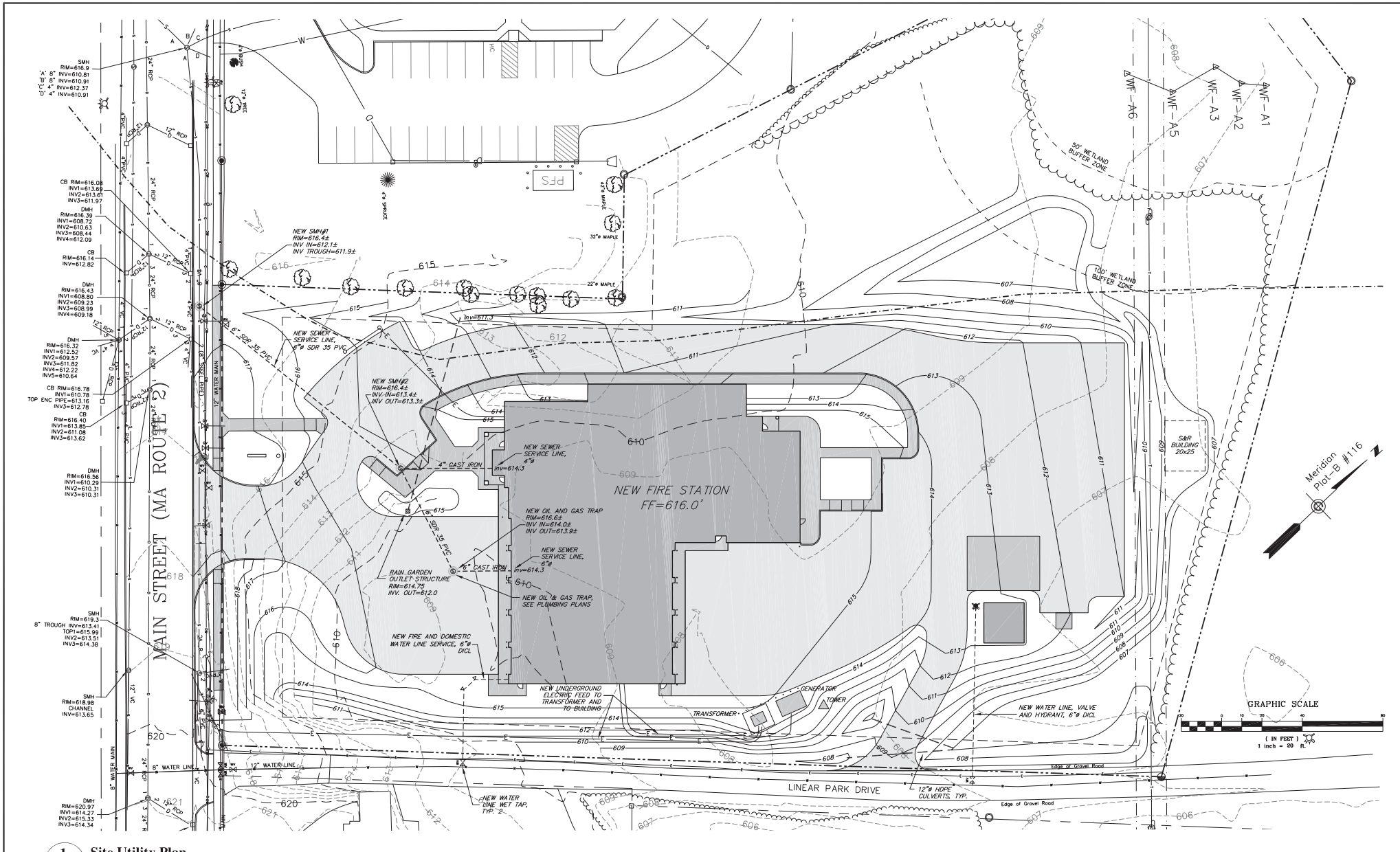
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DRAWN BY: C.R.	DATE: 3-24-23				
CHECKED BY:	DRAWING NO.:	#	DESCRIPTION	DATE	WHOM
JOB NO.:	SCALE: 1" = 20'				



GUNTLOW & ASSOCIATES, INC.  
 ENGINEERS - SURVEYORS - ARCHITECTS  
 55 NORTH STREET  
 WILLIAMSTOWN, MA 01267  
 413-458-2118  
 413-458-2712 FAX

**New Fire Station Project**  
 PREPARED FOR  
 Williamstown Fire District  
 Main Street, Williamstown, MA

**C3**



**1** Site Utility Plan  
 C4 1" = 20'

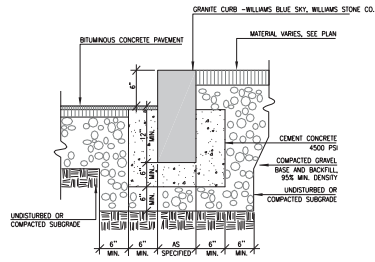
Site Utility Plan		REVISIONS			
DRAWN BY: CJE	DATE: 3-24-23				
CHECKED BY:	DRAWING NO.:	#	DESCRIPTION	DATE	WHOM
JOB NO.:	SCALE: 1" = 20'				



GUNTLOW & ASSOCIATES, INC.  
 ENGINEERS - SURVEYORS - ARCHITECTS  
 55 NORTH STREET  
 WILLIAMSTOWN, MA 01267  
 413-452-2118  
 413-452-2712 FAX

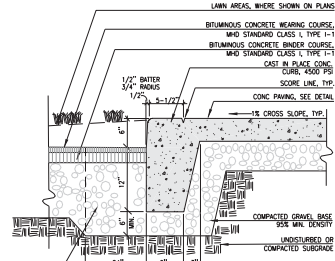
**New Fire Station Project**  
 PREPARED FOR  
 Williamstown Fire District  
 Main Street, Williamstown, MA

**C4**



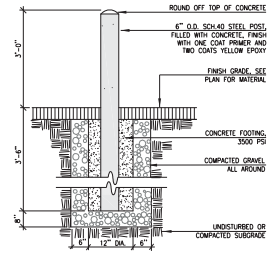
### 1 Granite Curb

C5 Not to Scale



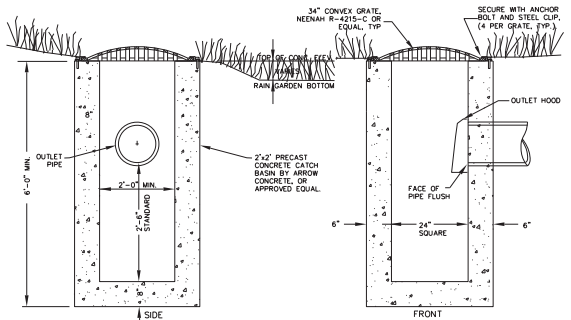
### 2 Integral Concrete Curb

C5 Not to Scale



### 3 Steel Bollard Detail

C5 Not to Scale

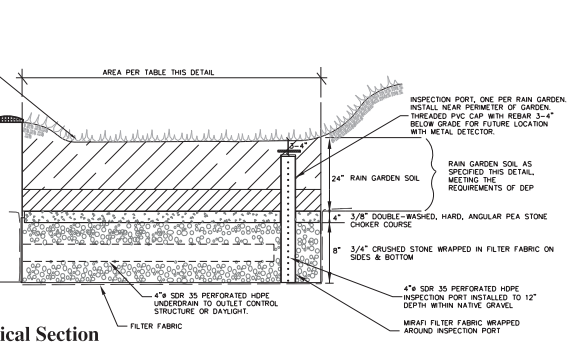


### 4 Rain Garden Outlet Structure (CB#1)

C5 Not to Scale

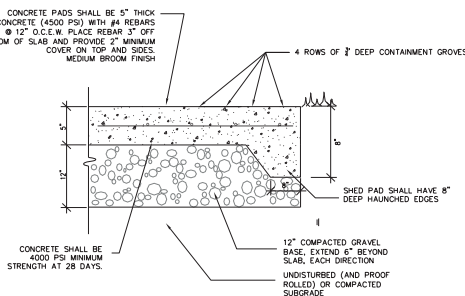
- RAIN GARDEN GRASSES AND PLANTINGS TO INCLUDE:**
- WOOL GRASS (Stipa sp.) 15 LBS/AC
  - TALL FESCUE (Festuca arvensis) 20 LBS/AC
  - RED FESCUE (Festuca rubra) 15 LBS/AC
  - REITOP (Festuca ovina) 5 LBS/AC
  - ANNUAL RYEGRASS (Lolium perenne) 20 LBS/AC
  - SOFT FURSE (Stipa sp.) PLUGS 24\"/>

- BIORETENTION SOIL:**
- THE ENGINEERED BIORETENTION SOIL MEDIA SHALL CONFORM TO THE FOLLOWING SPECIFICATIONS: 30% PLANTING/TOPSOIL, 20% HARDWOOD MULCH, AND 50% SAND.
  - THE TOPSOIL SHALL HAVE A MAXIMUM PARTICLE DIAMETER OF 2 INCHES, MAXIMUM CLAY/SILT CONTENT OF 5% (<5% PASSING #200 SIEVE), HAVE A MINIMUM OF 15% ORGANIC CONTENT, AND BE FREE OF STONES AND NOXIOUS WEEDS.
  - THE BIORETENTION SOIL MEDIA SHALL BE PLACED AND GRADED USING LOW GROUND-CONTACT PRESSURE EQUIPMENT OR BY EXCAVATORS AND/OR BACKHOES OPERATING ON THE GROUND ADJACENT TO THE BIORETENTION CELL/RAINGARDEN. NO HEAVY EQUIPMENT SHALL BE USED WITHIN THE PERIMETER OF THE BIORETENTION SOIL AREA DURING OR AFTER PLACEMENT OF SOIL. FINAL GRADING OF THE MIXTURE SHALL BE PERFORMED AFTER A 24-HOUR SETTLING PERIOD. THE SOIL SHALL BE INSTALLED IN MAX 12 INCHES LIFTS. EACH LIFT SHALL BE COMPLETELY SATURATED BY SPRINKLING OR LIGHT SPRAYING WITH WATER TO PROVIDE NON MECHANICAL COMPACTION.



