



**TOWN OF NORTHBOROUGH
63 MAIN STREET
NORTHBOROUGH, MA 01532**

Town Offices Feasibility Study Committee

MEETING MINUTES

February 21, 2024

6:30 p.m.

Present:

Aaron Hutchins, Scott Charpentier DPW Director, Shawn Thompson Facilities Manager, Kristen Wixted, Dario DiMare, Linda Brenkle, Judy Boyle, Bill Pierce, Diane Wackell Asst. Town Administrator, Tim McNerney Town Administrator, Ned Collier, ICON, Mark McKevez ICON, Ana Cheng ICON

Absent:

Ashley Davies

Meeting started at 6:30 PM

Bill Pierce read the remote meeting introduction.

Bill Pierce conducted roll call. All present except Ashley Davies.

Motion to accept 1/24 minutes from last meeting by Linda Brenkle, 2nd by Kristen Wixted. Aaron Hutchins abstained.

Motion approved.

Ned Collier, Ana Cheng and Mark McKevez's presentation:

Reviewing the schedule. Site estimates due next week for public meeting. Engineers will be engaged following public meeting. Looking for committee to weigh in on preferred option at the end of tonight's meeting. Departments and administration have signed off on 26,000SQ need of new/renovated town hall. Rec Dept and DPW to be relocated.

Questions/Comments from committee/staff:

4 West Main has different floor dimensions. Possible addition to the building would be 3 floors. Proposal to consolidate all department service desks in one location rather than in their suite of space. Reduces elevator use. Frees up square footage to fit more departments together. Bulk of public use would be on floors 1 and 2 only. Would be the lowest cost option for a new town hall.

Bill Pierce: If we relocate the DPW to the highway building, will we be renovating that building in 5 years? Scott Charpentier comfortable that DPW administration will work within existing framework with modest expansion. Will voting space will be incorporated into new town hall design. No; Scott Charpentier said vehicle flow and parking is problematic.



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Tim McInerney: Hasn't vetted consolidated service desk concept with staff yet.

Bill Pierce: What is the required square footage? 26,300. This option is less than the required.

Scott Charpentier – Explain the difference between net and gross square footage.

Kristen Wixted: What about voting? You could use accordion doors in meeting room
This is a test fit. Things can be moved around.

Linda Brenckle: Parking at 4 West? 83-91 spots within walking distance. Is there an issue with acoustics? There will be special items in that room for acoustic issues.

63 Main is 2nd on affordability. Possible addition of 2,100 feet to the front of the building.
15-18 months of staff working in possible trailers.

Linda Brenckle: What makes this more expensive than 4 West Main? This might be close to the second option at 4 west. But it is more extensive including adding a floor in the current gymnasium.

Kristen Wixted: How would we continue to use government if we were doing this?
Trailers would be used for a "quick" renovation. (15-18 months).

Aaron Hutchins: Can we postpone committee vote until the public hearing given one member's absence and my early departure from tonight's meeting? Can we look at property development behind 63 Main building?

Aaron Hutchins left meeting at 7:37PM.

11 Pierce Street. Demolition of station and completely new construction. Limited parking on site but has adjacent parking.

Kristen Wixted: cost difference between 63 Main and 11 Pierce. They would be the same. The shape was made to create as much parking as possible. There only 20 spots. We would need to rely on the additional municipal spots within walking distance.

Potential reuse of 11 Pierce for rec center.



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167 Main Street (White Cliffs). Demolition of restaurant and function hall space. Keep original building and plus an addition. Highest cost.

Dario DiMare: One of the biggest problems with this space is using it. This solves some of the handicap issues. Yes, it will cost more, it should because of the historic piece. We will use it and preserve it.

Kristen Wixted: What about the “other” buildings. Does it reduce cost to keep staff where they are until new construction is done. Historic tax credits are an option.

Linda Brenckle: Would that be true with any scenario?

Kristen Wixted: Selling White Cliffs is the most difficult thing to get money back for.

Dario DiMare: this is an adaptive reuse as well as “green” which may provide other credits. Connects the new with the old.

Judy Boyle: This project lends itself to more expansion if needed. We need site disposition for the other sites.

Bill Pierce: We have to think about long term costs over short term costs. How much of the new building would be seen from the street? Trees and dimensions will reduce the amount of the new building that will be seen.

Linda Brenckle: Does it make sense to add additional space for the rec space? It does not make economic sense, but you could.

Judy Boyle: You could have dual entrances? Yes.

Bill Pierce: How many parking spaces? Exceeds the required 65.

Kristen Wixted: Is there a voting option? On the first floor, you could have a movable partition for voting space.

Presentation questions

Kristen Wixted: There will be visuals for these options during the public presentation? There will be a digital presentation. Can you make it go faster? Leave questions for the end.



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Dario DiMare: Need to shorten the options.

Bill Pierce: Are there any that are already out? For example, Option 1 of 4 W. Main is out because we are not meeting the requirements.

Judy Boyle: 11 Pierce might be out as well as it is limited parking. It makes sense to limit the presentation to the public. Show all the buildings but limit the presentation to the buildings that make more sense.

Dario DiMare: We might derail the meeting by presenting the potential Rec Center at 11 Pierce.

Judy Boyle: This committee is charged with giving options.

In a public forum, questions will be held to the end.

Linda Brenckle: Because we are missing members, we can not make a determination.

Kristen Wixted: We are not making a decision but we are stating what some of the options are.

Dario DiMare: It is important to hold questions to the end. Blocking Blake Street does not work with the Master Plan.

Linda Brenckle: What is the hierarchy of how we will present. We need more information. What we are looking for is a "consensus" on one or two alternatives.

Judy Boyle: Can we do White Cliffs in phases. Phases tend to increase cost.

Bill Pierce: Maybe we need to keep the list the same as what we did here. Sort by cost.

Kristen Wixted: We are meeting with the Select board and this committee, then the next day is Public? No, we are all meeting together on Tuesday. There will be the ability to tour the current town hall? Yes. Tim is working on a video for the presentation on Tuesday. Facility Manager has 5 or 6 pages of work that need to be done at the current facility

Bill Pierce: Open up to public Comment. No comments made.



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Bill Pierce: Next meeting on Tuesday the 27th in the gymnasium. Next meeting after that might be March 6th. Any members have a conflict with March 6th. No conflicts. Please email Ashley and Aaron for March 6th. Each of these meetings are more and more important for everyone to attend.

Bill Pierce: Motion to adjourn? Motioned by Kristen, seconded by Judy. Roll call vote. Motion approved.