

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

11:00 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
Stew Roberts, Johnson Roberts Associates Inc.
Jeff Davis, Johnson Roberts Associates Inc.

DISCUSSION OF SITE VISITS

Members of the Committee who participated in the May 1st and/or May 10th informational site visits to fire stations in Westborough, Uxbridge, Holden, Belmont and Newton shared their observations and offered comments for consideration when designing Northborough's station. The following were identified as desirable features to consider incorporating into Northborough's project: a mezzanine for training purposes; commercial grade kitchen; automatic gas shut off; heating of apron; adequate and segregated storage areas including an EMS supply room and outside storage for items such as snow blowers; an alerting system; adequate gear storage. The group also discussed the importance of using durable and appropriate construction materials and finishes in areas such as the apparatus floor and kitchen as well as the functionality of multi-purpose rooms (e.g. adequate outlets and technology in a conference room that would also serve as an Emergency Operations Center). Building layout, including the healthy station concept and building security features/layout of public spaces were also discussed.

Request for Information

John Coderre indicated that a staff had drafted a Request for Information that would be mailed to property owners within the downtown area (specifically, a defined area that would allow the Department to maintain its current response times). 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. Responses will be reviewed at the next meeting.

APPROVAL OF APRIL 25, 2018 MEETING MINUTES

Mr. Cohen moved the Committee vote to approve the meeting minutes as presented; Ms. Kelly seconded the motion; all members voted in favor.

NEXT COMMITTEE MEETING

The next committee meeting will be held at 10:00 A.M. on Wednesday, June 20, 2018 in the Selectmen's Meeting Room at Town Hall.

ADJOURNMENT

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

Meeting adjourned at 12:05 p.m.

Respectfully submitted,

Kimberly Foster
Assistant Town Administrator

Documents used during meeting:

1. May 23, 2018 Meeting Agenda
2. April 25, 2018 Meeting Minutes