



BOXBOROUGH POLICE DEPARTMENT

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MINUTES

Public Safety Space Needs Advisory Group

June 23, 2015 - 7:00pm

Boxborough Town Hall – Morse Hillberg

Roll Call

- Attached

1. Next steps

1a. Group structure (advisory group vs. appointed committee)

- *It was determined that group will continue in an advisory role to the Chiefs. At some point there may be a need to have an appointed Building Committee. The Board of Selectmen will advise when that needs to be done.*

1b. Committee membership if advisory structure is same

- *It was suggested that we recruit a one (or some) of our seniors to join.*

2. Voice of Town Meeting

2a. Define and document TM concerns, recommendations and desires

- *The total project cost was a concern; some were surprised to hear of the group and the study, concerns transparency, lack of understanding of the building requirements and alternatives such as separate PD/FD.*
- *Information needs to be delivered to the community including answers to questions such as; why we can't just fix the buildings.*

2b. Cost boundaries vs. minimal space needs

- *The needs analysis needs to be refined in a working meeting with HKT.*
- *Would like HKT to categories key function areas (must haves) vs. others*

3. Next phase of study

3a. Review the HKT proposal for next phase of the Feasibility Study

- *The proposal was for a specific job and a question was raised about changing the scope and possibly exploring hourly rates.*

3b. Discuss HKT's work and continuing in engaging their services

- *HKT will be requested to attend the next "working" meeting to review the steps taken to complete The Space Needs Report and continue the discussion about their proposal and our next steps.*

4. Community outreach and Information sharing

- *It was agreed that information sharing, public engagement and facility tours will be a key component of the next phase.*

5. Citizens comments and concerns

- none

6. Next meeting date

- Tuesday July 21, 2015 7:00 pm at the Boxborough Town Hall – Grange Room

MEETING

Project: Boxborough Public Safety Space Needs Assessment
Meeting Date: June 23, 2015
Meeting Number: 05
Meeting Location: Boxborough Town Hall
Report By: Chief Ryder

Attending:

- Adam L. Duchesneau (ALD), Town Planner
- Dilip Subramanyam, **Finance Committee**
- Nancy Fillmore (NF), Planning Board
- Les Fox (LF), Board of Selectmen
- Charlene Golden (CG), Conservation Committee (Alternate)
- James Gorman (JG), Board of Selectmen
- 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
- Ted Kail, Finance Committee
- Hoff Stuart (HS), Conservation Committee
- Randolph White (RW), Fire Chief