



TOWN OF BOXBOROUGH

BOARD/COMMITTEE: Boxborough Building Committee
MEETING DATE: October 20, 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: Gary Kushner, Les Fox, Bill Litant, Bryan Lynch, Hugh Fortmiller, Owen Neville, Diana Lipari, Ling Chen, Than Stuntz (7:14)

Missing: Larry Grossman, Becca Edson, Ralph (Al) Murphy

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

Non-members: Maria Neyland, Joan Blaustein (7:45), Elaine Olmstead (7:45), Robin Lazarow (later than 7:45)

Meeting called to order at 7:03 by the chair, Les Fox

Minutes of September 22 moved by Owen Neville and seconded by Hugh Fortmiller. Gary-aye, Diana-aye, Bryan-aye, Owen-aye, Hugh-aye, Bill Litant-aye, Les-aye, Ling-aye

No mailings/public communication

ARPA submittals including the one for Stow Road Public Water Supply well to the SelectBoard, but not yet reviewed.

Les reviewed the public safety space needs analysis of revised HKT report including assumptions containing:

- Large EOC, but there exists one today
- No shared conference room in current review
- No town offices
- No BoH space (clinic)

Les shared space usage for fire station
CY2020 8469 SF and 7 personnel

“Ideal” 13,365 and 7 personnel (space increase, but no change to occupancy)
 2040 17,519 SF and 9 personnel

Question on why 5 versus 4 bays. Currently some items are stored outside. Would allow future growth including ladder truck (no current plans) or second ambulance (no current plans) and replacement for ladder truck by second tanker (in capital plan).

Ideal does not include sufficient decontamination space for personnel and is included in the storage and other space. There was some confusion about the meaning or interpretation of the “ideal case”.

Police/dispatch

Current 4,613 SF and 8 personnel
 Ideal 5,525 SF and 8 personnel (space increase, but no change to occupancy)
 2040 is 10,179 SF and 13 personnel

2040 includes additional space for detention (booking room, sally port, interview room, garage space), office space and evidence, servers and conf room. Question on dispatch space in case we move to regional dispatch and in another site is today ~250SF going to a proposed 714SF with additional dispatchers. Personnel listed are occupants, ie., those in the building during working hours and not the full department population. The slide for police showed 13 for ideal, but should have been 8 to match current. Hugh believes that the presentation to ATM must provide a clear explanation of why the police occupancy would double in size. Currently 30 in Police/dispatch/animal control. In 2030 space is added for patrol staff, animal control and IT support for 4 additional staff and then in 2040 adds additional dispatcher (regional) and lockup attendant.

