

**FIRE STATION BUILDING COMMITTEE
MEETING MINUTES – February 23, 2018**

10:00 a.m. - Fire Station, 11 Pierce Street, Northborough, MA

MEMBERS PRESENT: Dawn Rand, Chair – Board of Selectmen
David Parenti, Fire Chief
Daniel Brillhart, Fire Captain
Elaine Kelly, Vice Chair – Appropriations Committee
Richard Smith, Financial Planning Committee
Mitch Cohen, Citizen-At-Large

MEMBERS ABSENT: Jamie Desautels, Fire Captain

OTHERS PRESENT: John Coderre, Town Administrator
Kimberly Foster, Assistant Town Administrator

JOHNSON ROBERT ASSOCIATES

Update Re: Programmatic Needs and Building Assessment

Stew Roberts reviewed the preliminary programmatic needs of the existing building/site at 11 Pierce. Following a walkthrough of the existing building, it was noted that the building is steel framed, which does not preclude an addition. However, the existing structure was built before the current seismic codes were in place meaning that any addition would have to meet today's current codes. The building systems are generally working fine, though most are approaching the end of their useful lives. The Committee had a preliminary discussion regarding potential alternative sites in the event the current site is insufficient to accommodate an expansion.

Mr. Roberts noted that he and his team have begun a programmatic review to determine space needs. The team will continue to refine and seek additional information from staff as needed.

Review of Updated Project Schedule

Mr. Roberts presented the proposed project schedule. Following some discussion and after careful consideration, the consensus of the Committee was to not pursue the next phase of the building project at the April 2018 Town Meeting. This decision was based upon the amount of remaining work to be done and the need to spend more time analyzing potential land acquisitions, either adjacent to the current site or a new location. Also, the Massachusetts School Building Authority (MSBA) informed the Town that it will not take up the final vote to close out the remaining Lincoln Street Building Project reimbursement until its April 10th meeting, leaving little time for correction. The next phase of the fire station project planned to use the remaining budget surplus of approximately \$1.3 million left over from the completion of the Lincoln Street Elementary School project. The proceeds from that project can only be used toward another 20-year, debt-excluded project and will require not only Town Meeting action, but a ballot vote as well. The Committee felt moving forward with a ballot in May, even for just the remaining Lincoln Street budget surplus, required more communication time.

Review of Updated Project Schedule Cont. . .

A discussion ensued about using the additional time needed to review the various options and obtain the final reimbursement from MSBA. The Committee discussed the possibility of pursuing the next phase of the project in the fall of 2018 in conjunction with the November election ballot.

APPROVAL OF JANUARY 11, 2018 MEETING MINUTES

Mr. Smith moved the Committee vote to approve the January 11, 2018 meeting minutes as presented; Ms. Kelly seconded the motion. Vote: 4-0-2 (Ms. Rand and Mr. Smith abstained as they were not present at the meeting).

APPROVAL OF JANUARY 12, 2018 MEETING MINUTES

Mr. Smith moved the Committee vote to approve the meeting minutes as presented; Ms. Kelly seconded the motion. Vote: 5-0-1 (Mr. Smith abstained as he was not present at the meeting).

APPROVAL OF JANUARY 23, 2018 MEETING MINUTES

Mr. Smith moved the Committee vote to approve the meeting minutes as presented; Ms. Kelly seconded the motion. Vote: 4-0-2 (Ms. Kelly and Mr. Smith abstained as they were not present at the meeting).

NEXT COMMITTEE MEETING

The next committee meeting will be held AT 10:00 A.M. on Friday, March 16, 2018.

OTHER BUSINESS

None.

ADJOURNMENT

Ms. Kelly moved the Committee vote to adjourn; Mr. Smith seconded the motion; all members voted in favor.

Meeting adjourned at 10:35 a.m.

Respectfully submitted,

John W. Coderre
Town Administrator

Documents used during meeting:

1. February 23, 2018 Meeting Agenda
2. January 11, 2018 Meeting Minutes
3. January 2, 2018 Meeting Minutes
4. January 3, 2018 Meeting Minutes
5. Draft Project Schedule