



TOWN OF BOXBOROUGH

BOARD/COMMITTEE: Boxborough Building Committee (BBC)

DATE: Wednesday May 1, 2024

TIME: 7:00 PM

PLACE: Zoom only

In Attendance: Les Fox, Gary Kushner (Vice Chair, Clerk), Kristin Hilberg (Chair), Al Murphy, Bob Stemple, Mark White, Priya Sundaram, Larry Grossman, Bill Litant, Owen Neville, Bryan Lynch (7:03), Than Stuntz (7:12)

Missing: Hugh Fortmiller,

Supporting Staff: Chief Shawn Gray, Chief John Szewczyk, Michael Johns (TA)

Visitors: Richard Hilton, Abby Reip, Robin Lazarow, Cindy Markowitz, Mary Sullivan

Meeting called to order at 7:00 PM by Kristin Hilberg.

Fox-present, Kushner-present, Murphy-present, Stemple-present, Sundaram-present, Grossman-present, Litant-present, Neville-present, White-present, Hilberg-present

Review and Approval of Minutes for April 24, 2024:

No comments

Mark White moved to approve and Bob seconded.

Fox-aye, Kushner-abstain, Murphy-aye, Stemple-aye, Sundaram-abstain, Grossman-aye, Litant-aye, Neville-aye, White-aye, Lynch aye, Hilberg-aye

Approved 9-0-2

Article 42 discussion:

Shared the article and indicated that the funding source is changing to \$500,000 in free cash. The SelectBoard did not approve the potential changes as voted by the BBC at their previous meeting to the warrant article by a vote of 2-2 which meant that the article was not modified. Larry commented on the fact that the two members from the BBC voted to approve the changes, but that the other two members of the SB did not vote to approve. It was noted that at ATM it is the motion and not the verbiage in the article.

The TA indicated that the article will look at 4 sites and any other site that arises, but the language in the motion will not change except again the funding source.



Review of the Littleton fire station visit with comments from Priya. Importance of the OPM and based on state law. Priya spoke to the deputy chief (acting fire chief) and the chair of the building committee and they emphasized again the importance of the OPM. There are Impacts to the Town, insurance, population, state of current building and protection of equipment/personnel.

Al spoke about the OPM and how they represent the Town when dealing with the architects and construction company. Littleton building was clean, HEPA filters, positive pressure, cistern using rain water. Littleton brought in the OPM right away at the beginning. Larry indicated that he was originally against the OPM now, but changed his mind and believes that now is the time. Need to start research on an OPM once the article is approved, but no funds can be spent until July 1. Les also attended the Littleton tour along with John Markiewicz. The OPM can help to drive the site determination. The time saved will save money due to price escalations. The Littleton station is 24,000 sq feet, but does not include the basement area. Littleton rented space on Ayer Road while renovating the building. Littleton built the structure with expansion in place as more personnel are hired. Gary commented on the importance of the OPM from his experience on the school building project.

The TA commented on Littleton TV and how Kirby Dolak reached out to Mike and the potential of a tour. Kirby knew the deputy director (acting fire chief). Sean Coffey.

The TA commented on his impressions of the state of the Boxborough fire station when he first arrived in Town.

Mark White commented on the price tag and location. He did emphasize that most if not all people believe we need a new station. Mark also commented on potential costs.

The TA indicated that Context will provide a ballpark cost prior to ATM. The follow on work will define the building.

Gary talked about the school building process and the value engineering project. The MSBA requires an OPM up front. The school project worked with the OPM and the architects to determine the location (3 sites originally reviewed) with proposed designs for each.

Les commented on the sites and the work required.

Bob commented on the FinCom meeting and discussion. The FinCom reviewed the SB decision and worked out the finances to get the support on free cash rather than taxing (raise and Appropriate). There is expected to be an additional \$200,000 in unplanned revenues in the fourth quarter.

Article 42:

Recommendations can be provided for majority and minority and would require a meeting next week to review the recommendations. The SB is allowed 10 minutes for the presentation by the moderator.

The Fire department rating via ISO study/review as asked by Bryan.

Discussion on size and if Littleton has 24,000 sq feet for a large town and bigger population then why? Will need to answer. Will not be able to match apples with apples. Littleton has town water and Boxborough has tankers. The Littleton station of 24,000 does not include the



basement with infrastructure. Les asked the Chief to compare existing bays with future bays. Need to plan for some growth. Will go with actual needs with some growth. Reduce the uncertainty to location and size.

