

**FIRE STATION BUILDING COMMITTEE
MEETING MINUTES – March 16, 2018**

10:00 a.m. - Town Offices, 63 Main Street, Northborough, MA

MEMBERS PRESENT: David Parenti, Fire Chief
Daniel Brillhart, Fire Captain
Jamie Desautels, Fire Captain
Elaine Kelly, Vice Chair – Appropriations Committee
Mitch Cohen, Citizen-At-Large

MEMBERS ABSENT: Dawn Rand, Chair – Board of Selectmen
Richard Smith, Financial Planning Committee

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

JOHNSON ROBERT ASSOCIATES

Review of Program Summary Outline

Mr. Roberts presented a preliminary program summary depicting space needs by function and estimated square footage requirements associated with each identified purpose. This information was then used to develop a rough layout of a station to allow for initial “test fits” of a new building on the site of the current station or any other potential sites that may be identified for consideration.

Mr. Roberts and his team will continue to refine their programmatic review based on feedback received from Fire Department staff. The team will also prepare a site selection matrix for the Committee’s consideration at its next meeting. The matrix is intended to guide the Committee in its evaluation of alternate sites for new construction.

APPROVAL OF FEBRUARY 23, 2018 MEETING MINUTES

Capt. Brillhart moved the Committee vote to approve the meeting minutes as presented; Chief Parenti seconded the motion. Vote: 4-0-1 (Capt. Desautels abstained as he was not present at the meeting).

NEXT COMMITTEE MEETING

The next committee meeting will be held at 10:00 A.M. on Tuesday, April 3, 2018.

OTHER BUSINESS

None.

ADJOURNMENT

Mr. Cohen moved the Committee vote to adjourn; Capt. Brillhart seconded the motion; all members voted in favor.

Meeting adjourned at 11:20 a.m.

Respectfully submitted,

John W. Coderre
Town Administrator

Documents used during meeting:

1. March 16, 2018 Meeting Agenda
2. February 23, 2018 Meeting Minutes
3. Northborough Fire Station Program Summary Outline 3/16/18
4. Northborough Fire Station Program Diagram

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