

The Ballardvale Fire Station Building Committee met for its first session on Wednesday, January 21, 2009 at 7:00 p.m. in the Selectmen's Conference Room, 36 Bartlet Street, Andover, MA.

Town Manager Reginald S. Stapczynski called the meeting to order at 7:10 p.m. and on

ROLL CALL: Present were Daniel S. Casper, James T. Curtis, James R. Ash, John J. Keily, Emily M. Samansky, and Rebecca Backman.

Also present were Reginald S. Stapczynski, Town Manager; Michael Mansfield, Fire Chief; Randy Hanson, Town Clerk; Thomas Urbelis, Town Council; Bruce S. Taylor, Ballardvale Historic District Commission Liaison and Marcie Jacobson, Executive Secretary of Andover Fire Rescue.

ABSENT WERE: George Thomson

Ms. Hanson gave a brief presentation of the Open Meeting Law. Explaining what constitutes a quorum and that all discussions must be held at the meeting in front of the public, never over the telephone, email or texting with other members of the committee.

Attorney Urbelis gave a presentation of the Code of Ethics and gave several examples of the Conflict of Interest Law.

Town Manager Stapczynski then appointed Mr. Casper as Chair and Mr. Curtis as Vice Chair. It was also decided that Ms. Jacobson would take on the responsibility of Secretary.

Chief Mansfield gave a brief explanation of the handouts that he had prepared for the committee. The handouts were comprised of the following:

- Charge of the Ballardvale Fire Station Building Committee
- FY09 Andover Fire Rescue Staffing Organizational Chart
- Andover Fire Rescue Apparatus Organizational Chart
- MANiTOU Inc, Fire Department Deployment Study 2007 – 2012
- Excerpts of the MRI, Fire Services Organizational Analysis, October 2006
- The 2008 Andover Citizens Survey: Preliminary Report
- Examples of newly built Fire Stations
- A Strategic Plan for Andover Fire Rescue, August 2008

After a brief discussion of Ballardvale Fire Station, the committee decided to set up a Site Visit of Ballardvale Fire Station located at One (1) Clark Road (the corner of Clark Road & Andover Street) on Wednesday, January 28, 2009 at 8:00 a.m.

It was voted to adjourn. Adjournment was at 9:10 p.m.

Marcie R. Jacobson  
Secretary

**Site Visit:** Wednesday, January 28, 2009; 8:00 a.m. @ Ballardvale Fire Station

**Next Meeting:** Wednesday, February 25, 2009; 7:00 p.m. @ Public Safety Building, 32 N Main St.

The Ballardvale Fire Station Building Committee met on Wednesday, February 25, 2009 at 7:00 p.m. in the Fire Chief's Conference Room, Public Safety Building, Andover, MA.

Chairman Daniel Casper called the meeting to order at 7:08 p.m. and on

ROLL CALL: Present were Daniel S. Casper, James T. Curtis, James R. Ash, John J. Keily, Emily M. Samansky, Rebecca Backman and George Thomson.

Also present were Michael Mansfield, Fire Chief and Marcie Jacobson, Executive Secretary of Andover Fire Rescue.

Mr. Casper asked for comments/questions concerning a recent site visit to Ballardvale Fire Station. Parking issues were present at the site. There is not enough parking for staff and visitors. Chief Mansfield made a statement that during sporting events in the Ballardvale Playground, parked cars on Andover Street and Clark Road create problems for the Fire Engine to access to those roads.

Chief Mansfield stated that he believes he is looking for approximately 10,000 – 12,000 sqft of space. He would also like to have a 4 -5 story tower for use a training facility. Currently the closest training facility is in Stow at the Fire Academy and is booked throughout the year for training. Response times to insure prompt fire and EMS services take precedent over everything else.

Chief Mansfield presented the committee with a map of town owned land and private owned land in the area of the Andover Street and Woburn Street intersection. This location was suggested by the most recent feasibility study as the best location for the Ballardvale Station. The map shows private and town owned land along with acreage. After some discussion it was decided that the Station would need approximately 1 acre of land. Committee members Jim Ash and John Keily offered to review the map and make a list of all potential sites located within a half mile of the Woburn/Andover Street intersect.

Mr. Casper made a recommendation to invite Mark Johnson who recently chaired the School Building Committee that built the new elementary and middle schools in West Andover to our next meeting. Ms. Samansky offered to contact Mark Johnson and ask him to attend our March meeting.

Chief Mansfield told the committee that the Fire Rescue budget is being presented to the Board of Selectmen and finance committees on Wednesday, March 4 @ 7:00 pm and the CIP Budgets (which includes the \$200,000 for the Ballardvale Station) will be present on Wednesday, March 18 @ 7:00 pm.

It was voted to adjourn. Adjournment was at 8:35 p.m.

Marcie R. Jacobson  
Secretary

Fire Budget: Wed., March 4, 7:00 p.m. @ Selectmen's Conference Rm, Town Hall

CIP Presentation: Wed., March 18, 7:00 p.m. @ Selectmen's Conference Rm, Town Hall

**Next Meeting:** Wednesday, March 25, 2009; 7:00 p.m. @ Public Safety Building, 32 N Main St.

The Ballardvale Fire Station Building Committee met on Wednesday, March 25, 2009 at 7:00 p.m. in the Fire Chief's Conference Room, Public Safety Building, Andover, MA.

Chairman Daniel Casper called the meeting to order at 7:04 p.m. and on

ROLL CALL: Present were Daniel S. Casper, James T. Curtis, John J. Keily, Emily M. Samansky, and Rebecca Backman.

Also present were Michael Mansfield, Fire Chief and Marcie Jacobson, Executive Secretary of Andover Fire Rescue.

ABSENT WERE: George Thomson and James R. Ash

A motion was made to approve the February minutes, on voice vote the motion was declared as passed unanimously.

Chairman Casper notified the committee the Mark Johnson was tonight's meeting, but would attend out next meeting.

Chief Mansfield has been looking into possible grants for a Fire Station (see handouts). He attended a grant funding meeting held by Congresswoman Niki Tsongas. In the economic stimulus package there may potentially be money for Fire Stations; however, there is no way to know what the guidelines may be and if we will meet them.

Committee members Jim Ash and John Keily are still reviewing the Town map for potential Fire Station sites and will have a list at our next meeting.

Chief Mansfield handed out a map of Recreation Park, which is being looked at as a potential site for ball fields. He also handed out a timeline for the Ballardvale Fire Station project which was put together with the help of Plant and Facilities Director Joe Piantedosi.

It was voted to adjourn. Adjournment was at 8:15 p.m.

Marcie R. Jacobson  
Secretary

**Next Meeting:** Wednesday, May 6, 2009; 7:00 p.m. @ Public Safety Building, 32 N Main St.

The Ballardvale Fire Station Building Committee met on Wednesday, May 6, 2009 at 7:00 p.m. in the Fire Chief's Conference Room, Public Safety Building, Andover, MA.

Chairman Daniel Casper called the meeting to order at 7:04 p.m. and on

ROLL CALL: Present were Daniel S. Casper, James T. Curtis, George Thomson, Emily M. Samansky, and Rebecca Backman.

Also present were Michael Mansfield, Fire Chief; Marcie Jacobson, Executive Secretary of Andover Fire Rescue and members of the general public.

ABSENT WERE: John J. Keily and James R. Ash

A motion was made to approve the March minutes, on voice vote the motion was declared as passed unanimously.

After a request from Dick Howe, Chairman Casper moved ahead in the agenda to discuss Town Meeting. It was mentioned that at a previous Selectmen's Meeting Chief Mansfield was asked to return to the Board of Selectmen on May 18, 2009 with a lower estimate for the Ballardvale Station CIP Warrant Article and a detail of what the amount would cover.

Mr. Howe wanted to relay to the Committee that in his personal opinion we need to protect the current services in town, not increase them. He feels that the Town should take a step back and reevaluate station coverage. The Town should look at replacing Ballardvale & West Fire Stations with one strategically located station. He appreciates that the Committee was given a charge, but he feels that the Townspeople should be given options at Town Meeting.

The Chairman introduced Mark Johnson who chaired the School Building Committee that built the Wood Hill Schools. Mr. Johnson gave the Committee valuable advice for moving forward:

- Have a community meeting at the start of the project and at each stage as you move forward.
  - Give people a chance to ask questions.
  - Explain to the community our charge, need for a station, and the procedure
  - Explain the timeline of the project
- Town Meeting
  - Give statistics on response times / graphs
  - Explain where the idea came from for the project
  - Explain that schematic designs allow for better cost estimates

It was voted to adjourn. Adjournment was at 8:10 p.m.

Marcie R. Jacobson  
Secretary

**Next Meeting:** Wednesday, May 13, 2009; 7:00 p.m. @ Public Safety Building, 32 N Main St.

The Ballardvale Fire Station Building Committee held a working session on Wednesday, May 13, 2009 at 7:00 p.m. in the Fire Chief's Conference Room, Public Safety Building, Andover, MA.

Working session called to order at 7:02 p.m. and on

Present were Daniel S. Casper, John J. Kiely and Rebecca Backman.

Also present were Michael Mansfield, Fire Chief; Marcie Jacobson, Executive Secretary of Andover Fire Rescue.

The committee worked on creating a PowerPoint presentation for Town Meeting. Mr. Casper was chosen to present the article and worked on a script that would match the PowerPoint slides put together by the committee.

Adjournment was at 8:30 p.m.

Marcie R. Jacobson  
Secretary

The Ballardvale Fire Station Building Committee met on Wednesday, June 10, 2009 at 7:00 p.m. in the Fire Chief's Conference Room, Public Safety Building, Andover, MA.

Chairman Daniel Casper called the meeting to order at 7:02 p.m. and on

ROLL CALL: Present were Daniel S. Casper, James T. Curtis, George Thomson, Emily M. Samansky, John J. Keily, James R. Ash and Rebecca Backman.

Also present were Michael Mansfield, Fire Chief; Marcie Jacobson, Executive Secretary of Andover Fire Rescue, Buzz Stapczynski, Town Manager, Michael Igo and members of the general public.

Residents Claudia and Stephen Argereow asked to address the committee. They own property located at 60 Andover Street and are willing to sell it to the Town for the purpose of building a Fire Station. The land is currently next to Town owned land and is located in an area with good turning radius for trucks. They are asking the committee to consider their land. Mr. Casper explained the committee is in the process of looking for a site and they will keep the site in mind.

Mr. Casper stated to the committee that he had met with Chief Mansfield on Monday, June 1, 2009 to discuss a grant application that had just been released.

Chief Mansfield explained it is A.R.R.A. Assistance to Firefighters Fire Station Construction Grant. The committee can apply for a grant for construction funds to build a new fire station. He feels confident that he has a majority of the information they are looking for on the fire department. The Committee will need to work on tabulating construction cost estimates and LEED.

A decision was made to go forward and apply for the Grant which is due on July 10, 2009.

There was a small discussion on the possibility of building on Town owned land. Mr. Stapczynski explained that if a Town owned site was chosen the committee would need to make a presentation to the custodians of the property. If approval is received from the property custodians then there may be a Town Meeting vote needed to transfer the property for use by Fire Rescue. This is one example of the many things that need to be considered when beginning the site location search.

A motion was made to approve the May minutes, on voice vote the motion was declared as passed unanimously.

It was voted to adjourn. Adjournment was at 8:30 p.m.

Marcie R. Jacobson  
Secretary

**Next Meeting:** Wednesday, June 17, 2009; 7:00 p.m. @ Public Safety Building, 32 N Main St.

The Ballardvale Fire Station Building Committee met on Wednesday, June 17, 2009 at 7:00 p.m. in the Fire Chief's Conference Room, Public Safety Building, Andover, MA.

Chairman Daniel Casper called the working meeting to order at 7:10 p.m. and on

ROLL CALL: Present were Daniel S. Casper, George Thomson, Emily M. Samansky, and Rebecca Backman.

