

October 17, 2022

Northfield Town Hall
69 Main St

Select Board Present: Barbara “Bee” Jacque, Chair; Heath Cummings, Vice Chair; Bernard Boudreau, Clerk; Mary Bowen

Select Board Absent: Alexander Meisner

Also Present: Andrea Llamas, Town Administrator; Police Chief Jon Hall; Matthew Sturz, Colliers Project Management Team; Fire Chief Dunnell; Tony Diluzio, Colliers Project Management Team; John MacMillan, Caolo & Bieniek Associates; EMS Chief Mark Fortier

Others Present: Joanne McGee; Tedd Thornton; Pam Eldridge

Slide show presentation attached

Emergency Services Facility Public Forum

Meeting called to order at 6:37 pm

ESFCommittee called to order at 6:40 pm in conjunction with the Select Board

- Slide show presentation
 - Site Selection Process
 - Prior to 2019 and Site Matrix- Chief Dunnell
 - Wetlands Delineation (on the Snow Parcel)- Tony Diluzio
 - Geotechnical Investigations and Results-Matthew Sturz
 - Concept Development and Concept Development Priorities- John MacMillan, Architect
 - Dunnell described the changes to the original concept design to reduce the area to best suit the needs of the emergency services for the next 30-40 years
 - Hall explained the changes made to accommodate the department
 - Fortier related the space constraints currently being experienced
 - Summary & Next Steps- Barbara Jacque
 - Jacque and Llamas explained the “Determination of Uniqueness” -a state requirement for transparency of the sale of the parcel.
 - Project Schedule
 - Milestones Ahead- Tony Diluzio
- Questions/Answers
 - Joanne McGee, Main St
 - Can we go back to Snow’s to get wetlands all the way to School St? Llamas - this was a separate lot and is not off the table in conversations.
 - Solar on roof? Diluzio-Will be looking at alternative green solutions. Jacque- looking to include the Energy Committee. Fortier-future vehicles will be electric and will need addressing
 - Tedd Thornton, Highland Ave
 - Entrance and egress concrete? MacMillan- do not have the information yet
 - MassDOT involvement? MacMillan explained permitting process and timeline for MassDOT
 - Additional signaling? MacMillan- Not anticipated. Dunnell- did self-study of location and did not feel there would be a need for signaling. Hall- speed limit may be changed. MassDOT will provide what signs needed and all aspects for safety.

[NORTHFIELD SELECT BOARD MEETING MINUTES]

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- Steve Stoia, Main St.
 - Is this viewed as a community building? Dunnell- could accommodate a small group. Jacque- to reduce size of building and parking lot the community room was downsized. Looking at future uses of the current fire station through grant funding and town approval for community space.
 - Bernie Boudreau/Select Board, Old Wendell Rd.
 - Asbestos issues with current fire station? Llamas- an assessment is scheduled to be done for grant funding to do a study
 - any future needs for DEP? Diluzio-Conservation and Planning Board will be included in process. Too soon for those types of details at this time but people should attend hearings when these items come into the process.
 - Pam Eldridge, Main St.
 - Stated she appreciated the work and that suggestions were listened to and acted upon. Was a skeptic in the beginning and is now in support of the project

Motion moved and seconded for the Select Board to adjourn at 8:19 pm

Motion moved and seconded for the Emergency Services Facility Committee to adjourn at 8:19 pm

Recorded by Sandra L. Wood, Secretary

Select Board Clerk

11/1/22
Date Approved



Northfield Emergency Services Facility

Site Selection Process — Prior to 2019

1948 — Police moved into Town Hall basement

1953 — Fire Station built (Fire + Highway)

2012 — EMS rents former gas station

2012 — Space Needs Assessment for 3 depts

26,000 sq ft needed vs. 8,000 sq ft total

2012 — Proposal for new facility + land + demo

(\$8.5 million) not approved at Town Meeting

2015-2019 — Site Analysis of Fire Station lot

- Title not clear (resolved in 2018)
- Soil issues in lower portion of lot
- Sewer line in upper portion of lot
- Fire truck turning issues
- Structural, load-bearing issues

