

**RECEIVED**

By KWilber/Assistant Town Clerk at 9:33 am, Oct 26, 2023

Fire Station Building Committee  
Meeting Minutes  
October 4, 2023  
6:00 p.m.  
Public Library Main Meeting Room 1<sup>st</sup> floor

---

Members Present:

Dawn Rand, Chair  
Mitch Cohen, Vice Chair  
David Parenti, Fire Chief  
Daniel Brillhart, Fire Captain  
John Rapa, Financial Planning Committee  
Diana Nicklaus, Citizen-at-large  
Tom Reardon, Citizen-at-Large

Others Present:

Tim Alix, OPM Colliers  
Todd Ashford, Colliers  
Neal Aspesi, Deputy Fire Chief  
Scott Charpentier, DPW Director  
Amy Dunlap, HKT  
Janet Slemenda, HKT  
Marc Theiss, HKT  
Shawn Thompson, Facilities Manager

---

**Ms. Rand**

I call this meeting of the Northborough Fire Station building committee to order pursuant to Chapter 2 of the Acts of 2023, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on March 29, 2023, this meeting will be conducted via remote participation. No in-person attendance by members of the public will be permitted.

**This meeting will be live streamed but will have no option for public participation.**

**To view or listen**

Go to “Northborough Remote Meetings” on YouTube, Fire Station Building Committee.2023.10.04

6:00 p.m. – Meeting Called to Order

**1. APPROVAL OF MINUTES – October 4, 2023**

John Rapa moved to approve the meeting minutes from October 4, 2023. Tom Reardon seconded the motion. Mitch Cohen abstained, he was absent, and all other members voted in favor. Motion carried over.

## 2. RESULTS OF PROGRAM STUDY

- Tim Alix – HKT under contract already doing survey work out in the field. There is a lot of work to do to be ready for Town meeting. We have a Project Schedule with specific dates for committee and public input meetings.
- Janet Slemenda - Assessment Process, we met with representatives of the fire department, Deputy Chief Neal Aspesi, and Captain Brillhart, with Chief Parenti and Tim Alix on video. We had multiple responses from the questionnaire that was distributed to all members for their feedback, with a great response. We are taking a large approach on the new station towards a clean station focusing on firefighter health and environmental issues. There was a discussion on how the clean station design can be incorporated into the new building plans. We went over program study as how the community uses the building, public space, communication, administration staff support, operations and parking. When designing you look twenty years to the future for expansion.
- Amy Dunlap – in response to a question on the proposed size of the new station and how it compares to other departments, her response was that apparatus bays are the driver for the size of a fire station. This project is about average to what we have done before.

## DISCUSSION ON THE PROGRAM STUDY FROM COMMITTEE MEMBERS

- Chief Parenti – noted that we need to build a station as we grow over the years. The 2019 plan of the fire station was 26,420 sq. ft., and the current is approximately 27, 115 sq. ft.
- John Rapa - asked if the size they have designed is comparable to other fire stations they have designed. Her answer was yes. He asked HKT their convention for drafting some designs for the public sessions. Amy Dunlap responded they do 2 to 3 plans and site options then a single plan to present to the public.
- Tom Reardon – he asked if any program can be in the basement. Chief Parenti commented that because of the weight of the apparatus it was not possible and keeping as much of the soil on sight as possible. He asked if this is a critical path to Town meeting. We should have a good estimate for the project for the next meeting by the meeting schedule. The ZBA might want to see the plans, as well as the Design and Planning Board members. He stated there are design review guidelines used by the design review committee and HKT should be familiar with them. Scott will notify the Design and Planning Board members with meeting dates. When we talk about design and materials, the design review wants it to fit into the downtown revitalization.
- Scott Charpentier – he asked Tim Alix to copy him on all DOT meetings related to the lights on traffic control on the site of the new station.
- The December 13<sup>th</sup> meeting is critical. Then we can move forward with the Design Development Phase slated for January 3, 2024.

- Mitch Cohen – emphasized that the design team come to a Selectboard meeting, either early November or December.

### **3. CONSIDERATION OF MILESTONE SCHEDULE**

- Tight schedule for Town meeting. We have the first community input Session on October 17, 2023, critical meetings after are October 25, November 15, and December 13<sup>th</sup>. It is important to hear from residents who approve or can't support the new station.

### **4. PUBLIC INPUT SESSION**

- There will be an in-person session starting at 7:00 p.m. in the Public Library on October 17<sup>th</sup>. We need to present the scope and schedule and an image of the site. There can be a blend of 5-8 framed questions and answers, or just questions to the public.

### **5. FUTURE MEETING SCHEDULE**

- Fire Station Project Schedule
- Preliminary Design, September 15, 2023 – October 4, 2023
- Schematic Design Phase October 5, 2023 – December 31, 2023
- Design Development Phase December 14, 2023 – March 22, 2023
- Town Meeting March 22, 2023 – April 22, 2023

### **6. ANY OTHER BUSINESS**

- No other business was discussed.

### **7. ADJOURNMENT**

Mitch Cohen moved the committee vote to adjourn the meeting: John Rapa seconded the motion: the roll was taken as following:

Brillhart	“aye”
Cohen	“aye”
Parenti	“aye”
Rapa	“aye”
Nicklaus	“aye”
Rand	“aye”
Reardon	“aye”

Respectfully Submitted,

Lorraine Thompson