

**FIRE STATION FEASIBILITY STUDY COMMITTEE
MEETING MINUTES – December 13, 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, Fire Captain
Richard Smith, Financial Planning Committee
Mitch Cohen, Citizen-At-Large

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

APPROVAL OF OCTOBER 27, 2017 MEETING MINUTES

Chief Parenti moved the Committee vote to approve the October 27, 2017 meeting minutes as submitted; Mr. Cohen seconded the motion; all members voted in favor.

REVIEW DESIGNER PROPOSALS FOR FIRE STATION FEASIBILITY STUDY

Mr. Coderre prefaced the discussion with some background information regarding the qualities to look for in the firms. He indicated that the choice is similar to a personnel recruitment in that the Committee will be looking for the right fit. Although the firm qualifications are important, it is equally important to look at the specific team that would be involved in the project.

The Committee discussed each firm's proposal, experience and project team. By consensus, the Committee determined that the following firms should be short-listed for interviews:

Context Architecture
Johnson Roberts Associates, Inc.
CBI Consulting, Inc.
Galante Architecture Studio

The Committee then discussed the process to follow during the interviews, which will include a 30-minute presentation by each firm, followed by 30 minutes of questions and answers.

NEXT MEETINGS

The Committee agreed to schedule the following meetings to interview the firms:

Thursday, January 11, 2018 at 1:00 p.m.
Friday, January 12, 2018 at 9:00 a.m.

OTHER BUSINESS

None.

ADJOURNMENT

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

Meeting adjourned at 11:00 a.m.

Respectfully submitted,

John W. Coderre
Town Administrator

Documents used during meeting:

1. December 13, 2017 Meeting Agenda
2. October 27, 2017 Meeting Minutes
3. Copies of the ten proposals