Article 42 will be the first article on the second night.

Gary asked that the first (or close to first) item in the presentation state that this article is not about location.

Owen commented on the wording of the motion. No mention of square footage.

The OPM will help drive to a decision.

Gary asked if Kristin reached out to Mary Brolin who drove the school building project and has direct knowledge of OPM and their function.

Al asked about item 5 and cost brackets vs. approximate costs from Kristin's outline.

The FinCom will provide the details on the funding explanation.

Question if there will be funds left for conceptual designs.

Discussion on the next steps.

Les provided his comments at a high level on why the project. Les asked to review the presentation, but the presentation is the SB presentation and not the BBC report.

Correspondence: none

Recommendation discussion and that we would have a majority and minority recommendation if both are required.

Owen moved to recommend article 42 and Bob seconded.

Unsafe for working and living and maintaining the equipment; 2 to 3 sentences for the recommendation.

Can meet at the station next week if requested in the apparatus bay and could also meet outdoors.

Kushner-aye, Murphy-aye, Sundaram-aye, Neville-aye, Lynch-aye, Stemple-aye, Grossman, Fox-aye, White-aye, Stuntz-aye, Litant-aye, Hilberg-aye

12-0 approved

Les will draft a proposed recommendation.

Next meeting is 6PM at fire station for next meeting to review the recommendation.

Owen and Bob moved to adjourn.

Kushner-aye, Murphy-aye, Sundaram-aye, Neville-aye, Lynch-aye, Stemple-aye, Grossman-aye, Fox-aye, Stuntz-aye, White-aye, Litant-aye, Hilberg-aye

Adjourned 9:04 PM.

Documents used:



Minutes of April 24 BBC meeting.

Article 42

Article 42 presentation overview/outline

Article 42 Report Outline, DRAFT

Please note that the moderator has reminded us that he allows 10 minutes for presentations. He said he can be a little generous, but those on the floor often monitor the timer and we should plan to stay within the timeframe.

Priya and I have also discussed using short snippets from the Fire Station video as part of showing the need for a new fire station; those who attended the Littleton visit and trip to our Fire Station on Friday can weigh in on what they saw and what they learned from Ron, the person who led the Littleton Building Committee that oversaw their construction project.

After the BBC has a chance to review and weigh in, I (Kristin) plan to parse this outline into sections and ask the appropriate volunteers/personnel to fill in the details. This will ensure that everything is factual.

Outline

1. Needs Assessment
 - a. Determination that a fire station is the most pressing need (vs. public safety building)
 - b. Condition of current station
 - c. Size of building, number of bays vs. equipment needs
 - i. How are current and future needs assessed?
 - ii. How are the building and garage bay needs determined?
 - d. ADA requirements
 - e. FPA standards
 - f. Training Space/Emergency Response Center: could this space be used by other town entities or used as a command center during a public emergency?
2. Rationale for \$500,000 request
 - a. Funding to evaluate the 4 sites the BBC voted to investigate and any future sites that may present themselves
 - i. Current sites voted on:
 1. Current fire station site
 2. 70-72 Stow Rd.



3. 700 Mass Ave.
4. 1320 Mass Ave.
- ii. Consultant will use all data we have available/accessible to the town as well as engaging with engineers/consultants as needed
- iii. Consultant will provide a recommendation as to the best possible site for construction
- b. Funding to hire the appropriate professionals needed to move to the project to conceptual design and ultimately to a future Town Meeting for a vote
 - i. The amount demonstrates that the town is committed to building a new fire station and has the funds available to do the work
 - ii. These professionals would be expected to attend BBC and other meetings as needed, meet with the FD, participate in forums and get to know all opportunities, challenges and individuals involved; this will also allow them to build trust with the community
 - iii. Create a realistic high-level estimate to build a new station including soft and hard costs
 1. Costs will reflect prevailing wage requirements
 - iv. These professionals would help the BBC present all findings to future Town Meetings, answer questions etc.
- c. Who would we be looking to hire, when should they be hired and what do they do?
 - i. List of initial work to be done and expectations for completion
 1. OPM
 2. Engineers
 3. Other consultants?

3. Funding source and expenditures

- a. Free Cash
 - i. Does not affect current tax bills and allows us to use our reserves for planning purposes
 - ii. FinCom to fill in details/mechanics
- b. Cost brackets for the duties listed in the summary organized into an appropriate timeline

4. Next steps