

Fire Station Building Committee  
Meeting Minutes  
December 20, 2023  
6:30 p.m.  
Northborough Select Board Meeting Room

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**Members Present**

Dawn Rand, Chair

Mitch Cohen, Vice Chair, absent

David Parenti, Fire Chief

Daniel Brillhart, Fire Captain

John Rapa, Financial Planning Committee

Diana Nicklaus, Citizen-at-Large

Tom Reardon, Citizen-at-Large

**Others Present:**

Neal Aspesi, Deputy Chief

Tim McNerney, Town Administrator

Tim Alix, Colliers

Janet Slemenda, HKT

Amy Dunlap, HKT

Marc Theiss, HKT

6:30 p.m. – Ms. Dawn Rand, Chair

This meeting of the Northborough Fire Station building committee is called to order.

**1. APPROVAL OF MINUTES – December 14, 2023.**

John Rapa moved to approve the meeting minutes from December 14, 2023. Captain Dan Brillhart seconded the motion. All members voted in favor. Motion carries over.

**2. DISCUSSION ON JOINT MEETING RESULTS**

Tom Reardon felt overall the meeting had good dialogue with thoughtful questions and liked that the preference was for brick. It was accepted by both committees to incorporate arches throughout the design and a New England style architecture with stone and/or clapboard. Tom noted that it is not in our bylaws for such design.

Diana Nicklaus liked the diversity of the narrative and slides showing different buildings and designs and having masonry as the project.

Dawn Rand suggested looking at the center of Town and any design would fit into the downtown building structures.

Janet Slemenda HKT felt there was good dialogue from everyone.

**3. DESIGN UPDATES**

HKT – Presentation

Site Design

Two plan options

Elevations

Schedule

Next steps

**Concept Development** – different elevations, roof styles, window styles and either a pitched or flat roof. We will be looking at details for doors and windows, and change in brick color to give interest in the look. Having six arches, two arches over three doors or a single arch for six doors.

**Option 2a** – two level structure with 23 staff parking on the left and 30 guests on the right with a few ADA spots. The apparatus bays are on the east side of the building due to the site line from traffic heading east and away from the Dunkin Donuts driveway. This design has safety for the fire department with site and workflow. Collaboration and access are important in the design. We will study the elevation more.

**Option 3** – two and a half story structure, minimizing the footprint of the building. The Admin offices are on the second floor, as there is no greeter when guests come in, just a video phone. The parking is the same as option 2a.

There was much discussion on the two options which can be seen on the Northborough Remote Meetings site on YouTube.

#### **4. FUTURE MEETING DATES DISCUSSION**

- January 10, 2023, at Town Hall, Select Board meeting room at 6:30 p.m.
- Design Review will need plans one week ahead of the 18<sup>th</sup> meeting.
- January 17<sup>th</sup> – Community Input meeting #2
- January 25<sup>th</sup> Design Review
- January 31<sup>st</sup> Fire Station Building Committee meeting.

#### **5. ANY OTHER BUSINESS**

Chair Dawn Rand addressed a request from a resident on how 61-65 West Main Street and Monroe Street were chosen as the site for the station. Chief Parenti went over the steps taken:

- In 2018 an RFI was issued for anyone in certain areas in Northborough who has at least 2.5 acres of developable land with 400 feet of frontage and access to public utilities and wanted to sell their land to submit to the Town. The Town received six properties:
  - 9, 10 Church Street
  - 7 Pierce Street, Laundromat
  - 20 Gale Street
  - 40 West Main Street, (ties together with 9 Church Street)
  - 61-65 West Main Street
  - 10 Monroe Street
  - 77 Main Street, (that property had no frontage)

In 2018 we looked at 222 West Main Street, corner of Lincoln Street, houses were built on that property and 69 Hudson Street. The Hudson Street location was not a buildable lot, it was too high on a hill and too steep, per the Feasibility Committee at that time. No one was excluded from the process and 61-65 West Main was the best location for the new station.

**6. ADJOURNMENT – 7:58 p.m.**

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

Brillhart	“aye”
Parenti	“aye”
Nicklaus	“aye”
Rapa	“aye”
Reardon	“aye”
Rand	“aye”

Respectfully Submitted,

Lorraine Thompson  
Administrative Assistant