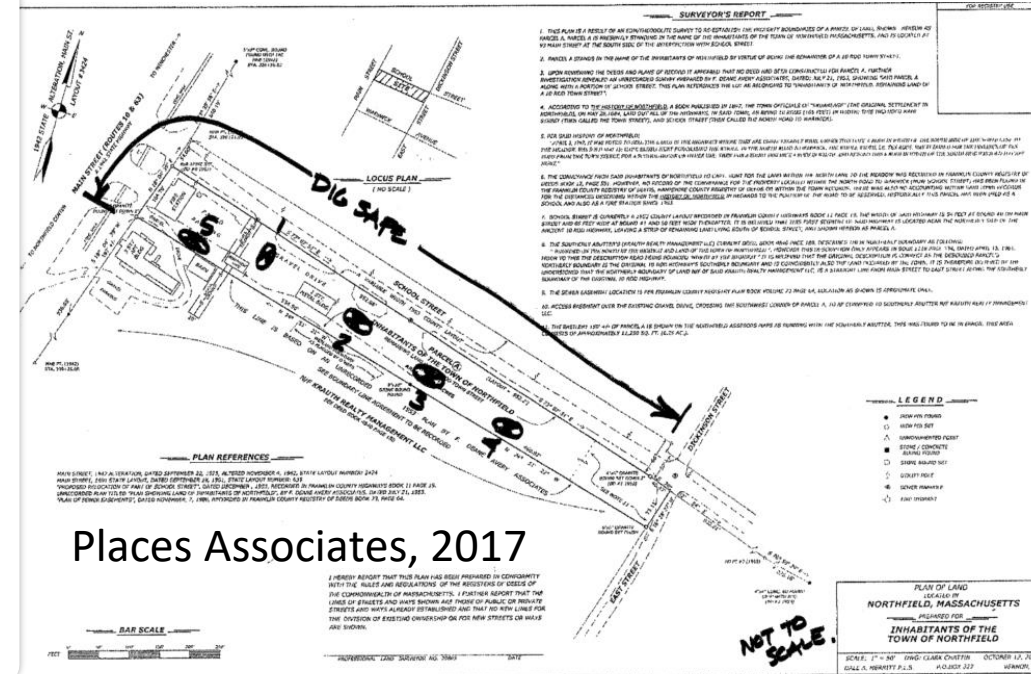
Space Needs Assessment for the Northfield Public Safety Facility Northfield, Massachusetts



January 2012

JJIH
JACUNSKI HUMES
ARCHITECTS, LLC
15 MASSBIRD DRIVE SUITE 101
BERLIN, CONNECTICUT
860-828-9221 FAX 860-828-9223

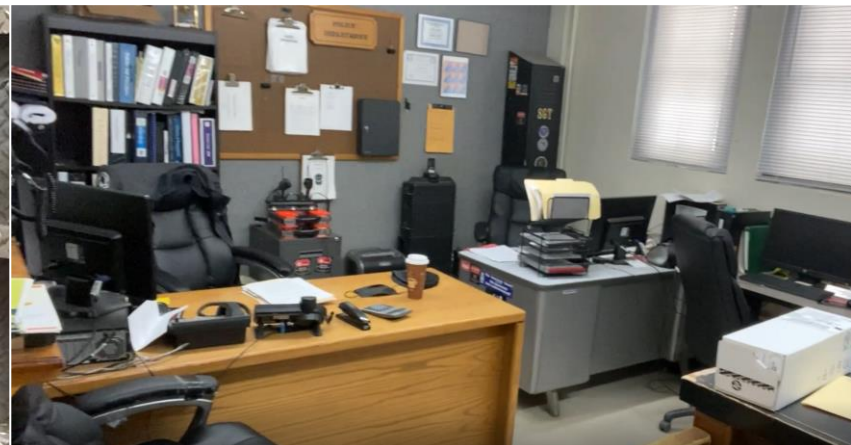
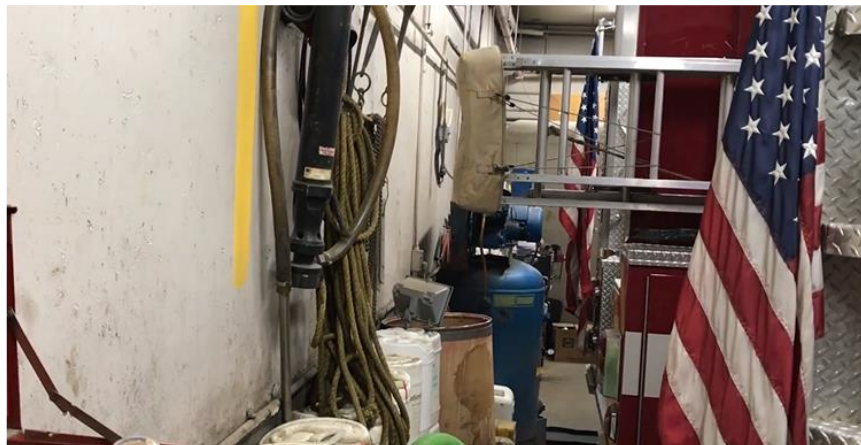
DRAFT
2
26,000 sq ft



