



TOWN OF BOXBOROUGH

BOARD/COMMITTEE: Boxborough Building Committee
MEETING DATE: October 20, 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, Owen Neville, Gary Kushner, Ralph (Al) Murphy, Bryan Lynch, Maria Neyland, Bill Litant, Larry Grossman, Hugh Fortmiller, Becca Edson, Than Stuntz joined at 7:05 PM after minutes approved

Non-members: Cheryl Mahoney, Ryan Ferrara, Paul Fillebrown, Warren Ryder, John Markiewicz, Jason Malinowski

Meeting called to order by Les Fox at 7:02PM.

Minutes were moved by Gary Kushner and Maria Neyland seconded.

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

Updated charter discussed and approved by the Select Board at their October 5, 2020 meeting.

Planning board provided guidance that they will not have a voting member on the building committee even though the Planning Board could have a member on the committee.

The conservation committee does not currently have a member per their choice given the current site (Stow Road) does not have any conservation issues.

Communication via outreach process. Jason provided some information from the Southborough building committee including drawings. Becca and Al took the drawings and did a conceptual overlay on the Stow road site. Discussed tours of the existing facilities. Video posting to be provided by Kirby Dolak once videos are complete. Bill Litant took tours of the sites (police and fire) and discussed his findings. There are trailers parked in the back of the buildings with equipment being stored. Bill expressed that he believes that what he saw would translate well to a video. Officer Tyler will take

videos of both buildings and then bring in Kirby for production. First walk through with Bill L and Officer Tyler is scheduled for October 21. Would then set up virtual tours. Both chiefs will manage the video process. Plan is to start taking footage shortly and would expect to have the video done by mid-December (~8 weeks).

Discussed site walk and who will lead. Will set up times and include officer Tyler for videos. Maps will need to be provided of the lot.

AI> Warren and Paul to meet with others to set up site walks.

Hugh generated a list of questions to start an FAQ. Discussed the current facilities which cannot be renovated. Shared public safety facility requirements and a suggestion that dispatch be separate from Police even though there are shared resources in the FAQ. Gary asked about the public meeting area and would it be needed? Question if the meeting room could be built to normal standards rather than the public safety building standards which are costlier (e.g. earthquake standards). People did not like the Acton lecture hall versus Littleton or Sargent library meeting space. Jason does not believe that there is a cost savings in building a separate building connected with walkway. If public meeting room then would need additional parking. Potential need for clinical space (e.g. flu clinics) identified by BOH member Bryan Lynch. Currently take over a hotel room for clinical space. The two houses and the barn are not able to be renovated and will have to be demolished. The barn did fall down. Need to determine the existing facilities of police and fire station on Mass Ave. and what to do with the land.

Maria expressed concern that the FAQ might be too much with condensing the information and will required to be constantly updated. Les asked about utilizing a social network for questions and answers. Look to tie the various questions and tie to the HKT report for additional information. Not all Town folk have access to IT technology. Would need something in print format.

AI> Hugh will help to draft a more formal document and pass on to all, but do not reply all.

Conceptual drawings based on the site by Al and Becca. Discussion on zone 1 and zone 2 wells and nitrogen loading. Cannot exceed 440 gallons per acre over the entire 13.48 acres. Visible ledge decreases the open space for the calculation. Would we need to provide additional nitrogen treatment if exceeds the population?

Occupancy is about 60 to 70 personnel for 20 years. But not all 70 personnel are in the building at the same time. Need to determine the maximum number of people in the building at one time. 75 gallons per day per 1000 sq. feet.

Suggestion is to use our \$70K to hire a site engineer or architect or go to HKT (Janice). Larry suggested an architect to pull together the various professions. First thing we need is a constraints map. We already did the same effort with HKT on 1300 Mass Ave. Southborough spent \$125K to get them ready for Town Meeting.

Motion by Than Stuntz to propose funding for site constraints by HKT and seconded by Maria Neyland; base the site constraints study on the 2015 HKT space needs analysis; include wastewater and water on the site; determine if there is excess capacity on the site.

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

Motion passed unanimously

The RecCom needs space also and could potentially fit into a proposed community center.

The limit is \$30K before a public bid is required per Ryan.

The housing board did do a lot of work and will share reports.

Next meeting will be November 17

Actions from September 29 meeting:

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

AI> all to send a list of proposed questions to Les which will then be answered by all – in process

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

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

Maria moved to adjourn at 9:38 pm; seconded by Owen

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

LIST OF EXHIBITS:

1. BBC Agenda for October 20, 2020
2. BBC Charge / Charter
3. GIS map of 72 Stow Road
4. GIS map with Southboro public safety building via Becca
5. GIS map with Southboro public safety building via Al Murphy
6. Minutes of September 29 meeting