

**FIRE STATION BUILDING COMMITTEE  
MEETING MINUTES – April 25, 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  
Dawn Rand, Chair – Board of Selectmen  
Elaine Kelly, Vice Chair – Appropriations Committee  
Richard Smith – Financial Planning Committee  
Mitch Cohen, Citizen-At-Large

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

---

**JOHNSON ROBERT ASSOCIATES**

Site Selection Matrix

Mr. Davis presented draft criteria for a site evaluation matrix. The Committee discussed the criteria and the potential weighting of each item. By consensus, the Committee agreed that the proposed criteria reflect the consideration that will be important in ranking sites, but agreed to consider further refinements that Mr. Davis and his team may propose.

Request for Information

Following a discussion regarding how best to proceed with identifying any and all potentially available sites, the Committee agreed that the issuance of a Request for Information from property owners in a defined area of the downtown (within a geographic area that would allow the Department to maintain its current response times) could provide the Committee with information about potential available properties that are not currently being actively marketed as for sale. The RFI would seek to identify potential sites, but any subsequent negotiation or purchase would be subject to a separate Request for Proposals process in accordance with Massachusetts procurement laws.

Suitability of Current Site

Following a review of the architect's updated programmatic analysis of space needs, the Committee concluded that the current fire station site at 11 Pierce Street is insufficient to support the Department's programmatic needs unless the Town acquires additional adjacent property. Ms. Kelly moved the Committee vote that the existing site, as is, does not support the programmatic needs of the Department and any renovation or expansion would require the acquisition of additional land; Mr. Cohen seconded the motion. All members voted in favor.

**APPROVAL OF APRIL 3, 2018 MEETING MINUTES**

Mr. Cohen moved the Committee vote to approve the meeting minutes as presented; Ms. Kelly seconded the motion. Vote: 6-0-1 (Mr. Smith abstained as he was not present at the meeting).

**NEXT COMMITTEE MEETING**

The next committee meeting will be held at 11:00 A.M. on Wednesday, May 23, 2018 in the Selectmen's Meeting Room at Town Hall.

**OTHER BUSINESS**

Site visits to recently renovated or newly built fire stations in Holden, Westborough, Uxbridge, Belmont and Newton have been confirmed for May 1<sup>st</sup> and May 10<sup>th</sup>. These will be informational site visits only with no deliberation or voting.

**ADJOURNMENT**

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

Meeting adjourned at 10:50 a.m.

Respectfully submitted,

Kimberly Foster  
Assistant Town Administrator

Documents used during meeting:

1. April 25, 2018 Meeting Agenda
2. April 03, 2018 Meeting Minutes
3. Draft Site Selection Matrix prepared by Johnson Roberts Associates Inc.