



TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

BOARD/COMMITTEE: Boxborough Council on Aging

MEETING DATE: Thursday July 2, 2020

TIME: 3:00 pm

PLACE: Virtual Meeting via Zoom.

SUBJECTS TO BE DISCUSSED (AGENDA):

- 1. Approve May minutes**
- 2. Buzz work plan update:** planning meeting set for early August
- 3. Discussion of Annual Town Meeting results**
- 4. Vote on Board Officers for FY21**
 - Chair**
 - Vice-Chair**
 - Secretary**
- 5. Discussion of proposed new Building Committee charge and Public Safety Building Feasibility Study documents**
- 6. Elder Affairs Officer report**
- 7. Programming/services update and COVID response team status:**
- 8. FCOA Middlesex Grant Status**
- 9. Other Business:**
- 10. Date of next meeting:** August or re-convene in September
- 11. Adjourn:**

Join Zoom Meeting

<https://us02web.zoom.us/j/87030995400?pwd=T3huOGU0cVhoNFZSWs0QUHVkY2dz09>

Meeting ID: 870 3099 5400

Password: 101254

One tap mobile

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Town of Boxborough

Council on Aging

Meeting Minutes

Meeting Date: May 14, 2020
Meeting Called to Order: 3:03 p.m.
In attendance: Barbara Birt, Taryn Light, Barbara Wheeler, Tina Bhatia, Anne Canfield, Bill Litant, Karen Whitcomb, Lauren Abraham – COA Director.
Susan Bak – Select Board Liaison, John Fallon – Friends of COA

Not in attendance:

Minutes

- Meeting called to order at 3:03 p.m.
- Minutes approved as amended
- Buzz – summer edition at printers and will be mailed
- Elder Affairs – Officer Tyler reported having made 749 calls regarding seniors and 30 well being checks.
- Lauren reported on programs and outreach – 89 calls 67 over 60 April 75 contacts 35 over 60 examples – one on pandemic, financial assistance, general aging, reference and followup, case management, reopening plan, virtual classes, additional level/fitness. There was a motion to keep classes free/summer session. Lauren will speak to Holly regarding yoga.
- Article 14 for TM will be the lease for the Community Center
- FCOA Grant – all is going well. The memory café is on hold for now.
- Board member roles – Karen will be stepping down as chairperson and has recommended Bill as new chairperson. Discussion and vote to be at June meeting.
- Next meeting will be 6/25/2020 at 3:00 pm.
- Meeting adjourned at 4:04 p.m.

Respectfully submitted

Barbara Wheeler

Barbara Wheeler

SOCIAL SERVICES REPORT

Number of client contacts

	Under 60	Over 60	Total	
Mar-20	22		67	89
Apr-20	40		35	75
May-20	20		20	40
25-Jun	23		16	39

Number of individual clients

	Under 60	Over 60	Total	
Mar-20	14		49	63
Apr-20	18		23	41
May-20	14		16	30
25-Jun	10		14	24

Top 3 Reasons for Call (all ages)

Mar-20	COVID-19	Financial Need	Aging Services	
	68		9	4
Apr-20	COVID-19	Financial Need	Housing	
	61		3	3
May-20	COVID-19	Aging Svcs	Disability/MH Svcs	
	19		7	5
25-Jun	COVID-19	Housing	Domestic Violence	
	19		8	5

Top 3 Referrals (all ages)

Mar-20	UCCB	I&R	Case mgt	
	39		13	15
Apr-20	Case mgt	I&R	UCCB	
	39		17	3
May-20	Case mgt	Care Coord	I&R	
	16		10	4
25-Jun	Case mgt	Care Coord	I&R	
	10		11	7

ZOOM CLASS AVERAGE ATTENDANCE

	<u>Registered</u>	<u>Avg attendance</u>
Chair Yoga	15	11
Stretch & Flex	7	5
Senior Fitness 1	5	3
Senior Fitness 2	34	27
<i>(3 days per week)</i>		

Boxborough Building Committee

CHARGE

A. BACKGROUND

In light of several key developments, this revised charge to the Boxborough Building Committee is adopted to supersede that approved by the Boxborough Select Board in September, 2016; namely:

- a. Upon recommendation of the Building Committee, in February 2018, Town Meeting did vote to approve funds to purchase and renovate the building and property at 873 Massachusetts Avenue to serve as a new DPW facility, which is now occupied and in service. The Building Committee has completed its work for a DPW facility.
- b. After diligent search and evaluation of potential sites for Police and Fire Department facilities along Massachusetts Avenue the Building Committee concluded there were no suitable or viable candidates to pursue in timely fashion with acceptable economics.
- c. The Boxborough Housing Board has indicated it would support development of the parcel(s) at 72 Stow Road for municipal purposes, including public safety facilities, provided the town's strategic interests and Trust Fund for affordable housing are protected.
- d. There is a perceived need for an expanded community center, meeting rooms and recreational facilities.