Also present were Michael Mansfield, Fire Chief; Marcie Jacobson, Executive Secretary of Andover Fire Rescue, Michael Igo and members of the general public.

ABSENT WERE: John J. Kiely and James T. Curtis

The Committee met to begin the process of working on the A.R.R.A. Assistance to Firefighters Fire Station Construction Grant.

The following is a list items the committee felt may be important to add to the narrative of the grant:

- Andover's day time population increase due to area businesses.
- The number of cars that pass through Andover on a daily basis on I495 & I93 (no brake down lane).
- Adjacent to an Old Mill City (mutual aid calls)
- Historic District (Ballardvale)
- Major manufacturing industries (IRS, Raytheon, Wyeth...)
- Train – possibility of hazards
- Currently the Ballardvale Fire Engine must turn 360° to turn up Andover Street & Clark Road, also must maneuver up on sidewalks to make the turn.
- Committee is considering 3 – 5 Town Owned sites as well as a few privately owned sites.

Actions Items:

Ms. Backman–Will write an explanation of “How Town Meetings Work & what makes our government different from most states.

Mr. Casper – Will write the project description.

Mr. Kiely – Will research recently built Fire Stations and look into construction costs.

Mr. Igo – Will work on the LEEDS chart for the grant.

At the next meeting we will look over the above information and begin put the pieces of the grant together.

A motion was made to approve the June 10, 2009 minutes, on voice vote the motion was declared as passed unanimously.

It was voted to adjourn. Adjournment was at 8:10 p.m.

Marcie R. Jacobson  
Secretary

The Ballardvale Fire Station Building Committee met on Wednesday, June 24, 2009 at 7:00 p.m. in the Fire Chief's Conference Room, Public Safety Building, Andover, MA.

Chairman Daniel Casper called the working meeting to order at 7:04 p.m. and on

ROLL CALL: Present were Daniel S. Casper, Rebecca Backman, Emily M. Samansky, John J. Kiely and James T. Curtis.

Also present were Michael Mansfield, Fire Chief; Marcie Jacobson, Executive Secretary of Andover Fire Rescue, Michael Igo and members of the general public.

ABSENT WERE: George Thomson

A motion was made to amend the minutes listing Chief Michael Mansfield as absent. Approval of the June 17, 2009 amended minutes, on voice vote was declared as passed unanimously.

Chief Mansfield presented the preliminary 2009 Flood Plain Maps to the committee. The maps show the new Fire Station would not be located in a flood plain. It should be stated in the narrative of the Grant that the Town has updated maps.

Mr. Kiely researched the construction costs of several local fire stations. After much review he found that for a 14,000 square foot building the full construction costs were between \$350 - \$370/sf. The grant does not include all the soft costs associated with the complete construction, such as furnishings, window shades, and exercise equipment. After discussion the committee decided to use \$300/sf for a 13,000 sf Fire Station a total cost of 3.9 million dollars as the budget number for the grant application. Mr. Kiely will also work on writing a narrative for the budgeted construction costs for the grant.

Chief Mansfield distributed the first Draft of the Grant Application. It is 80% finished. The remainder of the grant consists mostly of the narrative – a maximum of ten pages. Mr. Curtis and Ms. Samansky will work on the narrative with Chief Mansfield.

At the next meeting we will look over the next draft of the Grant.

It was voted to adjourn. Adjournment was at 8:20 p.m.

Marcie R. Jacobson  
Secretary

Next Meeting: Tuesday, June 30, 2009; 7:00 PM, at the Public Safety Center



The Ballardvale Fire Station Building Committee met on Tuesday, June 30, 2009 at 7:00 p.m. in the Fire Chief's Conference Room, Public Safety Building, Andover, MA.

Chairman Daniel Casper called the working meeting to order at 7:10 p.m. and on

ROLL CALL: Present were Daniel S. Casper, Rebecca Backman, Emily M. Samansky, John J. Kiely, Michael Igo and James T. Curtis.

Also present Marcie Jacobson, Executive Secretary of Andover Fire Rescue.

ABSENT WERE: George Thomson

A motion was made to approve the June 24, 2009 minutes, on voice vote the motion was declared as passed unanimously.

Mr. Kiely distributed a narrative for the budgeted construction costs for the grant.

Mr. Curtis distributed a draft copy of the grant narrative, which was discussed. A few things that the Committee felt should be added to the narrative include:

- Town Statistics
- Industry Information
- Train
- Highway & Day Time Populations
- Energy Conservation Awards

Ms. Samansky is going to incorporate some of these ideas into the narrative and have a new draft copy ready for the next meeting.

It was voted to adjourn. Adjournment was at 8:33 p.m.

Marcie R. Jacobson  
Secretary

Next Meeting: Monday, July 6, 2009; 7:00 PM, at the Public Safety Center

The Ballardvale Fire Station Building Committee met on Monday, July 6, 2009 at 7:00 p.m. in the Fire Chief's Conference Room, Public Safety Building, Andover, MA.

Chairman Daniel Casper called the working meeting to order at 7:00 p.m. and on

ROLL CALL: Present were Daniel S. Casper, Rebecca Backman, John J. Kiely, Michael Igo, George Thomson and James T. Curtis.

Also present Marcie Jacobson, Executive Secretary of Andover Fire Rescue.

ABSENT WERE: Emily M. Samansky

A motion was made to approve the June 30, 2009 minutes, on voice vote the motion was declared as passed unanimously.

The most recent draft of the grant narrative was distributed and discussed. The Committee made a few changes/suggestions throughout the document. Mr. Curtis is going to make the changes and email the final draft to Chief Mansfield.

The Committee agreed to authorize Chief Mansfield to make any necessary changes to the narrative in order to fulfill the grant requirements.

It was voted to adjourn. Adjournment was at 9:15 p.m.

Marcie R. Jacobson  
Secretary

The Ballardvale Fire Station Building Committee met on Wednesday, October 14, 2009 at 7:00 p.m. in the Public Safety Building in Andover, Massachusetts.

Chairman Daniel Casper called the working meeting to order at 7:00 p.m. and on

ROLL CALL: Present were Daniel S. Casper, Rebecca Backman, Michael Igo, George Thomas and James T. Curtis

No other persons were present

ABSENT WERE: Emily M. Samansky and John J. Kiely

A motion was made to approve the July 6, 2009 minutes, on voice vote the motion was declared as passed unanimously.

The Committee discussed the status of the pending grant application; no decision has yet been made

The Committee then discussed how best to proceed and it was determined that possible sites should be visited, investigated and evaluated.

The Committee determined to first look at approximately five (5) vacant sites currently owned by the town and agreed that this could be accomplished at a Saturday morning meeting sometime in November 2009. The Board will request its Executive Secretary to poll all members as to their availability for such meeting.

Mike Igo agreed to develop and evaluation form to be used for each site.

There was no further business and it was voted to adjourn at 7:40 p.m.

The Ballardvale Fire Station Building Committee held a working session on Saturday, November 21, 2009 at 9:30 a.m. The Committee met in the South School parking lot located on Woburn Street.

Present were Daniel S. Casper, Rebecca Backman, John J. Kiely, Michael Igo and Bruce Taylor.

Also present Chief Michael Mansfield of Andover Fire Rescue.

The Committee toured several sites located near the Woburn Street and Andover Street intersection.

The following is a list of the sites:

1. South School – the Woburn Street and Andover Street corner.
2. 268 Andover Street
3. 17 Woburn Street
4. 165 Abbot Street
5. 24 Woburn Street

The Ballardvale Fire Station Building Committee met on Thursday, December 3, 2009 at 7:00 p.m. in the Fire Chief's Conference Room, Public Safety Building, Andover, MA.

Chairman Daniel Casper called the meeting to order at 7:00 p.m. and on

ROLL CALL: Present were Daniel S. Casper, Rebecca Backman, John J. Kiely, Michael Igo, George Thomson, Emily M. Samansky and James T. Curtis.

Also present Chief Michael Mansfield and Marcie Jacobson, Executive Secretary of Andover Fire Rescue.

A motion was made to approve the October 14, 2009 minutes with a corrected spelling of George Thomson's name, on voice vote the motion was declared as passed unanimously.

Chief Mansfield gave a report on the Fire Station Grant status. Andover was not chosen in the first round. Chelsea was the only Fire Department in Massachusetts that was awarded money. There has been no timeframe announced as to when the Second Round of recipients will be notified. Chief Mansfield did learn that the Grant Committee will be holding back about 25% of the stimulus money to use for overages.

The committee then had some discussion concerning the five Town owned locations that they visited on November 21, 2009. Mr. Igo brought in site overview plans with elevations and templates of a fire truck turning radius and a Fire Station building. The Committee reviewed each of the five sites using the templates to make sure there was adequate space to build a fire station and that entry ways into the sites had a wide enough turning radius for a fire truck.

The committee will gather any additional information needed concerning the five sites, in order to allow for accurate evaluation.

It was voted to adjourn. Adjournment was at 8:00 p.m.

Marcie R. Jacobson  
Secretary

The Ballardvale Fire Station Building Committee met on Thursday, January 7, 2010 at 7:00 p.m. in the Fire Chief's Conference Room, Public Safety Building, Andover, MA.

Chairman Daniel Casper called the meeting to order at 7:05 p.m. and on

ROLL CALL: Present were Daniel S. Casper, Rebecca Backman, John J. Kiely, Michael Igo, George Thomson, Emily M. Samansky and James T. Curtis.

Also present Chief Michael Mansfield and Marcie Jacobson, Executive Secretary of Andover Fire Rescue.

A motion was made to approve the December 3, 2009 minutes and on voice vote the motion was declared as passed unanimously.

Chief Mansfield gave a report on the Fire Station Grant status. He stated that there has been no additional money awarded, which means there is still a possibility for Andover to receive some money.

The committee then discussed the 5 Town owned sites. A list of criteria was developed to describe the best possible site in which to build a Fire Station. The criteria consisted of:

1. Proximity to the Andover Street and Woburn Street intersection (based on report by Manitou).
2. Lot size  $\geq$  1 Acre
3. Lot shape / frontage
4. Major road access / good line of sight
5. Level site

The 5 site locations were ranked in order based on the above criteria (see attached chart). As a result the Committee found that Site location #1 – South School lot at Andover Street and Woburn Street intersection and Site location #5 – 24 Woburn Street were tied.

The committee decided to table discussions on the warrant article language until the next meeting.

It was voted to adjourn. Adjournment was at 9:00 p.m.

Marcie R. Jacobson  
Secretary

The Ballardvale Fire Station Building Committee met on Thursday, January 21, 2010 at 7:00 p.m. in the Fire Chief's Conference Room, Public Safety Building, Andover, MA.

Chairman Daniel Casper called the meeting to order at 7:02 p.m. and on

ROLL CALL: Present were Daniel S. Casper, Rebecca Backman, John J. Kiely, Michael Igo, George Thomson, and James T. Curtis.

Also present Chief Michael Mansfield; Marcie Jacobson, Executive Secretary of Andover Fire Rescue; and Chris Huntress.

Absent: Emily M. Samansky

A motion was made to approve the January 7, 2010 minutes and on voice vote the motion was declared as passed unanimously.

Mr. Huntress presented an aerial map of the South School site to the Committee. He offered to draw a preliminary site plan with an estimated Fire Station building. This will show if it is possible to locate a building with the appropriate driveway and parking at this site, as well as additional ball fields.

After some discussion the Committee decided not to go forward with a warrant article for Spring Town Meeting.

Looking ahead with regard to the South School site the Committee will need to speak with the following groups:

1. School Committee
2. Board of Selectmen
3. Little League / Soccer Association
4. South School PTO
5. Neighbors

If the Committee decides to do testing on the South School site, it will first need approval from the School Committee and then the Board of Selectmen.

RFPs will be discussed at the next meeting.

