



TOWN OF BOXBOROUGH
Fire Station Building Committee
29 Middle Road, Boxborough, Massachusetts 01719
Phone (978) 264-1714
www.boxborough-ma.gov

APPROVED ON: January 8, 2026

Meeting Minutes
January 5, 2026
7:00 PM

PLACE: Town Hall – Grange Room, 29 Middle Road, Boxborough MA 01719 (Hybrid)

PRESENT: Mary Brolin (Chair); Maria Neyland (Finance Committee representative); Mac Reid (Vice Chair, remote); Priya Sundaram (Select Board representative); Sara Lavado (Clerk), Alan Ford; Larry Grossman; Michael Johns (Ex-Officio); Steve Kirby, Vertex (remote); Jeff Shaw, Context (remote); John Kivlan (Ex-Officio)

1. Call meeting to order

Chair Brolin called the meeting to order at 7:00pm.

2. Executive Session (Committee will reconvene in Open Session after the Executive Session)

- a. To consider the purchase, exchange, lease, or value of real property, pursuant to M.G.L. c. 30A, § 21(a)(6).
- b. To review and approve the executive session meeting minutes from December 11, 2025 held to consider the purchase, exchange, lease, or value of real property, pursuant to M.G.L. c. 30A, § 21(a)(6), and to determine vote whether to make them public.

Chair Brolin moved to enter Executive Session to consider the purchase, exchange, lease, or value of real property, pursuant to M.G.L. c. 30A, § 21(a)(6), where the Chair declares that discussion in Open Session may have a detrimental effect on the bargaining position of the Town; and to review and approve the executive session meeting minutes from December 11, 2025, held to consider the purchase, exchange, lease, or value of real property, pursuant to M.G.L. c. 30A, § 21(a)(6), and to determine whether to make them public. The Board will reconvene in Executive Session. Ms. Neyland seconded.

Motion passed by Roll Call: Grossman – aye; Sundaram – aye; Neyland – aye; Ford – aye; Lavado – aye; Reid – abstain; and Brolin – aye; 6-0-1.

3. Public Input (*Members of the public may speak once at the beginning or the end of the meeting, but not both*)

John Markiewicz asked if there will be a presentation on the Fire Station program at Special Town Meeting. He would like to see the program included in the presentation. Chair Brolin stated that there is limited time for a presentation and the content of it has not yet been planned.

4. New Business

- a. Updates on Sites Under Consideration

Jeff Shaw, Context, stated that the Phase I environmental analysis has been completed for both sites; and Phase II environmental analysis has been completed on 984 Mass Ave. There is nothing of specific note. The geotechnical results were received and there were no major issues. Some areas of the 984 Mass Ave site contain ledge and there may be need for some ground improvements depending on the building placement. For 1300 Mass Ave, there were no geotechnical studies completed of the site.

Steve Kirby, Vertex, reviewed the construction bids/total estimates for all three sites.

b. Review Site Matrix (Possible Votes)

The Committee reviewed the site matrix in terms of the updated information received. The changes left the final scores on the matrix as 462 for 984 Mass Ave, 442 for 72 Stow Road, and 444 for 1300 Mass Ave. Chair Brolin stated that there appear to be different pros and cons across the three sites, with similar total scores. The Committee needs to take a vote on a final recommended site by Thursday.

Mr. Ford stated that it appears the cost of the 1300 Mass Ave site seems to be out of line. There are many potential unknown issues for the site. Ms. Neyland agreed that the cost differential is significant for 1300 Mass Ave, while there are two other viable options.

Mr. Grossman stated that he likes the visibility of 1300 Mass Ave but agreed that it will serve the Town just as well for the site to be located along Mass Ave, while also being less expensive.

Mr. Ford moved to cease further discussion and interest in the 1300 Mass Ave property and to alert the seller about this. Ms. Neyland seconded.

Motion passed by Roll Call: Grossman – aye; Sundaram – aye; Neyland – aye; Ford – aye; Lavado – aye; Reid – aye; and Brolin – aye; 7-0-0.

Mr. Ford stated that the 984 Mass Ave site will provide maximum visibility of the Town's \$30M investment. Also, those unfamiliar with the Town will be able to find the fire station much easier. The 984 Mass Ave site reinforces this as the biggest investment that the Town has ever made, from a visibility standpoint.

