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Approved
12/4/03

Fire Station Building Committee:
Minutes of Meeting November 20, 2003
Town Hall Conference Room #4 7:00 p.m.

Present: Robert McLaughlin, Chairman, David Baldwin, Joanne Coakley, John Greene, William Shea, and William Webster.

Also present: Belmont Fire Chief William Osterhaus, Assistant Chief David Frizzell and from Donham & Sweeney Brett Donham.

Residents Rebecca Frentzos and George Frentzos of 52 Alexander Avenue, Hilary Baldwin of 122 Leonard Street, Constance Brown of 110 Leonard Street and Subbiah Doraiswami of 560 Pleasant Street.

Absent: Vice-Chairman Leo Saidnawey and Member Linda Oates.

There being a quorum, the Chairman called the meeting to order at 7:05 p.m.

Comments followed:

Minutes of November 6, 2003 were approved with minor changes.

Chairman McLaughlin: Brett, do you have any updates?

--Brett Donham: Chief Osterhaus, Assistant Chief Frizzell, Vice Chairman Saidnawey, Member Baldwin, Tom Gatzunis and Brett all met on Thursday November 13th. During the meeting, they reviewed the zoning analysis for Trapelo Road. The Trapelo Road site may need a height variance for tower and parking. The site plan needs approval by the Zoning Board of Appeals. The Leonard Street site may need special permit for the building site.

-- Brett Donham: This is not a big deal to go start the process, the neighborhood meetings scheduled for December is a good time to go through the process.

--Brett Donham: Requests meeting on the early side of process with Thomas G. Gatzunis to clarify issues with him.

Chairman McLaughlin: Important to get issues finalized.

Brett Donham: Plans meet all zoning requirements, except driveway width (will need variance), height and number of parking spaces should not be a problem.

Chairman McLaughlin: Member Shea and he attended ^{Permanent} Building Committee meeting – it is not the Fire Stations Building Committee's responsibility to solve the Centers' parking problem.

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Brett Donham: Need to discuss topic of MBTA use of the land on Alexander Avenue. Vice Chairman Saidnawey spoke to Assessors office re: this issue. The MBTA has rights to land in writing.

Brett Donham: At the Trapelo Road site the utility pole is in the middle of where we want the fire equipment to come out.

Member Baldwin: How far is the Alexander Avenue site from the brook? We need to nail down the scale, is it 205 feet or 195 feet?

Brett Donham: If site is within 200 feet of brook then the River's Act comes into play and we will need to go before the Conservation Commission. Need to define the brook.

Member Baldwin: Need to verify distance of brook. Do we have to move the bus stop?

Brett Donham: It is advisable to move the bus stop during construction. What rights does the "T" have?

Chairman McLaughlin: Stacey picked up Agreement with MBTA from Vice Chairman Saidnawey. Chairman McLaughlin will make copies and send copy to Brett Donham.

Brett Donham: We need to start conversations with MBTA, advisable to temporarily relocate bus stop for safety purposes.

Member Baldwin: Concerned about plan and discussion revolving around Leonard Street site. Committee should still look at the option of fire equipment coming out onto Alexander Avenue. The meeting of November 13th (with Tom Gatzunis) was very good, overall productive.

Brett Donham: Has brought 3 site plans for each site, for the Leonard Street project 2 have fire equipment coming out onto Alexander Avenue.

-- Question? Who should I notify about upcoming meetings? Chairman McLaughlin: Notify Stacey and she will notify committee via email and fax.

Brett Donham: There is an upcoming meeting with the utility company re: relocation of pole on Trapelo Road.

Chairman McLaughlin: A Committee member will attend any meeting of significance. Committee Secretary will be notified first.

Chairman McLaughlin: Since last meeting, made changes to form of contract. Did the language changes meet with Brett's approval? YES.

Chairman McLaughlin: The insurance information has been left blank, to be filled in at later date.

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Chairman McLaughlin: Brett, what is the insurance? \$1 million per project and \$2 million aggregate.

Chairman McLaughlin: The details need to be ironed out.

Chairman McLaughlin: Town Accountant needs to certify sufficient funds are available to complete Phase I of contract.