Places Associates, 2017

Places Assoc.
SCHEMATIC TESTHOLE
LAYOUT

Jacunski Humes, 2012



Site Selection Process — Site Matrix

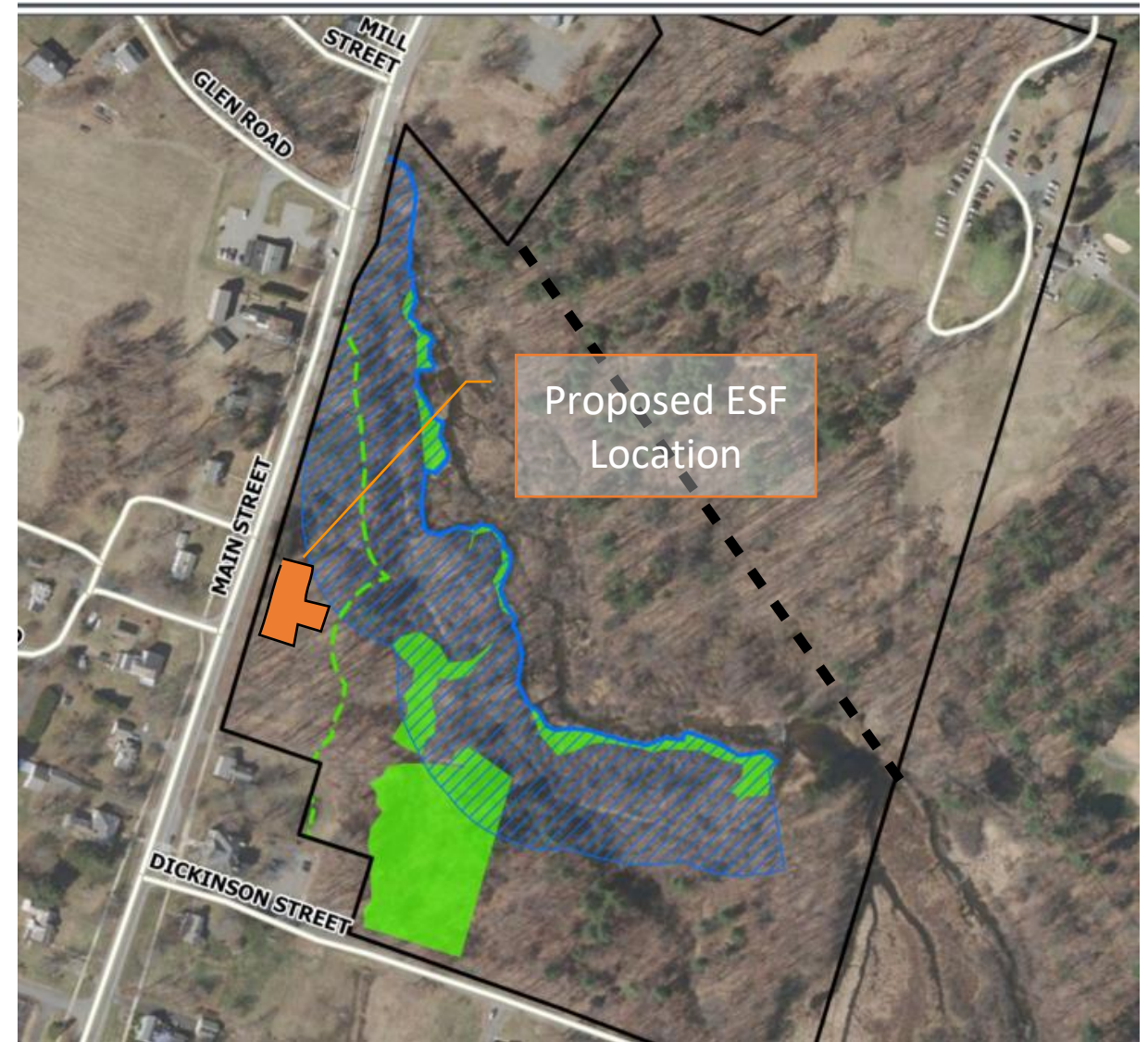
- Starting with 2012 Space Needs Assessment, the Emergency Services Building Committee (ESBC) **evaluated 15 potential sites**, including Town-owned property, for:
 - 2.5 acres minimum
 - 3-Phase Electrical Power
 - Sewer
 - Proximity
 - Response Time
- During 2021-2022 grant, **Community Visioning Project** conducted survey of depts & public forum —> concerns & ideas re: Public Safety facilities
- “Snow Parcel”** identified in 2021 — met Town recreation & conservation goals + had potential to support a Facility — Voted at May 2022 Town Mtg
- RFP (Request for Proposal)** for other privately-held sites done June-July 2022 — no responses