It was voted to adjourn. Adjournment was at 8:45 p.m.

Marcie R. Jacobson  
Secretary

The Ballardvale Fire Station Building Committee met on Tuesday, February 9, 2010 at 7:00 p.m. in the Fire Chief's Conference Room, Public Safety Building, Andover, MA.

Chairman Daniel Casper called the meeting to order at 7:05 p.m. and on

ROLL CALL: Present were Daniel S. Casper, Rebecca Backman, John J. Kiely, Michael Igo, and George Thomson.

Also present Marcie Jacobson, Executive Secretary of Andover Fire Rescue.

Absent: Emily M. Samansky and James T. Curtis

A motion was made to approve the January 21, 2010 minutes and on voice vote the motion was declared as passed unanimously.

A report was given on the Fire Station Grant status, Andover was not chosen in the second round.

Due to the School Committee Chairperson not running for office and the School Superintendent leaving, the Committee has decided to postpone speaking to the School Committee until after Town elections in March.

Mr. Kiely presented the Committee with an overview showing a possible Fire Station footprint on Site 1 and possible traffic flow options. The committee is looking to go forward with a traffic study of the top three locations.

It was voted to adjourn. Adjournment was at 8:05 p.m.

Marcie R. Jacobson  
Secretary



The Ballardvale Fire Station Building Committee met on Tuesday, March 2, 2010 at 7:00 p.m. in the Fire Chief's Conference Room, Public Safety Building, Andover, MA.

Vice Chairman Jim Curtis called the meeting to order at 7:15 p.m. and on

ROLL CALL: Present were James T. Curtis, Rebecca Backman, John J. Kiely, Emily M. Samansky, and George Thomson.

Also present Marcie Jacobson, Executive Secretary of Andover Fire Rescue.

Absent: Michael Igo and Daniel S. Casper

A motion was made to approve the February 9, 2010 minutes and on voice vote the motion was declared as passed unanimously.

After some research on traffic studies Mr. Kiely stated that he believed the study could be preformed for around \$5,000.

The committee recommended that Chief Mansfield ask to be put on the agenda for the Board of Selectmen's Meeting on Monday, March 8, 2010 in order to request money for a traffic study of the Andover Street / Woburn Street area.

If the Selectmen are in agreement with going forward with the traffic study, the committee will begin the process of selecting a vendor.

It was voted to adjourn. Adjournment was at 8:10 p.m.

Marcie R. Jacobson  
Secretary

The Ballardvale Fire Station Building Committee met on Thursday, May 13, 2010 at 7:00 p.m. in the Fire Chief's Conference Room, Public Safety Building, Andover, MA.

Vice Chairman Jim Curtis called the meeting to order at 7:15 p.m. and on

ROLL CALL: Present were James T. Curtis, Michael Igo, Emily M. Samansky, and George Thomson.

Also present were Chief Michael Mansfield and Executive Secretary Marcie Jacobson of Andover Fire Rescue.

Absent: Rebecca Backman, John J. Kiely and Daniel S. Casper

A motion was made to approve the March 2, 2010 minutes and on voice vote the motion was declared as passed unanimously.

The Chief handed out a letter that he received regarding the FEMA Station Construction Grant. The letter stated that we were not selected to participate in the grant.

There was discussion on having a traffic study performed and a proposed scope was handed out. Mr. Curtis made a motion to perform a traffic study as proposed provided that the study will include more than one afternoon and one morning traffic count and on voice vote the motion was declared as passed unanimously.

The Committee then had some discussion on the next few steps, which will most likely include:

Narrowing down the sites  
Identifying Stakeholders  
Setting up Meetings with Stakeholders

It was voted to adjourn. Adjournment was at 8:15 p.m.

Marcie R. Jacobson  
Secretary

The Ballardvale Fire Station Building Committee met on Wednesday, June 16, 2010 at 7:00 p.m. in the Training Room, Public Safety Building, Andover, MA.

Chairman Dan Casper called the meeting to order at 7:05 p.m. and on

ROLL CALL: Present were, Rebecca Backman, Michael Igo, John J. Kiely and Daniel S. Casper

Also present were Chief Michael Mansfield and Executive Secretary Marcie Jacobson of Andover Fire Rescue.

Absent: James T. Curtis, Emily M. Samansky, and George Thomson.

A motion was made to approve the May 13, 2010 minutes and on voice vote the motion was declared as passed unanimously.

Chief Mansfield gave an update on the Updated Open Meeting Law. The law changes the way that we will post meetings after July 1, 2010. Meetings will have to be posted 48 hours in advance, Saturdays, Sundays or holidays do not count when calculating the 48 hour notice. All meetings must be posted with their Agenda and on a board that has 24 hour access and is ADA compliant. This legislation may be put off until November.

Chief Mansfield gave an update on the traffic study. Dermot Kelly has been out the Woburn Street and Andover Street area and performed several traffic counts. Mr. Kelly has also spoken with the Principal of South Elementary to discuss area traffic concerns. The Committee should have the report within approximately three weeks.

Mr. Kiely has offered to write a letter to the Department of Wildlife requesting information on endangered/protected species within area.

It was voted to adjourn. Adjournment was at 8:00 p.m.

Marcie R. Jacobson  
Secretary

The Ballardvale Fire Station Building Committee met on Wednesday, July 21, 2010 at 7:00 p.m. in the Training Room, Public Safety Building, Andover, MA.

Chairman Dan Casper called the meeting to order at 7:10 p.m. and on

ROLL CALL: Present were, Rebecca Backman, Michael Igo, George Thomson and Daniel S. Casper

Also present were Chief Michael Mansfield and Executive Secretary Marcie Jacobson of Andover Fire Rescue.

Absent: James T. Curtis, Emily M. Samansky, and John J. Kiely.

A motion was made to approve the June 16, 2010 minutes and on voice vote the motion was declared as passed unanimously.

Ms. Jacobson gave an update on Open Meeting Law. Meetings will have to be posted 48 hours in advance, Saturdays, Sundays or holidays do not count when calculating the 48 hour notice, but not earlier than 5 days before the meeting. All meetings must be posted with their Agenda and on a board that has 24 hour access and is ADA compliant.

Chief Mansfield gave an update on the traffic study. Dermot Kelly has been out the Woburn Street and Andover Street area and performed several traffic counts. However, the study is not complete and the discussion will have to be postponed to our next meeting.

Town intends on having a Special Town Meeting on December 6, 2010. The Town Meeting will have a warrant article for the Town Yard project and maybe the Bancroft School. There was some discussion on whether the Committee would be ready to bring the Fire Station to the Special Town Meeting. There was no final decision made.

While meeting with Dennis Forgue of the School Committee, Chief Mansfield discussed the concept of building the Fire Station next South Elementary School. He also stated that the Committee would be looking at getting permission to perform geological studies of the property to see if it would be a viable site. Mr. Forgue seemed amiable to the concept. He stated that he would mention to the School Committee at their next meeting that the BFSBC was looking at the site and may be asking permission to do geological testing. Chief Mansfield has a meeting with the new School Superintendent and will mention the possibility of using the South Elementary School site for a Fire Station.

It was voted to adjourn. Adjournment was at 8:20 p.m.

Marcie R. Jacobson  
Secretary

Documents:

Agenda – July 21, 2010

Minutes – June 16, 2010

Top 10 Changes in the New Open Meeting Law

Email from Randy Hanson, Town Clerk Regarding New Open Meeting Law

Open Meeting Law Guide

Traffic Site Information (9, 17, 24, & 55 Woburn Street)

The Ballardvale Fire Station Building Committee met on Wednesday, August 11, 2010 at 7:00 p.m. in the Chief's Conference Room, Public Safety Building, Andover, MA.

Chairman Dan Casper called the meeting to order at 7:04 p.m. and on

ROLL CALL: Present were, Rebecca Backman, Michael Igo, George Thomson, James T. Curtis, John J. Kiely and Daniel S. Casper

Also present were Chief Michael Mansfield and Executive Secretary Marcie Jacobson of Andover Fire Rescue.

Absent: Emily M. Samansky.

A motion was made to approve the July 21, 2010 minutes and on voice vote the motion was declared as passed unanimously.

The Committee reviewed the Traffic Impact Study that was performed by Dermot J. Kelly Associates, Inc. After review the committee stated that they would like to see more detailed statistics and would like a better explanation of the Fire Department shifts listed on page 2. The Committee will email the Chief with any comments/clarification points on the study. The Chief will then forward them on to Dermot J. Kelly Associates for review.

The Town intends on having a Special Town Meeting on December 6, 2010. The Committee has unanimously decided that they will not be ready to bring a warrant article to the Special Town Meeting in December.

Dennis Fogue spoke to the School Committee concerning BFSBC looking at the South Elementary School site. He informed them that at their next meeting the Committee would be asking permission to do geological testing to see if it would be a viable site.

Chief Mansfield spoke with the South School Principal, Colleen McBride concerning the possible site testing. He also asked her about any safety concerns that she had. Dr. McBride would like to see additional parking in the area, as well as, curbing on the corner of Ballardvale Road. She stated that the School does not use the ball field located at the corner of Woburn Street & Andover Street very often. Dr. McBride also stated that she will set up a meeting with the South School PTO to inform them of the possible site location.

It was voted to adjourn. Adjournment was at 7:58 p.m.

Marcie R. Jacobson  
Secretary

Documents:

Agenda – August 11, 2010

Minutes – July 21, 2010

Ballardvale Fire Station Traffic – Site Traffic Impact Study 8/6/10 (Dermot J. Kelly Assoc.)

The Ballardvale Fire Station Building Committee met on Thursday, September 16, 2010 at 7:00 p.m. in the Chief's Conference Room, Public Safety Building, Andover, MA.

Chairman Dan Casper called the meeting to order at 7:25 p.m. and on

ROLL CALL: Present were, Michael Igo, George Thomson, John J. Kiely and Daniel S. Casper

Also present were Chief Michael Mansfield and Executive Secretary Marcie Jacobson of Andover Fire Rescue.

Absent: Emily M. Samansky, Rebecca Backman, and James T. Curtis.

A motion was made to approve the August 11, 2010 minutes and on voice vote the motion was declared as passed unanimously.

Chief Mansfield sent a letter to Dermot J. Kelly Associates with the Committee's comments of the Draft Traffic Study. In a phone call with Chief Mansfield; Mr. Kelly stated that he would perform a second traffic count and clear up the discrepancies with regards to fire station staffing/trip counts.

Chief Mansfield also had an informal discussion with the Little League President to discuss the possibility of using the baseball field at South School for the Fire Station Site. The president did not have any issues with that possibility as long as a replacement field could be built.

Joe Piantedosi was able to request a proposal for Geotechnical Testing at the South School site. A motion was made to approve the proposal and go forward with the geotechnical testing pending an approval from the School Committee and on voice vote the motion was declared as passed unanimously.

Mr. Casper had given an update to the Board of Selectmen earlier in the week. He stated that there had been discussion on the possibility of placing the station at the proposed Town Yard site on Dascomb Road. Mr. Casper stated that if the choice was between placing the Station at the Dascomb Road site or not building a new station, that the Committee would recommend not building a new station.

It was voted to adjourn. Adjournment was at 7:50 p.m.

Marcie R. Jacobson  
Secretary

Documents:

Agenda – September 16, 2010

Minutes – August 11, 2010

Letter to Dermot J. Kelly and Associates, Inc – Dated August 19, 2010

RFP from Geotechnical Consultants – Dated August 18, 2010

The Ballardvale Fire Station Building Committee met on Wednesday, December 1, 2010 at 7:00 p.m. in the Chief's Conference Room, Public Safety Building, Andover, MA.

Chairman Dan Casper called the meeting to order at 7:05 p.m. and on

ROLL CALL: Present were, Michael Igo, Rebecca Backman, John J. Kiely, James T. Curtis and Daniel S. Casper

Also present were Chief Michael Mansfield and Executive Secretary Marcie Jacobson of Andover Fire Rescue, as well as Dena Carbone.

