



TOWN OF BOXBOROUGH

BOARD/COMMITTEE: Boxborough Building Committee
MEETING DATE: November 17, 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 (arrived 8:32 PM), Ralph (Al) Murphy, Bryan Lynch, Bill Litant, Larry Grossman, Hugh Fortmiller, Becca Edson, Than Stuntz, Ling Chen.

BBC members absent: Maria Neyland

Non-members: Ryan Ferrara, Paul Fillebrown, Warren Ryder, John Markiewicz, Jason Malinowski, Bentley Herget, Jeff Glidden, Robin Lazarow, Jeanne Kangas, Cindy Markowitz, John Markiewicz

Noting a quorum, the meeting was called to order by Chair Fox at 7:15 PM. Due to issues with the Zoom credentials, Kushner and Grossman did not join until approximately 7:25 PM.

Minutes. Noting that the minutes of October 20 had been previously distributed, Chair Fox asked for a motion to approve. Bill Litant moved to approve the minutes of Oct 20; seconded by Owen Neville. There being no corrections or discussion, the minutes were approved by roll-call vote.

Al – aye; Hugh- aye; Owen- aye; Bill- aye, Larry- aye; Becca- aye; Chen – aye; Les- aye – Minutes approved (Kushner and Grossman not yet present).

Teams. Chair Fox opened a discussion around formation of the BBC into a few teams, reflecting an ad hoc organization that has already developed:

1. **Design.** Members who are most familiar with design and planning whether by practice, experience, or profession They will work with the Town Administrator and external consultants to advise and ensure the committee's work on design leading to eventual construction is on track. Members: Grossman, Lynch, Edson, Murphy.

2. **Communications and outreach.** Members currently already engaged in developing a communications and outreach plan and actions. Members: Fortmiller, Litant, Neyland.
3. **Disposition/reuse.** We should begin looking at options and potential plans for re-use of the current Mass Ave site(s) for fire and police to see what use(s) would best serve the town. Several ideas have been floated in the community, but no organized effort exists yet. This team would expand information-gathering and outreach to bring forward suggestions for deliberation. Than indicated he would be willing to work on this, providing other members will join the effort. Continue discussions.
4. **Additional uses.** Assuming there will be capacity on the Stow Road site, what are the viable and most useful additional municipal functions the town should consider? Suggestions so far include a community/senior center or town softball field. Brief discussion led to the conclusion that formal activity should be put on hold, pending results of the site constraints study.

Goal is to include team reports and updates on the regular agenda.

Site feasibility – septic and water. Les stated that Bryan Lynch had taken the best available data to analyze the septic and water requirements for the Stow Road site. In addition to using the space needs analysis developed in the 2015 HKT report, Lynch used the data on the similarly sized Southborough public safety building. He also was able to apply his knowledge of septic and water system design requirements developed over many years on the Boxborough Board of Health, and Planning Board. In addition to the requirements for public safety facilities, Lynch also looked at requirements for a 5000 SF community or senior center. Les showed a simple summary of Lynch’s conclusions for septic flow and well sizing. Lynch’s analysis indicates the site appears feasible at this stage and will be useful in guiding a more detailed site constraints study.

Review of feasibility study proposal. Earlier this day (Nov 17, 2020), Ryan had received a proposal from HKT Architects for a site constraints study, as authorized by the committee at the Oct 20 meeting. The proposal was distributed to members in advance but with limited time for review. The full committee discussed the proposal scope in detail at the present meeting. The water and septic analysis provided by Lynch provided useful context for review. Owen Neville commented that we need to quantify the septic capacity of the site and determine how stormwater runoff will be handled. Use the working assumption of a 35,000 SF footprint. We need to conduct some number of geotech borings to determine if significant ledge is present in the target area for buildings. The committee concluded we needed to focus on the most critical issues of site constraints, and defer traffic studies, wetlands flagging, etc. Accordingly, after lengthy discussion, chair Fox moved:

To authorize the Design Team and the Town Administrator to work with HKT to adjust and revise the proposed scope of work define the major site constraints to determine:

- *Optimum location of public safety facilities with footprint of 35,000 square feet*
- *Best location for a septic system at about 4600 GPD flow,*

- *Best location for public water supply wells of at least 2335 GPD, with potential additional capacity for other potential municipal use (eg., community/senior center) with unknown occupancy (seats)*
- *Maximum potential community center capacity (seats) given all constraints*
- *Presence of ledge in the target building area*
- *Soil types by test pits for location of leach field*

Than Stuntz seconded the motion. Chair Fox called for votes by roll call:

Al – aye; Hugh- aye; Owen- aye; Bill- aye, Larry- aye; Becca- aye; Chen – aye; Les- aye; Kushner abstained, having arrived at 8:32 PM, near the end of this discussion. Motion approved.

Review of FAQ document. Hugh Fortmiller reviewed the latest revision of the FAQ document which has had input from a number of members and advisors. Hugh would like to confirm the Boxborough population numbers and will reach out to Town Planner Corson.

Video and walking tours. Chief Ryder reported that Officer McElman is making good progress on videos. Planning to connect with Kirby Dolak (LCTV) for production enhancements. No on-site tours to report. Ryder reminded anyone to send a note to him prior to walking the site as the police monitor the location.

Next meeting. Consensus to hold the next meeting at 7PM on Dec 15, 2020.

Adjournment. Than moved to adjourn at 9:43 P; seconded by Gary

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

Adjourned at 9:45 PM

LIST OF EXHIBITS:

1. BBC Agenda for December 15, 2020
2. Minutes of November 17, 2020 meeting
3. Bryan Lynch analysis of septic, water requirements for Stow Rd site
4. HKT designer services proposal for Stow Road feasibility study (11.17.2020)
5. Updated FAQ document prepared by Hugh Fortmiller