Site ID / Address	Physical Description	Planning, Zoning	Gross/Net Acreage	Utilities	Response Time, (Impacts)	Development Constraints	Geography, Topography	Procurement Costs	Summary, recommendation
Example Parcel	Relatively Level Previously undeveloped Multiple vehicle access routes	No Restrictions PB Approval required Clean title/deed	2.5+ Acres 24,220 est. GSF of construction	All Utilities exist in the adjacent public way	3-4 minutes with no railroad or bridges	No neighbors, No previous Hazmat No existing building	No Ledge No wetlands No endangered species No burial ground	Municipally-Owned	
47 Lucky Clapp Road	Significant grade change across site w/ flat area around existing structure.	Currently Private Residence, Zone RA	~15 Acres	Water by private well Sewer: Septic System Overhead Elect. on poles (3-phase) w/ transformers Current heating fuel is oil.	Access to Lucky Clapp Road only. Sharp level in roadway at intersection w/ Main St. identified by JHA as difficult but approachable maneuvers. Main St. is a main north-south vehicular artery w/ unrestricted right lines and street lights. Night lines unrestricted for ~300' at Lucky Clapp Road. Power stability in the north at Main St. intersection.	Existing 2-story Single-Family Residence, wood construction w/ basement; est. 2000s, circa 2004 HacMat unlikely due to age of existing structures. Majority of site located in FEMA Flood Zone C. Heavy clay subsoil compromises natural drainage. Main St. frontage contains Roaring Brook and its flood zones / wetland setbacks	Site border w/ Main St. is topographically inaccessible along entire length, but area around ex. Bldg. could be suitably graded. Majority of site located in FEMA Flood Zone C. Heavy clay subsoil compromises natural drainage. Main St. frontage contains Roaring Brook and its flood zones / wetland setbacks	Purchase of Lot(s) Required* Est. Cost: \$262,000	Indicated by JHA 2012 study as "viable for a public safety facility". Low proximity to center of Town than most other sites being considered. Concern regarding demolition and removal of existing structures; there appear to be enough gradable areas to accomplish the desired program. Night lines good for access onto Lucky Clapp Road, less than desirable onto Main St. Grading and alignment at Lucky Clapp / Main St. intersection is a significant concern. Water and Sewer would need to be developed. Minimal impact anticipated to existing neighborhood.
93 Main Street (Existing Fire Station Site)	Gentle slope across School St. frontage; grade meets elevation of existing building upper level at Main St., lower level at School St.	Zoned RAF (Residential / Agricultural / Forested) Existing Permitted Use	3-42 Acres (smaller than ideal site recommended by JHA study)	Municipal Water Municipal Sewer	Main St. is a main north-south vehicular artery w/ unrestricted right lines and street lights Unrestricted right lines at School St. to north and south	91 Main St. multifamily residential parcel to the east and south. Existing Salt Shed	Entire site located in FEMA Flood Zone C Possible acquisition of additional lot that would	Municipally-Owned	Municipality-owned land in a desirable location for a public safety facility; highest ranked site from JHA 2012 report, but would require purchase of 91 Main St. lot to be viable.
