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**MEETING MINUTES**

2018 JUN 15 A 10:33

**Public Facilities Improvement Plan – Fairhaven, MA**

HKT Project No.: 21713

FAIRHAVEN,  
MASS.

**Meeting Title:** Meeting #2

**Meeting Minutes By:** Amy J. Dunlap, HKT Architects

**Date:** January 23, 2018

**Time:** 3:00 PM

**Location:** East Room, Town Hall, 40 Center Street, Fairhaven

**Attendees:**

■ Bob Baldwin, CPC (BB)	■ Amy J. Dunlap, HKT (AJD)
■ Vinnie Furtado, CPC (VF)	■ Janet M. Slemenda, HKT (JMS)
■ Wendy Graves, CPC (WG)	■ Nikki Potter, ToF (NP)
■ Cathy Melanson, CPC (CM)	■ Chief Michael Myers, ToF PD (MM)
■ Mark Rees, CPC (MR)	■ Chief Timothy Francis, ToF FD (TF)
■ Bill Roth, CPC (BR)	■ Deputy Chief Todd Correia, ToF FD (TC)
■ Andrew Tillett, CPC (AT)	

**Abbreviations:** CPC: Capital Planning Committee, HKT: HKT Architects Inc., ToF: Town of Fairhaven, FD: Fire Department, PD: Police Department

**Item**

2.01 Janet Slemenda (JMS) gave a presentation to the committee on the initial findings of the design team on the existing conditions and space needs assessments of the Town facilities included in this study. Existing conditions assessments included observations of architectural, civil, structural, mechanical, electrical, plumbing and fire protection systems. Draft existing conditions and space needs assessments will be distributed electronically to the committee for their review and comment. Facilities reviewed included the following (in the order presented):

- Police and Fire Stations
- Emergency Management Building
- Animal Shelter
- Recreation and Senior Center
- Town Hall
- Millicent Library
- BPW
- School Administration Building
- Tripp School
- Fairhaven High School
- Hastings Middle School
- Leroy Wood Elementary School
- East Fairhaven Elementary School

Discussions of the findings occurred throughout the presentation and are highlighted below.

- 2.02 Public Safety: JMS explained that the existing Police and Fire Station building is undersized for the current and future operations based on HKT's space needs assessment. Preliminary space needs assessment for Police / Fire Station determined a facility of approximately 46,500 sf is required. This does not include Emergency Management, Harbormaster + Shellfish Warden or Building Department which are programmed separately. These space requirements would be added to the public safety facility if the CPC determines joining these departments in a single facility is advantageous.

A discussion ensued regarding possible alternate sites to be evaluated.

Chief Francis (TF) presented the following possible alternate sites for the CPC's consideration:

- 194 Bridge Street (Town Dump Area)
- 128 Alden Road (Vacant Staffon Greenhouse Property)
- 245 Bridge Street (Owned by Brahmin Leather)
- David Drown Blvd/Alden Road Extension

Chief Meyers (MM) presented the following possible alternate sites for the CPC's consideration:

- Bridge Street/Hemlock St – Town Land (Dump) – off Alden Road
- Bridge Street/Hemlock St – Town Land (Dump) – Bridge Street
- Alden Road – North of National Bleach
- Brahmin Property – Corner of Alden Road and Bridge Street
- 240 Alden Road – Howland Property
- Long Road – Town Land

There was a discussion of the pros/cons of a joint police/fire station facility. TF explained that the properties proposed by MM would not work for a fire station due to response times. Response times for the PD are less critical as police officers are out on the road on patrol all the time. MM stated that properties proposed by TF could work for the PD. JMS explained that many communities choose to join departments in a single public safety facility to maximize synergies and reduce overall construction cost. If the facilities are separated, the total space required would increase by approximately 8,000 GSF as each facility would require separate training rooms, lobbies, mechanical rooms, etc. that could be shared in a joint facility.

Andrew Tillet (AT) asked the Chiefs about the possibility of regional dispatch. TF and MM explained there are some downsides to regionalization including loss of control. If this were to be pursued, MM would prefer to make Fairhaven the host town. TC explained that some neighboring communities would not be able to join in a partnership due to differences in FD staffing/operations which lead to incompatibilities in dispatching operations.

HKT will review proposed properties for size first, to determine if any can be eliminated. Any remaining will be put into a matrix to compare/contrast and reduce the number under final consideration.

- 2.03 Recreation and Senior Center – JMS explained that if the facility is to be used as an emergency shelter, this would be a change in use per the building code and would require structural and architectural analysis to determine if any upgrades are required. Mark Rees (MR) asked that HKT discuss with Pare the possibility of doing a separate assessment.

JMS explained that the Senior Center was extremely short on space and that an addition would be required to meet their needs. The Recreation Center could also use additional program and storage space.

- 2.04 BPW – JMS explained that programming for a new vehicle storage building was based on the BPW's request for a vehicle storage area approximately equal to the existing space. HKT has not



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seen the existing vehicle storage space when all vehicles are parked. JMS explained it would be helpful to have a photograph of this condition to include in the report and demonstrate that the garage is beyond capacity. Vinnie Furtado (VF) agreed to photograph and send to HKT.

- 2.05 School Administration Building – JMS reported that of all the buildings HKT visited, this was the most surprising. HKT recommends the CPC consider moving it from the category of “Facilities in Operable Condition: Plan for future Rehabilitation or Maintenance” to “Renovation / Expansion / Replacement” due to the sheer amount of work that is required.
- 2.06 HKT will send pdf versions of the draft existing conditions assessments, draft space needs assessments and the PowerPoint presentation to MR and BR for distribution to the CPC. HKT recommends these be reviewed and comments be submitted to HKT.
- 2.07 Next steps: HKT will review the sites discussed at this meeting and develop a comparison matrix for discussion with the committee at the next meeting. Amy Dunlap (AJD) reviewed the draft schedule and suggested due to the number of alternative sites under consideration, the next meeting should be held on the alternate date proposed of 2/6/18. AJD will email MR regarding public meeting dates which are still to be determined. MR suggested perhaps the first public meeting will be held during a regularly scheduled Selectboard meeting.

Please notify HKT Architects within 48 hours if these minutes do not accurately reflect discussions.

**Next Meeting to be held: February 6, 2018, 3:00PM, East Room of Town Hall.**

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