



TOWN OF BOXBOROUGH

BOARD/COMMITTEE: Boxborough Building Committee
MEETING DATE: January 26, 2023
TIME: 5:30 PM
PLACE: Virtual Meeting - this meeting is being conducted via Remote Participation, pursuant to the Current Executive Order of March 12, 2020.

BBC members: Gary Kushner (clerk), Les Fox (Chair), Al Murphy, Diana Lipari, Owen Neville, Hugh Fortmiller, Priya Sundaram, Bill Litant (5:39), Larry Grossman, Bryan Lynch

Missing: Than Stuntz,

BBC Advisory: Chief Paul Fillebrown, Chief John Szewczyk, cpt. Jason Malinowski

Non-members: Ellen Light, Jeff Shaw

Meeting called to order at 5:32 PM by the chair, Les Fox
Meeting recorded

Roll call of attendees: Al-present, Owen-present, Hugh-present, Gary, Diana-present, Priya-present, Larry-present, Les-present, Bryan-present

The minutes for January 10 were moved by Owen Neville and seconded by Bryan Lynch. Al-abstain, Owen-aye, Hugh-aye, Gary-aye, Diana-aye, Priya-abstain, Larry-aye, Bryan-aye, Les-aye
Approved 7-0-2

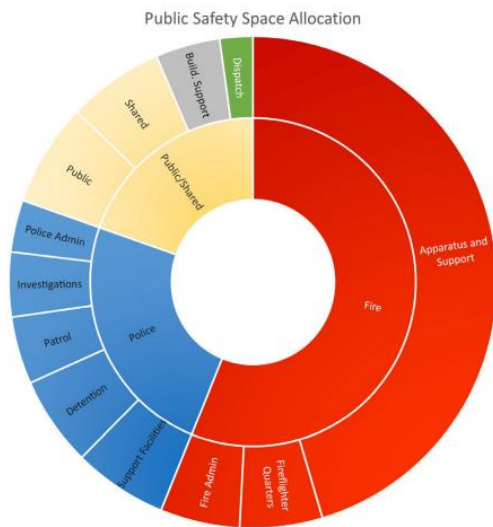
No correspondence

Revised preliminary space needs plan reviewed

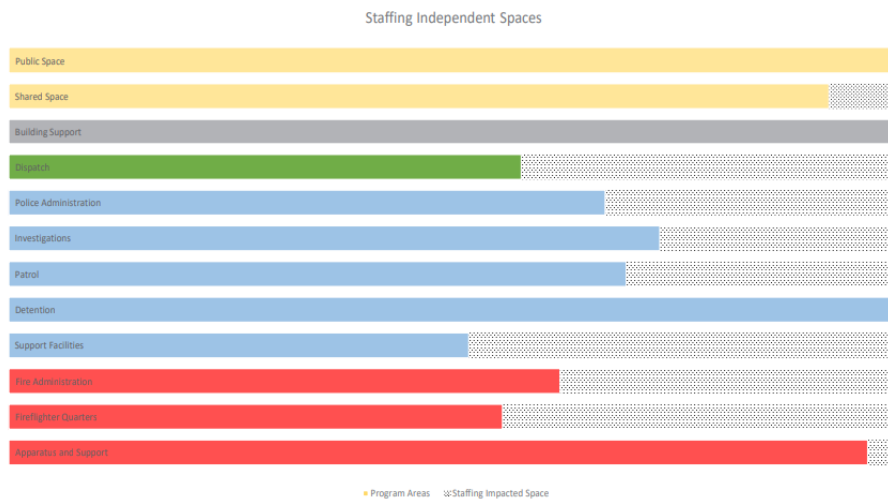
Gary asked about the difference between deputy chief and the captain. The Chief provided an explanation on the differences. Owen added an opinion on the need for a deputy chief. Bolton just added a deputy chief. Hugh asked that there be a written explanation on the changes in personnel. Owen suggested that we keep the definitions separate from the Context submittal.