The committee shall continue to be named as the Boxborough Building Committee, but will operate under this revised charge.

B. MEMBERSHIP

The Boxborough Select Board ("Board") shall expand the existing Boxborough Building Committee (hereinafter referred to as the "BBC") to be comprised of a minimum of eleven (11) members who shall be individuals residing in and being registered voters of the Town of Boxborough. A quorum shall consist of half the appointed voting members plus one (1). As before, the Board shall appoint two (2) members each from the Select Board and the Finance Committee (FinCom). The BBC shall elect a Board member as chair, and FinCom member as vice-chair. The chair shall be responsible for scheduling and conducting meetings, setting the agenda, and ensuring that minutes are taken. If the chair is absent or unable, the vice-chair shall perform these duties.

Currently serving voting members shall have the option for re-appointment. Upon recommendation of the respective board, the Select Board shall appoint one member from each of the Planning Board, Board of Health, Council on Aging, Recreation Committee, Housing Board, and Sustainability Committee. The Select Board shall also appoint at least two Boxborough residents as Members at-Large, provided that no town board other than the Select Board and Finance Committee shall have two votes. Each voting member shall have one vote.

The Select Board shall consider, but is not required, to appoint individuals who, by reason of their current or prior background in such fields as construction, architecture, engineering, or other relevant experience, have special knowledge and skills to assist the BBC in consulting with architects, obtaining plans, specifications, costs and project oversight for the construction of municipal buildings.

The Building Inspector, The Town Administrator, Police Chief, Fire Chief, and other non-residents may, at the discretion of the Board, serve as non-voting advisors to the BBC. Members of the BBC shall serve for the duration of the project.

C. CHARGE

The BBC shall work with the Town Administrator to solicit designs and oversee the construction of a Fire Station, Police Station, and Dispatch Center, or combined public safety facility. The committee shall focus first on the town property at 72 Stow Road, but may consider other suitable property that may become timely available. The overall site plan and facility designs shall anticipate and allow for the eventual inclusion of space for a community center, town meeting rooms and selected recreational facilities that is well integrated within an overall site plan for water, septic, parking, traffic flow and landscaping.

The BBC shall report to the Select Board and shall manage and oversee the performance of consultants, contractors and project managers, providing progress reports monthly or more frequently as warranted. The BBC shall recommend the best path to execution and construction taking into account the economics (cost) and schedule of possible alternatives. If economics or other factors favor a phased construction approach, the first priority shall be for a fire station with space for an emergency operations center. The second priority shall be a Police Station. The BBC shall make specific, detailed recommendations to the Select Board and Town Meeting including cost projections for new municipal facilities to meet the needs of the Town of Boxborough.

The BBC shall be responsible for reviewing previous studies for a public safety facility, and gathering input from the Fire and Police Chiefs, citizens, boards, stakeholders and potential users to assess and document needs. The committee shall work with the Town Administrator to hire consultants to advise on the development of Request for Qualifications for Owner's Project Manager (OPM) and Project Designer (Architect). The BBC shall review conceptual and finished designs; acting in an advisory capacity to the Select Board.

D. CONDUCT

All meetings are to be held in a public location, properly posted and open to the public in accordance with the Massachusetts Open Meeting Law. In accordance with guidance from the Attorney General, minutes of each meeting shall be approved by the BBC within three meetings or 30 days, whichever is later, and posted on the Town's website. Members are individually responsible for complying with the Conflict of Interest Law.



