

**FIRE STATION BUILDING COMMITTEE  
MEETING MINUTES – January 15, 2019**

10:00 a.m. - Town Offices, 63 Main Street, Northborough, MA

**MEMBERS PRESENT:** David Parenti – Fire Chief  
Daniel Brillhart – Fire Captain  
Jamie Desautels – Fire Captain  
Dawn Rand, Committee Chair – Board of Selectmen Liaison  
Elaine Kelly, Committee Vice Chair – Appropriations Committee Liaison  
Mitch Cohen – Citizen-At-Large

**MEMBERS ABSENT:** Richard Smith – Financial Planning Committee Liaison

**OTHERS PRESENT:** John Coderre, Town Administrator  
Kimberly Foster, Assistant Town Administrator  
Stew Roberts, Johnson Roberts Associates Inc.

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**JOHNSON ROBERT ASSOCIATES**

Review of Land Acquisition Proposals

In response to the Land Acquisition Request for Proposals (RFP) issued in December, 2018, the Town received proposals from owners of the following four properties: 10 Monroe Street, 61-65 West Main Street, 7 Pierce Street and 10 Church Street. As previously identified and discussed by the Committee, the Monroe Street parcel, combined with the West Main Street parcel would provide adequate land on which to build a new fire station that meets the department’s programmatic needs, and acquisition of the parcels on Church Street and Pierce Street adjacent to the parcel on which the existing station sits would be necessary to consider expansion at the current site.

Stew Roberts distributed and reviewed a handout titled *Site Selection Matrix, 1/15/19*, that summarized the selection criteria defined in the RFP as the factors that the Committee would use to evaluate each proposal in order to determine the most advantageous proposal, taking in to consideration the evaluative criteria outlined in the RFP as well as price. The Church Street and Pierce Street proposals were evaluated collectively (referred to as the “Pierce Street Site”), and the Main Street and Monroe Street proposals were evaluated collectively (and referred to as the “West Main Street Site”). Mr. Roberts reminded the Committee that based on preliminary conceptual

building layouts previously shared with and discussed by the Committee, both sites could meet the programmatic needs of the department (requiring an estimated 23,000 square foot building).

Town Administrator John Coderre distributed a handout *Arguments in Favor of 61-65 Main Street (with 10 Monroe)*, which the Committee reviewed and discussed.

1. Lower overall acquisition and development costs
2. Eliminates any operational interruption and cost associated with temporary quarters
3. Better overall location for safe and efficient operational access and response directly from Route 20 Main Street
4. Site can accommodate drive through bays and separation of public access
5. More design options for optimal building and site layout to meet programmatic needs of the department (apron size, separation of fire apparatus from public vehicles, afterhours public space, optimal location of Emergency Operations Center (EOC), etc.)
6. Overall larger site allows for future potential expansion, out buildings or communication tower
7. Not in a residential neighborhood or in conflict with abutting uses
8. Vacant site would not require the elimination of existing businesses or potentially impact valued historic structure that is in good repair
9. Maintains optimal emergency response times from one centrally located station
10. Town retains the existing Fire Station at 11 Pierce valued at \$550,000-\$750,000 which can be sold or reused for another municipal purpose

Mr. Cohen then moved that the Committee vote to rank the West Main Street site, inclusive of the 61-65 West Main Street and 10 Monroe Street parcels as its first choice/preferred site for a new fire station, and the Pierce Street site (inclusive of the 11 Pierce Street property already owned by the Town, with 10 Church Street and 7 Pierce Street) as the Committee's second choice location. Ms. Kelly seconded the motion and all members present voted in favor.

#### **APPROVAL OF SEPTEMBER 24, 2018 MEETING MINUTES**

Ms. Kelly moved the Committee vote to approve the meeting minutes as presented; Mr. Cohen seconded the motion; all members voted in favor.

**APPROVAL OF NOVEMBER 8, 2018 MEETING MINUTES**

Ms. Kelly moved the Committee vote to approve the meeting minutes as presented; Mr. Cohen seconded the motion; all members voted in favor.

**APPROVAL OF NOVEMBER 29, 2018 MEETING MINUTES**

Mr. Cohen moved the Committee vote to approve the meeting minutes as presented; Ms. Kelly seconded the motion; all members voted in favor.

**ADJOURNMENT**

Ms. Kelly moved the Committee vote to adjourn; Mr. Cohen seconded the motion; all members present voted in favor.

Meeting adjourned at 10:45 a.m.

Respectfully submitted,

Kimberly Foster  
Assistant Town Administrator

Documents used during meeting:

1. January 15, 2019 Meeting Agenda
2. September 24, 2018 Meeting Minutes
3. November 8, 2018 Meeting Minutes
4. November 29, 2018 Joint Meeting Minutes
5. Site Selection Matrix prepared by Johnson Roberts Associates and dated 1/15/19
6. Site Rating Matrix prepared by Johnson Roberts Associates
7. Conceptual Project Budget Slide from 11/29/18 presentation, with Town Administrator's updated notes
8. *Arguments in favor of 61-65 Main Street (with 10 Monroe)*
9. Proposed Project Schedule (dated 10/23/18)
10. Revised Project Schedule (dated 1/14/2019)