



## TOWN OF BOXBOROUGH

BOARD/COMMITTEE: Boxborough Building Committee

DATE: Wednesday February 21, 2024

TIME: 7:00 PM

PLACE: zoom only

In attendance: Les Fox, Gary Kushner (vice-chair/clerk), Owen Neville, Al Murphy, Kristin Hilberg (Chair), Bryan Lynch, Bill Litant, Mark White (7:05)

Missing: Than Stuntz, Bob Stemple, Hugh Fortmiller, Larry Grossman, Priya Sundaram

Supporting Staff: Captain Jason Malinowski, Mike Johns (TA), Captain Shawn Gray, Chief John Szewczyk

Other: Cindy Markowitz, Barbara Birt

Meeting called to order at 7:01 PM by Kristin Hilberg

Fox-present, Neville-present, Kushner-present, Murphy-present, Lynch-present, Litant-present, Hilberg-present

The January 31, 2024 minutes were reviewed.

Al indicated that the Housing board voted to inform the building committee not the SB in two places. 3<sup>rd</sup> page and 2/3 housing board to make recommendation to the SB, Kristin indicated that there needs to be a subcommittee.

Les moved to accept the minutes as amended and seconded by Owen.

Fox-aye, Neville-aye, Kushner-aye, murphy-aye, Lynch-aye, Litant-aye, White-aye, Hilberg-aye

No correspondence

Process for formalizing agreed fair price for Stow Road

The SB and the housing board and the housing trustees will need to come to an agreement on price. The housing board already approved a price. The Housing Trust will need to meet and vote to accept the housing boards vote. Al Murphy indicated that there is a question of what if the ATM goes in a different direction and should the housing board wait until after ATM. Kristin suggested that a subcommittee of two members of the SB, the Housing trust and the housing board along with the TA meet and agree on a purchase price and document the MOU.



Our Town Counsel would have to be involved once MOU is near final. Each board must identify 2 attendees each.

AI> Kristin must identify 2 members of the SB

AI> Les to identify 2 members of the Trust

AI> AI to identify 2 members of the housing board

Will need a memorandum of understanding to bring to ATM. ATM must approve by 2/3 plus the housing board to formally vote. The housing board needs formal approval by ATM. As pointed out by Kristin we are following standard purchase and sales. No funds are moved until after ATM. The SB must see the appraisal, the rationale and reviewed by the FinCom. Mike Johns discussed the process. Mark White discussed the fire station on Stow Road as it pertains to the master plan. He also suggested separating the purchase of the land from the fire station. ATM needs to weigh in on the purchase of the land from the housing trust.

#### Communication

Les started the discussion to include concept drawings, preparation of the warrant articles along with recommendations. There are two placeholders to include land conveyance from the trust with or without an actual dollar amount and professional services. Working with Context architecture on site analysis and concept drawings. For the land purchase we would not obtain the funds until the Housing board needs the funds.

The professional services article includes OPM and design services. Jason will work with Context in preparation for ATM. Currently at \$500,000 based on the Town's levy limit though the FinCom on February 20 were told it would be \$350,000. Gary asked where the additional \$150,000 is coming from. The land conveyance is 2/3 vote from the housing trust and majority for the professional services.

Context will help provide information on what will be built and how much it will cost. Gary asked about the work done to date by HKT, but some additional Geotech work is required. Decisions on materials, HVAC, etc. Gary commented that the budget must include the demolition of the original building. The OPM will liaise with other boards that deal with permits. Would come back to Fall Town meeting with plans. Can start the RFQ for the OPM soon.

#### Town report

Discussion on the length of the report and is it too long. Kristin recommended that we keep it as is. Bill seconded and it was mentioned that the COA liked the report.

The next meeting will be March 27 2024 at 7PM via Zoom.



Owen moved to adjourn and Mark seconded  
Fox-aye, Neville-aye, Kushner-aye, murphy-aye, Lynch-aye, Litant-aye, White-aye, Hilberg-aye  
Adjourned at 8:09PM

Documents used:  
Minutes of January 31 BBC meeting