



TOWN OF BOXBOROUGH

BOARD/COMMITTEE: Boxborough Building Committee
MEETING DATE: December 15, 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:

Ralph (Al) Murphy, Les Fox, Hugh Fortmiller, Becca Edson, Bill Litant, , Bryan Lynch, Maria Neyland, Owen Neville, Gary Kushner, Ling Chen (joined at 7:04), Than Stuntz (joined at 7:05)

Missing: Larry Grossman,

Non-members:

Bentley Herget building commission, Amy Dunlap, Robin Lazarow, Ryan Ferrara, Becky Neville, Warren Ryder, Jason Malinowski,

Meeting called to order by Les Fox at 7:03 PM.

Minutes for November 17, 2020 were moved by Hugh Fortmiller and Bill Litant seconded.

Question on motion by Owen and its specificity. Ok as written.

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

Discussed scope of work with comments provided by Amy Dunlap, HKT Architects. Focusing on water and septic systems including runoff. Soil sampling for septic and potential of ledge. HKT will oversee and Pare will do actual geotech work, with back hoe services provided by Boxborough DPW. HKT provided their master proposal and scope of work; along with Pare Corporation’s proposal and scope for the civil engineering and geotech work. Chief Ryder had provided the previous SNAG report to use as guide, but not actual plans including occupancy. Reviewed potential of community center based on other HKT designs. HKT to develop high-level conceptual site plan; Pare would provide civil engineering design. Add alternate for geotechnical to include 2 borings based on potential sites and additionally some additional test bed sites with help of DPW and a backhoe to review sub surfaces around the site. Will provide base information on the site. Les compared Southborough public safety space needs

analysis as provided by Jason to potential Boxborough project and they were very close. Housing Board evaluation of the site by GPR for affordable housing project considered placing the well on panhandle and septic leach field on the Mass Ave end. Bryan Lynch noted that with constraints of well zone 1 and property lines, it might be better to swap. Let Pare do a walk through prior to recommending locations of the well and septic. Would like to approve moving forward if all recommend. Expectation for (actual is 5240) CY2040 population is 5,578 not the 7000+ which is about half of Southborough's population. The potential sq. foot of the building does not include parking and roads. Review worse case scenario with shift change plus on-call/per diem meeting. Review the Southborough parking planned area.

Les moved to authorize Ryan to move forward with HTK and Pare proposals; seconded by Than.

Al-aye, Hugh-aye, Maria-aye, Owen-aye, Bill-aye, Bryan-aye, Gary-aye, Becca-aye, Ling-aye, Than-aye, Les-aye

FAQ discussed as written by Hugh and sent to committee on December 8. Building relates more to staffing of police and fire rather than population of the Town. The minimum standards today are much bigger than current facilities and does not include growth. Discuss number of calls, but no correlation based on facility. Current facility is cramped.

Southborough cost was \$544 per sq foot for 36,000 sq foot building. Cost analysis of 27K to 35K is hard building cost and might not include soft costs like OPM, architect, furniture, etc. should not include any cost analysis until have real numbers on size of building. Remove discussion of costs.

Will include the fact that the Housing board owns the Stow Rd property. The Town will need to make the Housing Trust whole, but can be done over time.

Les reviewed two potential timelines for consideration:

Aggressive:

Jan-Mar/April for site constraint study

ATM request funds for OPM and designer

July 2021 hire OPM and architect/designer

Mar/Apr STM for construction funding

Begin building summer 2022

Alternative:

Design funding for STM September/October/November

Hire OPM/designer after STM

Construction September 2022 STM

Bidding oct 2022

Start building spring 2023

Discussion on timeline.

Gary, Ling, Owen, Hugh, Maria, Becca, Than voiced support for a slightly slower pace.

Bentley expressed a desire to speed up the process and recommended we review the police Chief's video, but not yet made public.

Jason recommended planning to start breaking ground in the April/May 2023 time frame which means that we need to go out for bid in January 2023. Discussed OPM and if there are funds to bring in an OPM sooner than later.

There was consensus that it would be best to pursue a timeline to seek design funding at a STM in the Fall of 2021. Meanwhile, the committee will complete and communicate the results of the site constraints study and ramp up communications and outreach.

BBC@boxborough-ma.gov.

Tour of police station video is available. Bentley did a tour of the police station. The fire station video is in process and requires a voice walk through. Discussion regarding Town email system.

Communication:

- Buzz, senior newsletter
- SelectBoard presentation
- Social media including facebook, twitter, and Instagram
- Beacon
- Action unlimited

Bill L and Hugh will discuss a letter to be published.

Create a comm committee (Maria, Hugh and Bill), but less than a quorum. 7 is a quorum.

Discussed phase construction if build fire station and then police station based on presentation by Les Fox. Used 4% construction cost increases per year, with an assumed delay of 5 years to begin construction of a police station. The net result of phased construction would be to increase total cost to taxpayers as well as risk; the police station cannot wait for 5 years. Owen noted that the Finance Committee strategy is to time major borrowing to level out the total town debt service. Future borrowing for public safety should be offset by other debt retirement.

Next meeting is January 26, 2021

Action items from previous meetings:

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

Gary Kushner moved to adjourn at 9:12 pm; seconded by Maria Neyland

Al – aye; Hugh- aye; Owen- aye; Maria- aye; Gary- aye; Bill- aye; Than- aye
; Becca- aye; Les- aye, Bryan, Ling-aye, adjourned

LIST OF EXHIBITS:

1. BBC Agenda for November 17, 2020
2. FAQ
3. HTK proposal
4. Phased building project presentation