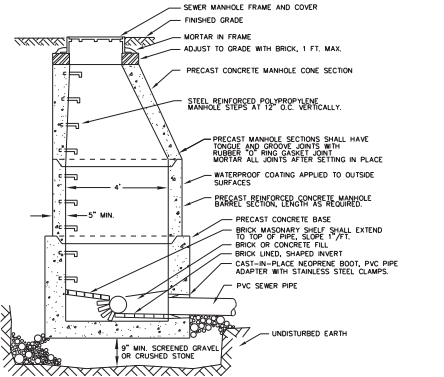
### 5 Rain Garden/Detention - Typical Section

C5 Not to Scale



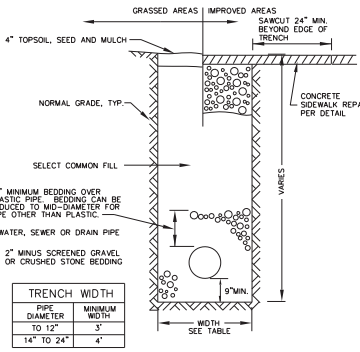
### 6 Concrete Pad

C5 Not to Scale



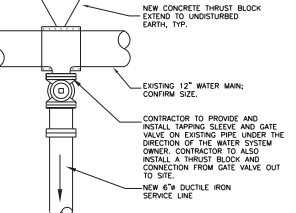
### 7 Typical Sewer Manhole

C5 Not to Scale



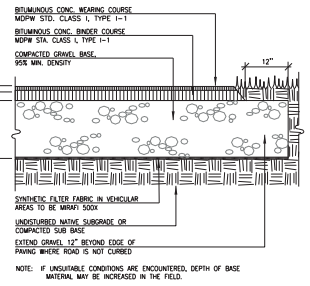
TRENCH WIDTH	PIPE DIAMETER	MINIMUM WIDTH
TO 12"	3"	3'
14" TO 24"	4"	4'

- NOTES:**
- ALL WATER MAIN TE-IN'S SHALL BE LIVE TAPS. ALL TE-IN'S SHALL BE COORDINATED WITH THE WATER DEPARTMENT AT LEAST 72 HOURS IN ADVANCE. THE TIME OF THE TE-IN MAY BE DETERMINED BY THE WATER DEPARTMENT. CONTRACTOR SHALL PROVIDE ALL EXCAVATION, BACKFILL, TRAFFIC CONTROL, WATER LINE CONNECTION AND RELATED APPURTENANCES AND SERVICES.
  - ANY BACK FILL UNDER OR WITHIN 2 FT. OF THE DRAVED SURFACE OF THE ROAD SHALL BE HIGHLY COMPACTED MATERIALS CONSISTENT WITH THOSE REMOVED FROM THE TRENCH. SELECT BEDDING MATERIAL SHALL BE USED AROUND THE PIPE AND APPROPRIATE GRAVEL SUBBASE USED IMMEDIATELY UNDER THE PAVEMENT, 18\"/>



### 10 Water Main Connection

C5 Not to Scale



### 8 Bituminous Concrete Pavement

C5 Not to Scale

### 9 Typical Trench Detail

C5 Not to Scale

Details		REVISIONS	
DATE	BY	NO.	DESCRIPTION
7-28-22	C.J.L.		



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ENGINEERS - SURVEYORS - ARCHITECTS

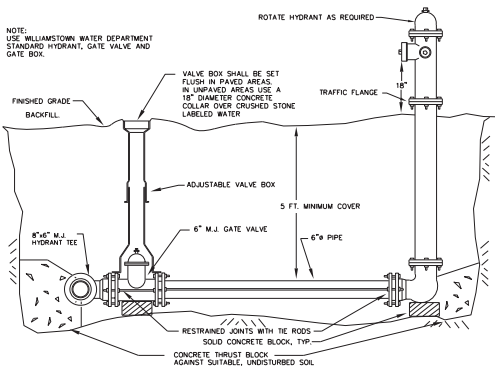
55 NORTH STREET  
WILLIAMSTOWN, MA 01267  
413-453-2118  
413-453-2712 FAX

**New Fire Station Project**

PREPARED FOR  
**Williamstown Fire District**  
Main Street, Williamstown, MA



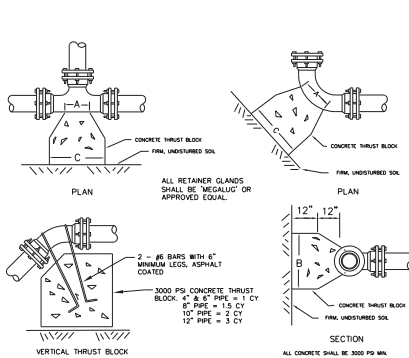




ALL PIPE SHALL BE CLASS 52 DUCTILE IRON, CEMENT LINED. ALL FITTINGS & VALVES SHALL BE AMERICAN MADE (OPEN RT.) TAPPING SLEEVES SHALL BE MECHANICAL JOINT (NO STAINLESS ST. FITTINGS ALLOWED).

### 1 Hydrant & Valve Detail

C6 Not to Scale

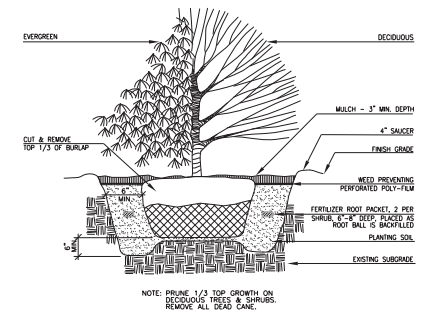


### 2 Typical Thrust Block

C6 Not to Scale

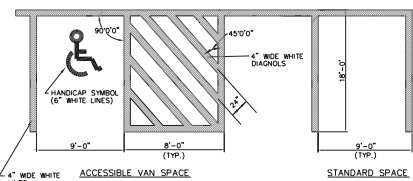
FITTING	SIZE OF PIPE PRODUCING THRUST				
	12"	10"	8"	6"	4"
11-1/2 AND 22-1/2 BEND	1.5	1.5	1.5	1.5	1.5
45 BEND	1.5	1.5	1.5	1.5	1.5
90 BEND	1.5	1.5	1.5	1.5	1.5
120/240, 120/10/4, 80/8/4, 60/6/4, 45/4/4 TEES	1	1	1	1	1
120/240, 120/10/4, 80/8/4, 60/6/4 TEES	1.5	1.5	1.5	1.5	2
120/240, 120/10/4, 80/8/4, 60/6/4 TEES	1.5	1.5	1.5	1.5	2
120/240, 120/10/4 TEES	2	2	2	2	2
120/240 TEES	2	2	2	2	2
PLUGS	2	2	2	2	2
HYDRANT	2	2	2	2	2

PLASTIC SHEETING SHALL BE PLACED BETWEEN THE PIPE AND CONCRETE DURING THE POUR. NO CONCRETE SHALL COVER ANY JOINTS, BOLTS, ETC.  
THRUST BLOCK DESIGN IS BASED ON A 150 PSI WORKING PRESSURE AND A 2000 PSF MIN. SOIL BEARING CAPACITY. NOTIFY ENGINEER IF BEARING CAPACITY IS LESS THAN 2000 PSF BECAUSE OF ORGANIC, SOFT CLAY OR VERY LOOSE GRANULAR SOILS.  
USE 3000 PSI CONCRETE FOR THE THRUST BLOCKS.



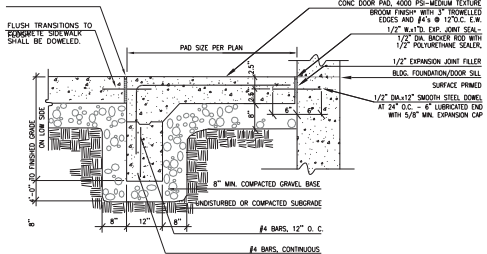
### 3 Typical Shrub Planting

C6 Not to Scale



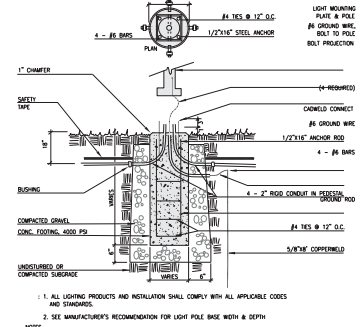
### 4 Accessible and Parking Space Pavement Markings

C6 Not to Scale



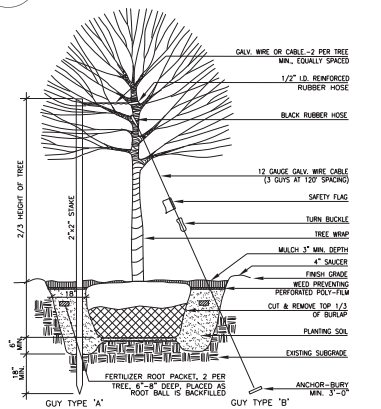
### 5 Concrete Landing at Doors

C6 Not to Scale



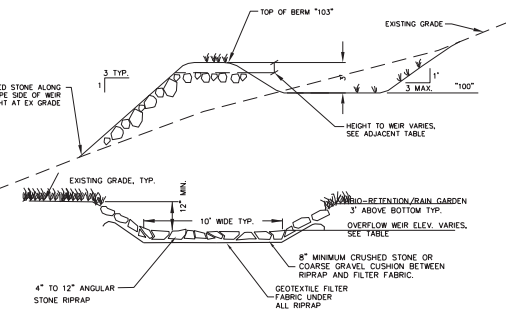
### 6 Light Pole Base

C6 Not to Scale



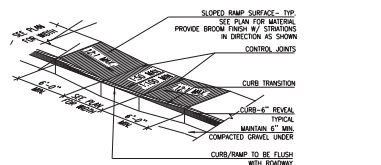
### 7 Typical Tree Planting

C6 Not to Scale



### 8 Bio-Retention / Rain Garden - Typical Overflow Weir

C6 Not to Scale



### 9 Accessible Curb Ramp

C6 Not to Scale

Details		REVISIONS	
DRAWN BY: C.J.E.	DATE: 7-28-22		
CHECKED BY: C.J.E.	DRAWING NO.:		
JOB NO.:	SCALE: NTS	#	DESCRIPTION
		DATE	BY/NO



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WILLIAMSTOWN, MA 01267  
413-486-2198  
413-486-2712 FAX

New Fire Station Project  
PREPARED FOR  
Williamstown Fire District  
Main Street, Williamstown, MA

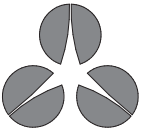
C6

SHEET 6 OF 6



1 architectural plan - first floor  
1/8" = 1'-0"

