

Fire Station Building Committee  
Meeting Minutes  
February 14, 2024  
6:30 p.m.  
Remote Meeting

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Members Present:

Dawn Rand, Chair  
Mitch Cohen, Vice Chair  
David Parenti, Fire Chief  
Daniel Brillhart, Fire Captain  
John Rapa, Financial Planning Committee

Members Absent:  
Diana Nicklaus  
Tom Reardon

Others Present:

Tim Alix, Colliers  
Neal Aspesi, Deputy Chief  
Amy Dunlap, HKT  
Janet Slemenda, HKT  
Marc Theiss, HKT  
Todd Ashford, Colliers  
Shawn Thompson, Facilities Manager

6:30 p.m. – Meeting Called to Order

**1. APPROVAL OF MINUTES**

- John Rapa moved to approve the meeting minutes from January 10, 2024. Mitch Cohen seconded the motion. All members are in favor. Motion carries over.
- Mitch Cohen moved to approve the meeting minutes from January 17, 2024. Captain Dan Brillhart seconded the motion. All members are in favor. Motion carries over.
- Chief Parenti moved to approve the meeting minutes from January 31, 2024. John Rapa seconded the motion. All members are in favor. Motion carries over.

**2. HKT DESIGN UPDATES**

Amy Dunlap presents updates on the design of the Northborough Fire Station, including changes to the site plan and options for the retaining wall. The committee discusses these updates and votes to approve the new site plan.

Amy Dunlap explains that the wall being built into the hill will be taller due to the rising grades and discusses the need for further research to determine if geogrid is needed for the battered wall scheme.

She presents various options for terracing the wall, discussing the heights, depths, and potential challenges of each option. The committee discusses these options, with some members expressing preferences for certain designs.

- Mitch Cohen asks about the possibility of planting trees on the terraces, and Marc Theiss advises that smaller trees or shrubs would be more suitable due to concerns about the overall height of larger trees.
- Chief Parenti asks about the cost implications of the different wall options, and Janet Slemenda explains that the cost will depend on the amount of soil removed and whether geogrid is needed.

Amy Dunlap presents six different options for a sign in front of the building, all incorporating an LED signboard. The committee discusses these options, with some members expressing preferences for certain designs.

- Mitch Cohen suggests getting input from the design review committee on the wall and sign designs, and the committee agrees to present three options to them.

Amy Dunlap also presented various options for the design of the tower, discussing the height, window placement, and potential for incorporating a clock and/or Maltese cross. The committee discusses these options, with some members expressing preferences for certain designs. She explains the different tower options, noting that they are all the same height but differ in the height of the masonry.

- Janet Slemenda mentions two issues for the zoning board: the building setback and the tower height, emphasizing the need for consensus on the overall height before the zoning meeting.
- John Rapa asks about the minimum height needed for hanging hoses, and Janet Slemenda explains that it's 50 feet.
- Chief Parenti expresses his preference for tower design number seven and discusses the benefits of having windows at the top of the tower for added light.

The committee discusses the use of different materials in the tower design, with Chief Parenti emphasizing the need for durability and low maintenance. They agree to present two tower design options to the design review committee. The committee agrees that the next meeting on February 28, 2024, will focus on the cost assessment, with a vote required, and possibly some design updates.

### **3. PUBLIC COMMENTS**

Dawn Rand opened the meeting for public comments and there were no questions from the public.

### **4. ANY OTHER BUSINESS**

No other business was discussed.

### **5. ADJOURNMENT**

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

Brillhart	“aye”
Cohen	“aye”
Parenti	“aye”
Rand	“aye”
Rapa	‘aye”

Respectfully Submitted,

Lorraine Thompson  
Administrative Assistant