



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

APPROVED ON: January 22, 2026

**Meeting Minutes**  
**January 8, 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); 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 January 5, 2026 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 January 5, 2026, 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 Open Session. 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.

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

Barbara Salzman commented regarding the Committee's discussion regarding the traffic light at Stow Road a few weeks ago. People raised this issue as it is a four way intersection that can be confusing. The DOT report was completed in February when traffic may not be a huge issue. She suggested that the Committee consider the negative impacts of having the Fire Station located near this four way intersection.

Cindy Markowitz asked for additional information regarding the model used for potential tax impact schedule. Chair Brolin stated a more comprehensive version of the model would be shared.

**4. New Business**

- a. Updates on Sites Under Consideration

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Chair Brolin stated that on Monday, the Committee narrowed the list down to two sites, 72 Stow Road and 984 Mass Ave. Tonight, the Committee should decide which site(s) should be placed on the warrant for the March 9<sup>th</sup> Town Meeting.

Ms. Sundaram stated that she reviewed both sites and believes a site along Mass Ave would be best for the Town. It would be nicely located near the high density population areas of the Town, and the price point may be more appropriate than 72 Stow Road. The site would be located away from residential neighborhoods. In the matrix, 984 Mass Ave scored better than 72 Stow Road. The Town deserves to be able to vote on one recommended site instead of putting the burden on residents to choose between two sites.

Ms. Neyland stated that the Finance Committee took a preliminary vote on the two sites and was split 3-3. The main issue discussed was that the FinCom has a responsibility to keep taxes reasonable and provide the best possible scenario with the least impact on taxes. On paper, it would be approximately \$2.6M more to develop the 984 Mass Ave site versus the 72 Stow Road site. The same programming can be placed on 72 Stow Road for a lesser amount. She expressed concern that abutters may create legal issues if the 72 Stow Road site is chosen, creating additional expenses and delays. Also, if 72 Stow Road does not pass at the ballot, the firefighters will again be delayed in having an appropriate place to live. 984 Mass Ave is a good location for a station and will be better for response times. She will be voting for 984 Mass Ave, as it seems to be the right compromise.

Mr. Reid stated that he will support the 984 Mass Ave site. He is opposed to putting two sites forward for the Town to vote on. The Select Board appointed the Committee to study this item, which it has over the past year and a half.

Mr. Ford stated that the Committee has continued to hear cost concerns. Choosing 984 Mass Ave will cost an additional \$2.6M, which equates to approximately \$50/year in taxes on a \$600,000 house or \$80/year on a \$1M house. Studies were conducted of the 984 Mass Ave site to make sure it is appropriate for development, and it is in an excellent location. He is in favor of the 984 Mass Ave site.

Mr. Grossman stated that the Fire Station will be the largest investment that the Town has made. The Town should be proud of this, and it should be highly visible, which it would be at 984 Mass Ave.

Ms. Lavado stated that she understands the resistance to the Stow Road site. For all of the reasons previously enumerated and the data which backs this up, the Fire Station should be built at 984 Mass Ave.

Chair Brolin stated that she believes political issues are economic issues. Delays in this approval process will lead to a significant cost impact. She supports the 984 Mass Ave site.

b. Site(s) Selection (Vote)

Mr. Reid moved that the Committee recommend the Select Board move forward to the March 9<sup>th</sup> Special Town Meeting with the 984 Mass Ave site for the new Fire Station. Ms. Neyland seconded. Motion passed 7-0-0.

c. Site Design and Bid Estimate (Vote)

The Committee reviewed the design estimate for 984 Mass Ave, totaling \$2,765,910. The actual construction number will be known later in the process and will then be voted on. Chair Brolin stated that the Committee will work with its consultants to value engineer to the most responsible number.

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Ms. Sundaram moved to approve the site design and bid funding in the amount of \$2,765,910. Mr. Ford seconded.

Motion passed 7-0-0.

- d. Special Town Meeting – March 9, 2026
  - Timeline and decision points

The Committee discussed the timeline for the rest of the process.

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

The Committee reviewed the draft Warrant Article language and made edits to the recommendation.

Mr. Reid moved that the Warrant Article read: 'To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide up-to \$2,765,910 more or less to design, prepare construction drawings, prequalify contractors, bid the construction, and determine the lowest responsible general bid for a new Firehouse including all related and incidental costs, or take any other relative action thereto, contingent upon a successful majority vote in favor at the ballot election to be held on March 17, 2026,' including any minor adjustments to be made by legal counsel. Mr. Ford seconded. Motion passed 7-0-0.

Ms. Neyland moved to recommend to the Town Meeting the acceptance of the Fire Station Design & Bid Funding Article, as presented. Ms. Lavado seconded.

Motion passed 7-0-0.