**"PRELIMINARY"**  
NOT TO BE USED FOR CONSTRUCTION

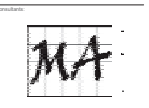


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team@edm-ae.com



DESIGNED BY cw	DRAWN BY lmb
CHECKED BY cw	
APPROVED BY cw	

**Williamstown Fire District Headquarters**

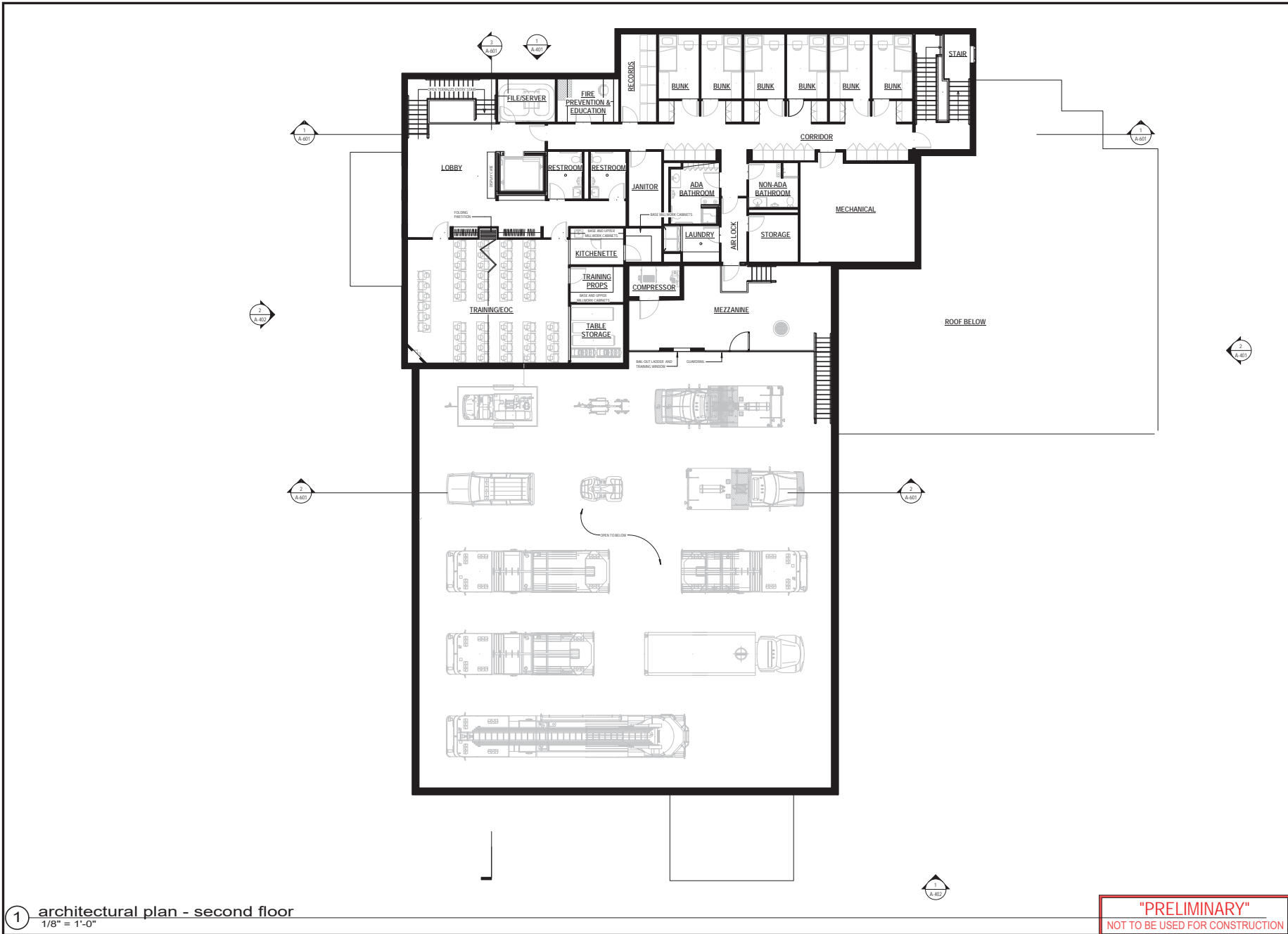
Main Street  
Williamstown, MA, 01267

REVISIONS			
NO.	DATE	DESCRIPTION	BY

architectural plan - first floor

DATE 04.07.23
PROJECT TOW-5927
SCALE 1/8" = 1'-0"
DRAWING NUMBER

**A-111**

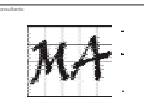


1 architectural plan - second floor  
1/8" = 1'-0"

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design by	drawn by
cw	lmb
checked by	
cw	
approved by	
cw	

Williamstown Fire District  
Headquarters

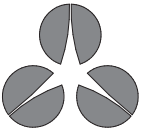
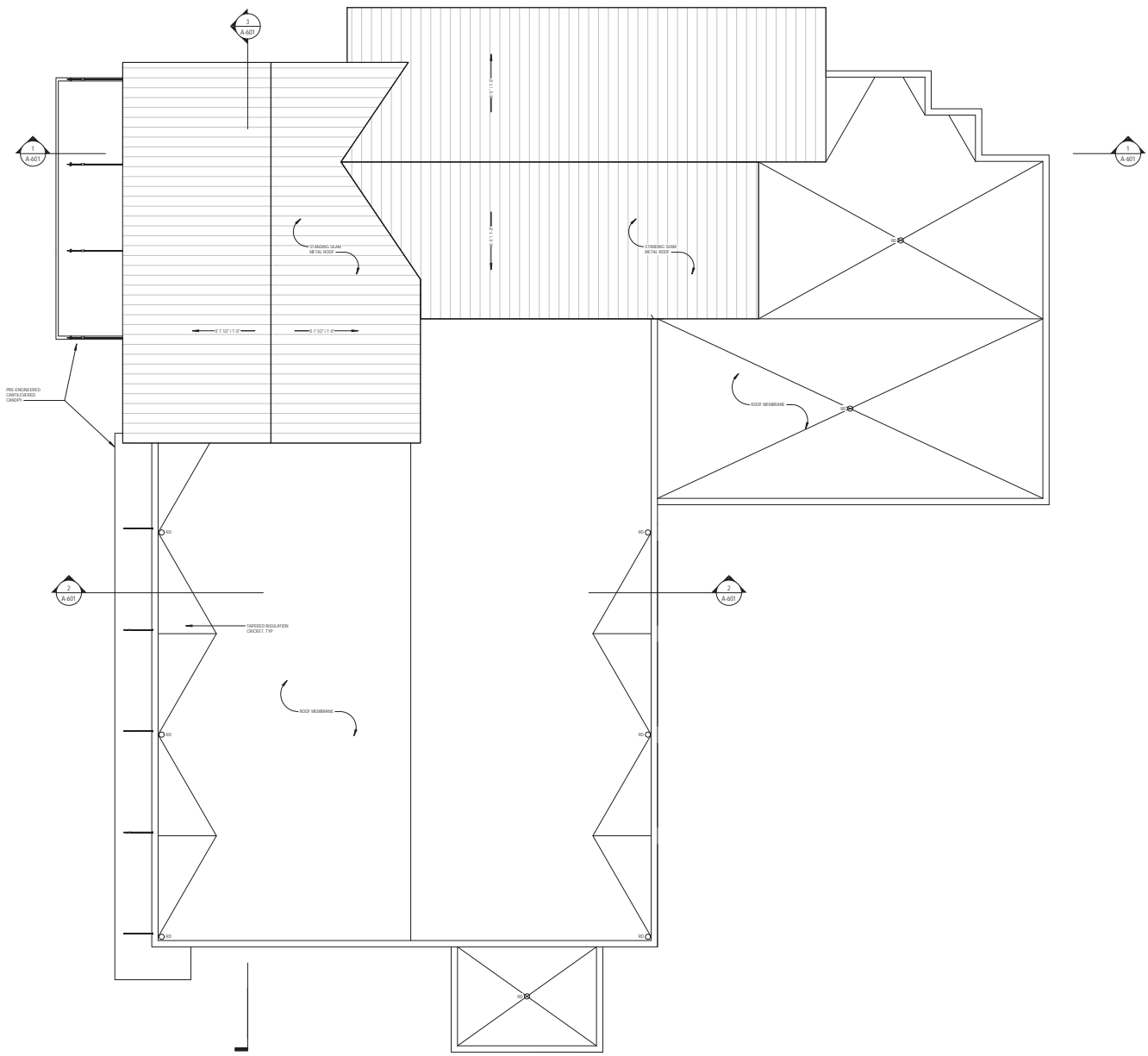
Main Street  
Williamstown, MA, 01267

DATE	BY	REVISION

architectural plan - second floor

04.07.23  
TOW-5927  
1/8" = 1'-0"

A-121

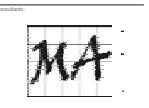


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design by cw	drawn by lmb
checked by cw	
approved by cw	

Williamstown Fire District  
 Headquarters

Main Street  
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<div style="text-align: right;">N ⊕</div>			
DATE	BY	CHECKED BY	APP. BY

roof plan

04.07.23  
 TOW-5927  
 1/8" = 1'-0"

1 architectural plan - roof  
 1/8" = 1'-0"

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 NOT TO BE USED FOR CONSTRUCTION

**A-301**



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team@edm-ae.com

DATE:

DESIGNED BY	DRAWN BY
checked by	lmb
approved by	cw
approved by	cw

Williamstown Fire  
District  
Headquarters

Main Street  
Williamstown, MA, 01267

SCALE:

NO.	DATE	DESCRIPTION	BY

exterior elevations

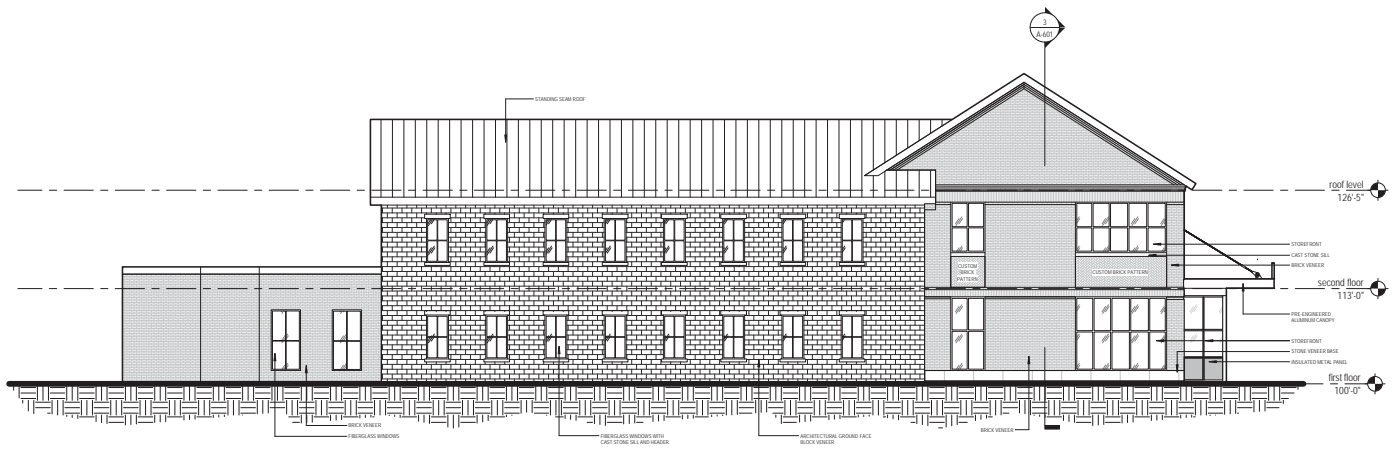
04.07.23

TOW-5927

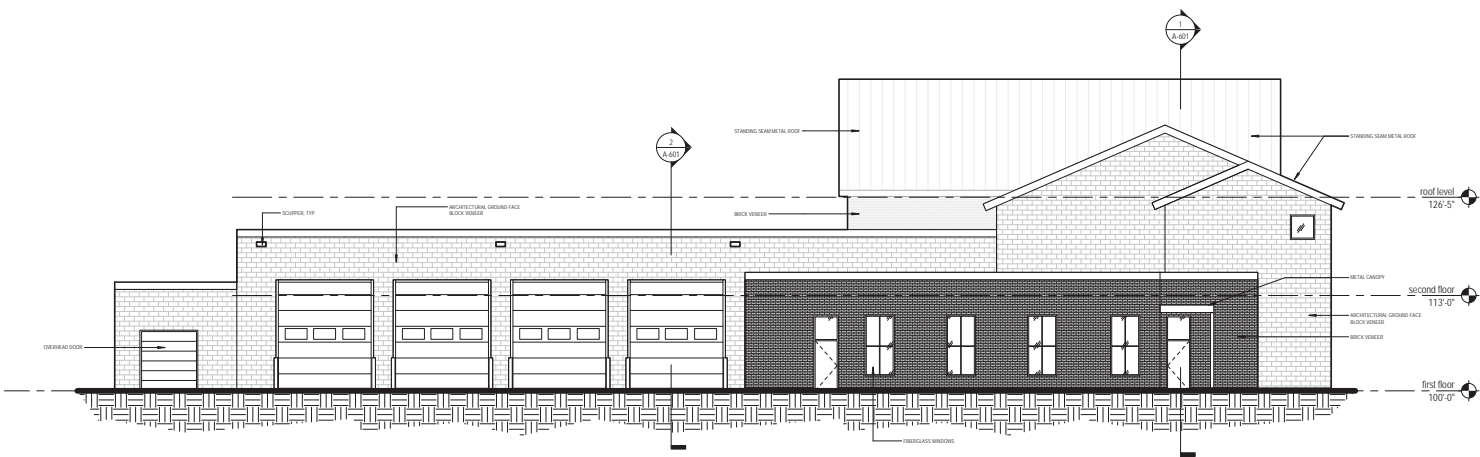
1/8" = 1'-0"