Feasibility Study for Public Safety Building

ARTICLE NUMBER 8

\$100,000

Problem: Inadequate Public Safety Facilities

- Insufficient room for apparatus and equipment
- Lack of dedicated space for essential functions
- Cramped space for personnel now, no room to grow
- No separate male, female accommodations
- Aging buildings, escalating maintenance costs
- Not compliant to building codes. Poor energy efficiency

Cannot use existing Buildings or site

- Wetlands and setbacks
- Below-code buildings cannot be renovated
- Site constraints would force added cost for two-level construction and temporary relocation
- Sub-optimum fire apparatus movements
- Building Committee formed in 2016 to find site(s)

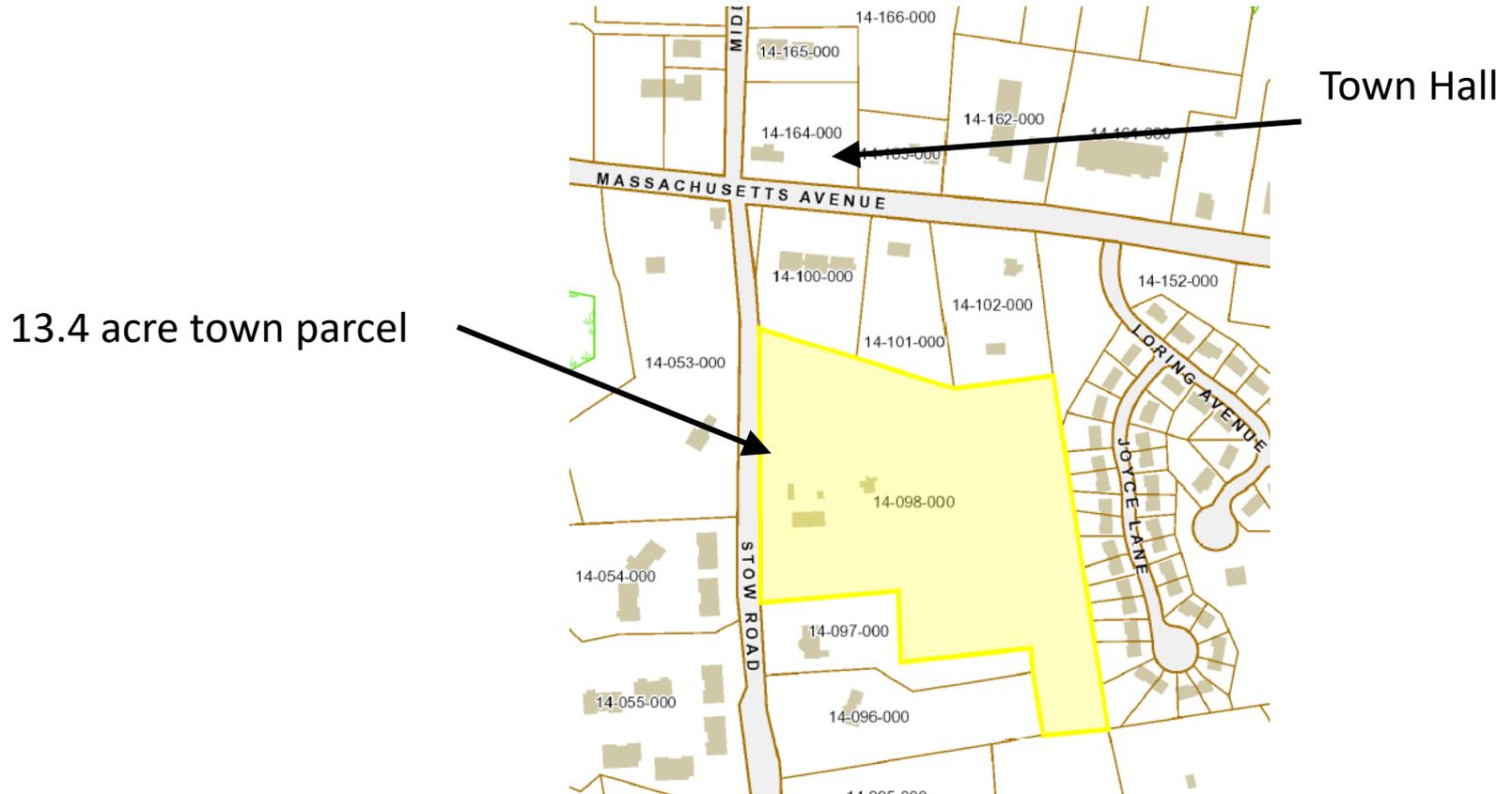
High level requirements

- Support public safety needs for at least 20 years:
- Fire, Police, Dispatch, Emergency Operations Center
- Approximately 35,000 SF building footprint
- Designed for sustainability
- Locate well, septic system, fire cistern
- Adequate vehicle maneuvering and parking
- Public meeting space desirable

Current status

- Three Mass Ave sites evaluated, rejected.
- BBC voted to recommend construction of public safety facilities on town's Stow Road parcel (Nov, 2019)
- Centrally located, in de-facto "town center." Unanimously voted as best viable option.
- Select Board appointed new Building Committee 2020 to develop it.

