



TOWN OF BOXBOROUGH

BOARD/COMMITTEE: Boxborough Building Committee
MEETING DATE: February 15, 2023
TIME: 5:30 PM
PLACE: Virtual Meeting - this meeting is being conducted via Remote Participation, pursuant to the Current Executive Order of March 12, 2020.

BBC members: Gary Kushner (clerk), Les Fox (Chair), Diana Lipari, Al Murphy, Owen Neville, Hugh Fortmiller, Bryan Lynch, Bill Litant (5:40), Priya (5:42)

Missing: Larry Grossman, Than Stuntz,

BBC Advisory: Chief John Szewczyk, Chief Paul Fillebrown, Cpt Malinowski

Non-members: Jeff Shaw, Sully

Meeting called to order at 5:34 PM by the chair, Les Fox

Meeting recorded

Roll call of attendees:

Gary-present, Diana-present, Al-present, Owen-present, Bryan-present, Hugh-present, Les-present

The minutes for February 9 were moved by Al and seconded by Hugh

Gary to correct January 2 to February 9

Correct Clinton to Plympton

15,000 sq feet

Les as amended and Owen seconded

Gary-aye, Diana-aye, Al-aye, Owen-aye, Bryan-aye, Hugh-aye, Bill-aye, Les-aye

Approved 8-0

Jeff presented the updated draft including introduction and executive summary. Context review agreed closely with HKT study. Space need analysis including some reductions in space for police. Recommended increases in fire of 7% over HKT study. Staffing impact reviewed. Total population increase of 10 over 20 years split unevenly between fire and police.

Staffing dependent 23% vs. non-staff spaces is 77% of building (garage and storage)

If standalone buildings, then 34,120 total and if just fire then 24,013 and police at 13,073 or 8% increase in space.

Appendix containing of staffing, programming,

on the day shift (1 person added to the night shift)

STAFFING	Current			Future to 2050					
	Total	Sworn	Day	Total	Sworn	Shifts:	Day	Evening	Night
Police Department									
Administration									
Chief	1	1	1	1	1		1		
Lieutenant	1	1	1	1	1		1		
Admin Assistant, PT	1		1	1			1		
Dispatch									
Dispatch Supervisor (Civ)	1		1	1			1		
Dispatchers (Civ)	4		0	2			0	1	1
Patrol									
Patrol Sergeants	2	2	1	3	3		1	1	1
Patrol Officers	7	7	2	8	8		3	3	2
Animal Control Officer (Civ)	1		1	1			1		
Detectives									
Sergeant Detectives	1	1	0	1	1		1		
Detectives	1	1	1	2	2		1	1	
TOTAL STAFF	20	13	9	21	16		11	6	4
Fire Department									
Administration									
Chief	1		1	1			1		
Deputy Chief	0		0	1			1		
Captain	1		1	1			1		
Officers (per diem)	1		1	1			1		
Admin Assistant, PT	1		1	1			1		
EMS Coordinator	1		1	1			1		
Suppression									
Officer	0		0	1			1	1	
Firefighter / EMT	3		3	4			3	3	
Call Firefighter	30			30					
TOTAL STAFF	38		8	41			10	4	

Explanation of 1 total increase in police, but 1 person moved to a different shift. 2 additional for fire dept with 1 person moving to a different shift. Hugh asked that the executive summary include the present sq footage of both buildings and the sq footage if we build two different buildings.

Diana asked about size of the bays and to include in the document. HKT had 20 feet wide (typically 18 feet and increased length to 100 feet from 84 feet). 2021 review removed a bay. The chief asked about the limitations/missing from the current building. The dispatchers are currently 4 and should be 4 in the future, but report is showing 2 for a total of 23 in police station.

HKT study went out 20 years, but Context is using 30 years.

Asked about staffing assumptions and discussed if committee supports the reports. We determined that staffing does not drive a majority of the building space needs.

Owen moved that the committee accept the staffing summary and projections as presented with the change to dispatch from 2 to 4 and Bryan seconded.
Gary-aye, Diana-aye, Al-aye, Owen-aye, Bryan-aye, Hugh-aye, Bill-aye, Priya-aye, Les-aye

Diana provided an update on her analysis. 8,469 sq feet for fire with 4,400 sq feet for the bays and police 4,613 via HKT study. Stow Admin discussion and using 12,000 sq feet with 6000 sq feet bays. 11 personnel. Police station is 7,302 sq ft built in 1996 with 12 including an admin.

Westford 2018, context did the final design and cut/economized. 26,xxx equipment bay 7,742 sq feet and 2 additional stations. Fire is 20,906 sq feet with 47 officers.

Sudbury 9,628 sq feet plus 2 buildings and have water supply. Police station is 14,500 sq feet in 2015 for \$7.5M. 40 personnel in the department.

Sherborn 7300 sq ft with 2 stations. Police is one station.

Harvard 5611 sq feet with 4 bays. Police 7500 sq feet and 13 personnel.

Discussion on water supply versus tenders and location.

Les talked about next steps. Can the current police station be renovated; and do we need the results documented? Bring in a structural engineer in for formal review; expected to be under \$3000. Would require an addendum to the current contract and scope. If we use Acton lockup facilities, then would free up space for evidence room.

Priya moved and Owen seconded to have a Police station review by having Les and Rajon update the contract with Context. Can the soil support the building (the back is a gravel pit) subjected to a seismic event as asked by Bryan; requires geo drilling and would be more than the estimated \$3000. Motion was pulled by Priya and Owen

Diana asked for a copy of the Context contract, and is it available on the website.

The next meeting is February 22 at 5:30.

Owen moved to adjourn and Diana seconded

Gary-aye, Diana-aye, Al-aye, Owen-aye, Bryan-aye, Hugh-aye, Priya, Bill-aye, Les-aye
Meeting adjourned at 6:48PM

LIST OF EXHIBITS:

1. BBC minutes for February 9, 2022

2. Diana Lipari review of towns
3. Public safety study from Context schedule “Boxborough public safety space needs study” third version