DATE:

**A-401**

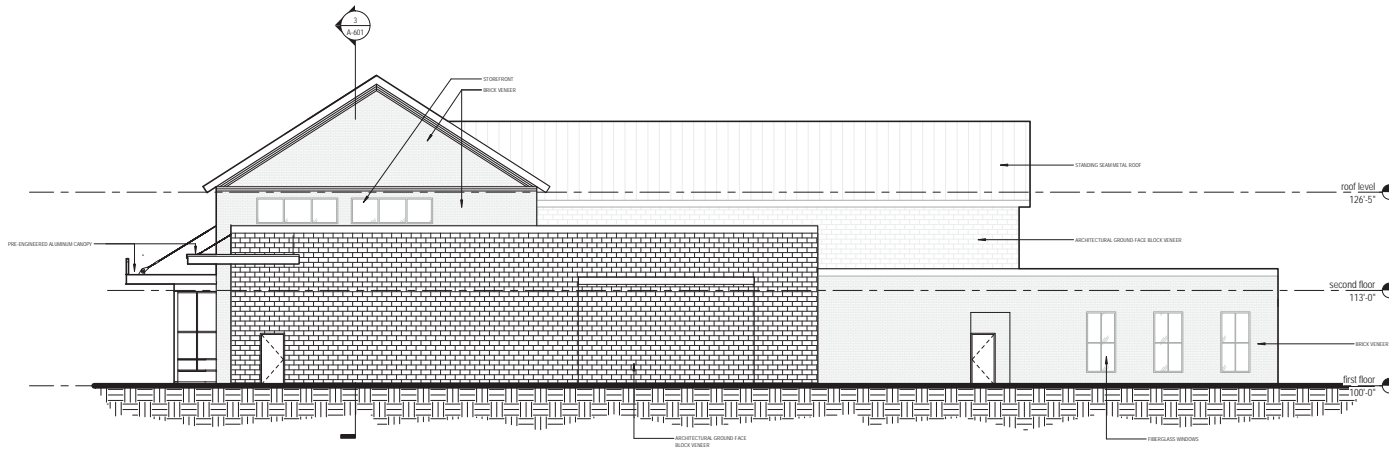


① exterior - north  
1/8" = 1'-0"

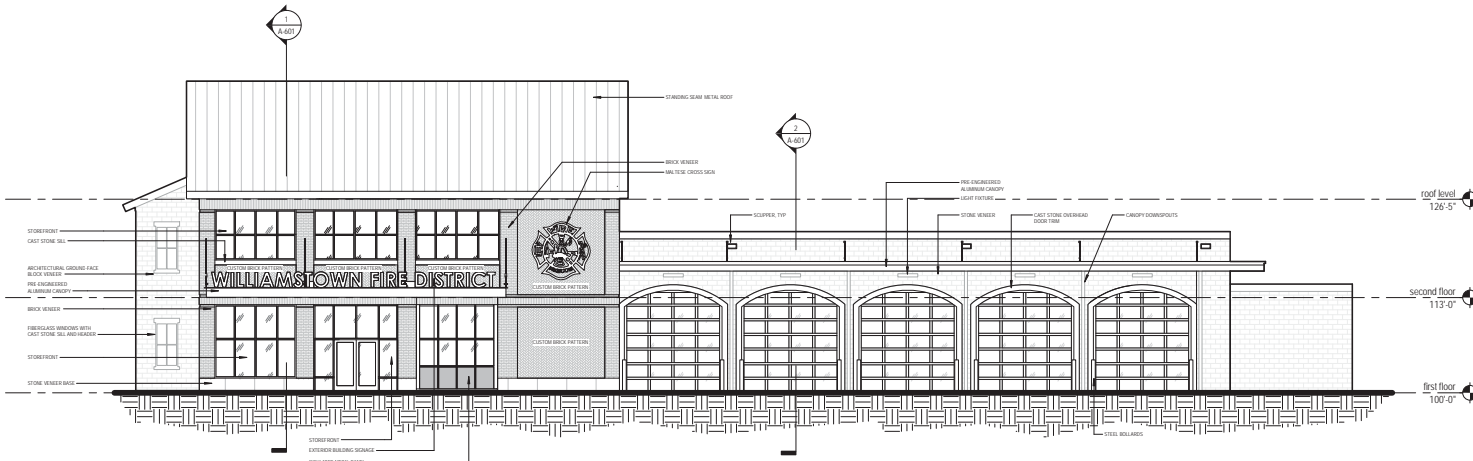


② exterior - east  
1/8" = 1'-0"

**"PRELIMINARY"**  
NOT TO BE USED FOR CONSTRUCTION



1 exterior - south  
1/8" = 1'-0"



2 exterior - west  
1/8" = 1'-0"



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DATE:

NO.:

SCALE:

DESIGNED BY: cw  
DRAWN BY: lmb  
CHECKED BY: cw  
APPROVED BY: cw

Williamstown Fire District Headquarters

Main Street  
Williamstown, MA, 01267

PROJECT:

NO.:

SCALE:

exterior elevations

04.07.23

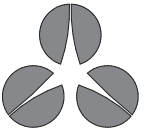
TOW-5927

1/8" = 1'-0"

DATE:

**"PRELIMINARY"**  
NOT TO BE USED FOR CONSTRUCTION

A-402

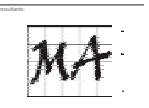


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DESIGNED BY	CW	DRAWN BY	lmb
CHECKED BY	CW	APPROVED BY	CW

Williamstown Fire District Headquarters

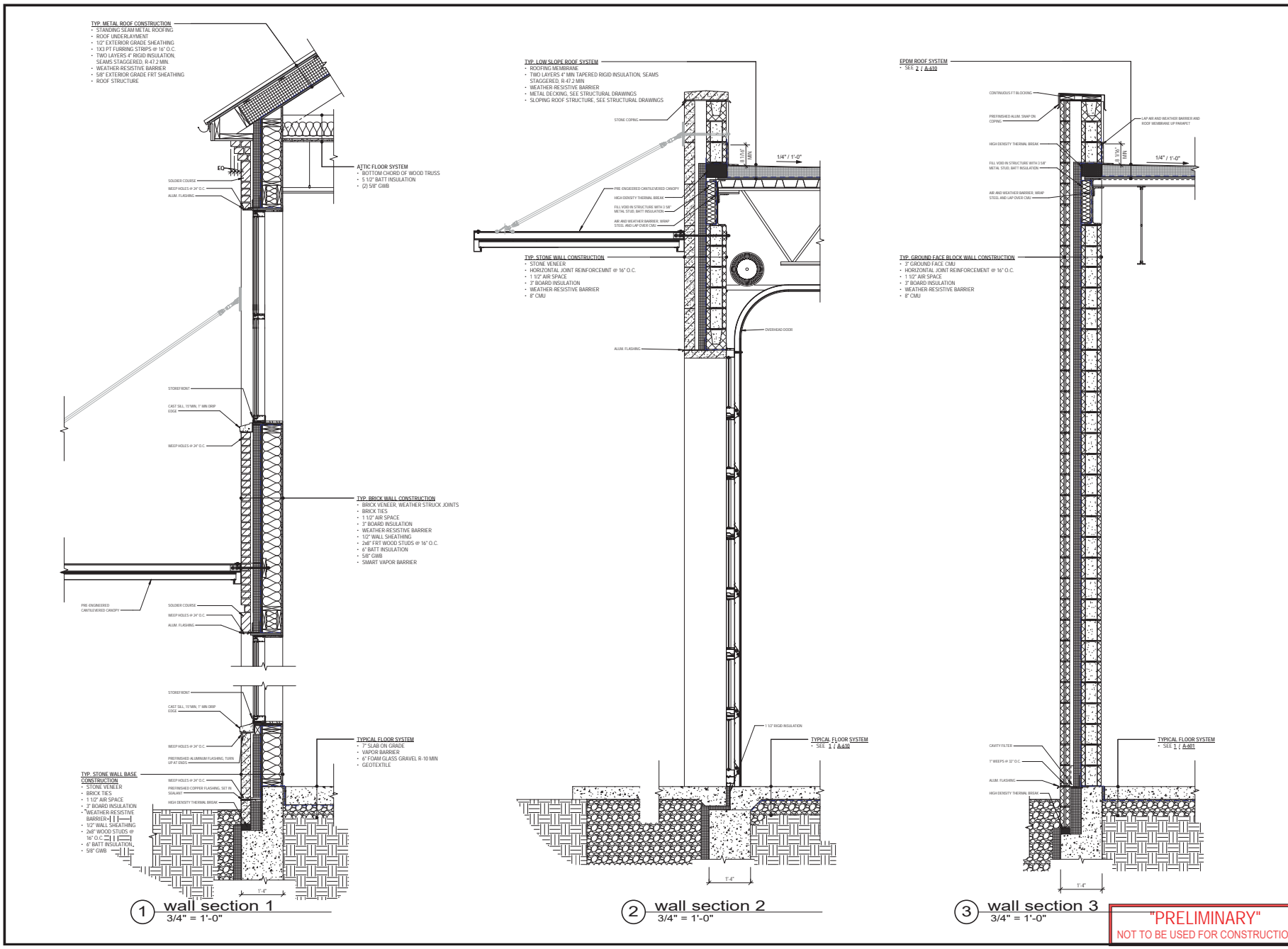
Main Street  
Williamstown, MA, 01267

DATE	DESCRIPTION

wall sections

04.07.23  
TOW-5927  
3/4" = 1'-0"

**A-610**



**"PRELIMINARY"**  
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# APPLICATION

**6.14** Which of the following permits, licenses, and/or approvals are required for this project? (Check all that apply. For selected items, indicate if secured and the actual or anticipated dates of filing and issuance.)

Check if Required	Check if Secured	Filing Date (Actual or Anticipated)	Decision Date (Actual or Anticipated)
<input type="checkbox"/> Article 97 Land Disposition	<input type="checkbox"/>		
<input type="checkbox"/> Chapter 91 License	<input type="checkbox"/>		
<input type="checkbox"/> 401 Water Quality Certification	<input type="checkbox"/>		
<input type="checkbox"/> Superseding Order of Conditions	<input type="checkbox"/>		
<input type="checkbox"/> Water Management Act Permit	<input type="checkbox"/>		
<input checked="" type="checkbox"/> MassDOT Access Permit	<input type="checkbox"/>	09/01/23	12/01/23
<input type="checkbox"/> Mass Historic Commission Review	<input type="checkbox"/>		
<input type="checkbox"/> Planning Board	<input type="checkbox"/>		
<input checked="" type="checkbox"/> Conservation Commission	<input type="checkbox"/>	07/01/23	10/01/23
<input checked="" type="checkbox"/> Zoning Board	<input type="checkbox"/>	07/01/23	10/01/23
<input type="checkbox"/> Sewer Extension Permit	<input type="checkbox"/>		
<input type="checkbox"/> Utility Relocation	<input type="checkbox"/>		
<input checked="" type="checkbox"/> Building Permit	<input type="checkbox"/>	12/01/23	01/06/24
<input type="checkbox"/> Other. Specify:	<input type="checkbox"/>		

**6.15** Is the financing or other funding sources for this project fully secured?

Yes       No

**6.15a** If Yes, provide details on all sources and if there are any significant contingencies.

**6.15b** If No, indicate the status of all sources, if there are any significant contingencies, and by when the applicant expects to secure the resources needed to proceed. (980 of 1,000 characters)

To date, we have spent over \$1.5m in qualifying matching funds. We have a District Meeting appropriation to borrow or bond for up to \$22.5m. Funding will be in place Jan 2024. To reduce the amount we have to bond for, we are seeking grants & donations. We have secured commitment letters from Williams College (\$5m) & the Clark Art Institute



# APPLICATION

(\$500k), each paid equally over 5 years. The Town has also pledged \$225k in ARPA funds, with no contingency. We have leased the site over the past year as staging/lay-down during bridge reconstruction & raised another \$10k. (The staging will be removed in June.) We are hoping to qualify for the USDA's Rural Development Community Facilities Direct Loan Program for a no-interest capital improvement loan, but are in the early stages of the application process. If this endeavor is not successful, we will bond for the remaining funds. (Commitment letters, certified votes & lease agreements are included in the ATTACHMENTS section.)

