

**FIRE STATION BUILDING COMMITTEE
MEETING MINUTES – January 23, 2018**

1:00 p.m. - Fire Station, 11 Pierce Street, Northborough, MA

MEMBERS PRESENT: Dawn Rand, Chair – Board of Selectmen
David Parenti, Fire Chief
Daniel Brillhart, Fire Captain
Jamie Desautels, Fire Captain
Mitch Cohen, Citizen-At-Large

MEMBERS ABSENT: Elaine Kelly, Vice Chair – Appropriations Committee
Richard Smith, Financial Planning Committee

OTHERS PRESENT: John Coderre, Town Administrator
Kimberly Foster, Assistant Town Administrator

FINAL SELECTION OF ARCHITECT

Mr. Coderre and Chief Parenti provided details of the reference checks conducted on Context Architecture and Johnson Roberts Associates. Both firms received excellent references. One aspect of the references that stood out for Johnson Roberts Associates was their ability to listen to their clients. Mr. Coderre commented that it was also the Town's experience when designing the Library project with Stew Roberts. The Fire Chief commented that he liked the way Stew Roberts' team of consultants works together, adding that it was the same team that worked on the Library project ten years ago. A discussion followed on the strengths of each firm.

The consensus of the Committee was that either firm would do an excellent job but the Committee felt Johnson Roberts Associates listened better and that the Town had a previously positive experience with the firm.

Ms. Rand moved the Committee vote to proceed with contract negotiations with Johnson Roberts Associates; Mr. Cohen seconded the motion; all members voted in favor.

KICK-OFF MEETING WITH FIRE DEPARTMENT STAFF

The Committee agreed to hold an informal kick-off meeting with Fire Department staff on February 9, 2018.

NEXT COMMITTEE MEETING

The next committee meeting will be held on Friday, February 23, 2018 at 10 a.m. at the Fire Station. Johnson Roberts Associates will provide an update on the programmatic needs and building assessment and will review the updated project schedule.

OTHER BUSINESS

None.

ADJOURNMENT

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

Meeting adjourned at 1:52 p.m.

Respectfully submitted,

John W. Coderre
Town Administrator

Documents used during meeting:

1. January 23, 2018 Meeting Agenda
2. Email from Stew Roberts