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SOUTHBOROUGH PUBLIC SAFETY COMPLEX

Meeting Notes – Feasibility Study
26 October 2015

Present:	John Wood	Acting Chair, Public Safety Study Committee
	John Lyons	Clerk, Public Safety Study Committee
	Peter Goodney	Member, Public Safety Study Committee
	Brennan Barry	Member, Public Safety Study Committee
	Jason Malinowski	Member, Public Safety Study Committee
	Michael Moorehead	Member, Public Safety Study Committee
	Scott Navaroli	Southborough Fire Department
	Danny Martins	Southborough Fire Department
	Mark Sadowski	Southborough Fire Department
	Joe Mauro	ToS Fire Chief
	Mark Purple	ToS Town Administrator
	Timothe Litt	Resident
	Jeff Shaw	Principal, Donham & Sweeney (D&S)
	Ellen Light	Project Mgr, Donham & Sweeney (D&S)
Distribution:	Public Safety Working Group	via –Al Hamilton
	Mark Purple	ToS Town Administrator
	Jeff Shaw	D&S
	Ellen Light	D&S
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Review of Space Needs Draft:

1. Preliminary draft is based on 10/19 program review with Chiefs Mauro and Paulhus. Copy will be reviewed by Committee members this upcoming week.
2. Staffing positions are based on a 20 year staffing projection and manpower needed per shift, resulting in the total staff projection number.
3. Parking includes shift change parking, emergency storage required outside, and public parking required for typical business transactions and Training room activities.
4. Shared space includes need for a kitchen that can serve both fire station and Training (when used for EOC); fitness, which may be police/fire only or include all Town employees- shower included for Town employees; elevator need will be dependent on preferred layout
5. Police program space was reviewed. Typo re: number of detention cells will be corrected (3 detention cells + holding)

6. Fire program space was reviewed. Five bay apparatus room; Since training stairs will be connected to outside space, they will not include a grossing factor.
7. Storage needs have been included.
8. Updated Space Needs draft will next include room planning diagrams. A tracking document will compare different versions of the space needs to show revisions.

Main Street Project Study Concepts

1. The following concepts were discussed with the goal of allowing D&S to produce graphic studies, and an outline of the advantages and disadvantages of each scheme, for review at the next meeting.
 - a. Both existing buildings will remain on the site, with light renovations to the fire station and addition for police dept. /shared spaces. The existing police station will be renovated minimally and repurposed for nonpublic safety. No property expansion will be proposed.
 - b. Both existing buildings will remain on the site, with complete renovations to the fire station plus a major expansion/addition for police and fire. This scheme will include adding one apparatus bay. No property expansion will be proposed.
 - c. Same as concept “b” but will include some acquisition of adjacent property from St. Marks for a better layout and increased onsite parking.
 - d. Demolish fire station and construct a new public safety building for the entire program. The existing police station will be renovated minimally and repurposed for nonpublic safety. No property expansion will be proposed.
 - e. Same as concept “d” but will include some acquisition of adjacent property from St. Marks for a better layout and increased onsite parking.
 - f. Same as concept “d” but locate station on current septic field close to street with room for 50' apparatus aprons free sidewalk. Swap rear part of property with St. Marks for more land along Main Street. The group discussed St. Mark’s goal of maintaining a visual corridor of their campus at the Main Street corner.
 - g. Same as concept “f” but demolish both existing buildings.
 - h. A concept similar to concept “f” but with a repurposed police station as emergency management facility (mostly storage) and thereby building a smaller public safety building had been considered prior to the Space Needs Study. However since most of the EM program includes exterior storage, reuse of the existing police station for that purpose would not be cost effective. Chief Mauro confirmed that EM functions should continue to be housed at the fire station. This option will be eliminated.
 - i. A concept same as concept “a” but will include demolition of the existing police station.
 - j. A concept same as concept “b” but will include demolition of the existing police station.

- k. A concept same as concept "d" but will include demolition of the existing police station.
- 2. The garage annex will be removed in all schemes to allow increased onsite parking.
- 3. Some schemes will not work with existing property setbacks. The advantages of setback variances will be considered in those cases.
- 4. Cost of keeping existing police station in place will be compared to cost of demolition.
- 5. Cordaville site options will also be reviewed as a part of the site studies.

Preliminary Project Schedule Review

- 1. D&S proposed a revised project schedule with a mix of Monday and Thursday night reviews.
- 2. The group tentatively agreed that the final meeting should be Monday, December 21.
- 3. The next meeting will be Thursday, November 5. Meeting goals will be to review site concepts for best options to be further developed and to review the Draft Space Needs revisions.