### **6.16 What is the proposed plan for managing the construction?** *(978 of 1,000 characters)*

The Fire District's Chief Governing Body is its 5-member Prudential Committee (PC). The PC has administered numerous grant-funded projects. Since 2003, it has won & managed grants totaling over \$1.5m. The PC oversees a 7-member Building Committee (BC). BC members have much experience managing construction projects totaling over \$40 million. This Committee is advisory, making recommendations to the PC for final authorization.

The Owner's Project Manager (OPM) for construction oversight was selected this month & will continue through the duration of construction. The BC will supervise the project & manage the OPM. The OPM will oversee the architect & the general contractor during construction. A full-time clerk-of-the-works will also be hired to manage the construction phase. The architect will review shop drawings, submittals, samples, respond to RFIs, & review contractor's requisitions. Requisitions will then be submitted to the PC for warrant processing.

### **6.17 Describe the experience of the proposed construction team with similar projects.** *(927 of 1,000 characters)*

We have hired Skanska as OPM for construction oversight, a national construction firm who has been guiding clients through the planning, design, construction, commissioning & occupancy of building projects in the US for more than 50 years. Because of their "builder's expertise," Skanska's OPM group understands through first-hand experience when architectural and engineering drawings are complete and coordinated. The benefit is a significant reduction in change orders during construction.

Founded in 1988, EDM is the architect of record, partnering with Mitchell Associates Architects, public safety specialists, with experience with over 300 public safety facilities

# APPLICATION

& 185 fire stations, focusing only on fire stations since 1993. Fernandez & Assoc. are the fire engineers & the Green Engineer is leading the sustainability effort.

The project will go out to bid in Feb. 2024, with a general contractor hired in April.

## 6.18 Indicate all of the applicable characteristics of the development project:

Total area (in acres) to be developed:	3.2
Total value of private investment leveraged:	7,235,000
Square footage of office and/or retail space to be created, including restaurants:	0
Square footage of industrial space to be created, including warehouses:	23,500
<b>Total square footage of all commercial developments:</b>	<b>23,500</b>
Number of NEW market-rate housing units to be created:	0
Number of NEW affordable housing units to be created:	0
<b>Total number of housing units to be created:</b>	<b>0</b>
Number of NEW part time jobs to be created:	0
Number of NEW full time jobs to be created:	0
<b>Total jobs to be created:</b>	<b>0</b>
Number of construction jobs that will be supported:	300
Number of full time jobs to be retained as direct result of this project:	0

*(\*For WFD reference, This chart does not really apply to our project. We are applying for municipal construction. The building is a public facility & NOT industrial/commercial space. The building SF is what I had to reference here, as the industrial space square footage. The private investment leveraged is our qualifying matching funds. I utilized the upload area to explain this.)*

# APPLICATION

## SECTION 8: Special Designation Additional Questions

### RURAL AND/OR SMALL TOWN ADDITIONAL QUESTIONS

**ATTENTION APPLICANT:** You are seeing the Rural and Small Town Additional Questions because you answered "Yes" to question 2.23 on Form 2.

If you would like this application to be considered for a Rural and Small Town award, you must complete the following questions related to strategies for rural and small town priorities.

Before you proceed, we recommend that you read the program guidelines for the [Rural and Small Town Development Fund](#).

R.1 Does the project involve more than one (1) community allowing for shared services and/or peer to peer learning opportunities and/or housing or economic development opportunities meaningful to all affected communities?

Yes       No

R.2 Does the project directly relate to the design, enhancement or provision of water and sanitary sewer infrastructure?

Yes       No

R.3 Does the project directly relate to transportation infrastructure and transportation mobility?

Yes       No

R.4 Does the project address the unique challenges faced by rural and small towns to create jobs, invest in their workforce, retain workers/jobs, and implement other economic development goals specific to rural communities and small towns?

Yes       No

# APPLICATION

**R.4a If YES, describe how, where applicable, the project will impact direct economic development including but not limited to job growth and/or retention, land use and working lands, population trends, and its significance to the region.** *(990 of 1,000 characters)*

A 2019 operational assessment concluded that an on-call fire department may not be a sustainable staffing solution long-term. Nationwide, only ¼ - ½ of personnel are truly active & respond. For every 5 on-call firefighters recruited, only 2 will remain active after 48 mos. There is a gap in a small town's ability to recruit & retain on-call firefighters, due to demands placed on them to balance work, family & rigorous/time-consuming certification requirements. Diminished responder availability affects timely responses to emergencies. The decline in the # of on call firefighters is likely to continue & may change the operational structure currently in place at the WFD. Like most small towns, population growth, an increase in the aging population & a decline in the recruitment, retention & availability of on-call first responders may necessitate a different staffing model in the future. To create future full-time jobs & provide consistent service, we need a modern stationhouse.

**R.5 Does the project directly relate to addressing the impacts of climate change and enhance the capacity to provide or create mitigative solutions in rural and small towns?**

Yes       No

**R5.a If YES, describe how, where applicable, the project equips the municipality with the resources to address the impacts of climate change and or improve resiliency for the health and safety of residents, and its significance to the region.** *(999 of 1,000 characters)*

Williamstown is a Green Community, voting at the 2021 Town Meeting to commit the Town to a net-zero greenhouse gas emissions goal by 2050. We are aiming to achieve ILFI Zero Carbon Certification for the facility itself, a fully net-zero building with a positive & regenerative impact by reducing both operational & embodied carbon. Through integrative design, we will utilize siting to maximize natural light & air temperature. We will recover heat exhaust, reduce system sizes, use VRF heat pumps & high-density insulation. We will use glazed windows, smart-controlled LED lighting & low-flow plumbing fixtures. We will use recycled materials including high recycled steel & low carbon concrete/CMU.

## APPLICATION

We are building a 350-400 MWh rooftop & ground-mounted solar field to produce all operational electricity. This will be sized at 110% use, in anticipation of future needs.

We are also installing 2 rain gardens & leaving .55 acres undisturbed to protect wetlands, habitats & pollination resources.

# APPLICATION

## SECTION 9: Certification of Application Submission Authorization

9.1 If the applicant is a public entity, does the submission of this application require a formal vote of any board, commission, or other local entity?

*If Yes, attachment required.*

Yes       No       Not Applicable

9.2 If the applicant is a non-public entity, does the submission of this application require the authorization of the entity's board of directors, or other governing body or bylaw? *If Yes, attachment required.*

Yes       No       Not Applicable

**ATTACHMENT HERE** *If yes, attach a certified copy of the vote taken by the relevant entity.*

Uploaded



**WILLIAMSTOWN FIRE DISTRICT**

34 Water Street, Williamstown Ma 01267 | [www.williamstownfiredept.org](http://www.williamstownfiredept.org)

**Clerk's Certification of Vote**

I hereby certify that the following motion was APPROVED by unanimous vote of the duly elected and qualified, members of the Prudential Committee of the Williamstown Fire District, present at their meeting on the 1st day of May, 2023.

Motion that: The Prudential Committee authorizes Chair, David Moresi and its grant writer, Kerin Shea, to apply for and accept grant funding from the Community One Stop Grant fund, in support of the construction of a new Williamstown Fire Station, and authorize David Moresi and Kerin Shea to sign all related documents on behalf of the District as required by the Commonwealth of Massachusetts for this grant.

The Prudential Committee further authorizes its Treasurer, Billie Jo Sawyer, under their direction to record the deposits and expenditures of any received grant funds in accordance with the published protocols and generally accepted accounting standards.

**A True Copy Attest:**

  
\_\_\_\_\_  
Sarah Currie, Clerk

Date: May 1, 2023

# APPLICATION

I, Kerin Shea (Submitter Name), hereby certify that I am duly authorized to submit this application on behalf of the Williamstown Fire District (Applicant Organization Name). By entering my name in the space below, I further certify, under the pains and penalties of perjury, that the responses to the questions provided in this application, and the attached documentation, are true, accurate, and complete. I understand that the Executive Office of Housing and Economic Development (EOHED) and its partner organizations, specifically the Department of Housing and Community Development (DHCD) and the Massachusetts Development Finance Agency (MDFA), will rely on the information provided in this application to make decisions about whether to award a grant from their respective funding sources. Also, that the Commonwealth reserves the right to take action against me, the applicant organization, and/or any other beneficiary of a grant, if any of the information provided is determined to be false, inaccurate, or misleading. I also affirm that, if awarded, the applicant organization has the capacity to carry out the project in accordance with all applicable laws and regulations

Kerin Shea  
Name

Grant Writer, duly authorized  
Title

06/02/23  
Date



# APPLICATION

## SECTION 10: OTHER/OPTIONAL ATTACHMENTS

In this section, upload all attachments that support this application.

Applicants may submit other attachments to support the application, which may be reviewed and/or filed. However, please note that these items will generally not be scored or assessed as part of the formal evaluation of the proposal.

Attachment Type	Description	Uploaded?
Other Site Images	Other site photographs, illustrations, and/or maps.	Y
Other Partner Letters	Letters from any partner organizations that are collaborating on this project.	N/A
Other Support Letters	General support letters.	Y
Other	WFD Matching Funds	Y

# Williamstown Fire Station





**Built in 1950 – 5,000 SF**



# Existing Conditions

Pole



Can't open doors



Tight quarters

Pole



Isle Obstructions



Firefighters too close to trucks



- Inadequate
- Dilapidated
- Unable to be Enlarged
- Insufficient Parking



# Existing Conditions

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# Existing Conditions

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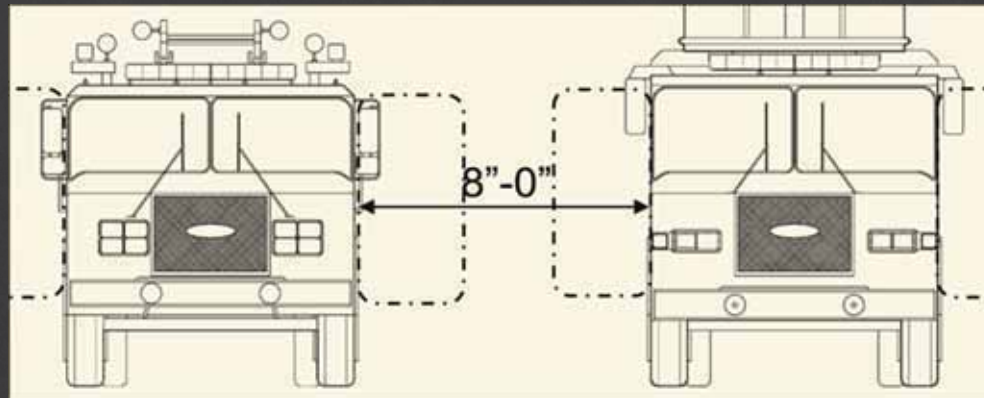


Low ceiling height.