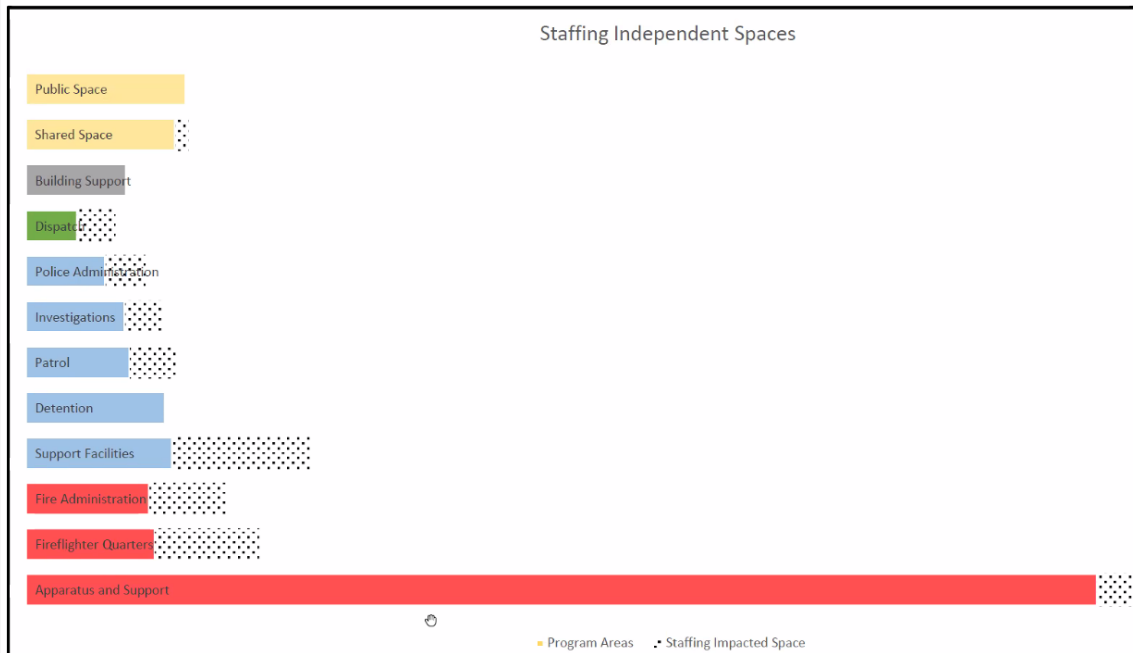
STAFFING	Current			Future to 2050					
	Total	Sworn	Day	Total	Sworn	Shifts:	Day	Evening	Night
Police Department									
Administration									
Chief	1	1	1	1	1		1		
Lieutenant	1	1	1	1	1		1		
Admin Assistant, PT	1		1	1			1		
Dispatch									
Dispatch Supervisor (Civ)	1		1	1			1		
Dispatchers (Civ)	4		0	4			1	2	1
Patrol									
Patrol Sergeants	2	2	1	3	3		1	1	1
Patrol Officers	7	7	2	8	8		3	3	2
Animal Control Officer (Civ)	1		1	1			1		
Detectives									
Sergeant Detectives	1	1	0	1	1		1		
Detectives	1	1	1	2	2		1	1	
TOTAL STAFF	20	13	9	23	16		12	7	4
Fire Department									
Administration									
Chief	1		1	1			1		
Deputy Chief	0		0	1			1		
Captain	1		1	1			1		
Officers (per diem)	1		1	1			1		
Admin Assistant, PT	1		1	1			1		
EMS Coordinator	1		1	1			1		
Suppression									
Officer	0		0	1			1	1	
Firefighter / EMT	3		3	4			3	3	
Call Firefighter	30			30					

40 public spots for parking (e.g. meeting room). Not matched to number of seats in the meeting room (49). There are no plans for a community center on the site, but the meeting room (emergency training room) is for large training sessions for per diem or emergency usage or clinics. There is a room off of the lobby for a walk-in emergency requirement. Would require 2 doors on the meeting room.

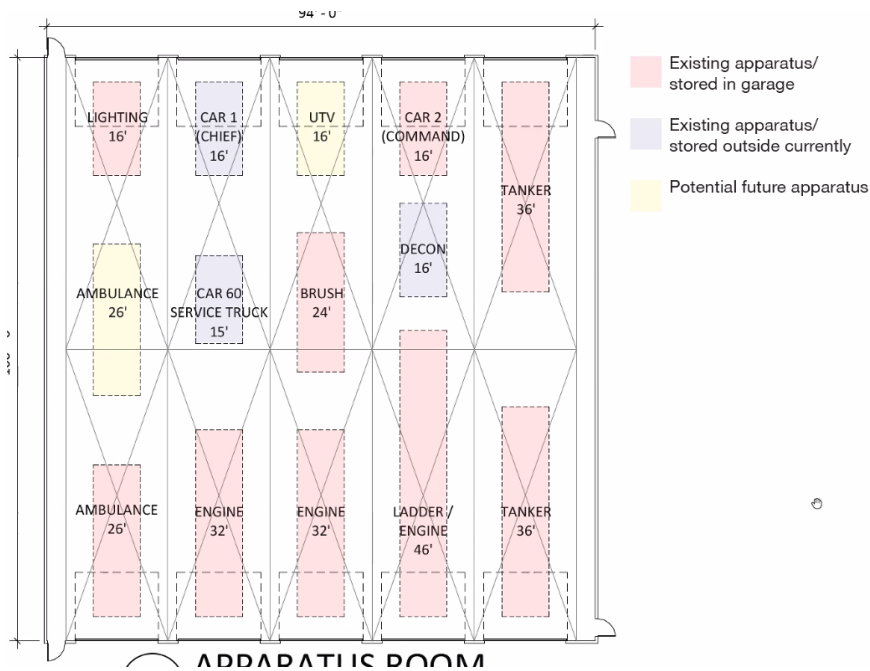


750 sq feet between existing and new for people additions.
 Question about changing the chart below from percent to actual areas.