Chairman McLaughlin: We need to discuss topic of glass booths. Refer back to Vice Chairman Saidnawey's email. Booths cost \$600/piece. We need to work out the details over the next two weeks.

Member Webster: Suggests we refer to glass booths as bulletin boards, not booths. Vice Chairman Saidnawey should be responsible for maintenance of boards. Task needs to stay within Committee. Suggests we wait until we are further along to decide on use of bulletin boards.

Another hope/concern that we fence off land around Trapelo Road site to protect from vandalism.

Chairman McLaughlin: Issues around topic of Committee acquiring Trapelo Road land. Town does not want to be landlord. By December 1st tenants ^{should be} moved out. Have survey done by December 15th. Does not want to wait, needs to know status of land. Mel Kleckner is controlling when the Town takes the land and Brett Donham is controlling when the survey is complete. Jim Twomey is controlling the order of taking the land, must make sure we meet all requirements. 1 - Survey must be done in such fashion to take the land, Chairman will keep Jim Twomey in loop. 2 - Wait until December 15th for survey, testing under slabs, have substantial access to land prior to December 15th.

Brett Donham: Surveyor has already been out to the Trapelo Road site, has already taken survey of land. Brett Donham will get perimeter results to the Committee.

Chairman McLaughlin: Geo-technical tests done?

Brett Donham: Area under the Trapelo Road site is undocumented, previous owner would not let GEI test soil under slabs.

Brett Donham: Whom do I call to get permission to test under the slabs? Jim Twomey.

Chief Osterhaus: Current tenants are moving out first week in December.

Chairman McLaughlin: Anything that can be done that is not disruptive to the tenants should be done.

Chairman McLaughlin: What is happening with public meetings?

Member Webster: List of persons receiving copy of letter within 400 feet of Trapelo Road lot and Claflin/Alexander Avenue. Town Meeting members in Precinct 2

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& 8 of Alexander Avenue and Precincts 4 & 5 of Trapelo Road site. Member Webster has labels and is awaiting approval of letter. Committee approved letter with minor corrections. Chairman McLaughlin will get letter to Member Webster. Town Selectman will be invited via mail.

Member Webster: VFW is handicapped accessible, we are set for meeting on December 17th at 7:00 p.m.

Chairman McLaughlin: We should put letter in newspaper. Member Coakley agrees. Chairman McLaughlin will contact newspaper.

Member Webster: He will look into availability of cable access filming meetings.

Brett Donham: Question to Chief Osterhaus and Assistant Chief Frizzell: Are any changes needed to the space needs within fire stations? Chief Osterhaus: Rooms need to be moved around to allow for a secure place of fire investigation material (like an evidence room).

Brett Donham: Concerns re: geo-technical information/study. He called GEI for copy of reports. Brett received a more complete report from GEI. There is a hot spot on the site and he can now issue RFPs to two firms.

- Question from Brett: Does the agreement to acquire the site leave the clean-up to the town? Chairman McLaughlin and Chief Osterhaus reply YES.

Brett Donham: Passes out copies of site plans, start with Leonard Street site.

What follows is a general review of site plans. Discuss the advantages and disadvantages of the 3 proposed plans. A list of Advantages and Disadvantages of each follows:

Option 1: Advantages: Adequate apron space; Good access to Leonard St; Apron is level. Disadvantages: Height may require special permit due to slope on Alexander Avenue.

Option 2: Disadvantages: Parking lot adjacent to Leonard St; Poor access to Leonard St; Inadequate apron space; Steep slope to apron; Difficulty to back in; Loss of bus terminus.

Option 3: Advantages: Continuity of buildings along Leonard Street. Disadvantages: Poor access to Leonard St; Inadequate apron space; Steep slope to apron; Difficulty to back in; Loss of bus terminus.

Resident Subbiah Doraiswami of 560 Pleasant Street: Is there a reason why the traffic flow has to be disrupted?

Chief Osterhaus: 1 – we can drive onto apron and swing in, try not to interrupt traffic flow. 2 – We cannot have drop-off due to slope.

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Resident Constance Brown of 110 Leonard Street: Why do you need 6 pieces of apparatus?

Chief Osterhaus: They are reserve and front line equipment. Engine, Ladder and Ambulance, Utility truck, Rowboat, and a reserve Engine.