# Safe, Efficient Apparatus Bay

Modern Station – Proper Bay Circulation





# Decon – Gear Washing

---

Williamstown



Proper Method



***NFPA 1851 §7.3.5 – Advanced cleaning shall be conducted using a washer/extractor***

***NFPA 1851 §7.3.10.1 (2) – Ensembles and ensemble elements shall be dried by a drying cabinet***



# Turnout Gear & Breathing Air

Williamstown



Williamstown



Firefighters don gear right next to vehicles – huge safety hazard.



# Mission Control

---

Williamstown



Modern Station



We need adequate, public-facing amenities for inspection, plan reviews, permits, etc.



# Maintenance Tasks

---

Williamstown



Proper Method



# Vehicle Repair

Williamstown



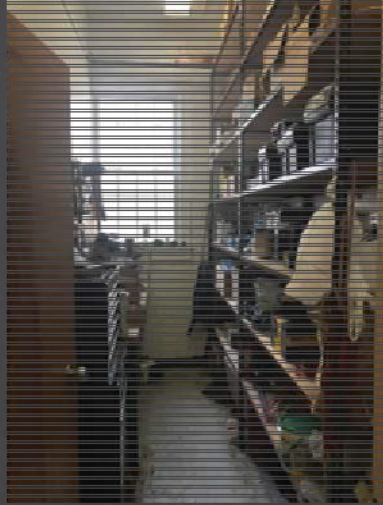
Modern Station



Maintenance currently has to be done outside due to low bay height.



# Storage



# Hose Storage

---

Williamstown



Proper Method



# Eating

Williamstown



Proper Design



No dining area. Williamstown washes contaminated breathing apparatus in the kitchen sink where food is prepped.





# Offices

---

Williamstown



Proper Design



We need adequate, public-facing amenities for inspection, plan reviews, permits, etc.



# Meeting/Training

Williamstown – Training



Williamstown – Conference Room



Modern Station





THE GENERAL COURT OF MASSACHUSETTS  
STATE HOUSE, BOSTON 02133-1053

May 16, 2023

Ms. Jennifer Maddox, Undersecretary  
Department of Housing & Community Development  
100 Cambridge Street, Suite 300  
Boston, MA 02114

**RE: Williamstown Fire Dept. One Stop application**

Dear Ms. Maddox:

I am writing in support of the Williamstown Fire District's application for a Community One Stop Grant. As State Senator of the Berkshire, Hampden, Franklin and Hampshire District, I fully support their proposal.

In FY'22, the Williamstown Fire District (WFD) won a Rural and Small Town Development grant for design of a new fire station, and recently Williams College and the Clark Art Institute have donated \$1.5 million toward construction of the new facility. As Williamstown's small tax base makes funding large capital projects difficult, the Fire District is looking to leverage those funds by seeking grant funds for the construction phase of the project.

The current Williamstown fire station was built in 1950. The building is vastly under-sized for the needs of today's department, technology, and equipment. The Fire District is unable to purchase standard-sized equipment, resorting to ordering custom-sized fire engines and ladder/pumper trucks, due to the narrow width and length of the apparatus bays, and low height of the bay doors. Equipment, gear and other supplies are stored in the apparatus bay, creating bottlenecks when firefighters respond to a call. These bottlenecks increase the station's response time, hinders deployment, and jeopardizes the rescue process. There is no decontamination area for equipment and personnel. Ventilation is limited and not up to code. The building does not have sprinklers. There are no ADA public restrooms.

According to a feasibility study, the current building does not meet many standards and guidelines as recommended by the National Fire Protection Association and the Air Force Fire Station Design Guide. In addition to lacking optimal apparatus and equipment space, the building is lacking programmatic space – training, administration, dining, dorms, locker rooms/showers, and storage. A proper facility for Williamstown's size and needs would be over 22,000 SF. The current building measures approximately 5,000 SF. In addition, management and operation of the Forestry Department has recently been transferred from the Town to the Fire District. There is no room to house this department in our current facility, and will require even more square footage in a new facility.

While Williamstown is technically classified as a small town with a population of 7,754 which includes about 2,000 Williams College students (166 residents per square mile), it faces more risk than many larger communities three to four times its size. It is the largest Massachusetts town in area (48 square

miles) with 33 square miles of forest and wetlands, and over 15 miles of riverfront. Attractions such as the Appalachian Trail, Mt. Greylock State Reservation trails, Clark Art Institute, Williams College Art Museum, and the Williamstown Theater Festival bring in over 500,000 tourists per year into town. Pan Am Railway freight trains run through town six times per day. Industrial areas, hotels, multi-family residences, senior housing, assisted living and nursing home facilities all add to that emergency services load.

All of this shows the challenges and risk the Williamstown Fire District faces daily to protect the community. The senior population is estimated to be twenty-five percent of the total population. As this group ages in place, the WFD will see more medical service calls. For Williamstown to attract more residents, businesses, offer more multi-family and affordable housing, the Town needs to upgrade its fire safety infrastructure. I encourage you to look favorably on this application, which will help position the Fire Department and the Town for the next 50 years. Please let me know if I can supply additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul W. Mark".

**PAUL W. MARK**, *State Senator*  
*Berkshire, Hampden, Franklin & Hampshire District*

PWM/jg



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State House  
Boston, Massachusetts 02133

**John Barrett III**  
**State Representative**  
**Chair, House Ethics Committee**  
**First Berkshire District**

**State House – Room 185**  
**Phone (617)722-2960**

May 18<sup>th</sup>, 2023

Jennifer Maddox, Undersecretary  
Department of Housing & Community Development  
100 Cambridge Street, Suite 300  
Boston, MA 02114

**RE: Williamstown Fire District, Community One Stop Grant Application**

Dear Undersecretary Maddox,

I am pleased to be writing in support of Williamstown Fire District’s Application for a Community One Stop Grant. In FY22, the Williamstown Fire District (WFD) was successful in winning a Rural & Small-Town Development Capital Grant for design of a new Fire Station. Previously, both Williams College and the Clark Art Institute donated \$1.5 million toward the new facility. As Williamstown’s small town tax-base makes funding large capital projects difficult, the Fire District is looking to leverage those funds by seeking Community One Stop funds for the construction phase.

The current Williamstown Fire Station was built in 1950 and is vastly under-sized for the needs of today’s department. Presently, the Fire District is unable to purchase standard-sized equipment and ladder/pumper trucks due to the narrow width and length of the apparatus bays. Equipment, gear, and other supplies are stored in the apparatus bay, creating an extreme lack of circulation and difficulty when firefighters respond to a call. This bottleneck increases response time, hinders deployment, and jeopardizes the rescue process. Ventilation is limited and not up to code, and the building isn’t sprinklered.

The current building does not meet many of the guidelines as recommended by the National Fire Protection Association (NFPA) and the Air Force Fire Station Design Guide. In addition to lacking optimal apparatus and equipment space, the building is lacking programmatic space for training, administration, dining, dorms, locker rooms, and storage. A proper facility for Williamstown’s size and needs would be over 22,000 square feet. The current size of the building has been further stretched by the transfer of the Forestry Department to the Fire District.

While Williamstown is technically classified as a small town with a population of 7,754, including ~2,000 Williams College students (166 residents per square mile), it faces more risk than many larger

communities three to four times its size. It is the largest Massachusetts town in area (48 square miles) with 33 square miles of forest and wetlands and over 15 miles of riverfront. Attractions such as the Appalachian Trail, Mt. Greylock State Reservation trails, Clark Art Institute, Williams College Art Museum and the Williamstown Theater Festival attract over 500,000 tourists per year into town. An active east-west Pan Am Railway freight line still runs through town six times per day. In light of the number of recent freight train accidents, it is critical that Williamstown Fire Department is adequately prepared to respond in a prompt fashion. Industrial areas, hotels, multi-family residences, senior housing, assisted living and nursing home facilities all add to the immense emergency services load.

As stated above, there are vast challenges and risks that the Williamstown Fire District faces daily to protect the community. Seniors make up approximately 25% of the population. For Williamstown to grow, attract more residents, businesses, and to offer more multi-family and affordable housing, they need the safety infrastructure in place to manage this growth. More residents, more businesses, more industry, and a bigger tourism economy all bring more service calls.

I strongly support this Community One Stop Application for the Williamstown Fire Department. If you have any further questions, please feel free to further contact me.

Respectfully,

A handwritten signature in blue ink that reads "John Barrett, III". The signature is written in a cursive style with a long, sweeping underline.

Representative John Barrett, III  
1<sup>st</sup> Berkshire District



**WILLIAMSTOWN FIRE DISTRICT**

34 Water Street, Williamstown Ma 01267 | [www.williamstownfiredept.org](http://www.williamstownfiredept.org)

May 10, 2023

Jennifer Maddox, Undersecretary  
Department of Housing & Community Development  
100 Cambridge Street, Suite 300  
Boston, MA 02114

**RE: Williamstown Fire District, Rural and Small Town Development Capital Grant Application**

Dear Undersecretary Maddox,

The Williamstown Fire District (WFD) is established by charter. It is a separate fiscal entity from the Town of Williamstown, and its own separate taxing authority. The WFD's Chief Governing Body is its 5-member Prudential Committee, and its Chief Legislative Body is the District Meeting, a typical open town meeting-like gathering for registered voters to conduct the transaction of Williamstown Fire District business. In FY22, the WFD won a successful Rural and Small Town Development Capital Grant from the MA Department of Housing and Community Development (DHCD) to fund the schematic design of a new fire station. Recently, Williams College and the Clark Art Institute agreed to donate \$1.5 million in construction funds. As Williamstown's large number of tax-exempt properties and small tax-base makes funding large capital projects difficult, the Fire District is looking to leverage those funds by seeking grant funds for the next phase of the project - construction. As Chair of the Prudential Committee, we fully support this application.

The current Williamstown Fire Station was built in 1950. The building is vastly under-sized for the needs of today's department, technology, and equipment. Due to the current station's limited size, the Fire District is unable to purchase standard-sized equipment. Overcrowded apparatus bays due to lack of storage increases the station's response time, hinders deployment, and jeopardizes the rescue process. There is no decontamination area for equipment and personnel. Ventilation is limited and not up to code. The building isn't sprinklered. There are no ADA accessible public restrooms.

In May 2021, one of the largest forest fires in state history started in Williamstown, burning nearly 1,000 acres over a three-day period. Our facility had no bunk rooms, showers or dining areas to offer respite to our firefighters nor the mutual aid personnel who came in from elsewhere to assist. An active Pan Am Railway freight line still runs through town 6 times per day. Human error, track defects, longer trains and mechanical (brake) failures accounted for over 1,100 train derailments in

2022. Should Williamstown find itself with a catastrophe the likes of the derailment in Palestine, OH earlier this year, we would be in the same predicament, not being able to offer respite, food and accommodations to personnel, nor shelter to evacuated residents.



**WILLIAMSTOWN FIRE DISTRICT**

34 Water Street, Williamstown Ma 01267 | [www.williamstownfiredept.org](http://www.williamstownfiredept.org)

The current building does not meet many standards and guidelines as recommended by the National Fire Protection Association (NFPA) and the Air Force Fire Station Design Guide. A proper facility for Williamstown's size and needs would be over 22,000 SF. The current building measures approximately 5,000 SF, less than one quarter of the size recommended. Management and operation of the Forestry Department has been transferred from the Town to the Fire District. This department will be relocated to all be under one roof, in our anticipated new facility.