The dotted areas above are for people. The savings are shared space and infrastructure. Chief Fillebrown talked about the apparatus space including a potential of a ladder truck in the future. Allow engines to be under cover 24 by 7. 14 feet of ladder truck should be yellow and the second tanker is currently the hose wagon. The current thinking is to keep the old ambulance when we purchase the new ambulance, but only as a spare and not to run two at the same time. Gary asked about the potential of an 11th door on the side. It is feasible, but depends on storage requirements and drainage/exhaust.



Prgm No.	Space Type Description	Needed Space Size			Tot. Needed NASF	2015 Program	2021 Update	Police Station Only	Fire Station Only	Floor		2015 HKT vs. 2022 CTX	
		Qty	Length	Width						NASF	1st		2nd
SHARED SPACE													
1.0	Public Space												
1.1	Vestibule	1	10	10	100	100	incl	incl	80	80	100	inc.	
1.2	Public Lobby	1	18	22	396	396	412	412	396	198	396	-16	
1.3	Public Toilets	2	7	7.5	53	105	128	128	105	105	105	-23	
1.4	Public Meeting & Training Room / EOC (49 ppl)	1	26	38	988	988	912	912	988	988	988	76	
1.5	Public Training Storage	1	8	10	80	80	80	80	80	0	80	0	
1.6	Medical Triage	1	8	10	80	80	0	0	0	80	80	80	
2.0	Shared Space												
2.1	Public Interview Room (soft)	1	12	12	144	144	144	144	144	0	144	0	
2.2	Conference Room (10ppl)	1	14	20	280	280	192	192	210	210	280	88	
2.3	Emergency Management (BERC) Storage	1	14	20	280	280	0	0	0	280	280	280	
2.4	Fitness Room	1	22	36	792	792	780	780	634	634	792	42	
	Human Services	0	0	0	0	0	120	120	0	0	0	-120	
2.5	Shared Offices (IT & Animal Control)	1	10	14	140	140	144	144	140	0	140	-4	
3.0	Building Support												
3.1	Elevator	2	8	10	80	160	275	275	160	0	80	80	-115
3.2	Elevator Machine Room	1	8	10	80	80	incl	incl	80	0	80	inc.	
3.3	Network Room	1	12	16	192	192	192	192	192	154	192	0	
3.4	Mechanical Room	1	18	20	360	360	400	400	288	288	360	-40	
3.5	Electrical Room	1	12	14	168	168	120	120	134	134	168	48	
3.6	Sprinkler / Water Service	1	6	14	84	84	168	168	84	84	84	-84	
3.7	Emergency Lighting Closet	1	4	8	32	32	100	100	32	32	32	-68	
3.8	Janitor	1	4	6	24	24	20	20	0	0	24	4	
Subtotal (Net Square Footage)					25,716	26,262	24,726	10,520	17,684	19,377	6,339	-919	
Grossing Factor (walls, corridors, chases, etc.) @ 33%					8,486	8,705	8,196	3,472	5,836	6,394	2,092	-303	
TOTAL SQUARE FOOTAGE					34,202	34,967	32,922	13,992	23,520	25,771	8,431	-1222	
<i>Total of individual stations:</i>					<i>37,512</i>								
<i>Shared station is more efficient than individual stations by:</i>					<i>8.8%</i>								

1000 sq feet increase for apparatus, now 34,202 sq feet vs 34,967 first study and 32,922 for second HKT study. If just a police station then 13,992 sq feet and fire only 23,520 or 37,512 for two buildings or 8.8% larger.

Gary asked about shared space for both dispatch supervisor and planning room. Hugh asked about best estimates on cost per square foot for police, fire and combined. Costs are similar to buildings. \$800 to \$900 Jeff's guess only, but potential of leveling of costs for site costs, but not plans, OPM, etc. Diana read off the original costs analysis from the HKT study. About halfway through the agreed to contract with Context and discussion on next phase. Building size is not sensitive to manpower.

Space needs just about done with refinement for required space. Nearly done with first phase. Information sessions and public information. Diana questioned the size of the police station (proposed). Diana will continue to work on study for various towns in the area. Proposed a meeting in two weeks. Owen stated that Context complete their agreed to contract. Hugh asked about a public document to complete the phase 1.

Al Murphy left at 7:28

Diana moved to set the meeting in two weeks to determine status and listen to final Context report. Gary reported that the next edition of the Boxborough Bee input is due on February 15.

Les summed up current state. HKT and Context numbers are similar, and costs are increasing.

Next meeting will be in two weeks at 5:30 on February 9. Jeff and Ellen will meet with the chiefs.

Diana moved to adjourn and Owen seconded
Owen-aye , Hugh, gary, Bryan, Priya, Diana, Bill, Larry, Les
Passed 9-0
Adjourned at 7:38PM

LIST OF EXHIBITS:

1. BBC minutes for January 10, 2022
2. Public safety study from Context schedule “Boxborough public safety space needs study” second version