Mr. Reid moved to approve the recommendation, as edited. Mr. Ford seconded.

Motion passed 7-0-0.

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

The Committee reviewed the draft Warrant Article language. 'To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$2.4M, more or less, to purchase for public safety purposes, a certain parcel of land located at 984 Mass Ave, Boxborough, MA, shown as Assessors Map and Parcel #, and containing approximately 4.5 acres. This includes the land acquisition cost and related expenses for the purpose of constructing a new firehouse and for all other related fire and emergency management purposes. Further, to authorize the Select Board to enter into all agreements and execute any and all documents as may be necessary to effect said acquisition, or take any other action relative thereto, contingent upon a successful majority vote in favor at the ballot election to be held on March 17, 2026,' including any minor adjustments to be made by legal counsel.

The Committee reviewed the draft Warrant Article language.

Ms. Neyland moved to approve the Warrant Article, as amended. Ms. Sundaram seconded.

Motion passed 7-0-0.

Ms. Neyland moved to recommend to Town Meeting the Purchase of Property at 984 Mass Ave for the Construction of a New Fire House Article. Ms. Sundaram seconded.

Motion passed 7-0-0.

Ms. Sundaram moved to approve the recommendation, as edited. Mr. Ford seconded.

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Motion passed 7-0-0.

e. Public Outreach Update

Chair Brolin thanked everyone involved for the work throughout this process. The Committee discussed its upcoming public outreach events.

**5. Approval of Minutes: January 5, 2026 (vote)**

Mr. Ford moved to approve the meeting minutes of January 5, 2026, as amended. Ms. Sundaram seconded.

Motion passed 7-0-0.

**6. Updates**

None at this time.

**7. Public Input**

John Markiewicz congratulated the Committee on picking a site. He asked what the proposed size of the building is for the 984 Mass Ave site. Chair Brolin stated that it is the same size as what was previously proposed for 72 Stow Road, approximately 20,800 s.f.

Mark Barbadoro thanked the Committee for its work. He stated that the Committee put the needs of the taxpayers and neighbors ahead of some of the members' individual preferences. Now the focus can be on designing the cheapest building possible.

Becky Neville congratulated the Committee and thanked the members for their work.

Cheryl Mahoney thanked the Committee for its work. She supports the Mass Ave site but believes there will be hard questions to answer regarding the tax impact.

The Committee agreed not to meet on January 15, 2026.

**8. Adjourn**

Ms. Neyland moved to adjourn at 8:06pm. Mr. Grossman seconded.

Motion passed 7-0-0.

*Next Fire Station Building Committee Meeting  
Thursday, January 15, 2026 @ 7:00 PM*

**Exhibits**

Agenda January 8, 2026

Site Selection Matrix Round 2

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Total project budget conceptual design sheet

Draft meeting minutes January 5, 2026

Late Submissions [Draft Warrant Article language; Total project budget conceptual design sheet;  
Site Selection Matrix Round 2]

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III. Public Input/Opinion Requests

Only the FSB will be open to the public, except the caption "From the Leader" will be held as permitted by the Chair of the Committee and the Chair.

For either a citizen or the Chair to attend any meeting that they may have a letter provided with ample, and full disclosure, the Chair will be the opportunity to hear the public's input.

To infer that all citizens will be invited to attend before the Chair will have the opportunity to speak and to ensure the ability of the Chair to conduct the business in an orderly manner, we are going to follow these procedures:

1. Each regularly scheduled meeting, in which a by-laying agreement will be invited to attend the Chair will be the first to speak at the beginning of the meeting. Starting at the second FSB meeting in January, there will be three provided at the end of the meeting. Each one of the speakers may speak one at the beginning or the end of the meeting, but not both.

2. Each speaker will be allowed three (3) minutes to present their input. If the input of a speaker will be longer than 30 seconds, the speaker will be asked to stop.

3. To prevent confusion and not to allow three others listed on the meeting agenda for that meeting. Due to the regular order of the Open Meeting Law, the Chair will be given the ability to request to be brought to the public participation.

4. To prevent confusion and to allow the Chair to speak at the beginning of the FSB's agenda.

5. If a citizen or a citizen may be presented to the Chair before or after the meeting for the Chair or another member and another after appropriate time, letter or email will be sent to the Chair or another will be denied until the Chair or another will be appointed to speak either the Chair, the Chair or appropriate member in question. Due to the Chair are public meeting requests from another.

6. Public participation is not a discussion, debate, or dialogue between members and the Chair. Rather it is intended to offer others an opportunity to express their opinion in their regarding the FSB's business. If the Chair or another individual is not typically assigned to either an elected position prior to giving Public Participation, the Chair, or a position officer of the meeting, an agenda item or representative member to another if held by the Chair or another available.