Absent: George Thomson.

A motion was made to approve the September 16, 2010 minutes and on voice vote the motion was declared as passed unanimously.

The Committee reviewed the final draft of the Traffic Study performed by Dermot J. Kelly Associates.

A Phase I Environmental Site Assessment was performed on the site located at 55 Woburn Street. The site was found to be clean. After reviewing the report the Committee found two errors.

- The Client name should be listed as Town of Andover – acting through its Ballardvale Fire Station Building Committee.
- Also under Section 4.3.4 the online search for historical ownership information should have been done at [www.lawrencedeeds.com](http://www.lawrencedeeds.com) the Northern Essex District Registry of Deeds.

After reviewing the Geotechnical Study, the Committee needs some clarification. The study states that “No groundwater was observed in any borehole upon completion to the depths explored.” But then goes on to state “we do anticipate dewatering will be needed to control groundwater”. Mr. Curtis is going to contact the company to get clarification.

Chief Mansfield stated he has begun to work on creating a Request for Proposal for architectural/engineering design plans. He will forward it to the Committee for discussion at the next meeting.

It was voted to adjourn. Adjournment was at 8:20 p.m.

Marcie R. Jacobson  
Secretary

Documents:

Agenda – December 1, 2010

Minutes – September 16, 2010

New Committee Member List – November 9, 2010

Traffic Impact and Access Study – October 14, 2010

Phase I Environmental Site Assessment – November, 2010

Report of Subsurface Investigation & Foundation Recommendations – November 4, 2010

The Ballardvale Fire Station Building Committee met on Thursday, December 16, 2010 at 7:00 p.m. in the Chief's Conference Room, Public Safety Building, Andover, MA.

Chairman Dan Casper called the meeting to order at 7:00 p.m. and on

ROLL CALL: Present were, Michael Igo, Rebecca Backman, John J. Kiely, James T. Curtis, Daniel S. Casper, and Dena Carbone.

Also present were Chief Michael Mansfield and Executive Secretary Marcie Jacobson of Andover Fire Rescue, as well as.

Absent: George Thomson.

A motion was made to approve the December 1, 2010 minutes and on voice vote the motion was declared as passed unanimously.

The Committee reviewed and accepted the revisions made to the Geotechnical Study and Phase I Environmental Site Assessment.

The Committee watched a PowerPoint presentation that recapped the work that they had preformed to date.

Chief Mansfield stated he is working on creating a Request for Proposal for architectural/engineering design plans. He will be meeting with Plant and Facilities personnel to discuss the RFP.

The committee had a discussion concerning the next steps. The Committee is going to begin working on developing a presentation to bring to the School Committee sometime in January or February.

It was voted to adjourn. Adjournment was at 8:50 p.m.

Marcie R. Jacobson  
Secretary

Documents:

Agenda – December 16, 2010

Minutes – December 1, 2010

Phase I Environmental Site Assessment – December 2010

Report of Subsurface Investigation & Foundation Recommendations – Rev. 3 December 2010

Ballardvale Fire Station Site Options PowerPoint Presentation 12/16/10



The Ballardvale Fire Station Building Committee met on Wednesday, October 5, 2011 at 7:00 p.m. in the Selectmen's Conference Room, 3<sup>rd</sup> Floor of the Town Office Building, Andover, MA.

The meeting to order at 7:00 p.m. and on

Present were, Daniel S. Casper, Rebecca Backman, and James T. Curtis.

The Committee gave a presentation to the Ballardvale Historic Commission. The Historic Commission asked a few questions and stated that they do not want to see the Ballard Vale Playground or Ballard Vale Green used for the Fire Station.

The Committee left the meeting at 7:35 p.m.

Marcie R. Jacobson  
Recorder

The Ballardvale Fire Station Building Committee met on Thursday, January 13, 2011 at 7:00 p.m. in the Chief's Conference Room, Public Safety Building, Andover, MA.

Chairman Dan Casper called the meeting to order at 7:07 p.m. and on

ROLL CALL: Present were, Michael Igo, Rebecca Backman, John J. Kiely, James T. Curtis, Daniel S. Casper, and Dena Carbone.

Also present were Chief Michael Mansfield and Executive Secretary Marcie Jacobson of Andover Fire Rescue, and members of the public.

Absent: George Thomson.

A motion was made to approve the December 16, 2010 minutes and on voice vote the motion was declared as passed unanimously.

Chief Mansfield stated that the Committee would be on the January 27, 2011 agenda for the School Committee, in order to give a presentation concerning the South School Site.

There was a brief discussion concerning the reasons the Committee is considering the South School Site. Such as location, access, site lines, utilities and topography. The Committee also spoke of being fiscally responsible with their decision to use publically owned land. Private land would create additional costs and prolong the project timeline.

The Committee began outlining the presentation for the School Committee Meeting.

Presentation: Introduction (Dan)  
Need (Dan)  
Criteria (Jim)  
Results (John)  
Proposal (John / Becci)  
Benefits to Town, School & Little League (Mike)

It was voted to adjourn. Adjournment was at 8:20 p.m.

Marcie R. Jacobson  
Secretary

Documents:

Agenda – January 13, 2011  
Minutes – December 16, 2010  
2010 Town Meeting PowerPoint Presentation (handout only)

The Ballardvale Fire Station Building Committee met on Thursday, January 20, 2011 at 7:00 p.m. in the Chief's Conference Room, Public Safety Building, Andover, MA.

Chairman Dan Casper called the meeting to order at 7:05 p.m. and on

ROLL CALL: Present were, Michael Igo, Rebecca Backman, John J. Kiely, James T. Curtis, Daniel S. Casper, and Dena Carbone.

Also present was Executive Secretary Marcie Jacobson of Andover Fire Rescue.

Absent: George Thomson.

A motion was made to approve the January 13, 2011 minutes and on voice vote the motion was declared as passed unanimously.

The Committee Members reviewed and commented on an introduction narrative for the presentation presented by Mr. Casper.

Mr. Igo handed out a first draft of the PowerPoint Presentation that will be made at the next School Committee Meeting. The Committee made a few minor word corrections and suggestions. Mr. Igo will make the corrections and present the Committee with a new PowerPoint Presentation at the next meeting.

It was also suggested to add two slides to the beginning of the presentation consisting of interior pictures of the current Ballardvale Fire Station.

The presentation will be given by:

Introduction / Need (Dan)  
Criteria/Results (Jim)  
Proposal / Benefits (Mike)

It was voted to adjourn. Adjournment was at 8:35 p.m.

Marcie R. Jacobson  
Secretary

Documents:

Agenda – January 20, 2011  
Minutes – January 13, 2011  
Narrative 1/27/11 – by Dan Casper  
PowerPoint Presentation 1/14/11 – by Mike Igo

The Ballardvale Fire Station Building Committee met on Thursday, December 1, 2011 at 7:00 p.m. in the Chief's Conference Room, 3<sup>rd</sup> Floor of the Public Safety Building, Andover, MA.

Chairman Dan Casper called the meeting to order at 7:05 p.m. and on

ROLL CALL: Present were, Daniel S. Casper, James T. Curtis, Michael Igo, and George Thomson.

Also present was Marcie Jacobson, Executive Secretary and Chief Michael Mansfield of Andover Fire Rescue, as well as, members of the public.

Dena Carbone entered the meeting at 7:33 p.m.

Absent: John J. Kiely, and Rebecca Backman

A MOTION was made by George Thomson to approve the August 10, 2011 minutes, which was seconded by Michael Igo. On VOICE VOTE the Motion was declared as PASSED UNANIMOUSLY.

A MOTION was made by Michael Igo to approve the September 24, 2011 minutes, which was seconded by George Thomson. On VOICE VOTE the Motion was declared as PASSED UNANIMOUSLY.

Mr. Casper stated that the next order of business was to discuss the proposals for the RFP for Acquisition of Real Estate for the Replacement of the Ballardvale Fire Station. He stated that this would be done in an Executive Session. This is allowed for under Mass General Law Chapter 30A Section 21. To consider the purchase, lease, or value of real estate property that may have a detrimental effect on the negotiating position of the Town of Andover.

A MOTION was made by Dan Casper to go into Executive Session, which was seconded by George Thomson. Roll Call was taken and on voice vote: George Thomson approved, Michael Igo approved, Jim Curtis approved, and Dan Casper Approved.

Mr. Casper stated the committee will return to their regular meeting after Executive Session. The Committee went into Executive Session at 7:09 pm

Executive Session ended at 8:01 pm.

Mr. Casper asked if there was any old business or new business.

Mr. Thomson asked Chief Mansfield, what would happen if Engine 2 (the Ballardvale Station fire engine) had mechanical issues and they needed to use the Reserve Engine during the winter months. Chief Mansfield stated that he would probably station an Ambulance at Ballardvale Fire Station so that it would be staffed and run the Ballardvale Engine from Central Station.

Mr. Casper then asked if there were any questions from the public.

Can you tell us about the responses to the RFP?

Mr. Casper stated that the Committee did receive responses and they would be discussed in Executive Session.

Can you tell us where the Committee is at?

Mr. Casper stated that the Committee is still looking for sites. The RFP was sent out. And we will be looking to meet with the School Committee soon.

Did anyone look at Lund's Place?

Mr. Curtis stated that the site was brought up in the beginning of the discussion, but that it was outside the area the Committee was looking at for a station.

What about the School Committee? - Do you give them a formal presentation? How does it work?

Mr. Casper stated that the Committee would give a formal presentation with a request for use of the land. Then it is up to the School Committee to take a vote, which they could do that night or put off to another meeting.

Will you go back to the PTO? Someone had asked at the last meeting because there were not a lot of people and it was short notice.

Mr. Casper stated that if the PTO wanted to have another meeting the Committee would be more than happy to give another presentation.

Motion to adjourn was made by Michael Igo, seconded by George Thomson. On voice vote the Motion was declared as passed unanimously. Meeting adjourned at 8:09 p.m.

Marcie R. Jacobson  
Recorder

Documents:

Agenda – December 1, 2011

Minutes – August 10, 2011 & September 24, 2011

RFP for Acquisition of Real Estate for the Replacement of the Ballardvale Fire Station

The Ballardvale Fire Station Building Committee met on Wednesday, December 7, 2011 at 8:15 a.m. in the Chief's Conference Room, 3<sup>rd</sup> Floor of the Public Safety Building, Andover, MA.

Chairman Dan Casper called the meeting to order at 8:16 a.m. and on

ROLL CALL: Present were, Daniel S. Casper, Rebecca Backman, Michael Igo, Dena Carbone, and George Thomson.

Also present was Marcie Jacobson, Executive Secretary and Chief Michael Mansfield of Andover Fire Rescue, as well as, Mary Lyman, Buzz Stapczynski and Paul Fortier.

Absent: John J. Kiely and James T. Curtis

A MOTION was made by Becci Backman to approve the December 1, 2011 minutes, which was seconded by Michael Igo. On VOICE VOTE the Motion was declared as PASSED UNANIMOUSLY.

Mr. Casper stated that the next order of business was to discuss the proposals for the RFP for Acquisition of Real Estate for the Replacement of the Ballardvale Fire Station. He stated that this would be done in an Executive Session. This is allowed for under Mass General Law Chapter 30A Section 21. To consider the purchase, lease, or value of real estate property that may have a detrimental effect on the negotiating position of the Town of Andover.

A MOTION was made by George Thomson to go into Executive Session, which was seconded by Becci Backman. Roll Call was taken and on voice vote: George Thomson approved, Michael Igo approved, Becci Backman approved, Dena Carbone approved and Dan Casper Approved.

Mr. Casper stated the committee will return to their regular meeting after Executive Session. The Committee went into Executive Session at 8:19 a.m.