Our current facility lacks any community space to hold such important events such as CPR classes, defibrillator/fire extinguisher trainings, car seat installations, Halloween Candy examination, climate event preparation (wild fires, floods, ice storms, power outages) or other fire safety education. A new facility will not only give us this space, but also will allow us to become a sanctioned emergency shelter, an emergency operations center and backup dispatch center.

The WFD has been working toward realizing a new station for many years. This grant will help us achieve the specification and schematic design phase. To date, we have spent nearly \$1,000,000 in qualifying matching funds, financing site acquisition, Feasibility Study, Phase 1 Environmental Assessment, Wetlands Mapping, Operational Assessment, surveys, geotech, legal, architectural design and OPM services. The WFD purchased a 3.5 acre parcel in 2018, thus giving us full site control. This project has support of the community, as demonstrated by the 2/3 vote needed to acquire property, approved at District Meeting, as well as approvals for design funding appropriations.

We ask that you look favorably on this grant application.

Regards,

A handwritten signature in black ink, appearing to read "David Moresi", written over a light blue horizontal line.

David Moresi,  
Prudential Committee Chair  
Williamstown Fire District



## Matching Funds

Appropriation Vote	(\$22.5 million)
Commitment Letter - Williams College	(\$5 million)
Commitment Letter - Clark Art Institute	(\$500,000)
Select Board Minutes - ARPA Allocation	(\$225,000)
Lease - Construction Staging/Lay Down	(\$10,000)



**WILLIAMSTOWN FIRE DISTRICT**

34 Water Street, Williamstown Ma 01267 | [www.williamstownfiredept.org](http://www.williamstownfiredept.org)

**Clerk's Certification of Vote**

**At the Special District Meeting of the legal voters of the Williamstown Fire District, duly called and warned, and held on Tuesday, February 28, 2023 at 1900 hours, with a quorum present, under Article 1 of the Warrant calling said meeting, which was:**

**Article 1:** That the District appropriate the sum of Twenty Two Million Five Hundred Thousand Dollars (\$22,500,000) for the purpose of paying the costs of the design, engineering, construction and equipping of a new fire station to be located at 562-580 Main Street, including site preparation, remediation, and demolition costs, and the payment of all other costs incidental and related thereto, and that to meet this appropriation the District Treasurer, with the approval of the Prudential Committee, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7 or pursuant to any other enabling authority, and to issue bonds and notes therefor; and further, to authorize the Prudential Committee to apply for and accept any forms of financial assistance that may be available to the District on account of this project which amount received shall reduce the amount to be borrowed pursuant to this vote by a like amount; and further, to authorize the Prudential Committee to enter into all agreements and execute any and all instruments deemed necessary to effectuate the purposes of this vote; and to take any other action relative thereto.

***THE FOLLOWING ACTION WAS TAKEN:***

***Voted 509 votes in favor and 32 votes against (2/3 majority required and met), to adopt the subject matter of this article and that the sum of twenty two million five hundred thousand dollars be appropriated accordingly.***

**A True Copy Attest:**

  
\_\_\_\_\_

**Sarah Currie**

**Clerk**

**Dated:** February 28, 2023

February 2, 2023

Mr. David Moresi  
Chair, Prudential Committee  
Williamstown Fire District  
34 Water Street  
Williamstown, MA 01267

Dear Dave:

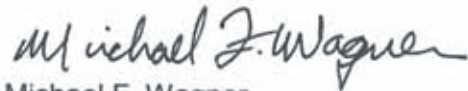
I am very happy to inform you of Williams College's (the "College") commitment to contribute a total of five million dollars to the Williamstown Fire District (the "District") to be used by the District only for the payment of capital expenses, including without limitation the payment of debt service associated with bonds or notes issued by the District, directly related to the construction of a fire station in substantially the same design as is shown on the plans prepared by Mitchell Associates Architects PLLC, titled Williamstown Fire Station, 3rd Concept, and dated October 6, 2022, subject of course to reasonable value engineering (the "Project").

The College will contribute five equal payments of one million dollars in each of five consecutive fiscal years contingent upon the following: (1) the Project and associated bonding are approved by the Fire District voters and the Prudential Committee by the end of 2024; (2) borrowing for the debt financed portion of the project has been secured by then as well; (3) construction of the building, as opposed to site preparation work, has commenced before the first payment is made; and (4) before each subsequent payment, receipt and review of a report demonstrating that proportionate construction progress has been made in accordance with the Project plans. Given our understanding of the District's proposed construction schedule, the College expects the first payment of one million dollars to be made at a mutually agreeable time in the spring of 2024.

The College understands the District will need to ensure compliance with applicable federal and state laws, including tax, reporting and other obligations, as it finances the Project. In the event this contribution creates any reporting obligations or compliance concerns, the College will work reasonably and in good faith to resolve them with the District within the framework of this gift.

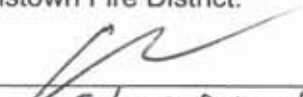
Williams deeply appreciates the service the Williamstown Fire Department provides to the community, including the College, and welcomes the opportunity to contribute to this exciting project. If you have any questions or concerns about the proposed timing of the contributions, please do not hesitate to contact me. If the foregoing is acceptable, please return a fully signed duplicate original of this letter to me at your convenience.

Sincerely,



Michael F. Wagner  
Vice President for Finance and Operations, Treasurer  
Williams College

Agreed and accepted by the  
Williamstown Fire District:

By:   
Its: Chair, Probation Committee

OFFICE OF THE DIRECTOR

THE  
STERLING  
AND  
FRANCINE  
CLARK  
ART  
INSTITUTE

March 7, 2023

Mr. David Moresi  
Chair, Prudential Committee  
Williamstown Fire District  
34 Water Street  
Williamstown, MA 01267

Williamstown  
Massachusetts 01267  
Tel 413 458 9545  
Fax 413 458 5902  
clarkart.edu

Dear Dave:

I am very happy to inform you of The Sterling and Francine Clark Art's ("the Clark") commitment to contribute a total of five hundred thousand dollars (\$500,000.00) to the Williamstown Fire District (the "District") to be used by the District only for the payment of capital expenses, including without limitation the payment of debt service associated with bonds or notes issued by the District, directly related to the construction of a fire station in substantially the same design as is shown on the plans prepared by Mitchell Associates Architects PLLC, titled Williamstown Fire Station, 3rd Concept, and dated October 6, 2022, subject of course to reasonable value engineering (the "Project").

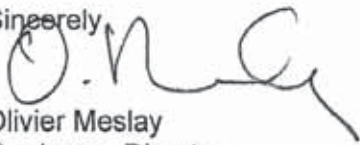
The Clark will contribute five (5) equal payments of one hundred thousand dollars (\$100,000.00) in each of five (5) consecutive fiscal years contingent upon the following: (1) the Project and associated bonding are approved by the Prudential Committee by the end of 2024; (2) borrowing for the debt financed portion of the project has been secured by then as well; (3) construction of the building, as opposed to site preparation work, has commenced before the first payment is made; and (4) before each subsequent payment, receipt and review of a report demonstrating that proportionate construction progress has been made in accordance with the Project plans. Given our understanding of the District's proposed construction schedule, the Clark expects the first payment of one hundred thousand dollars (\$100,000.000) to be made at a mutually agreeable time in the spring of 2024.

The Clark understands the District will need to ensure compliance with applicable federal and state laws, including tax, reporting and other obligations, as it finances the Project. In the event this contribution creates any reporting obligations or compliance concerns, the Clark will work reasonably and in good faith to resolve them with the District within the framework of this gift.

The Clark Art Institute deeply appreciates the service the Williamstown Fire Department provides to the community and welcomes the opportunity to

contribute to this exciting project. If you have any questions or concerns about the proposed timing of the contributions, please do not hesitate to contact me. If the foregoing is acceptable, please return a fully signed duplicate original of this letter to me at your convenience.

Sincerely,



Olivier Meslay  
Hardymon Director  
Clark Art Institute

Agreed and accepted by the  
Williamstown Fire District:

By: \_\_\_\_\_

Its: Producers Committee Chair



**WILLIAMSTOWN SELECT BOARD**  
**31 NORTH STREET**  
**AGENDA**

**MONDAY, FEBRUARY 13, 2023**

**7:00 P.M.**

This meeting of the Williamstown Select Board will be held in person with remote participation via Zoom and streaming live on Willinet.org., & broadcast live on Willinet's Spectrum cable TV channel 1303.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82906833079>

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 646 931 3860

Webinar ID: 829 0683 3079

**1. OPENING STATEMENT**

**2. PUBLIC HEARINGS: 7:05 PM**

- a. Petition For Joint or Identical Pole Locations- National Grid/Verizon to install (1) S0 stub pole 5-584 on Oblong Rd. beginning at a point approximately 1800' northwest of the centerline of the intersection of Hancock Rd. to support new service.
- b. 2nd Petition For Joint or Identical Pole Locations-National Grid/Verizon to install (2) J0 poles 5-50 and 6-50 on Oblong Rd. beginning at a point approximately 1550' northwest of the centerline of the intersection of Hancock Rd. and continuing approximately 240' in a northwest direction to correct long spans.

National Grid Representative Nick DeRose

**3. CONSENT AGENDA**

- a. Approval of Minutes 5/26/22 & 5/26/22 exe session  
Approval of Minutes 01/30/23

**4. ITEMS FOR SELECT BOARD'S CONSIDERATION**

- a. Update on CARES Project
- b. ARPA Allocations**
- c. Draft Code of Conduct
- d. Flag bylaw discussion

**ONGOING ITEMS:**

- e. Liaison committee updates
  - i. DIRE
  - ii. AHT
  - iii. CPC
  - iv. Charter Review Update
  - v. Town Meeting Operational Review

**5. TOWN MANAGER'S REPORT**

**6. PUBLIC COMMENT PERIOD**

**7. OTHER BUSINESS**

**8. ADJOURN**





## WILLIAMSTOWN SELECT BOARD

31 NORTH STREET

MONDAY, FEBRUARY 13, 2023

MINUTES

This meeting of the Williamstown Select Board was held in person with remote participation via Zoom and streaming live on Willinet.org., & broadcast live on Willinet's Spectrum cable TV channel 1303.

**Present:** Hugh Daley, Jeff Johnson, Jane Patton, Randal Fippinger and via Zoom Andy Hogeland

**Also present:** Town Manager Bob Menicocci, Administrative Assistant Linda Sciarappa, National Grid Representative Nick DeRose, CARES: Abby Reifsny & Kerri Nicoll, Don Dubendorf, David Moresi, Ann Skinner

Hugh Daley opened the meeting at 7:00 p.m.

### 1. OPENING STATEMENT

### 2. PUBLIC HEARINGS: 7:05 PM

- a. Petition For Joint or Identical Pole Locations- National Grid/Verizon to install (1) SO stub pole 5-584 on Oblong Rd. beginning at a point approximately 1800' northwest of the centerline of the intersection of Hancock Rd. to support new service.

Hugh Daley opened the hearing at 7:02 p.m. National Grid Representative Nick DeRose answered questions pertaining to the SO stub pole installation. The pole was a customer request. National Grid is trying to shorten the spans between poles in the area. There will be no power interruption for the work described. There being no further questions, motion to approve made by Jeff Johnson, seconded by Randal Fippinger. The motion passed unanimously by a roll call vote. 5-0-0: Daley-aye, Fippinger-aye, Hogeland-aye, Johnson-aye, Patton-aye

- b. 2nd Petition For Joint or Identical Pole Locations-National Grid/Verizon to install (2) JO poles 5-50 and 6-50 on Oblong Rd. beginning at a point approximately 1550' northwest of the centerline of the intersection of Hancock Rd. and continuing approximately 240' in a northwest direction to correct long spans.

