

BOARD OF SELECTMEN  
APPROPRIATIONS COMMITTEE  
FINANCIAL PLANNING COMMITTEE  
FIRE STATION BUILDING COMMITTEE

SPECIAL JOINT MEETING MINUTES – November 29, 2018

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Northborough Free Library, 34 Main Street, Northborough, MA

**BOARD AND COMMITTEE MEMBERS PRESENT**

Board of Selectmen

Chairman Rand called the meeting of the Board of Selectmen to order. Present were Dawn Rand, Jason Perreault, Leslie Rutan, Tim Kaelin and Julianne Hirsh

Appropriations Committee

Chairman Kelly called the meeting of the Appropriations Committee to order. Present were Elaine Kelly, Richard Nieber, Robert D'Amico, Anthony Poteete and George Brenckle.

Financial Planning Committee

Chairman DeVries called the meeting of the Financial Planning Committee to order. Present were David DeVries, Thomas Spataro, T. Scott Rogers and William Peterson.

Fire Station Building Committee

Chairman Rand called the meeting of the Fire Station Building Committee to order. Present were Dawn Rand, Chief David Parenti, Daniel Brillhart, Jamie Desautels and Mitch Cohen.

Others

Also present were Town Administrator John Coderre, Assistant Town Administrator Kimberly Foster and Jeff Davis and Stewart Roberts from Johnson Roberts Associates Inc.

7:00 p.m. - **JOHN CODERRE, TOWN ADMINISTRATOR**

Presentation to provide update on the Fire Station Feasibility Study.

Mr. Coderre introduced Architects Stewart Roberts and Jeff Davis from Johnson Roberts Associates, Inc., to provide an update on the Fire Station Feasibility Study. Mr. Roberts reviewed the feasibility study process, which is ultimately intended to inform the Town's decision-making as it considers whether a renovation/addition of the existing station can meet the Fire Department's needs, or if an alternate site is needed. The study commenced with a review of the constraints and opportunities of the existing station located at 11 Pierce Street. Mr. Roberts stated that while the existing building has been well maintained, a number of building systems (mechanical, electrical and plumbing) are antiquated and in need of updating, but the overarching constraints pertain to the building's inability to meet the department's current programmatic needs. Specifically, the approximately 11,000 square foot building was built in 1975 to support a volunteer department that did not operate an ambulance service (EMS responses are now 68% of

the calls to which the department responds); there is inadequate space for 22 full-time personnel the department currently supports; there are no facilities for female firefighters; and there is inadequate space for existing apparatus and equipment.

Mr. Roberts discussed the programmatic needs assessment, or process by which his firm determined that a 23,000 square foot facility is needed to support the current and future program requirements of the department. It was determined that the existing site at 11 Pierce Street does not, on its own, provide adequate space for a facility that size. He stated that his firm then began a review of potential sites that might have the ability to support the development of new two-story 23,000 square foot station, and ultimately, two sites were identified as viable: 61-65 West Main Street (potentially with 10 Monroe Street) and the existing 11 Pierce Street site with 10 Church Street and 7 Pierce Street. Mr. Roberts presented conceptual project budgets for the two sites, indicating that the estimated conceptual budgets, as presented, are approximately a million dollars apart. Given that either option would require the Town to acquire land, which is subject to MGL Chapter 30B, the Town intends to issue an Request for Proposals, under which process non-price factors (e.g., suitability of the site) can be considered in addition to price.

Following Mr. Robert's presentation, Mr. Coderre reviewed the RFP process. This will be a 20-year debt-excluded project. The remaining funds from the Lincoln Street School project of approximately 1.38M can be used towards the Fire Station Building project.

Mr. Coderre explained that the next step in the process is to go through the public procurement process to acquire the land and seek funding to pay for it as well as the design. Funding will require a ballot vote at the May 2019 Town Election. Regarding the timeframe to build a new Fire Station, the Fire Station Building Committee will place a second warrant article on the 2020 Annual Town Meeting Warrant for construction costs based on the actual design that will have been bid out.

## **ADJOURNMENT**

All Board and Committees present motioned to adjourn their meetings. The meeting adjourned at 8:20 p.m.

Respectfully submitted,

Kimberly Foster  
Assistant Town Administrator

### Documents used during meeting

1. November 29, 2018 Joint Meeting Agenda.
2. Space needs.
3. Draft RFP for Land Acquisition.
4. Presentation Slides.