Resident Constance Brown of 110 Leonard Street: Is there a way to eliminate apparatus?
--Chief Osterhaus: NO

Chief Osterhaus: Don't want to under build stations and run out of space in 20 years and have to rebuild again.

Resident Constance Brown of 110 Leonard Street: Can the shape of the building on Option 3 be changed?

Chief Osterhaus: Do not have the depth we need.

Member Baldwin: Likes Option 3 and the continual face of buildings.

Chief Osterhaus: Disadvantages of Option 3: Alexander Avenue not wide enough, there is an issue with traffic and blind curve.

Assistant Chief Frizzell: Disadvantage of Option 2 & 3, where will bus stop go?

Member Shea: Suggests increase the number of bays to lengthen apron and have auxiliary bays at different elevations.

Brett Donham: We can do that, the building would become bigger and more expensive and there would be a 3 foot drop from first 2 bays to next bay.

Chairman McLaughlin: 1 - The depth of the apron was always a concern. It is a major issue and it is much safer to have an apron. 2 - Turning radius looks awfully tight. 3 - Of all the concerns, stopping of traffic is not a big deal.

Brett Donham: Question for residents, what is aesthetical trade of 3 garage doors versus 5 or 6?

Member Baldwin: Alexander Avenue site looks out at backside of Filene's.

Chairman McLaughlin: Traffic impact is a town wide issue, concerned that no one has brought up the subject of the impact on the residents re: noise, lights, outside generator, etc.

Resident Constance Brown of 110 Leonard Street: Very concerned about noise from generators, lights, etc.

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Member Shea: Is it possible that station won't go on Alexander Avenue site? Is it possible that it goes on Cross Street instead?

Chairman McLaughlin: There was an overwhelming vote at Town Meeting for station to go on the Alexander Avenue site.

Chairman McLaughlin: Does not want to cast a vote in stone on which option is better since 2 members of Committee are absent and the Town/Public Meetings have not taken place.

Brett Donham: It would be very helpful if Committee could narrow options for each site down to two. He would have a leg up on detail work. If Committee could narrow down the options to 2 either tonight or on December 4th.

Chairman McLaughlin: We can narrow down the options to two. He is leaning towards Option 1 and Option 3.

Member Greene: Leaning towards Option 1 and Option 3.

Chief Osterhaus: Concerned about blind turning radius of Option 3.

Member Baldwin: Leaning towards Option 1 and Option 3A (Brett Donham made some changes to Option 3 during the meeting).

Member Webster: Leaning towards Option 1 and Option 3.

Member Coakley: Prefers Alexander Avenue Option 1, cannot touch parking.

Member Shea: Leaning towards Option 1 and a version of Option 3. The apron is a safety concern and a place to work on the equipment.

Chief Osterhaus: Leaning towards Option 1.

Brett Donham: Review of Trapelo Road site plans. Brett recommends Option 1, it makes the most sense, and it is a similar plan to what was presented at Town Meeting.

Option 1: Disadvantages: 5' height variance required; Administrative spaces on second floor. Advantages: Building massing simpler; parking consolidated; no variance required for lot coverage; 20 parking spaces available; possible no basement required; lower maintenance design.

Option 2: Disadvantages: Some second floor space without windows; building massing more complicated; only 16 parking spaces. Advantages: No variance required for height (except for hose tower); administrative spaces on first floor; no variance required for lot coverage.

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Option 3: Disadvantages: Some second floor space without windows; building massing more complicated; loss of apron. Advantages: No variance required for height (except for hose tower); administrative spaces for first floor; no variance required for lot coverage; 20 parking spaces.

Chairman McLaughlin: During the meeting of December 15th show one plan and show that Committee looked at other options. Option 1 has more advantages than other plans. At this early stage is leaning towards Option 1.

Member Coakley: It is important to have drawings, pictures, etc. for Public Meetings. How plans look visually is important concern to the residents.

Member Webster: Moves that Chairman McLaughlin signs contract on behalf of Committee. Motion seconded by Member Shea.

Committee unanimously agrees to have Chairman McLaughlin sign.

Member Baldwin moves to adjourn at 9:45 p.m.