

**FIRE STATION BUILDING COMMITTEE
MEETING MINUTES – April 3, 2018**



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, Chair – Board of Selectmen
Elaine Kelly, Vice Chair – Appropriations Committee
Mitch Cohen, Citizen-At-Large

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

JOHNSON ROBERT ASSOCIATES

Program and Design Update

Mr. Roberts presented updated Program Summary and Program Diagram documents that included refinements based on the discussion at our last meeting. The changes include adding a sixth dorm room, reconfiguring the dorm rooms to include lockers in lieu of separate locker rooms, adding a conference room and increasing the size of training room.

Mr. O'Brien discussed how the team used the program data for the purpose of considering different building configurations as well as "test fitting" a specific building configuration on a specific site. The team developed several preliminary layouts for illustrative purposes and discussion. The diagrams presented highlighted the numerous options available and future considerations such as the configuration of apparatus bays (whether they are drive thru, double, or triple); whether administrative/public space and staff quarters are separated on two floors or located on a single level; and the layout of parking and public access to the building.

Site Selection Matrix

Mr. Davis discussed potential criteria to be part of a site evaluation tool. By consensus, the Committee agreed that it prefers Mr. Davis and his team frame the selection considerations to be of greatest value in ranking sites, propose an evaluation matrix, and complete initial matrices for sites under consideration, which the Committee will then review and discuss.

APPROVAL OF MARCH 16, 2018 MEETING MINUTES

Mr. Cohen moved the Committee vote to approve the meeting minutes as presented; Ms. Kelly seconded the motion. Vote: 5-0-1 (Ms. Rand abstained as she were not present at the meeting).

NEXT COMMITTEE MEETING

The next committee meeting will be held at 10:00 A.M. on Wednesday, April 25, 2018.

OTHER BUSINESS

By consensus, the Committee agreed to schedule site visits to recently renovated or newly built fire stations in Holden, Westborough, Uxbridge, Belmont and Newton. Proposed dates for the visits are May 1st and May 10th; the Fire Chief will reach out to the Chiefs in these communities to set up tours.

ADJOURNMENT

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

Meeting adjourned at 10:50 a.m.

Respectfully submitted,

Kimberly Foster
Assistant Town Administrator

Documents used during meeting:

1. April 3, 2018 Meeting Agenda
2. March 16, 2018 Meeting Minutes
3. Program Summary Outline 4/3/18 prepared by Johnson Roberts Associates Inc.
4. Program Diagram prepared by Johnson Roberts Associates Inc.