Executive Session ended at 9:28 a.m.

Mr. Casper asked if there was any old business or new business. There was no old or new business to discuss.

Motion to adjourn was made by Michael Igo, seconded by Dena Carbone. On voice vote the Motion was declared as passed unanimously. Meeting adjourned at 9:29 a.m.

Marcie R. Jacobson  
Recorder

Documents:

Agenda – December 7, 2011

Minutes – December 1, 2011

The Ballardvale Fire Station Building Committee met on Thursday, January 24, 2011 at 7:00 p.m. in the Chief's Conference Room, Public Safety Building, Andover, MA.

Chairman Dan Casper called the meeting to order at 7:10 p.m. and on

ROLL CALL: Present were, Michael Igo, Rebecca Backman, John J. Kiely, James T. Curtis, Daniel S. Casper, and Dena Carbone.

Also present was Chief Michael Mansfield of Andover Fire Rescue.

Absent: George Thomson.

A motion was made to approve the January 20, 2011 minutes and on voice vote the motion was declared as passed unanimously.

Introduction presented by Mr. Casper. Some minor changes made to a portion of presentation to reflect higher level of accuracy.

Mr. Curtis presented selection process performed by the entire Committee.

Mr. Igo presented the proposal and new station benefits portion of the presentation as it will be presented to the School Committee. After review the Committee made several revisions.

The Committee reviewed all PowerPoint presentation slides and made several revisions to the overall program.

On Motion by Michael Igo which Motion was seconded by Daniel Casper, it was voted to adjourn. On voice vote the Motion was declared as passed unanimously. Adjournment was at 8:56 p.m.

Michael B. Mansfield  
Secretary

Documents:

Agenda – January 24, 2011

Minutes – January 20, 2011

Site Selection Process – J. Curtis

PowerPoint Presentation 1/27/11 – by Mike Igo

The Ballardvale Fire Station Building Committee met on Thursday, March 24, 2011 at 7:00 p.m. in the Chief's Conference Room, Public Safety Building, Andover, MA.

Chairman Dan Casper called the meeting to order at 7:09 p.m. and on

ROLL CALL: Present were, Michael Igo, Rebecca Backman, Daniel S. Casper, George Thomson and Dena Carbone.

Also present were Chief Michael Mansfield and Marcie Jacobson, Executive Secretary of Andover Fire Rescue as well as and members of the public.

Absent: John J. Kiely and James T. Curtis

A MOTION was made by Rebecca Backman to approve the March 3, 2011 minutes, which was seconded by George Thomson. On VOICE VOTE the Motion was declared as PASSED UNANIMOUSLY.

Mr. Casper opened the meeting to questions from members of the public in attendance, but there were none at this time.

Mr. Casper spoke briefly about the meeting with the South School Council. The meeting went well and we received a lot of good feedback.

Chief Mansfield is still waiting to hear from Dr. McGrath as to whether or not the Committee will be able to present to the South School Community on April 5.

Mr. Kiely was unable to attend tonight's meeting, but met with Chief Mansfield early in the day. Mr. Kiely suggested hiring someone to do a conceptual design to scale of the Fire Station. He had a proposal from Huntress Associates for Landscape Architectural Services. Mr. Igo stated the only drawback is will people have this building in their minds as the final building. Chief Mansfield stated that he wants the building to fit into the residential neighborhood.

A Motion was made by Ms. Backman to accept the Huntress Associates Proposal for Landscape Architectural Services, which was seconded by Mr. Thomson. Motion was declared as passed unanimously.

Ms. Backman stated that there were a few changes that needed to be made to the presentation:

- Pro & con slides need to be closer to the beginning
- The ranking charts need to be on the same slide
- New Slide – Density of Population Old vs. New
- New Slides – Research of Schools next to Fire Stations w/pictures

Ms. Carbone also stated that at the South School Council meeting it was suggested that the Committee hand out a brief questionnaire at the end of the presentations. The Committee discussed possible questions for the questionnaire. Ms. Backman will have a draft for the next meeting.

Action item: We will discuss how to respond to the survey at a future meeting.

The Committee discussed the need to meet with the little league, soccer association, abutters, Ballardvale Residents, and the South School Community (Parents, teachers and staff). The Committee



also discussed possible locations for the meetings: South School, Ballardvale Fire Station, and the Library.

Mr. Casper stated that he would draft a Letter to the Editor. The letter would describe where the Committee is in the process and that there will be information sessions in the near future.

Mr. Casper again opened the meeting up to questions from the public.

Resident John McDonnell stated that he had read the Manitou Study and found that it raised more questions than it answered. He stated that he believed the location for Ballardvale Station was contingent on the relocation of West Station as well and if West is not moved that the South School location would not be the best location for Ballardvale. He also asked who would cover Route 93 if Ballardvale Station is relocated.

Resident William Ballou stated that the Fire Station will impact families and property values in the area. He is looking for more data or information as to why the South School Site was chosen. He asked about locating the Station in the Lowell Junction Area.

Resident Deborah Lucci stated it will definitely affect property values. The Fire Station should not be built in a residential neighborhood. Did the Committee consider relocating the fire station to the playground across from its current location, or the site of the gas station or out by the State Police Barracks?

It was stated that the Committee should use the Hammer-head site, take one house which will be the equivalent of the cost of building the new ball field. This locate would have no impact on property values.

Another comment was to locate the Fire Station where the Committee intends to put the replacement ball field, behind the school. The residents do not want to see the building.

The question was asked - Is there a location that would cost less – then relocating a ball field and redesigning traffic flow at South School?

On Motion by George Thomson which Motion was seconded by Michael Igo, it was voted to adjourn. On voice vote the Motion was declared as passed unanimously. Adjournment was at 9:10 p.m.

Marcie R. Jacobson  
Recorder

Documents:

Agenda – March 25, 2011

Minutes – March 3, 2011

Huntress Associates, Inc. Proposal for Landscape Architectural Services

The Ballardvale Fire Station Building Committee met on Thursday, March 3, 2011 at 7:00 p.m. in the Chief's Conference Room, Public Safety Building, Andover, MA.

Chairman Dan Casper called the meeting to order at 7:07 p.m. and on

ROLL CALL: Present were, Michael Igo, Rebecca Backman, John J. Kiely, James T. Curtis, Daniel S. Casper, George Thomson and Dena Carbone.

Also present were Marcie Jacobson, Executive Secretary of Andover Fire Rescue and members of the public.

A MOTION was made by Rebecca Backman to approve the January 24, 2011 minutes, which was seconded by Michael Igo. On VOICE VOTE the Motion was declared as PASSED UNANIMOUSLY.

Mr. Casper began a discussion about the next step for presentations. The Committee agreed that they would prefer to hold smaller meetings starting with the South School PTO.

The Committee reviewed a list of Fire Stations located near School buildings. They discussed researching the list further in order to use the information in future presentations.

Mr. Casper opened the meeting to questions from members of the public in attendance. One Resident was interested in learning about the process – How the Committee was formed and what charge was given to them. The Committee explained that they were given a charge by the Board of Selectmen and the individual members were chosen from the Town's Talent Bank. Another Resident had questions concerning the cost of the Fire Station versus cost of the South School site work proposed. The Committee stated there are no hard numbers as it is still early in the process. Another resident voiced concerns regarding area traffic and the fact that the area is very residential and what will be the impact of building a Fire Station in that location. Another resident stated that the impression in the community is that the Committee is at the end of the process and residents/parents have not had the opportunity for input into the project. The Committee explained that they are still at the beginning of the process and they will be reaching out to affected members of the community to answer questions and receive input.

On Motion by Michael Igo which Motion was seconded by Dena Carbone, it was voted to adjourn. On voice vote the Motion was declared as passed unanimously. Adjournment was at 8:35 p.m.

Marcie R. Jacobson  
Recorder

Documents:

Agenda – March 3, 2011  
Minutes – January 24, 2011  
List of Fire Stations located near Schools  
Eagle Tribune New Article 3/7/1985

The Ballardvale Fire Station Building Committee met on Wednesday, March 30, 2011 at 7:00 p.m. in the Chief's Conference Room, Public Safety Building, Andover, MA.

Chairman Dan Casper called the meeting to order at 7:05 p.m. and on

ROLL CALL: Present were, Michael Igo, Rebecca Backman, Daniel S. Casper, George Thomson, James T. Curtis and Dena Carbone.

Also present were Chief Michael Mansfield and Marcie Jacobson, Executive Secretary of Andover Fire Rescue as well as and members of the public: Richard Mazzaresse, Marianne Cashman, Deborah Lucci, Lydia Cardin, and Sherry Kirby.

Absent: John J. Kiely

A MOTION was made by Dena Carbone to approve the March 24, 2011 minutes, which was seconded by Rebecca Backman. On VOICE VOTE the Motion was declared as PASSED UNANIMOUSLY.

Mr. Casper stated last week the Committee approved to accept the proposal from Huntress Associates. Chris Huntress has already begun working on the project and preliminary conceptual building elevations were distributed at the meeting. These conceptual designs show an increase of 96 parking spaces at South School. It also shows two ball fields located in the back left corner of the South School lot. There was some discussion as to whether two fields should be shown, since the Committee had only considered replacing the existing field, not adding an additional field. However, the plan does show that it would be possible to have a second field in that location should the Town decide to place one in that location. Mr. Igo stated that we need to emphasis that this is conceptual only.

Resident Marianne Cashman had questions concerning the tree line and that it would not be an equal swap between a ball field that was cleared and a wood area.

Resident Deborah Lucci asked if there would be full disclosure of information. It was explained to her that all of the meetings are open meetings and there is full disclosure.

Mr. Mansfield stated that he had spoken with the School Superintendent and the April 5<sup>th</sup> meeting has been pushed off for now.

The Committee reviewed the Letter to the Editor and made a few changes. A motion was made by Ms. Carbone to send draft 2 of the letter with the changes to the news outlets, which was seconded by Ms. Backman. On voice vote the motion was declared as passed unanimously.

Ms. Backman presented the survey/questionnaire to the committee. It was suggested to add a request for an email address at the bottom of the page. It was decided to hand out the survey/questionnaire at the end of every meeting.

The residents at the meeting asked how they could be notified of when the Committee meets. The Committee explained that the meetings are post 48 hours in advance and the posting is located on the Town website under the calendar page. The residents requested an email notification.

Mr. Curtis suggested creating a Frequently Asked Questions list.

Mr. Igo then presented a revised draft of the PowerPoint presentation. After some discussion it was decided to move the site selection process near the front.

Resident Mr. Mazzaresse questioned why the Committee is addressing the parking and traffic issues at South School. He felt if the issues were bad enough the Town should create another Committee to discuss parking and traffic problems. He felt that those issues were outside the charter of the Ballardvale Fire Station Building Committee.

Mr. Igo showed the Committee several new slides that he had created including site alternatives. It was decided to locate the new slides after the site selection process in the presentation.

Mr. Curtis left the meeting at 9:15 pm.

Ms. Backman suggested adding additional slides explaining the pro and cons of the alternate sites, a suggestion that has been given from several residents.

The Committee discussed setting up a meeting to give a presentation to the public. The Committee chose April 13. They were deciding between holding the presentation at the Library or the Public Safety Center. Ms. Backman stated she believes the League of Women Voters is having a Town Meeting Review that night at the Library. The Chief checked the Public Safety Calendar and found that the Training Room is available.

Mr. Mansfield was able to obtain a list of abutters to the South School location and the Ballardvale Historic District. The Committee had discussion on sending out a notification of the Presentation to the abutters. There was also discussion of including the date and location in the Letter to the Editor.

On Motion by Dena Carbone which Motion was seconded by George Thomson, it was voted to adjourn. On voice vote the Motion was declared as passed unanimously. Adjournment was at 10:09 p.m.

