

**FIRE STATION FEASIBILITY STUDY COMMITTEE
MEETING MINUTES – October 27, 2017**

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

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

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

INTRODUCTION, COMMITTEE CHARGE AND TOUR OF FIRE STATION

Following the introduction of committee members, Chief Parenti led a tour of the existing Fire Station located at 11 Pierce Street.

The existing Fire Station, constructed in 1975, is a two-story masonry steel frame structure. The building contains 8,250 SF on the 1st floor and 3,350 SF on the 2nd floor, for a total building area of 11,600 SF. There are four double depth apparatus bays, storage, mechanical room, training area, dispatch, and officers' work area on the first floor. The 2nd floor contains administrative areas, toilet room, dormitory, kitchen and dining/dayroom. The site contains 38,500 SF and consists primarily of bituminous pavement with some areas of lawn. There is an auxiliary 3 bay single story garage at the rear of the site that is utilized for storage of auxiliary vehicles. The department currently houses two Class-One Paramedic ambulances with a third ambulance maintained for backup. When originally designed the fire department was not providing ambulance transport services nor did the department employ any full-time career firefighters.

Today, the FY2018 Fire Department authorized staffing is composed of 21 full-time career members consisting of a Fire Chief, four Captain/EMTs, and sixteen Firefighters, of which fourteen are Paramedics. In addition to the full-time professional Firefighters, there are currently 4-7 active Call Firefighters that work as-needed. There are no provisions for accommodating female firefighters.

ELECTION OF OFFICERS

Following the tour, the members reconvened in the training room to take up the formal organization of the Committee.

Chair

Mr. Coderre opened nominations for Chair.

Mr. Cohen moved the Committee vote to nominate Dawn Rand to the position of Chair; Ms. Kelly seconded the motion. No other nominations were presented. Mr. Coderre closed the nominations for Chair. The motion to nominate Dawn Rand to the position of Chair passed unanimously.

ELECTION OF OFFICERS CONT...

Vice Chair

Mr. Coderre opened nominations for Vice Chair.

Ms. Rand moved the Committee vote to nominate Elaine Kelly to the position of Vice Chair; Mr. Cohen seconded the motion. No other nominations were presented. Mr. Coderre closed the nominations for Vice Chair. The motion to nominate Elaine Kelly to the position of Vice Chair passed unanimously.

REVIEW OF TOWN'S DESIGNER SELECTION PROCEDURE

Mr. Coderre informed the Committee that the Town is required to adopt and maintain written designer selection procedures which must be used when contracting for design services for building projects estimated to exceed \$100,000. The Town's procedures, which were updated and approved by the Board of Selectmen on July 17, 2017, closely track the statutory language in the designer selection law and comply with the guidelines promulgated by the Inspector General's Office.

REQUEST FOR QUALIFICATIONS FOR FEASIBILITY STUDY SERVICES

Mr. Coderre reviewed the draft Request for Qualifications (RFQ). He indicated that the designer will evaluate the constraints and opportunities of the existing fire station located at 11 Pierce Street, update program requirements, investigate the site and buildings, as well as analyze code and permitting requirements. Included in the scope of services, the designer shall outline a process by which the Town can evaluate the various options, including a renovation/addition at the current site, possible acquisition of adjacent land and potential relocation to a new site.

PROJECT SCHEDULE AND RFQ DEADLINE

The draft RFQ deadline is November 29, 2017 at 3pm with a pre-bid conference/walk-through tentatively scheduled for November 15, 2017 at 1pm. The timetable is subject to modification based upon advertising schedules. Mr. Coderre indicated that the proposals will be distributed to the Committee members for review prior to selection.

NEXT MEETING

The next meeting of the Fire Station Feasibility Study Committee is tentatively scheduled for December 6, 2017 at 10am at the fire station to review proposals. If the timetable changes, Committee members will be contacted with the new date.

OTHER BUSINESS

None.

ADJOURNMENT

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

Meeting adjourned at 11:45 a.m.

Respectfully submitted,

John W. Coderre
Town Administrator

Documents used during meeting:

1. October 27, 2017 Meeting Agenda.
2. Information Packet –Designer Selection Procedures.
3. RFQ.
4. FY2018 Fire Department Budget pages.