91 Main St.	Located in central business district immediately adjacent to existing Fire Station Buildings are concentrated on portion of site adjacent to Main St., remainder of site undeveloped.	Currently Private Residence, Zone RA	~0.8 Acres	Municipal Water Municipal Sewer Municipal Storm Drainage Existing Gas service Existing 3-phase electric via overhead wires and pole-mounted transformers	Main St. is a main north-south vehicular artery w/ unrestricted right lines and street lights	Existing 3-story, 12-unit multi-family residence, circa 1960s, on 0.400 ac. Freestanding wooden garage, est. 100 ac. Possible structure, requires demolition Existing Gas service	Small portion of site is flood zone from tributary stream on east side of East St. Most of the site is in FEMA Flood Zone C Potential Mass. Historic Commission approval needed to demolish 1765 Structure(?)	Privately-held, Purchase of Lot(s) Required* Est. Cost: \$476,700	Would need to be purchased in order to make a 91-93 Main Street site viable. Highest anticipated acquisition cost.
Caldor - Sandri Parcels (East St.)	3.3 Acre undeveloped parcel in a residential neighborhood, one block east of Main St. Sandri parcel has access via an access road between two residential properties.	Zone RA	Caldor Property: 3.3 Acres Sandri Property: 1.61 Acres Combined: 5.72 Acres	Municipal Water Municipal Sewer Municipal Storm Drainage Existing 3-phase electric via overhead wires and pole-mounted transformers	Access to East St. w/ unrestricted right lines - one block off of Main St. Sandri parcel has access via an access road between two residential properties.	Vacant lot, mostly cleared Sandri lot: also vacant Location on a residential neighborhood boundary	All of the site is in FEMA Flood Zone C Caldor parcel has flood zone from a tributary stream directly across East St. Wetlands present	Caldor: Privately-held, Purchase of Lot(s) Required*, and is not available for Est. Cost, Caldor: \$61,200 Sandri: Privately-held, Purchase of Lot(s) Required* Est. Cost, Sandri: \$5,400	Indicated by JHA 2012 study as "less than desirable for development of a public safety facility". Proximity to center of Town, but significant difficulties anticipated for existing structures and/or easements in East St. is not wide enough to be a primary easement with. Location in a residential neighborhood would create a large impact in the neighborhood.
Sunoco - Sandri Parcels (Main St.)	Relatively flat parcel along Main St. bordered by residential lots on all sides. Sandri parcel has access via an access road between two residential properties.	Zone RA	Sunoco Parcel: 0.31 Acres Sandri Property: 2.41 Acres Combined: 2.73 Acres	Municipal Water Private Septic Existing 3-phase electric via overhead wires and pole-mounted transformers	Access to Main St. w/ unrestricted right lines. Sandri: Access to East St. via access road between two residential parcels	Existing former gas station Sandri lot: vacant No known HacMat.	All of the site is in FEMA Flood Zone C Wetlands present	Sunoco: Privately-held, Purchase of lot(s) required. Est. cost, Sunoco: \$147,100 Sandri: Privately-held, Purchase of Lot(s) Required* Est. Cost, Sandri: \$4,000	Privately-owned lots, but highly desirable location for a Public Safety facility. Second highest ranked by JHA 2012 study. Potential issues with underground contamination unknown; purchase price unknown but may negatively impact project cost.