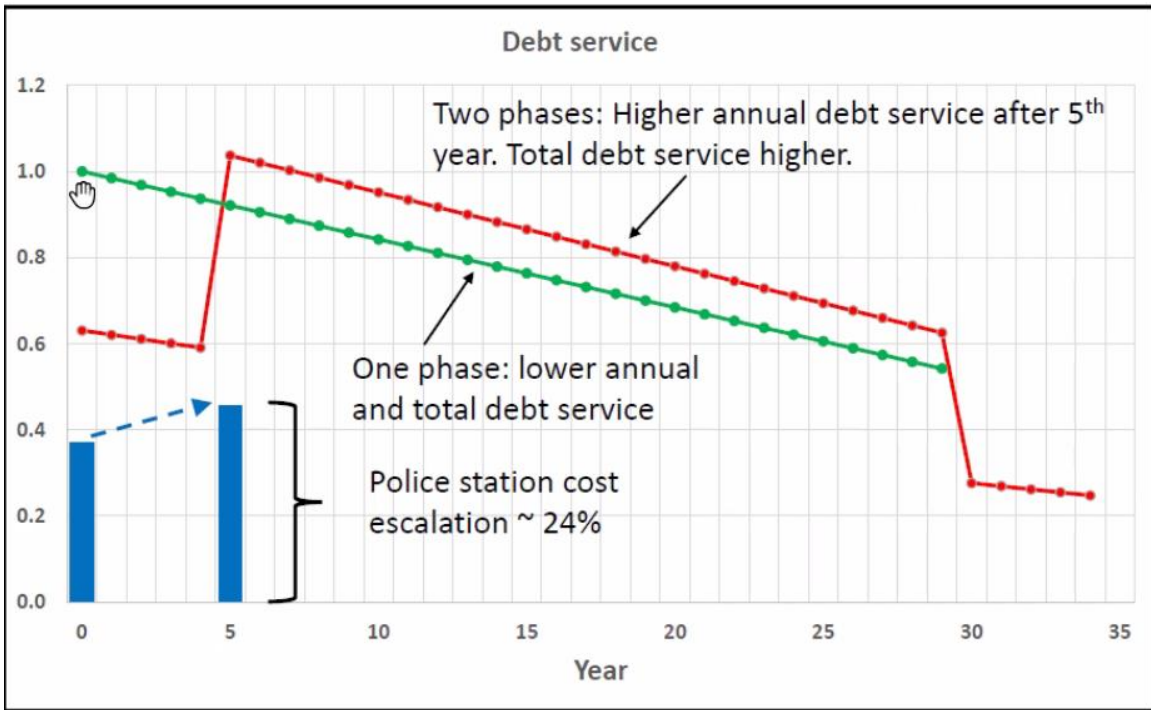
Space use summary by percentage

	2020	2040
FIRE		
Staff/admin & conf	3%	12%
EOC/Training	12%	6%
Storage & equipment	42%	30%
Apparatus	43%	53%
POLICE & DISPATCH		
Staff/admin & conf	25%	30%
Detention processing	25%	25%
Storage & equipment	50%	45%

Moved to phased construction discussion where we would build one facility and when done then build a second facility.

	Area		Estimated current cost	
	SF	%	\$	%
Fire	23,000	66%	\$ 12.3 M	63%
Police	12,000	34%	\$ 7.2 M	37%
Total	35,000	100%	\$ 19.5 M	100%

Assumptions would include \$650/SF for office space and \$450/SF for apparatus bays with construction costs increasing at 4% per year or 22% by 5 years. 3% bonding rate. Favorable bond market.



Cost model assumptions for phased construction

- Areas for Fire, Police from HKT and BBC analysis.
- Office space at \$600/SF, apparatus bays at \$450/SF
- Construction costs increase 4%/year (22% by year 5)
- 3% bonding for 30 years.
- Favorable bond market will continue, bonding costs increase only 1.5% over next 5 years. Will likely be worse.
- Ignores cost of design for separate or phased construction. Additional 15-20% for phased design/build.

Total debt service would be higher. Lower impact to the town for first 5 years and then higher percent for next 25 years. The serial projects would have to have their own infrastructure (HVAC, sewer, water, etc). discussion on whether 35,000 SF is still the right number. Does town population drive the building size? The building size is primarily driven by apparatus, storage, detention, conference room. Shared space includes, stairways, HVAC, elevator (if any). What space would be required for new building, but no personnel growth? The ideal model is the exercise to show building size with no change in personnel. Discussion per suggestion by Hugh that planning for the facility should not go to 2040, but look out 50 years (similar to library or the new west Acton twin school at the Boardwalk campus).

Space needs with site constraints study 95% completed. Original space needs study by HKT recently updated by both chiefs. Need to update the schedule. Discussion on whether the Town should hire a consultant to review the space needs study or are we ready to move to schematic design study. Recommendation to move forward or bring in a consultant? Sustainable for electricity and geothermal wells. Hugh asked Jason for an informed opinion and he recommended a 3rd party to review the updated HKT study. Questions on assumptions being raised and the 3rd party with public safety experience would be able to validate or not validate the assumptions.

Plan to develop a scope of work for next meeting based on the funds left from the original article. Hugh sent a list of 10 towns to Les that have similar needs (highway, size, housing, commercial). Les will follow up with Carter on usage and amount left.

Les moved that the committee engage a 3rd party consultant to review the evidence and assumptions used for the HKT study with a plan to move forward with schematic design subject to available funding and to review comparable towns; seconded by Owen. Gary-aye, Owen-aye, Hugh-aye, than-aye, Diana-aye, Bryan-aye, Ling-aye, Bill-aye

Les will correct his slides and will post the chiefs slides from the previous meeting.

Next meeting is November 17 at 7PM

Gary moved to adjourn, and Owen seconded.

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

Adjourned at 9:18 PM

LIST OF EXHIBITS:

1. BBC Agenda for October 20, 2021
2. Minutes for September 22, 2021
3. Public safety space needs analysis
4. Phased Construction – costs and issues rev 10.20.2021