Recommended Stow Road site



Feasibility study - purpose

- Review and update existing functional requirements from 2015 architect study.
- Ensure no show-stoppers for public safety building, allowing for all site constraints.
- Determine best placement to permit potential additional uses in future.
- Generate alternative concepts for public input.
- Produce firm construction cost estimates.

Study cost

- Total cost estimate ~\$160,000
- \$10,000 for contingency
- Funding:
 - Article 8 ATM 2020 - \$100,000 from free cash
 - Plus \$70,000 remaining in previous BBC appropriation (ATM 2018)

Next steps on feasibility study

- Town Administrator (TA) issues “Request for Designer Qualifications” to conduct feasibility study
- TA and BBC review responses, select consultant
- TA negotiates contract price
- BBC oversees work and progress
- Multiple opportunities for public input

Results of feasibility study

- Conceptual renderings, refined with public input
- Firm, high confidence construction cost estimates
- BBC makes recommendation to Select Board and Finance Committee
- Future town meeting action for construction, funding

Future (next) Phase - Construction

- Hire Owner's Project Manager (OPM) - required
- Complete design documentation
- Value engineering
- Hire general contractor / construction costs
- Repayment of Affordable Housing Trust
- One article for borrowing and bonding

Vote Yes

Article 8

Additional material

Public Safety Facility Requirements

Area requirements (SF)	Current	Integrated	Revised Range	Parking
Police & Dispatch	4,613	10,179	11,000 – 12,000	27
Fire	8,469	18,362	16,000 – 23,000	21
Shared	0	6,427	Up to 7000	12
Total	13,082	34,968	27,000 – 35,000	60
Other Municipal Requirements			5000	50

Feasibility study cost estimate

Area	Task		Cost
Facility	Review and update functional space needs		6,800
	Conceptual designs		54,000
	3D Architectural model		6,800
	Cost estimating		11,400
	Facility subtotal		79,000
Site	Site investigations and wetlands delineation		17,000
	Subsurface soil tests		4,500
	Geotechnical investigations		9,000
	Traffic analysis		12,000
	Test wells and overall site planning		30,000
	Site subtotal		72,500
Final report			8,800
	Total		160,000

Boxborough Building Committee

- Boxborough Building Committee (BBC) formed in 2016 to address all facilities needs: DPW, Police, Fire, Dispatch.
- BBC reviewed and refined 2015 “SNAG” analysis of Public Safety functional space needs. Area savings ~ 14%
- Initiated site evaluations.
- Acquired Kaizen property for DPW: \$1.3M Feb 2018 STM.
- Continued search for public safety facilities site(s).

BBC evaluated three potential sites

Location	Area	Outcome
975 Mass Ave	6.2 acres	<ul style="list-style-type: none">• Cheap land but site prep too expensive• Article to purchase at 2017 STM passed over
1320 Mass Ave	22+ acres	<ul style="list-style-type: none">• Lincoln Properties parcel• Attractive low cost but complex deal• Abandoned effort - could not negotiate satisfactory development agreement.
1300 Mass Ave	7.1 acres	<ul style="list-style-type: none">• Professional evaluation - possible conversion or tear-down of 1980's office building.• High-cost sub-optimum outcome• Town would lose significant tax revenue. Abandoned.

Stow Road parcel

- Owned by the town, through the Housing Board.
- Purchased by Housing Board in 2010 with funds from the Affordable Housing Trust.
- Significant engineering evaluation, concept developments by Housing Board
- Housing Board supports alternative use for benefit of the town if Affordable Housing Trust is fairly compensated.

Repayment of Housing Trust

- BHB purchased in 2010 - \$850,000 plus costs
- Used funds from settlement of lawsuit, not taxpayers.
- Settlement money to be used for Affordable Housing.
- Housing Board willing to release interest in site if Affordable Housing Trust is fairly compensated.
- Per 2010 MOU, stakeholders to agree on what is fair.