



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

Town Offices Feasibility Study Committee

MEETING MINUTES

January 24, 2024

6:30 p.m.

Present:

Aaron Hutchins, Scott Charpentier DPW Director, Shawn Thompson Facilities Manager, Kristen Wixted, Ashley Davies, Linda Brenkle, Judy Boyle, Bill Pierce, Diane Wackell Asst. Town Administrator, Tim McInerney Town Administrator, Mark McKevez ICON, Ana Cheng ICON

Late:

Dario DiMare arrived 6:46

Meeting started at 6:34

Bill Pierce read the remote meeting introduction.

Bill Pierce conducted roll call. All present except Dario DiMare who arrived late.

Motion to accept 1/10 minutes from last meeting by Linda Brenkle 2nd by Kristen Wixted. Aaron Hutchins abstained.

Motion approved.

Ana Cheng and Mark McKevez's presentation:

Asked the committee members to give them ideas for what the committee wanted in a town hall. Interviews with staff were uniform in wanting to provide best service for town citizens. Currently, offices are hidden behind doors and it's difficult to know where to go. Size of current windows was favorable. Clerk's safe is currently out in public view. Materials are beyond useful life.

Review of anticipated square footage needs of each department and whether they need a public facing counter. Review of different configurations of departments in one building and removing other departments to other buildings and the impact on square footage. Review of office sizes and space configurations.

Impressions of 4 sites under consideration. Existing town hall has sufficient space for the anticipated needs. Old town hall at West Main: great civic presence. Relatively small footprint leads to vertical arrangement of services. White Cliffs: great presence. Built as a house. 11 Pierce has a small footprint. Looking at recreation department for that building, potentially. No elevator in that building.

Don't have a clear understanding of parking needs yet.



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Questions/Comments from committee/staff:

Tim McInerney: Bathroom numbers are based on square footage and occupancy. One breakroom/lunchroom. Cable group currently housed in high school, but in 2024/2025 they may return to town hall. Do we need to extend building to curb with a “welcome center”?

Scott Charpentier: White Cliffs would require substantial new construction.

Linda Brenckle: Private offices for above administrative level. How does this project interact with downtown revitalization committee/plan?

Kristen Wixted: Are we considering selling one or more of the properties and use the monies obtained to fund the new construction or remodeling?

Judy Boyle: Do we add 432 Whitney Street, currently in discussion for purchase by the town, to the mix of considered properties?

Diane Wackell: Plan for 3 conference rooms. Possible two public meeting rooms. Selectman’s room.

Dario DiMare: Are there historical dollars available if we use White Cliffs?

Aaron Hutchins: Community space? Feedback from staff is that civic events happen other places. Option to use off-site recreation gym as community space? Should the selectboard meet in the community space? Current projection for selectboard room is seating for 40.

Public Comment:

Lisa Maselli: Security measures to protect staff against public who attempt to harass or video them? Push buttons to police department?

2/21 @ 6:30PM via Zoom. Ashley Davies will be traveling.

2/27 @ 6:30PM. Placeholder for in-person public input session at town hall.

3/20 @ 6:30PM via Zoom. Placeholder pending Ned from ICON’s calendar.

3/27 @ 6:30PM. Placeholder for in-person public input session at TBD.

Motion to adjourn at 8:35PM by Aaron Hutchins 2nd by Judy Boyle.

All votes in the affirmative.

Meeting ended at 8:35PM.