Sites summarized in “**Site Matrix**” document

Site Selection Process — Wetlands Delineation

- Wetlands at “Snow Parcel” identified & flagged (delineated) by Environmental Consultant SWCA:
 - **50'** – Resource Area (No-Build Zone)
 - **100'** – Buffer Zone (Development permitted with Conservation Commission approval)
 - **200'** – Riverfront Area setback (Development permitted with Conservation Commission approval)
- Flagged wetlands must be presented to the Conservation Commission for review & approval (during Phase 2)



Most wetlands are now in Town portion of lot - left of dotted line

Site Selection Process — Geotechnical Investigations

- In May 2022, geotechnical field investigations conducted to determine whether Snow Parcel had appropriate bearing capacity and material composition to support potential construction
- Testing included 4 inch borings in & around the site of a potential future structure to determine depth of bedrock, water table
- Testing also included a set of test pits — dug with a mini-excavator by Northfield Highway Dept — for qualitative analysis of the soil



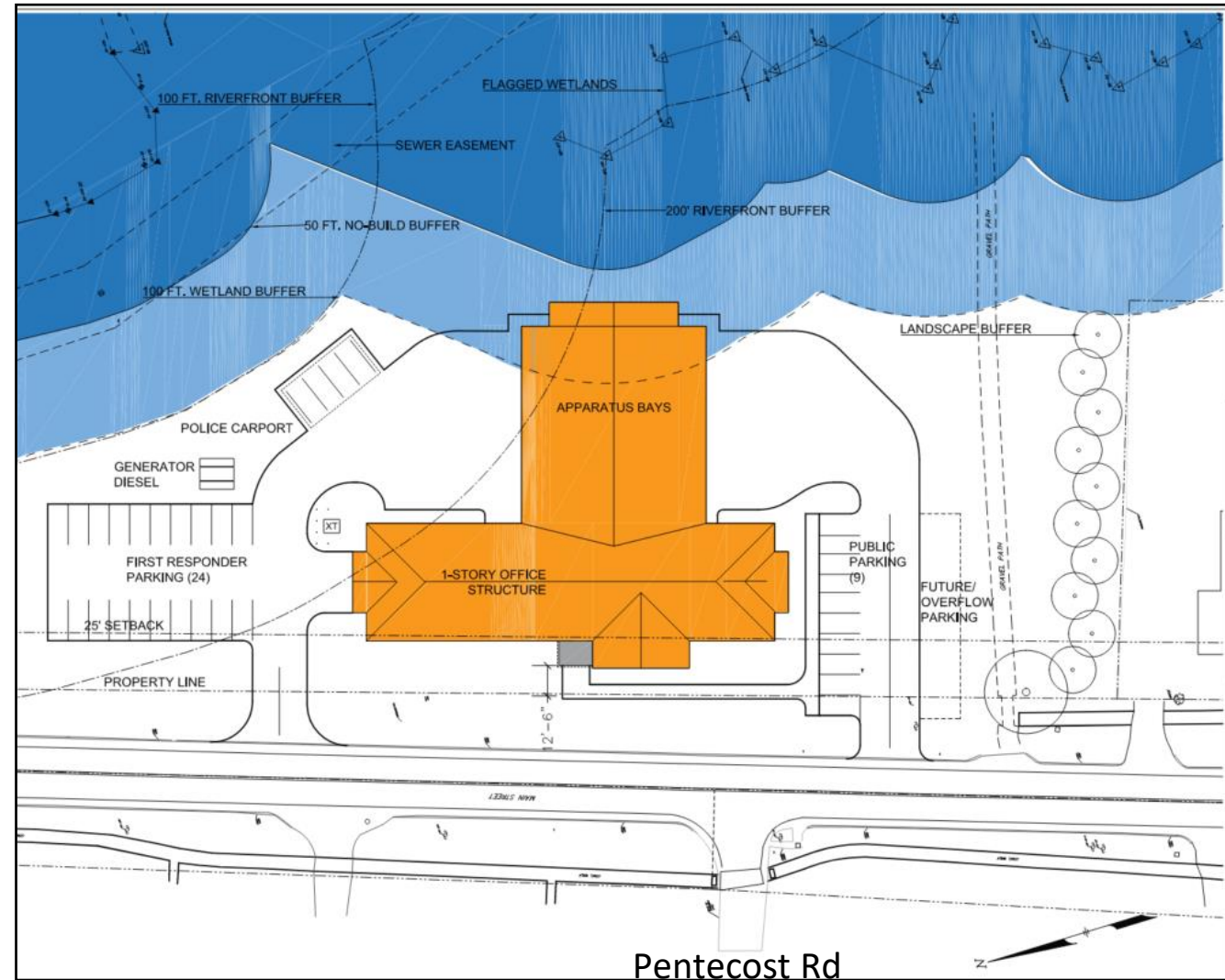
Site Selection Process — Geotechnical Results

- No conditions encountered to make a potential future building more difficult or more costly to construct.
- Bedrock not encountered until the borings reached a depth below the foundations of any potential structure to be constructed on this site.
- Beneath an organic upper layer, the soil was granular (sand, gravel) with strong drainage rates – generally considered good bearing material to build on.
- In some areas, the site soils were almost uniformly sand, suggesting possible previous fill activity or other disturbance.
- The water table varied between test pits, min. 5 feet down — not an issue for potential building construction.