Marcie R. Jacobson  
Recorder

Documents:

- Agenda – March 30, 2011
- Minutes – March 24, 2011
- Huntress Associates, Inc. Conceptual Building Elevations
- Letter to the Editor
- Survey/Questionnaire
- Presentation PowerPoint 3/30/11 (viewed by projector)

The Ballardvale Fire Station Building Committee held a public meeting on Wednesday, April 13, 2011 at 7:00 p.m. in the Training Room, Public Safety Building, Andover, MA.

Chairman Dan Casper called the meeting to order at 7:04 p.m. and on

ROLL CALL: Present were, Michael Igo, Rebecca Backman, Daniel S. Casper, George Thomson, James T. Curtis, John J. Kiely and Dena Carbone.

Also present were Chief Michael Mansfield and Marcie Jacobson, Executive Secretary of Andover Fire Rescue as well as and members of the public.

Mr. Casper introduced the Committee members to the Public and gave a brief introduction.

Ms. Backman discussed the process that the Committee had gone through over the past two years to get to where they are now. She explained that the Committee had toured Ballardvale Fire Station and found a need for a new station. They began looking for sites both public and private. They walked each public site. The Committee has given periodic updates to the Selectmen and given presentations to the School Committee and South School Council. Ms. Backman reminded people that Ballardvale was once a Mecca where people would flock to from Boston. Since that time period Andover has changed and grown and the need for the fire station location has changed.

Ms. Curtis discussed the site selection process. The Committee read the Manitou Study which was developed by an outside consulting firm that the Town had hired to perform as study of the existing and future needs of the Town with regards to Fire Rescue services. The study suggested that within a ¼ mile of Andover and Woburn Streets would be the ideal location for Ballardvale Fire Station. The Committee expanded that to ½ mile radius and looked at private and public owned land in excess of 1 acre. After some discussion it was decided to concentrate on public owned in order to be fiscally prudent. The Committee created a list of criteria and rate each of the 5 Town owned sites. The Corner of Woburn & Andover Street scored the highest. The Committee then performed a traffic study, environment assessment and geotechnical survey.

Mr. Kiely present the proposal. The Fire Station would be placed on the corner of the South School lot. The ball field would be replaced in the back left hand corner of the school lot. The Committee would also add 96 additional parking spaces and reconfigure the traffic pattern to increase safety during drop-off and pick-up times. Mr. Kiely also presented locations of schools that are abutters to fire stations. He also showed conceptual drawings of the new South School layout and conceptual drawings of the new fire station in both brick and clapboard. He explained that when it was time to choose a Fire Station design the Committee would be asking for the residents' feedback on the design of the building.

Mr. Igo gave a wrap-up of the presentation. He explained that this location gives the fire department direct access to primary roads heading north, south, east and west. It has good site lines and provides easier turns into Ballardvale center. This site also provides better service to the Lowell Junction section of Andover because it is on the other side of the railroad tracks. There is no traffic impact from the Station as long as it is built on the Andover Street side of South School. He discussed the possibility of locating the fire station on the site of the current Ballardvale Playground. Mr. Igo also explained the NFPA standards for response times and why it is import for a fire station to be centrally located in the area it services.

Mr. Casper opened the meeting to questions from the residents.

The following are questions that were asked by residents in attendance:

1. Why do we think we can afford a fire station now?
  - a. How can we afford additional personnel?
  - b. If we build a 3 bay fire station instead of the 1 bay station we currently have, how can you possibly say it would be the same number of employees?
2. You have a custom fire truck, but why are you moving the station?
  - a. This is a school safety issue.
  - b. Kids are going to run in front of the fire trucks.
3. Question of cost? Where is the money going to come from?
4. Your slides are inaccurate Perley School in Georgetown is not near the fire station the entrances are in completely different locations.
  - a. You cannot compare Woburn Street and Rte 62 in North Reading.
5. With the addition to South School, an additional 100 parking spaces, removal of trees and a fire station – Where do the people go? Mothers and children will be hidden in an obscure place behind the school.
6. In order for the project to go to vote at Town Meeting, you need a site and cost estimate – Does it have to go to the School Committee?
  - a. And if so, then when do you go before the School Committee?
7. The optimal response time is 4 minutes – Why do I care?
  - a. Does a couple of minutes real matter?
8. You say no site costs – All of the off-site improvements will exceed the one million estimate to purchase private property.
9. Site costs are going to grow as the project progresses.
10. Site work at South School is not your charter.
11. Wouldn't it be the same if you need fill?
12. You need a cost estimate?
  - a. And an estimate for the other sites in order to make a decision.
13. You are making a lot of assumptions about Rec Park.
  - a. The front is not used for anything.
14. What are the 19 privately owned sites?
15. What are they going to do with the current Ballardvale Fire Station?
16. What about using the cement slab on the corner of Rte 28 & Rattlesnake Rd?
  - a. That is a commercial area.
17. Lowell Junction is going to have a new development – Isn't a fire station going to go in there?
18. What would the cost of updating the existing fire station be?

- a. Why can't we wait until Lowell Junction is figured out?
19. Why was the Park (in Ballardvale Center) not one of your top 5 sites?
20. South School is not an optimal site for the South School Community. The Park is optimal because it does not affect the Ballardvale Community. We do not want a station. Let's build one that does not affect a Community
- Mr. Kiely asked: what do you need to be protected from?
    - When people bought homes we did not bargain for a fire station in our area.
    - A resident spoke to Charles Jennings (who worked on the Manitou study) – The Manitou study does not say that Ballardvale Station is in a poor location only West Station.
21. I have a question about sirens – Will it disrupt the school?
22. Ms. Lucci stated that she was asked to prove that real estate will be affected. She stated she had prospective buyers who would not put down an offer on a house because there may be a fire station built on the corner.
23. The station needs to go in a less expensive area.
24. The schools are the biggest asset the Town has. All the schools are in rural areas with trees. If the fire station goes on the property South will be a second class school compared to its sister schools in town.
25. After this meeting and hearing our input, what is going to change?
26. You have not had any meetings.
27. You need a meeting at South School.
28. With the Lowell Junction development you should wait and include that area.
29. Can you make it to South School from Central Station in 4 minutes?
30. You cannot get down Woburn Street during school start and end.
31. Would there be a second exit by the new ball field location?
32. Who are the direct abutters to the South School site?
33. A question about the Rec Park site – You said that other offers were shot down, what were they?
34. If you locate the Fire Station at Rec Park it gives the Town a great opportunity to incorporate the Fire Department into the Community. It would create a positive environment and it offers an area for parents to leave their children and know they would be safe.
35. Reaction time to fires. I had a fire and the amount of water needed to put out the fire and the smoke will ruin your home before the fire will. Look into response times versus the amount of water used.

Selectmen Brian Major stated that all meetings have to open to the public and posted in advance. He stated that what makes Andover tick are its volunteers. The Selectmen know that the Ballardvale Fire Station is a challenge. Regardless of whether you like the site or other aspects the Committee deserves credit for all the hard work they have done.

36. We are asking to see site planning for a couple of other sites like Site #2 & Rec Park.

37. One Resident asked people to vote on a site with a show of hands (discounting money) The results: Site #1 – 3; Site #2 – 2; Site #3 – 0; Site #4 – 20; Site #5 – 2

a. He stated you need a Plan B & you need a cost benefit analysis.

38. Is the Ballardvale Engine making the 4 minute response time?

a. Will it take 4 minutes for the Central Engine to get to downtown Ballardvale?

39. Why can't the station in Lowell Junction be considered?

40. That land is meant for South School Expansion.

41. Have you considered the Garage by the Railroad tracks on Dale Street

42. Why do you need an acre of land?

43. The Station will be a distraction for kids in school.

44. When is the next time you will go in front of the School Committee and will you ask for a vote on the land?

45. Is it a Town Vote or a Town Meeting Vote?

Selectmen Alex Vispoli stated that community dialog is key to this process. He explained that once the Committee goes to the School Committee to vote on the land, the Town then has to fund the project. The proposal would be brought to Town Meeting for a debt exclusion override which requires a 2/3 vote. Once passed it would have to go to a town wide ballot vote.

46. Is the building downsized from the initial building applied for in the grant?

47. How far off is the Lowell Junction project?

a. Mr. Vispoli answered, stating no one know exactly. They are in the process of working on the site now. Mass Highway is about 3 years out, so development is probably 5 year out.

48. With the development of a Lowell Junction station make Ballardvale Center a better area than South?

Mr. Vispoli stated that there will have to be another station in Lowell Junction that will have to be worked out between the three towns (Tewksbury, Wilmington, & Andover)

49. You need to juggle things around, reduce the number of bays and use a smaller piece of land.



On Motion by John Kiely which Motion was seconded by Jim Curtis, it was voted to adjourn. On voice vote the Motion was declared as passed unanimously. Adjournment was at 9:16 p.m.

Marcie R. Jacobson  
Recorder

Documents:

Presentation PowerPoint 4/13/11 (viewed by projector)

Survey – handed out to the public

The Ballardvale Fire Station Building Committee met on Wednesday, May 18, 2011 at 7:00 p.m. in the Training Room, Public Safety Building, Andover, MA.

Chairman Dan Casper called the meeting to order at 7:00 p.m. and on

ROLL CALL: Present were, Daniel S. Casper, John J. Kiely, Michael Igo, Rebecca Backman, George Thomson, and Dena Carbone.

Also present were Chief Michael Mansfield and Marcie Jacobson, Executive Secretary of Andover Fire Rescue and Carl Grygiel, Bill Souza and Travis Miller of Andover Soccer Association.

Absent: James T. Curtis

The Committee discussed the need to present to the following stakeholders: Baseball league, Green Advisory Board, Ballardvale Historic Commission and the Finance Committee. It was also discussed to hold a community meeting in the current Ballardvale Station in June.

There was some discussion on the need to find out what the School Committee would like our Committee to bring forward to them in order to make a decision.

A MOTION was made by George Thomson to approve the May 4, 2011 minutes, which was seconded by Dena Carbone. On VOICE VOTE the Motion was declared as PASSED UNANIMOUSLY.

At 7:30 pm Carl Grygiel, Bill Souza and Travis Miller of the Andover Soccer Association entered the meeting to hear the Committee's presentation.

After hearing the presentation the members of the Soccer Association stated that they liked the Committee's concept of moving the baseball field to the back of the building and adding additional parking. Currently the parking is too far from the fields. The new station location would still allow for a soccer field that could possibly rotate to promote a healthier field.

Mr. Grygiel, Mr. Souza and Mr. Travis did have a few suggestions:

- Leave the crash gate open during Saturdays when sports are in session to help with traffic flow and create a safe area for drop off and pick up.
- Put in a temporary backstop fence on the relocated field. It is safer for the younger children and could open the field to multipurpose.
- Square off the baseball field, so that it could be used as a soccer field in the fall.
- Possibly open up the back of the school to allow for four fields that would be used by soccer, field hockey and lacrosse (AYS).
- Consider putting in a softball field in the corner near the basketball court. There are a minimal number of softball fields in town. DCS would be able to get a lot of use out of the field. Also speak to the physical education instructor to see if it would be useful for gym classes.
- Use a berm as a natural buffer for the neighbors. It is a raised mound that has planted trees on top. It will give a seating area for parents attending games and reduce noise for the neighbors.
- Put in bollards or a fence to prevent people from driving onto the fields from the parking lots.

Mr. Grygiel also stated that if these fields were developed there would be no turf and no lights.

The Committee asked Mr. Grygiel if the Soccer Association had information on the Rec Park site. He stated that the Committee should speak with Peter Morris. Mr. Morris should have information on the

vernal pools and spotted turtle which created a protected area making parts of Rec Park unavailable for development. Ms. Carbone stated that she would contact Mr. Morris.

Chief Mansfield stated that he was going give an update on the Committee's progress to Andover Fire Rescue. He stated he would also speak with DCS and AYS about the project.

