

MEETING MINUTES

Project: Boxborough Public Safety Space Needs Assessment
Meeting Date: March 17, 2015
Meeting Number: 03
Meeting Location: Boxborough Town Hall
Report By: Amy J. Dunlap
Job No: 21411

Attending:

- Adam L. Duchesneau (ALD), Town Planner
- Amy Dunlap (AJD), HKT Architects, adunlap@hktarchitects.com
- Nancy Fillmore (NF), Planning Board
- Les Fox (LF), Board of Selectmen
- Charlene Golden (CG), Conservation Committee (Alternate)
- James Gorman (JG), Board of Selectmen
- W. Eric Kluz (WEK), HKT Architects, ekluz@hktarchitects.com
- David Lindberg (DL), Building Inspector
- Maria Neyland (MN), Citizen
- Warren O'Brien (WO), Sergeant, Boxborough Police (Alternate)
- Deborah Robinson (DR), Citizen
- Warren Ryder (WR), Police Chief
- Jeff Scott (JS), Finance Committee
- Janet M. Slemenda (JMS), HKT Architects, jslemenda@hktarchitects.com
- Hoff Stuart (HS), Conservation Committee
- Randolph White (RW), Fire Chief

Item:

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- 3.01 JG stated that a "placeholder" article has been placed on the Town Meeting warrant requesting additional funding to do a more in-depth study of the project, however that article may be revised based on decisions made at this meeting. JMS explained there are three options for funding requests at Town Meeting:
1. Request funding to continue the feasibility study process to further the conceptual design and refine cost. HKT recommends this path.
 2. Request funding to complete item #1 and to develop a chosen scheme through schematic design.
 3. Request funding to complete items #1 and #2 and to complete construction documentation and building construction through occupancy.
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- 3.02 AJD reviewed the study process to date. There were six steps taken:
1. Space Needs Assessment consisted of meeting with the departments to determine their current and future needs, compare those to similar Towns and Best Practices and develop an ideal building program.
 2. A Kick-Off Meeting / Visioning Session was held so committee members could express their vision and concerns for the project. The meeting was televised so the public watch, establishing transparency in the process.
 3. Existing Conditions Assessments were performed by HKT Architects and civil and structural engineers to determine the physical and operational deficiencies of the existing buildings and what the implications are of potential reuse.
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4. Conceptual Designs test fit the ideal building program on the existing site looking at renovation and new construction options and determined that the site could accommodate the building program, with some compromises.
 5. Cost Analysis was done on three selected schemes to develop estimated probable total project costs (TPC) including hard construction costs and soft costs. Costs were based on historical square foot costs for similar facilities.
 6. The Final Report draft has been submitted for the committee's review and comment and will be finalized based on the committee's decisions regarding next steps to take.

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- 3.03 JMS reviewed the existing conditions assessments of the police and fire stations. Spatial deficiencies in the police station include lack of administrative spaces, inadequate evidence processing and storage spaces, inadequate dispatch facilities, lack of acoustical privacy between spaces, lack of a dedicated armory, locker rooms open to the path of egress and no handicapped accessibility, among others. Any addition attached to the existing building will most likely trigger compliance with current lateral load code requirements. Retrofits required might include additional reinforcement to existing reinforced CMU walls and additional structural hardware and plywood nailing in wood framed walls. New roof lines may add additional loads to the existing roof requiring existing trusses to be sistered with 2x framing. If the first floor does not work operationally, an option to consider would be to demolish the building down to the first floor slab and reconstruct the first floor and roof in their entirety.

Spatial deficiencies in the fire station include lack of administrative and support spaces, undersized vehicle bays, lack of proper gear storage rooms, lack of decontamination room, inadequate living spaces, and no handicapped accessibility, among others. Any significant structural alterations, including new openings in existing masonry walls, will trigger compliance with current lateral load code requirements. The existing masonry walls are unreinforced and would require extensive retrofitting in order to meet the current code. The wood roof over the training room would require new structural hardware and a plywood overlay to the existing roof sheathing. These would add significant cost to the project. It is likely not cost effective to save the fire station building.

JMS explained that the buildings may continue to serve their current functions, however neither meets the current or future space needs of either department. If a new building project is not pursued, the Town must address existing deferred maintenance issues and budget for future maintenance issues as the buildings continue to age.

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- 3.04 JMS presented the cost development of the chosen three schemes. Hard construction costs are based on the current cost of constructing similar facilities and then escalating the cost out in time to the estimated mid-point of construction to account for increasing material and labor costs over time. Soft costs are based on fees other Towns have incurred on similar projects.

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- 3.05 There was a lengthy discussion regarding the estimated costs and what steps could be taken to drive the total project cost down. Various suggestions were discussed including building a third building on the existing site for fire apparatus, building a second fire station on another site for fire apparatus, exploring if neighboring Towns would provide emergency services to Boxborough and finding a way to keep operations on site during construction to eliminate temporary facilities costs. ALD reminded the committee he was asked to explore if there were any sites in Town that might serve as
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temporary locations for the police and fire departments during construction. He reported that he found few sites that would be adequate for either temporary facilities or new construction. MN suggested the committee be thoughtful about the options that are explored so that they don't negatively impact operations or emergency services to the Town. MN also noted that delaying the project in any way will only cost the Town more as prices continue to escalate. JMS explained the only real way to substantially cut costs is to cut building square footage. She stated that if the Town decided to move forward with a more in-depth study, the first step would be to look at the programming with the end users and identify what cuts could be made.

3.06 JG suggested the committee choose two TPC numbers, one high and one low, that they believe will be feasible for the Town to accept. The next phase of the study would be to look at what buildings those chosen TPCs would buy. HKT previously provided an estimated fee for continuing the study. JMS agreed to review that fee and send the committee a description of a proposed scope of work associated with that fee. The committee agreed with this approach. JG will discuss with the Board of Selectmen.

3.07 The next meeting will be held in April on a Tuesday night to be determined. The committee will have comments on the draft report at that time. The Board of Selectmen and Finance Committee will be invited to ask questions and learn about the study process to date and proposed plan to move forward.

Next Meeting to be held: TBD

Please contact HKT Architects if these minutes do not accurately reflect discussions.

Cc: All attendees

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