Site Selection Process — Concept Development

- Proposed site provides limited available upland but an advantageous Public Safety site
- Proposed site development creates minimal to no impact on existing wetland areas
- Only 2 acres of the 23 acres proposed to be developed
- Site Design Priorities:
 - Traditional appearing 1-story office structure fitting existing Main St. neighborhood & community
 - Larger apparatus structure concealed behind office structure
 - Drive-thru apparatus bays allow more front-line equipment, faster response times & safer approach to Main St.
 - Sloping site allows lower & less visible apparatus structure
 - First Responder parking segregated from public parking with an overflow parking option



Site Selection Process — Concept Development Priorities

- Combine Police, Fire, & EMS into one Emergency Services Facility designed to operate 24 / 7 / 365 (the only Town building to do so)
- Create room for growth but minimize square footage (sf) — the team revised Space Needs from 26,000 sf (2012) —> 24,000 sf (early 2022) —> 18,000 sf (present)
- Provide modern, capable facilities for individual departments and increase shared efficiencies (cost, safety, security, etc.)
- Create shared space for common functions (yellow) — meetings, training, public reception area, break room, mechanical/HVAC, electrical & fire protection, and Emergency Operations Center (EOC)
- Address requirements not met in current, existing facilities:
 - Efficient, safe & secure 1st Responder facilities
 - Proper facilities to transfer, handle & process arrestees
 - Secure evidence & records spaces
 - Private spaces for witness & victim interviews
 - Proper decontamination facilities for 1st Responders
 - Segregation of hazardous & contaminated areas from work areas
 - Overnight sleeping area
 - Multi-purpose meeting & training space



Designed for approx 18,000 sf

Site Selection Process — Summary & Next Steps

Since the Annual Town Meeting, the **Team*** was tasked with:

- Finalize **geotechnical analysis on Snow Parcel**
- Determine if **any other sites** (suggestions + formal RFP)
- Each chief signs off on **space needs** being met
- Settle on **conceptual design** — the Team used 3-4 versions to consider wetlands, fire trucks, parking, space needs, neighbors, etc.
- Stay in sync with OPM & Architect & update Select Board
- Invite public to attend meetings & weigh in
- **Provide/vote recommendation** re: site + concept (Aug 31)
- Present recommendation to Select Board (Sep 20)

The Select Board voted to accept the recommendation for site + concept at its Sep 20 meeting — this concludes “Phase 1” & starts “Phase 2” which leads us to the next Town Meeting

The **Select Board** is responsible for reviewing/approving recommendations from the ESBC + approving contracts:

- Environmental wetland consultants, OPM, Architect, Appraiser, real estate negotiations, warrant articles
- Per the Town Meeting, the Snow Parcel is to be paid for from the Cell Tower Easement revenue fund (\$170K)
- P&S for the Snow Parcel signed on Oct. 4th
- There are add’l real estate steps coming up:
 - Oct 19 — Publish “Determination of Uniqueness”
 - Oct 27 — The Planning Board reviews the ANR (Approval Not Required) which creates 2 lots (Snow’s and the Town’s) instead of 1 (Snow’s)
 - Nov 30 — Closing Scheduled

Phase 2 include designing details, estimating costs, seeking approvals, bidding, presenting at the next Town meeting.

* **Team** = ESBC/Emergency Service Building Committee + OPM/Owners Project Manager + Architect
Colliers Project Management is OPM & Caolo & Bieniek is Architect

Project Schedule – Milestones Ahead

- Caolo & Bieniek will develop the conceptual design to a Design Development level (Approximately 50% complete). **Estimated completion: Mid-November 2022**
- A professional Estimator will confirm the project remains on budget. **Estimated completion: Early December 2022**
- Permitting and Local, State Approvals: **December 2022 – January 2023**
(Conservation Commission, Historical Commission, Zoning, Planning Board, MassDOT, etc.)
- Detailed construction drawings will be produced for Sub Contractor bidding. **January 2023**
- Bidding by General Contractors. **February 2023.**
- Special Town Meeting in **April 2023.** If approved, Construction of the proposed facility will begin in **Spring/Summer 2023.**

