



TOWN OF BOXBOROUGH

BOARD/COMMITTEE: Boxborough Building Committee
MEETING DATE: September 22, 2021
TIME: 7:00 PM
PLACE: Virtual Meeting - this meeting is being conducted via Remote Participation, pursuant to the Current Executive Order of March 12, 2020.

BBC members: Les Fox, Ralph (Al) Murphy, Gary Kushner, Hugh Fortmiller, Owen Neville, Diana Lipari, Than Stuntz, Bryan Lynch (7:25); Bill Litant (8:30)

Missing: Larry Grossman, Becca Edson

BBC Advisory: Chief Ryder, Chief Fillebrown, Lt. Malinowski

Non-members: Becky Neville, Maria Neyland, Joan Blaustein, John Lyons, Cindy Markowitz, Keith Lyons, Channing Wagg (7:45)

Meeting called to order at 7:06 by the chair, Les Fox

Minutes of August 25 moved by Hugh Fortmiller and seconded by Al Murphy
Page 3, Les summarized the discussion. Owen Neville suggested clarification of meaning of third sentence - "... open to proposal by Lyons group, but will continue to focus on Stow road site." Add: "Notified the Lyons group regarding the Mass Avenue site regarding a concrete proposal including cost, size and position and the Lyons group agreed to do so."

Hugh Fortmiller moved to amend as suggested; Al Murphy seconded
Les Fox-aye, Ralph (Al) Murphy-aye, Gary Kushner-aye, Hugh Fortmiller-aye, Owen Neville-aye, Diana Lipari-aye, Than Stuntz-aye

Les reported that the site feasibility study was posted including results of a number of soil test pits. Depth to maximum amount of material that can be removed is not yet resolved. Additional test pits will be required. No ledge found to date in the various holes dug.

Headcount and occupancy discussed relative to size of the building. Les had asked both chiefs for not just staffing, but number of personnel in the building. The HKT analysis was not clear on the difference. What is the onsite personnel now and in 2040?

Chief Ryder presented first followed by Chief Fillebrown.

Purpose is to help define occupancy (space) requirements as well as water and sewer. Fire department monthly training and police staff meetings. Peak occupancy vs. normal occupancy. Shared space like training room.

Police showed 8 onsite personnel for 2021 vs. 12 onsite personnel for 2030 and 13 for 2040; additional patrol staff, detective, animal control, IT support, and dispatch.

Bryan Lynch indicated that DEP looks at square footage, but exceptions talked about include kitchen, overnight EMTs and holding cells, decontamination. Must be able to go 5x peak. Bryan did a study a few months ago and need to review. Estimate is 75 gallons per sq foot.

Diana asked about the space needs in the 2015 study of the Police. Projected population. Currently at 13 full time employees vs. 5 full time employees 20 years ago but didn't have a dispatch or animal control officer.

Police is currently at 34 members of the department and might grow to 48. From a police standpoint the discussion is more around space requirements and not water usage.

Fire review; 7 onsite personnel in 2020 moving to 9 in 2030 and 9 in 2040; does not include training sessions.

Need to plan space for equipment lockers for PPP for total EMTs. ~ 30-40 lockers and storage space, evidence, armory.

Are clinics required by BoH?

The chief shared the 2015 manpower study for police/dispatch leading to 2040 estimate of 48. Currently have police staff of 34 in 2020. Staffing vs occupancy percentage is roughly 1/3 in building.

Diana talked about the population of Boxborough versus other towns and the size of the police departments. Comment by Chief that it is not only population. Boxborough voted to move to 2 officers on shift at all times which requires a specific number that includes their personal time. Currently have 3 sergeants but doesn't plan for off time.

Hugh asked about how to present to the voters when we are having long discussions. How does growth of manpower lead to tax increases? Les discussed staff growth and that the Select Board would be involved in the staffing. What forms and functions must structure support?

Owen asked about natural issues like snowstorms, ice storms and hurricanes. The chief adds 2 additional staff during those times.

Al talked about a sensitivity analysis. Must plan for some future growth, but not sure how to plan. Cannot predict future requirements.

Communications plan and actions discussed with version 14 on the website. Need to work on getting more Town members to review the videos.

Diana brought up again the lack of a Town mandate. Present data to the Town. Les reminded the BBC that ATM did provide funds for due diligence for a public safety building 2 years ago. Than asked Diana if the Town should update the space needs study. Than asked if we could reach out to HKT to see if they would redo their study and the cost.

Than moved that the BBC focus on a combined public safety at Stow road pending SelectBoard or unknown sites and Owen seconded. Owen asked that the committee members review the SelectBoard charge. Hugh indicated that the charter was provided by the SB.

Than removed his motion and asked that the BBC go to the SB and asked for a modification of the charter or a direction to look at combined facility or single use building and seconded by Owen.

Les had an analysis on building two separate buildings. Maria Neyland talked about the Twin school in West Acton and how the project was presented as a twin school and showing the analysis on 3 separate schools.

Than withdrew his motion and back to the original motion of focusing the BBC on a combined a public safety building and the cost ramifications on separate buildings. Gary Kushner seconded.

Owen commented on the building conceptual sketches in the constraints study.

Gary-aye, Al-aye, Owen-aye, Hugh-no, Than-aye, Bryan -aye, Diana-no, Les-aye, Bill-aye

Approved 7-2

Les will present his analysis of 2 separate building at the next meeting

No correspondence

Citizens – no input

Next meeting is October 20 at 7PM

Gary moved to adjourn, and Owen seconded.

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

Adjourned at 9:51 PM

LIST OF EXHIBITS:

1. BBC Agenda for September 22, 2021
2. Minutes for August 25, 2021
3. Police/dispatch occupancy presentation
4. Constraint study site illustrations
5. MOU between Town departments including Housing and BoS
6. ARPA project proposal
7. Charter (discussed, but not shown)
8. Planner's Jan 28, 2021 memorandum on 700 Mass Ave