Motion to adjourn was made by Mike Igo, seconded by John Kiely. On voice vote the Motion was declared as passed unanimously. Meeting adjourned at 9:06 p.m.

Marcie R. Jacobson  
Recorder

Documents:

Agenda – May 18, 2011

Minutes – May 4, 2011

The Ballardvale Fire Station Building Committee met on Wednesday, May 4, 2011 at 7:00 p.m. in the Training Room, Public Safety Building, Andover, MA.

Vice Chairman James Curtis called the meeting to order at 7:04 p.m. and on

ROLL CALL: Present were, James T. Curtis, Michael Igo, Rebecca Backman, George Thomson, and Dena Carbone.

Also present were Chief Michael Mansfield and Marcie Jacobson, Executive Secretary of Andover Fire Rescue.

Absent: John J. Kiely and Daniel S. Casper

A MOTION was made by Rebecca Backman to approve the March 30, 2011 minutes, which was seconded by Michael Igo. On VOICE VOTE the Motion was declared as PASSED UNANIMOUSLY.

A MOTION was made by Michael Igo to approve the April 13, 2011 minutes, which was seconded by Rebecca Backman. On VOICE VOTE the Motion was declared as PASSED UNANIMOUSLY.

Mr. Curtis stated that we had received invoices from Huntress Associates for the site plan, conceptual building elevations and perspective renderings.

A MOTION was made by George Thomson to pay invoice number 00-1222 and 00-1223 as one for a total of \$3,750, which was seconded by Michael Igo. On VOICE VOTE the Motion was declared as PASSED UNANIMOUSLY.

Ms. Carbone passed out a summary of the results received from the questionnaire handed out at the Community Meeting on April 13, 2011. There were a lot of similar questions/comments. The presentation will be adjusted to answer the frequently asked questions.

The two alternate site locations that were suggested multiple times were the Ballardvale Playground and Rec Park.

Ms Backman stated that members of the public had said our slides on Fire Stations located near schools were misleading – should we take another look?

Mr. Thomson mentioned that in Ipswich the school is located directly behind the fire station and both buildings share the same driveway.

Ms. Carbone stated that the Committee has been told by the public that their property values will be affected. She asked if the Committee should have a market analysis done. Mr. Igo stated that the Committee has dealt with facts and the market analysis would be an opinion.

Mr. Curtis asked if there was a study on house values affected by fire stations. Ms. Backman stated she has looked and has not found any information on the topic.

Ms. Backman stated that another question that had been asked by the public was the question of who was an abutter and who was listed in the Committee's count of abutters. Mr. Igo stated that is difficult to state who is exactly an abutter. You can count only those that are on either side and across the street or you can count anyone within view. It is a little subjective. Chief Mansfield stated that he would

speak to the Assessor and ask who would be considered a direct abutter under Massachusetts General Law.

Chief Mansfield informed the Committee that Alex Vispoli is the Fire Rescue Selectmen Liaison and Brian Major is the Selectmen Liaison for the Committee.

Ms. Jacobson read an email sent by Mr. Kiely who could not attend the meeting. Mr. Kiely wrote: I recommend paying a civil engineer to write a development feasibility analysis memo for Rec Park.

The Committee had heard from the Public that they were interested in the Rec Park site for the Fire Station. Mr. Igo suggested that if we are going to do an analysis then it should be done on all five sites. After some discussion Mr. Igo made a MOTION to authorize Mr. Kiely and Chief Mansfield to develop a scope of services in order to hire an outside contractor to develop a feasibility analysis of all five sites, which motion was seconded by Dena Carbone. On VOICE VOTE the Motion was declared as PASSED UNANIMOUSLY.

The Committee would like to meet with the Andover Little League, Andover Youth Soccer and the Ballardvale Historic District Commission.

The possible dates for these meetings are: May 18, June 1, June 8 and June 15.

Motion to adjourn by George Thomson, seconded by Dena Carbone. On voice vote the Motion was declared as passed unanimously. Meeting adjourned at 9:00 p.m.

Marcie R. Jacobson  
Recorder

Documents:

Agenda – May 4, 2011  
Minutes – March 30, 2011 & April 13, 2011  
Huntress Associates, Inc. Invoices  
Survey/Questionnaire Results

The Ballardvale Fire Station Building Committee met on Wednesday, June 1, 2011 at 7:00 p.m. in the Training Room, Public Safety Building, Andover, MA.

Chairman Dan Casper called the meeting to order at 7:10 p.m. and on

ROLL CALL: Present were, Daniel S. Casper, James T. Curtis, Michael Igo, and Rebecca Backman.

Also present were Marcie Jacobson, Executive Secretary of Andover Fire Rescue and Peter Reilly of Andover Little League.

Absent: John J. Kiely, George Thomson, and Dena Carbone

A MOTION was made by Jim Curtis to approve the May 31, 2011 minutes, which was seconded by Mike Igo. On VOICE VOTE the Motion was declared as PASSED UNANIMOUSLY.

Ms. Jacobson stated that Ms. Carbone is working on scheduling a meeting with Ballardvale Historic Commission. They are looking at scheduling it on July 6, 2011.

The Committee also stated that they need to set up meetings with the Green Advisory Board and the Finance Committee.

At 7:25 pm Peter Reilly of the Andover Little League entered the meeting to hear the Committee's presentation.

Mr. Casper presented the Committee's proposal to Mr. Reilly.

Mr. Reilly stated that their only concern is to make sure that the baseball field is replaced. Mr. Curtis ensured Mr. Reilly that the intent of the Committee is to replace the field before beginning the building project, so there would be no loss of field.

Ms. Backman asked if there were any negatives to moving the field to the other side of the school. Mr. Reilly stated there are no negatives and having parking located near the field is a nice feature.

Motion to adjourn was made by Mike Igo, seconded by Rebecca Backman. On voice vote the Motion was declared as passed unanimously. Meeting adjourned at 7:47 p.m.

Marcie R. Jacobson  
Recorder

Documents:

Agenda – June 1, 2011  
Minutes – May 31, 2011

The Ballardvale Fire Station Building Committee met on Wednesday, June 15, 2011 at 7:00 p.m. in the Training Room, Public Safety Building, Andover, MA.

Chairman Dan Casper called the meeting to order at 7:01 p.m. and on

ROLL CALL: Present were, Daniel S. Casper, James T. Curtis, Michael Igo, and George Thomson.

Also present were Chief Michael Mansfield and Marcie Jacobson, Executive Secretary of Andover Fire Rescue, and Anil Navkal and Girish Rao of the Andover Green Advisory Board.

Absent: John J. Kiely, Rebecca Backman, and Dena Carbone

A MOTION was made by Michael Igo to approve the June 1, 2011 minutes, which was seconded by Jim Curtis. On VOICE VOTE the Motion was declared as PASSED UNANIMOUSLY.

Mr. Igo presented the Committee's proposal to members of the Andover Green Advisory Board.

Mr. Navkal suggested positioning the building facing Andover Street. This would allow for solar panels to be added to the south facing roof.

Mr. Igo handed out a chart "Preliminary LEED 2009 (v3.0) Certification Goals as of June 2011". The chart showed the points that he thought could be achieved and would give a minimum of LEED Silver status.

It was suggested that under the Energy and atmosphere target points to go for the maximum points and scale back at a later point if needed.

Mr. Rao suggested giving the life cycle cost of the project. It was also suggested to compare the life cycle cost of the current building (in today's dollar) to the new building project.

Mr. Navkal also had a suggestion of getting children involved with the project. If the children learn about the project, they will bring the information home to the parents and would bring more support and understanding.

The Committee is going to look at getting on the agenda for an upcoming Finance Committee meeting. The Committee would like to inform the Finance Committee where they are in the project in order to keep them informed.

Motion to adjourn was made by George Thomson, seconded by Jim Curtis. On voice vote the Motion was declared as passed unanimously. Meeting adjourned at 8:15 p.m.

Marcie R. Jacobson  
Recorder

Documents:

Agenda – June 15, 2011

Minutes – June 1, 2011

Preliminary LEED 2009 (v3.0) Certification Goals as of June 2011

The Ballardvale Fire Station Building Committee met on Wednesday, July 20, 2011 at 7:00 p.m. in the Training Room, Public Safety Building, Andover, MA.

Chairman Dan Casper called the meeting to order at 7:05 p.m. and on

ROLL CALL: Present were, Daniel S. Casper, James T. Curtis, Rebecca Backman, and George Thomson.

Also present was Marcie Jacobson, Executive Secretary of Andover Fire Rescue.

Absent: John J. Kiely, Michael Igo, and Dena Carbone

A MOTION was made by George Thomson to approve the June 15, 2011 minutes, which was seconded by Jim Curtis. On VOICE VOTE the Motion was declared as PASSED UNANIMOUSLY.

Mr. Casper stated that he and Chief Mansfield had a meeting with Town Manager Buzz Stapczynski at the end of June. He gave Buzz an update as to where the committee was in the process. Buzz wanted to make sure that the Committee has a back up site. It was also suggested to look at privately owned land as an alternative.

The Committee had given a presentation to the Finance Committee in June. Ms. Backman stated that she felt the presentation went well. The Finance Committee seemed open to the project. They understood the need for a new station, but were concern about the cost. They did request that the Committee look at the cost of the Town owned site versus a privately owned site, as well as, the cost of staying in the current building.

The Committee then reviewed the Draft RFP for the acquisition of real estate for the replacement of the Ballardvale Fire Station. After making a few minor changes the Committee agreed to go forward with the RFP Process.

Mr. Casper began a discussion on what meetings the Committee still needed to have. The Committee needs to meet with the Ballardvale Historic Commission hopefully in September or October. Ms. Backman suggested that the Committee contact the Superintendent of Schools to set up a meeting to discuss the project. And it was also suggested to have a meeting in the current Ballardvale Fire Station during the second week of August. The Committee will send out notices to the neighborhood, notifying them of the meeting and send out a press release to the local papers.

Motion to adjourn was made by Rebecca Backman, seconded by George Thomson. On voice vote the Motion was declared as passed unanimously. Meeting adjourned at 7:55 p.m.

Marcie R. Jacobson  
Recorder

Documents:

Agenda – July 20, 2011

Minutes – June 15, 2011

Draft RFP for Acquisition of Real Estate for the Replacement of the Ballardvale Fire Station



The Ballardvale Fire Station Building Committee held a public meeting on Wednesday, August 10, 2011 at 7:00 p.m. at the Ballardvale Fire Station, 1 Clark Road, Andover, MA.

Chairman Dan Casper called the meeting to order at 7:08 p.m. and on

ROLL CALL: Present were, Michael Igo, Rebecca Backman, Daniel S. Casper, and George Thomson.

Also present were Chief Michael Mansfield and Marcie Jacobson, Executive Secretary of Andover Fire Rescue as well as and members of the public.

Absent: James T. Curtis, John J. Kiely and Dena Carbone

Mr. Casper introduced the Committee members to the Public and gave a brief introduction.

Ms. Backman explained the Committee's charge. She gave an overview of the current Ballardvale Fire Station Ms. Backman reminded people that Ballardvale was once a Mecca where people would flock to from Boston. Since that time period Andover has changed and grown and the need for the fire station location has changed. She explained why the Station should be moved to the other side of the railroad tracks. Ms. Backman also told those in attendance that the Town would be sending out an RFP for the purchase of privately owned land to be used for the Fire Station.

Mr. Igo discussed the site selection process. The Committee read the Manitou Study which was developed by an outside consulting firm that the Town had hired. The study suggested that within a ¼ mile of Andover and Woburn Streets would be the ideal location for Ballardvale Fire Station. After some discussion it was decided to concentrate on public owned in order to be fiscally prudent. The Committee created a list of criteria and rate each of the 5 Town owned sites. The Corner of Woburn & Andover Street scored the highest. The Committee then performed a traffic study, environment assessment and geotechnical survey.