Ms. Lavado stated that, based on the cost comparison of procuring the land, 984 Mass Ave is almost double the cost of 72 Stow Road. The Committee has continued to hear from the Town that cost is a major factor.

c. Site Design and Bid Estimate (Possible Vote)

Mr. Kirby reviewed the bid estimate.

d. Special Town Meeting – March 2026

- Timeline and decision points

Chair Brolin noted that the date for the ballot vote is Tuesday, March 17, 2026. At Town Meeting, both the land purchase and the design fees would need to pass with a 2/3 vote. There will also be a debt exclusion vote. The Committee agreed that the vote on the design fees should go last in the order of things.

- Warrant article for Firehouse Design & Bid Funding (Possible Vote)

The Committee reviewed the language for the Warrant Article and recommendations for the two properties. There was discussion regarding if the Committee would put forth recommendations for two sites or just one.

- Warrant article(s) for land purchase (Possible Vote(s))

The Committee reviewed the proposed language for the Warrant Article for land purchase.

e. Public Outreach Update

The Committee noted that it would have a table during WinterFest on Saturday, January 31st. On January 28th there will be community forums held at 11am and 7pm. There was discussion regarding the presentation for the community forum. There will be a pre-Town Meeting event on February 23rd.

5. Approval of Minutes: December 11, 2025 (vote)

Mr. Ford moved to approve the meeting minutes of December 11, 2025, as amended. Ms. Neyland seconded.

Motion passed by Roll Call: Grossman – aye; Sundaram – aye; Neyland – aye; Ford – aye; Lavado – aye; Reid – aye; and Brolin – aye; 7-0-0.

6. Reminder Meeting Dates for December and January

- a. January 8, 2026 – Town Hall
- b. January 15, 2026 – Town Hall

7. Updates

None at this time.

8. Public Input

Becky Neville stated that the Yes Campaign will be sending out a flyer to get out information regarding the Town Meeting vote.

9. Adjourn

Ms. Neyland moved to adjourn at 8:53pm. Ms. Sundaram seconded.

Motion passed by Roll Call: Grossman – aye; Sundaram – aye; Neyland – aye; Ford – aye; Lavado – aye; Reid – aye; and Brolin – aye; 7-0-0.

*Next Fire Station Building Committee Meeting
Thursday, January 8, 2026 @ 7:00 PM*

Exhibits

Agenda January 5, 2026

Email from Jeff Shaw, re: Documents for January 5 meeting

Draft meeting minutes December 11, 2025

Late Submissions [A.M. Fogarty New Fire Station Options; Draft Warrant Article language; Site Selection Matrix Round 2]

FSDC Public Input Procedures • revised 11/17/24

All of the FSDC meetings are open to the public, except those require "Executive Sessions" which will be held as prescribed by the Statutes of the Commonwealth of Massachusetts.

We welcome citizens of Southborough to attend our meetings so that they may become better acquainted with our plans, work and decisions. In addition, the Committee would like the opportunity to hear the public's input.

In order that all citizens who wish to be heard before the Committee have the opportunity to speak and to ensure the ability of the Committee to conduct its business in an orderly manner, we are going to follow these procedures:

1. At each regularly scheduled meeting, individuals or group representatives will be invited to address the Committee. We will provide the action and the beginning of the meeting. Starting at the second FSDC meeting in November, there will also be time provided at the end of the meeting. Members of the public may speak once at the beginning or the end of the meeting, but not both.

2. Each speaker will be allowed three (3) minutes to present a statement. At the end of 3 minutes, the speaker will be asked to stop.

3. Topics for discussion are not limited to those items listed on the meeting agenda for that evening. Due to the requirements of the Open Meeting Law, the Committee may not be able to respond to items brought up during public participation.

4. Topics raised during the Public Comment period shall be limited to items that are within the FSDC's purview.

5. Written comments may be presented to the Committee before or after the meeting for the Committee members' review and consideration when appropriate. Letters or emails addressed to the Chair or Committee will be shared with the Committee members and will be responded to by either the Chair, Vice Chair or appropriate administrator. Emails to the Committee are public records as defined by Mass General Law.

6. Public Participation is not a discussion, debate, or dialogue between or among citizens and the Committee. Rather it is intended to offer citizens an opportunity to express their opinion on issues regarding the FSDC business. While the Committee and its administrators will typically respond to citizen comments or questions posed during Public Participation, the Chair, as presiding officer at the meeting, may answer or request an answer to a question if he/she/they deem it readily available.