



**TOWN OF NORTHBOROUGH
63 MAIN STREET
NORTHBOROUGH, MA 01532**

Town Offices Feasibility Study Committee

MEETING MINUTES

October 25, 2023

6:30 p.m.

TOFS Committee
Town Hall
Northborough

Meeting opened at 6:31PM. Present: Bill Pierce, Ashley Davies, Judy Boyle, Kristen Wixted, Aaron Hutchins

Absent : Linda Boyle.

Staff: Scott Charpentier, Shawn Thompson, Diane

Wackell

Chair deferred the approval of last minutes in order to make amendments.

BH&A was invited to begin their presentation

Deborah Robinson presenting as project manager.

Existing town hall has "good bones". Concerned about town's ability to operate if this building is selected because offices have no where to go on a temporary basis.

4 West Main: concerned about where to put the main entrance. Which floor is the main floor?

The above two buildings are feasible. The next two are probably not feasible.

Fire station is too small. Wetlands in the back. Could be an annex site for parts of town offices (recreation?)

White Cliffs: recognize the public desire to maintain the building.

4 West Main has a lot of shared parking.

Fire station doesn't have enough parking onsite.

White Cliffs has plenty of parking. Building has difficulties.

Would consult with traffic and parking consultants.

Biggest controversy in the community is where the building is.

The firm says they are generally very good at estimating actual costs.

Dario DiMare stated that his personal company and BH&A have worked together in the past. He represented that attorneys have indicated there would be no conflict of interest.

BH&A insurance policies were discussed.



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BH&A presenters indicated they would be the project leads if retained.

Presentation ended at 7:10

HKT presentation begun at 7:15

Bill Hammer: founder of HKT and partner in charge of the project

Amy Dunlap would be project manager; career in municipal architecture

Paula Claridge would be project architect; experience with non-profits and public project

Nicole Capistran: site civil engineer

Slide listing 5 consultants HKT has worked with 20+ years

BH said he's done a lot of town halls himself

Slide listing 7 town halls as experience

Firm showed example of a phased construction project allowing operations to continue during construction.

Civil engineer presented on their approach in working with HKT

Question on analysis of deferred maintenance costs.

4 West Main: Doesn't have the square footage of current town hall. Propose an addition out the back. Cons of adding space is acquiring property and lack of parking.

Fire station: Using it as an annex. Would require property acquisition. Locating departments that don't require town hall presence elsewhere. Cons are wetlands and parking. Option B: demolish fire station and build entire new building.

63 Main: Put addition on the building and renovate the existing building. No property acquisition required. Need additional parking. Option B: go higher with the structure. Cons are the phased construction and impacts to adjacent residents. Maybe structural analysis doesn't allow additional construction.

White Cliffs: Plenty of land. Plenty of addition space. Site is outside of downtown business district. 15 minute walk from old town hall - potential to link the two buildings?

Would recommend a vision consult with community. Encourage the community to draw with the firm.

HKT insurance policies reviewed



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Question regarding phased construction. Dario Dimare indicated that 63 Main would be a complete gut. Cost could be doubled if phased construction was implemented.

Question regarding timeframe of having proposal for town meeting in April.

Question regarding project manager identified and previous town hall work.

Presentation concluded at 8:00

ICON presentation began 8:05

Analysis of determining relationships to create offices layout

Example of council room being moved out of building because no one needed access to it

Mark is the PM

Firm has worked on 6-8 town halls

Firm touts itself as having been retained excessively for assessments

Question regarding cost estimates versus actual

Question regarding firm's thoughts on proposed Northborough buildings

Firm touts itself on adaptive reuse.

Question on proposed timeline for April town meeting.

Initial information gathering session is in person not in writing.

Presentation ended 8:44.

Next meeting 11/1 at 6:30PM.

Question about town counsel's approval of Dario DiMare's participation.

Motion to adjourn, 2nd, unanimous. Meeting ended 8:50.