



**BOXBOROUGH SELECT BOARD**  
29 Middle Road, Boxborough, Massachusetts 01719  
Phone: (978) 264-1712 · Fax: (978) 264-3127  
[www.boxborough-ma.gov](http://www.boxborough-ma.gov)

Diana Lipari, Chair

Leslie Fox, Clerk

Wesley Fowlks

John Markiewicz

March 30, 2023

Jeff Shaw  
Context Architecture  
68 Harrison Avenue  
Boston, MA 02111

**Subject: Boxborough Public Safety Study Amendment 1 – Structural Investigation of Existing Police Station**

Dear Mr. Shaw:

I am pleased to sign off on the amendment for Structural Investigation of the Existing Police Station for the Town of Boxborough. The review and reporting services shall be provided beginning on April 3, 2023 through May 12, 2023 for Boxborough. The work shall be in accordance with your attached proposal, dated February 24, 2023.

Please consider this letter as an official notice to proceed with the engagement. Per your attached proposal, your annual fee to the Town shall not exceed \$2,800. The work associated with this contract shall commence on April 3, 2023.

Town looks forward to continuing our working relationship with Context Architecture.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael C. Johns".

Michael C. Johns  
Town Administrator

Attachment (1)

CC: Les Fox, Building Committee Chair



Rajon Hudson  
Assistant Town Administrator  
Town of Boxborough  
29 Middle Road  
Boxborough, MA 01719

February 24, 2023

**Re: *Boxborough Public Safety Study Amendment 1 – Structural Investigation of Existing Police Station***

Dear Mr. Hudson,

We are pleased to submit this amendment to our original fee proposal for the services listed below.

Perform a structural review of the existing police station building including:

- Review studies and reports previously prepared by others.
- Apply the provisions of the prevailing State Building Code.
- Perform a visual evaluation of the existing structural elements of the Police Station – note no destructive work will be performed to uncover elements.
- Consider the number and significance of alterations that might be made before triggering a complete seismic upgrade.
- Consider the impact of a directly connected addition or seismically separate addition to the existing building.
- Prepare an existing building code report documenting the observed structure and the opinions of the engineer.

Fee: \$2,800

Thank you for the opportunity to submit this proposal.

Sincerely,

Jeff Shaw, AIA  
Context Architecture

Accepted By:

A handwritten signature in blue ink, appearing to read "Michael P. Johnson", written over a horizontal line.

3/30/23

Date

