



## TOWN OF BOXBOROUGH

**BOARD/COMMITTEE:** Boxborough Building Committee  
**MEETING DATE:** September 29, 2020  
**TIME:** 7:00 PM  
**PLACE:** Virtual Meeting - this meeting is being conducted via Remote Participation, pursuant to the Current Executive Order of March 12, 2020.

**BBC members:** Les Fox, Maria Neyland, Kushner, Owen Neville, Ling Chen, Ralph (Al) Murphy, Hugh Fortmiller, Larry Grossman, Than Stuntz, Becca Edson, and Bryan Lynch

**Non-members:** Paul Fillebrown, Warren Ryder, Cheryl Mahoney, Ryan Ferrara, Jason Malinowski, Cindy Markowitz, Bentley, John Markiewicz, Keith Lyons, Bentley Herget,

Meeting called to order by Les Fox at 7PM.

Minutes were moved by Al Murphy and seconded by Bill Litant. Discussion by Hugh Fortmiller on whether planning board should have a member on the building committee. Cindy M. will bring the question back to the Planning board and will provide Les F. with a recommendation.

Al – aye; Hugh- aye; Owen- aye; Maria- aye; Gary- aye; Bill- aye; Ling- aye; Than- aye  
Larry- aye; Becca- aye; Les- aye – Minutes approved

Reviewed proposed change to the charter. Les indicated that revision states “BBC will elect a SelectBoard member as chair and a FinCom member as Vice-Chair...” and list the duties of each. The charge states the committee will focus primarily on the Stow Road property, but will consider additional properties if/when they timely come to the attention of the committee.

Than moved and Maria seconded.

Al asked about Zoom meetings being covered in the charter. The charter does not cover zoom, but Governor Baker’s orders cover all public meetings. Owen asked why we are discussing. The charter has not yet gone to the Select Board for review/approval. Les replied that the revised charter would be recommended to the Select Board for approval at their next meeting.

Al – aye; Hugh- aye; Owen- aye; Maria- aye; Gary- aye; Bill- aye; Ling- aye; Than- aye  
Larry- aye; Becca- aye; Les- aye – the proposed charter was approved

Les called for nominations for Vice-chair and nominated Gary Kushner; second by Ling Chen.

Al – aye; Hugh- aye; Owen- aye; Maria- aye; Gary- aye; Bill- aye; Ling- aye; Than- aye  
Larry- aye; Becca- aye; Les- aye.

Gary Kushner was elected Vice-chairman. Discussion on near future work ensued.

Article for feasibility study was pulled at ATM. Next steps will move back to the feasibility study. Les had distributed a bulletized outline of historical developments and accomplishments since SNAG and verbally reviewed the status. Ended with a focus on Stow Road. Les spoke on the Stow site and future potential uses, noting the need to address parking, water and septic system. Les noted that diligence was done on the Stow Road site when the Housing Board purchased the land.

Communication plan discussion opened by Les, and continued by all. Maria noted a Facebook page or other social media would need to follow the Boxborough Social Media Policy that has been adopted by the Select Board. In view of Open Meeting Law, questions are not answered on the Facebook page; only “push” information can be provided. Warren discussed the Police Facebook page. The Town website is the main source of information. Comments must be open to all – i.e., any/all may comment. There are other social media options including Twitter. There is the option of developing an email list as discussed by Bill Litant. Zoom offers public forums as demonstrated by the EDC meeting. Communication Subcommittee proposed by Les. The quorum of the full committee is 7 members, so a subcommittee/team needs to be less than 7. Non-profit mailing proposed by Hugh. No one solution covers all so should consider paper, electronic, social media, etc. Hugh F. could help with hard copy, but not electronic. Bill L. would participate, but not lead. The school building committee has a separate distribution list. The question was asked on what we want to communicate. The primary purpose is to tell the Town the issues involved in the existing infrastructure, what we have done to date and in the future the proposed uses for the site. Gary asked about video tours of both buildings. Warren is planning on doing a tour of the Police Station.

#### Action Items indicated by highlight AI>.

AI> Warren/Paul will reach out to Kirby (cable) regarding video tour of both facilities

Discuss a series of questions including why not old DPW, or current site or other sites.

AI> All to send a list of proposed FAQ-style questions to Les; the committee will review and develop answers.

Other uses for the site once full requirements are determined for the public safety building could include community/senior citizen center or softball field or meeting space or other Town needs.

Gary K. asked Larry G. about the issues with a single story versus two story of usage/space/cost.

Al M. has a large amount of backup material on the site developed when the housing board purchased the site. Becca offered to convert PDF to CAD drawings. Hugh asked about tours of the current facilities and potentially other towns' facilities. Prefer to look at new buildings rather than renovations. Paul is going to the Sudbury public safety facility and will check it out.

Les introduced Jason who was on the Southborough building committee.

AI> AI, Becca, Larry to obtain and present previous drawings for posting.

We have about \$70,000 left from the previous article. Proposal to put together the Q&A and then determine what questions we cannot answer and utilize some of the funds to answer the questions.

Will review the 35,000 square foot proposed structure.

AI> All to Send a note to Police chief prior to walking the site as the police monitor the location.

Next meeting will be October 20<sup>th</sup>. Have communication plans in place along with documentation.

Larry G. asked about Timeframe for issuing RFP for feasibility study. Would require a cost estimate. Proposal to have this for ATM. Estimate for feasibility study cost for the May 2020 ATM was in the area of \$160K. The Town cannot sign a contract without funding. Early proposal was to have a part 1 and part 2 to use the \$70K and then request full funding.

Discussion that we should summarize the due diligence of past work and then share a vision with the Town. The Housing Board did do a perk test, but no geo-tech drilling. There was an apple orchard which led to a minimum amount of arsenic on the site. As part of the pre-purchase due diligence the town conducted a 21E inspection which resulted in a satisfactory report.

ATM is in May 2021. Warrant closes in April 2021, Final language is due in March.

Owen moved to adjourn; seconded by Maria.

Al – aye; Hugh- aye; Owen- aye; Maria- aye; Gary- aye; Bill- aye; Ling- aye; Than- aye  
Larry- aye; Becca- aye; Les- aye.

Meeting adjourned at 8:55 PM.

### **LIST OF EXHIBITS:**

1. BBC Agenda for September 29, 2020
2. BBC Charge / Charter
3. Review paper from SNAG
4. GIS map of 72 Stow Road
5. Minutes of May meeting