Nick DeRose discussed the pole location across the street. There will be no power interruption for the work described. There being no questions, motion by Jeff Johnson to approve, seconded by Jane Patton. The motion passed unanimously by a roll call vote. 5-0-0: Daley-aye, Fippinger-aye, Hogeland-aye, Johnson-aye, Patton-aye

The hearing closed at 7:08 p.m.

### 3. CONSENT AGENDA

- a. Approval of Minutes 5/26/22 & 5/26/22 exe session  
Approval of Minutes 01/30/23

Motion made by Jane Patton to approve the Consent Agenda, seconded by Jeff Johnson. The motion passed unanimously by a roll call vote. 5-0-0: Daley-aye, Fippinger-aye, Hogeland-aye, Johnson-aye, Patton-aye

### 4. ITEMS FOR SELECT BOARD'S CONSIDERATION

#### a. Update on CARES Project

Abby Reifsnay and Kerri Nicoll were present and gave the board an update on the progress of the project. Abby gave the history of the project which spans over 18 months. It was discussed that the Director had left midway through the project and social workers voluntarily kept the project going. The interview process is complete.

Kerri Nicoll is conducting the project analysis of 163 town residents and she worked 250 hours over the summer of 2022 on the project. Kerri discussed that this is a time consuming process. It was duly noted that the draft report will be skewed because the demographics of the study does not match the population. They didn't receive as many responses from under represented residents as desired. Kerri discussed the process for individual coding of all the transcripts. The plan is to have the draft report finalized by June 2023. The draft report will be made available to the board.

Kerri responded to questions from the board. Kerri believes that the study was a worthwhile effort and it will have useful information for the town. The town will use the unspent Director's salary to pay Kerri for her work. The Select Board thanked Abby and Kerri for helping the town in saving the project.

#### b. ARPA Allocations

Hugh Daley gave a brief summary of where the board left off with the allocation of the ARPA funds.

David Moresi, Chair of the Williamstown Fire District Building Committee discussed the proposed fire station. The amount to be bonded for the entire project is \$ 22.5M. The firefighters have come together and worked to reduce the size of this projection in effort to lessen the financial impact on the community. The total amount will be further reduced by grants and pledges.

Ann Skinner spoke in opposition of the fire station project. It should be paid for by the Fire District.

Don Dubendorf spoke regarding the bond.

Andy Hogeland clarified ARPA allocations via email to the board. The Select Board selected items at the last board meeting to be earmarked for funding. The Town Manager will complete the procurement process.

Hugh Daley spoke regarding town finances and the Bike and Pedestrian Path cost overruns. He proposed the board allocate \$ 1M towards the general infrastructure fund and \$ 400,000 to the Fire District.

Hugh Daley moved to give the Fire District \$ 400,000 towards the fire station project, seconded by Randal Fippinger. Considerable deliberation followed. The motion and second were withdrawn.

Motion made by Hugh Daley and seconded by Randal Fippinger to contribute to the Fire District project. The motion passed unanimously by a roll call vote. 5-0-0: Daley-aye, Fippinger-aye, Hogeland-aye, Johnson-aye, Patton-aye

Discussion followed regarding how much money to contribute to the Fire District project. Motion made by Andy Hogeland to contribute \$ 225,000 to the Fire District project, seconded by Jane Patton. The motion passed unanimously by a roll call vote. 5-0-0: Daley-aye, Fippinger-aye, Hogeland-aye, Johnson-aye, Patton-aye

Discussion followed regarding the Affordable Housing Mortgage Assistance Program. The Select Board earmarked ARPA funds to Affordable Housing. The CPC also approved to allocate funds to Affordable Housing. Hugh Daley proposed the board push back \$ 150,000 to the general fund.

Motion made by Hugh Daley to move back \$ 150,000 from Affordable Housing home ownership to the General Fund, seconded by Jane Patton. The motion failed by a roll call vote: 2-3-0: Daley-aye, Fippinger-nay, Hogeland-nay, Johnson-nay, Patton-aye

ARPA discussions closed for this meeting. The Town Manager was asked to deliver a plan for the use of the remaining ARPA funds for Select Board consideration. Administration will work on the specific description of the allocations for the ARPA Audit.

**c. Draft Code of Conduct**

The board accepted the edits made to the document since their last meeting. Andy Hogeland will proceed to gather comments on the document from the other boards and committees. It was recommended that Andy Hogeland drop the enforcement long form and to start with the short form.

**d. Flag bylaw discussion**

Andy Hogeland discussed the proposed flag bylaw materials presented to the board from City of Boston, Dighton and the Attorney General's review of Dighton's flag bylaw. The board discussed creating a flag bylaw that would incorporate Town Hall and the Williamstown Police Department. The bylaw will control by policy the flags that will be displayed at those locations. The board believed that this was a good starting point and they will solicit public input on the issue.

**ONGOING ITEMS:**

**e. Liaison committee updates**

**i. DIRE**

Randal Fippinger reported that Andi Bryant regretfully resigned from the committee. The committee is committed to working on the Strategic Plan and asked for the Select Board's expectation on a timeline for its completion. Discussion on the timeline followed. DIRE will discuss the timeline at their next meeting.

ii. AHT

Andy Hogeland discussed that AHT has not met. Andy spoke about some of the agenda items for the next scheduled meeting on February 15, 2023.

iii. CPC

Jane Patton reported that the CPC had met last Wednesday and approved 5 out of 6 funding applications received. The Bike & Pedestrian Path application was not approved for funding. The next scheduled meeting is March 8th to discuss the warrant articles.

iv. Charter Review Update

Jeff Johnson reported that the committee had met and finalized the townwide survey that will go out in March.

v. Town Meeting Operational Review

Randal Fippinger reported that the committee had not done much since his last report. Randal discussed getting information out to the voters about the use of counting clickers and a FAQ about Town Meeting.

## 5. TOWN MANAGER'S REPORT

- Bob Menicocci announced that Williams College will hold its Winter Carnival next week. There will be a fireworks display on Thursday, February 16.
- Received a visit from a fiber broadband company who are exploring the possibility of expanding to the area and this community. They are doing some reconnaissance work for a preliminary plan. The company would want some sort of tax relief.
- Audit is close to completion
- Budget process continues with the expectation to wrap up in the next two weeks

## 6. PUBLIC COMMENT PERIOD- none heard

## 7. OTHER BUSINESS

The Planning Board will meet with the Select Board at an upcoming meeting to discuss items that they are working on and to present their warrant articles.

The short term rental discussion is on hold for the time being. The board will watch and learn from other towns who are working on this issue.

### Reminders:

- DIRE Committee is in need of members
- Nomination papers are available in the Town Clerk's Office for Town Election and due March 21st

## 8. ADJOURN

Motion made by Jane Patton to adjourn at 9:04 p.m., seconded by Jeff Johnson. The motion passed unanimously by a roll call vote. 5-0-0: Daley-aye, Fippinger-aye, Hogeland-aye, Johnson-aye, Patton-aye

Respectfully submitted,  
Linda Sciarappa, Administrative Assistant to the Town Manager

## STAGING AREA AGREEMENT

This Lease is between the Williamstown Fire District with a principal place of business at 34 Water Street, Williamstown, MA 01267, hereinafter referred to as the Lessor, and Ruport Realty LLC, with a usual place of business at 1520 Park Street, Palmer, MA, hereinafter referred to as the Lessee.

### Leased Premises

The Lessor hereby leases to the Lessee, and the Lessee hereby leases from the Lessor, for the term and upon the conditions contained in this Lease, (the "Premises") a portion of a vacant lot located at 574 and 576 Main Street in Williamstown, MA, as highlighted on the attached map (Exhibit 'A'). The Premises leased by the Lessor to the Lessee pursuant to this Lease are hereinafter referred to as the "Leased Premises". The Leased Premises are leased by the Lessor to the Lessee together with the right to use for construction activities related to the Bridge Replacement and Related Work Bridge No. W-37-015 Route 2 (Main Street) over the Green River in the Town of Williamstown – MassDOT No. 113892. This right shall extend to the Lessee, agents, servants, employees, and customers. The Lessee shall allow Lessor access to the Lease Premise, during the term herein, for the purpose of conducting preconstruction activities required for the Lessors building project on the site and Lessee agrees to cooperate with the Lessor to expeditiously facilitate these activities, which may require repositioning some or all of Lessees equipment and materials, to another portion of the site as directed by the Lessor. Lessor shall provide the Lessee with 30 days advance written notice for any such activities.

If Lessor's construction activities in 2023, advance to the point that repositioning of Lessee's equipment and materials is no longer feasible, then this agreement may be terminated upon 60 days advance written notice to the Lessee.

The Lessee agrees to return the Leased Premises to good order similar to its original state following the expiration of this Lease unless directed otherwise by Lessor and agreed upon in writing by both parties.

#### Rent and Term

The agreement for the Leased Premises will commence upon the execution of this contract and, subject to the conditions above, will continue for a term of one year until June 1, 2023. The cost of the Leased Premises will be \$750.00 per month to be paid on the first day of each month. The term of the rental period may be extended on a month-to-month basis if agreed upon in writing by both parties.

#### Indemnification and Liability Insurance

(a) The Lessee agrees that, unless caused by the negligent or tortious acts of the Lessor, it shall (i) indemnify the Lessor against any injury, loss, claim or damage to any person or property while on the Leased Premises; (ii) indemnify the Lessor against any injury, loss, claim or damage to any person or property, wherever located, if caused by the negligent or tortious acts of the Lessee. If the Lessor shall, without fault on its part, be made a party to any litigation commenced by or against the lessee, the Lessee shall protect and hold the Lessor harmless and indemnify from and against loss or damage sustained by the Lessor as a result thereof, and the Lessee shall pay all reasonable costs and expenses, including reasonable attorney's fees, incurred or paid by the Lessor in connection with any such litigation.

(b) The Lessee and the Lessor shall each procure and maintain in full force a "Comprehensive General Liability" insurance policy under which the other party shall be named as an Additional Insured. Under such policy Bodily Injury limits shall be \$1,000,000 per person,

per occurrence and Property Damage limits shall be \$500,000 each occurrence. Certificates of insurance effected under this paragraph, and certificates of any and all renewals or replacements thereof shall be delivered to the other party as soon as possible after the effective date of this Lease. Each policy or certificate shall provide that the insurance shall not be canceled or reduced in amounts or limits, or reduced in breadth of coverage without thirty (30) days prior written notice to the other party, and that no act or omission on the part of the one party shall invalidate such policies as they apply to the other party.

Compliance With Law

The Lessee agrees that it shall, at its own expense, comply with all state and federal statutes, municipal regulations, and all regulations and orders of any public authority with respect to compliance required by its specific use of the Leased Premises as opposed to the use and occupancy of the Leased Premises as offices generally.

IN WITNESS WHEREOF, the Lessor and the Lessee have signed this Lease as a sealed instrument as of the 2nd day of May 2022.

LESSEE,  
RUPORT REALTY, LLC.

By   
Title Dan Huse, Project Manager

LESSOR,  
WILLIAMSTOWN FIRE DISTRICT

By   
Title Gordon L. Thurston  
TREASURER.



# Exhibit 'A'

Google Maps Williamstown