The Fire Station would be placed on the corner of the South School lot. The ball field would be replaced in the back left hand corner of the school lot. The Committee would also add 96 additional parking spaces and reconfigure the traffic pattern to increase safety during drop-off and pick-up times. Mr. Kiely also presented locations of schools that are abutters to fire stations.

Mr. Igo explained that this location gives the fire department direct access to primary roads heading north, south, east and west. It has good site lines and provides easier turns into Ballardvale center. This site also provides better service to the Lowell Junction section of Andover because it is on the other side of the railroad tracks. There is no traffic impact from the Station as long as it is built on the Andover Street side of South School. He discussed the possibility of locating the fire station on the site of the current Ballardvale Playground. Mr. Igo also explained the NFPA standards for response times and why it is import for a fire station to be centrally located in the area it services.

Mr. Casper opened the meeting to questions from the residents.

The following are questions that were asked by residents in attendance:

1. South School area with traffic is very slow; you should avoid building near a school. Find a new location.
2. Build the Station in the Ballardvale Park or across from the Spring Grove Cemetery.
3. Traffic is a major issue in that area.
4. There is a lot of space at Rec Park, what about the hockey rink area?
5. How much green space are you taking away for parking?
6. How many parking spaces are you adding?
7. So what you are presenting is – Taking the traffic off of Woburn Street and putting it onto Andover Street, thereby making it worse on Andover Street?
8. I came to the last presentation. I was hoping to hear something new, but instead I did not and I feel you did not listen to us and are digging in your heels.
9. I do not feel unprotected.
10. The response time is the same from Central Station to Ballardvale Center and from Central Station to Woburn Street, they are both 2 ½ miles away.
11. You will be increasing the risk of everyone living in Ballardvale by moving the station.
12. Yes this is a bad location for a station, so move across the street to the playground.
13. You are impacting people the same no matter where you put it.
14. The study is flawed – West Station is not being moved. The Study is based on both stations being moved.
15. When Lowell Junction is built out they will need a station and that station will cover River Street and the South School area.
16. Response time is important to you, but you disconnected the fact that Ballardvale has very old homes and built close together. They are much more likely to burn quicker than the newer homes built with better materials.
  - a. Look at response times – how much longer will it take an engine to get to Marland Street from Central Station if there is a train.
17. I want a detailed agenda for the next meeting.
18. At the last meeting we asked to have a detailed report of Poms Pond and there is nothing new. You dismissed the idea.
19. What is wrong with the Ballardvale Park?

20. It would be a shame to lose the ball field and playground in Ballardvale – that is something too valuable to lose.
21. You need to do a study on the impact of the South School area if a Fire Station were built.
  - a. When the trees came down for the soccer field, you can now hear the trains when you could not hear them before.
22. How many calls does the Ballardvale Fire Station service each year?
  - a. What side to the tracks are they on?
  - b. What would be the difference in number of calls if the Station was moved?
23. Thank you for thinking of people in the other areas that need better coverage.
24. What happens to the current station?
25. Did you consider the Ballardvale Green? A number of years ago it was considered because you could have a drive through bay.
26. You are proposing 3 bays – Will there be more trucks and more people working?
27. Having a fire station near my house creates good response times for a fire and emergencies and may increase the value of my home.
  - a. I can already hear the current engine, so there is real difference.
  - b. I do not see the Town replacing a ball field or building a fire station that is that nice looking considering where the economy is.
  - c. I do not believe it is a bad neighbor for a school either.
28. It will decrease the value of your home. I just had a house at 252 Andover Street assessed at \$405,000. A firefighter from another Town had heard that there may be a fire station going in down the street and made a low offer because he knows Fire Stations decrease the value of homes. The house sold for \$375,000. This firefighter also works in a Town where they do not build stations next to people's houses. This proves that building a fire station will decrease the homes in the area.
29. How many responses do you think you will receive from the RFP?
30. How much land are you looking for?

On Motion by George Thomson which Motion was seconded by Mike Igo, it was voted to adjourn. On voice vote the Motion was declared as passed unanimously. Adjournment was at 8:10 p.m.

Marcie R. Jacobson  
Recorder

Documents:

Presentation PowerPoint 8/10/11 (viewed by projector)  
Survey – handed out to the public

The Ballardvale Fire Station Building Committee held a public meeting on Saturday, September 24, 2011 at 1:00 p.m. at the South School, 50 Woburn Street.

Chairman Dan Casper called the meeting to order at 1:00 p.m. and on

ROLL CALL: Present were, Michael Igo, Rebecca Backman, Daniel S. Casper, John Kiely and Dena Carbone.

Also present were Chief Michael Mansfield and as well as and members of the public.

Absent: James T. Curtis, George Thomson

Mr. Casper introduced the Committee members to the Public and gave a brief introduction.

Ms. Backman explained the Committee's charge. She gave an overview of the current Ballardvale Fire Station. Ms. Backman stated the importance of the 4 minute response time for the first responders. Andover has changed and grown and the need for the fire station location has changed. She explained why the Station should be moved to the other side of the railroad tracks. She discussed the effect the double tracks may have on selection. Ms. Backman also told those in attendance that the Town would be sending out an RFP for the purchase of privately owned land to be used for the Fire Station, mentioning that it would be more cost effective for us to use town owned land.

Ms. Carbone reiterated the importance of 4 minute response time and further explanation of why. Also discussed was the Heart Associations suggestion of 4 minute response as it relates to cardiac emergency. Alternative sites that have been suggested at previous meetings and presentations were then discussed and the pros and cons of each including Brockway Smith, Lowell Junction, Ballardvale Little League Field, Ballardvale Park, and Ballardvale Green.

Mr. Kiely discussed the site selection process and showed pictures of what the new facility could look like and how it would relate to the neighborhood. He showed where a fence could go to protect the children playing on the school grounds, the response for the fire trucks and the direction of travel so it wouldn't affect the school children working. Mr. Kiely showed the improved traffic flow for cueing, buses during drop-off and pickup. He also discussed the increased parking advantages. He discussed where the ball field would be relocated to and the layout possibilities.

Mr. Igo stated the Committee read the Manitou Study which was developed by an outside consulting firm that the Town had hired. The study suggested that within a ¼ mile of Andover and Woburn Streets would be the ideal location for Ballardvale Fire Station. Mr. Igo showed possible configurations for the new structure. He discussed the possible finishes for the building and how it may look once it is complete.

Mr. Casper opened the meeting to questions from the residents.  
The following are questions that were asked by residents in attendance:

1. He was concerned about the children walking around near fire engines, was Mike Igo.
2. Constraints of 1 acre were proposed, why? Shouldn't we open it to ½ and allow for more options?

3. The South School residents had a certain expectation regarding the ball park and they shouldn't lose it. To be clear I do agree we need another fire station, we just need another location for it.
4. What about the gas station next to the train station?
5. South school is a quiet community vs mixed use community. Concerned for the impact of a lawsuit for a fire truck running over a child.
6. When a siren goes off, it will cause panic in multiple people.
7. Would like more itemized costs for relocating ball field and work done to South School.
8. Manitou study didn't consider the Lowell Junction growth and need.
9. Would Lowell Junction fire station overlap the Ballardvale Community?
10. How are the Ballardvale response times now? Are things ok?
11. Keep the current Ballardvale site and make it better.
12. We need 2 sites with numbers for the community. We shouldn't just be suggesting one site.
13. If we put the new fire station in green space in Ballardvale, there will be no resistance.
14. Why can't we use eminent domain?
15. What will happen to Ballardvale center in case of emergency if the station is moved to other side of tracks? Who will respond?
16. It was predetermined that we picked this location. Why not add members who feel strongly about the South School location and replace the Ballardvale members of the committee.
17. We want evidence that double tracks mean more trains.
18. If it's true that the committee has been trying to get into South School for over a year, it shouldn't have to meet such resistance.

19. That is indicative of the political nature of the site. (the South School meeting resistance.)

20. Keeping the South School Site is political suicide.

21. The newspaper said the School Board opposed the South School Site.

22. Maybe the same tone with more people would allow for a wider audience. We need to get the word out more.

23. Good job making yourselves available for the town.

On Motion by John Kiely which Motion was seconded by Mike Igo, it was voted to adjourn. On voice vote the Motion was declared as passed unanimously. Adjournment was at 2:55 pm.

Dena Carbone  
Recorder

Documents:

Presentation PowerPoint 9/24/11 (viewed by projector)

The Ballardvale Fire Station Building Committee held a workshop meeting on Saturday, September 24, 2011 at 12:30 p.m. at the South School, 50 Woburn Street.

Chairman Dan Casper called the meeting to order at 12:35 p.m. to discuss the subject of a presentation to the Ballardvale Historic Commission.

It was decided to have that presentation on October 5, 2011.

On Motion by Rebecca Backman which Motion was seconded by Dena Carbone, it was voted to adjourn. On voice vote the Motion was declared as passed unanimously. Adjournment was at 12:45 p.m.

The Ballardvale Fire Station Building Committee held a public meeting on Saturday, September 24, 2011 at 1:00 p.m. at the South School, 50 Woburn Street.

Chairman Dan Casper called the meeting to order at 1:00 p.m. and on

ROLL CALL: Present were, Michael Igo, Rebecca Backman, Daniel S. Casper, John Kiely and Dena Carbone.

Also present were Chief Michael Mansfield and as well as and members of the public.

Absent: James T. Curtis, George Thomson

Mr. Casper introduced the Committee members to the Public and gave a brief introduction.

Ms. Backman explained the Committee's charge. She gave an overview of the current Ballardvale Fire Station. Ms. Backman stated the importance of the 4 minute response time for the first responders. Andover has changed and grown and the need for the fire station location has changed. She explained why the Station should be moved to the other side of the railroad tracks. She discussed the effect the double tracks may have on selection. Ms. Backman also told those in attendance that the Town would be sending out an RFP for the purchase of privately owned land to be used for the Fire Station, mentioning that it would be more cost effective for us to use town owned land.

Ms. Carbone reiterated the importance of 4 minute response time and further explanation of why. Also discussed was the Heart Associations suggestion of 4 minute response as it relates to cardiac emergency. Alternative sites that have been suggested at previous meetings and presentations were then discussed and the pros and cons of each including Brockway Smith, Lowell Junction, Ballardvale Little League Field, Ballardvale Park, and Ballardvale Green.

Mr. Kiely discussed the site selection process and showed pictures of what the new facility could look like and how it would relate to the neighborhood. He showed where a fence could go to protect the children playing on the school grounds, the response for the fire trucks and the direction of travel so it wouldn't affect the school children working. Mr. Kiely showed the improved traffic flow for cueing, buses during drop-off and pickup. He also discussed the increased parking advantages. He discussed where the ball field would be relocated to and the layout possibilities.

Mr. Igo stated the Committee read the Manitou Study which was developed by an outside consulting firm that the Town had hired. The study suggested that within a ¼ mile of Andover and Woburn Streets would be the ideal location for Ballardvale Fire Station. Mr. Igo showed possible configurations for the new structure. He discussed the possible finishes for the building and how it may look once it is complete.

Mr. Casper opened the meeting to questions from the residents.  
The following are questions that were asked by residents in attendance:

1. He was concerned about the children walking around near fire engines, was Mike Igo.
2. Constraints of 1 acre were proposed, why? Shouldn't we open it to ½ and allow for more options?



3. The South School residents had a certain expectation regarding the ball park and they shouldn't lose it. To be clear I do agree we need another fire station, we just need another location for it.
4. What about the gas station next to the train station?
5. South school is a quiet community vs mixed use community. Concerned for the impact of a lawsuit for a fire truck running over a child.
6. When a siren goes off, it will cause panic in multiple people.
7. Would like more itemized costs for relocating ball field and work done to South School.
8. Manitou study didn't consider the Lowell Junction growth and need.
9. Would Lowell Junction fire station overlap the Ballardvale Community?
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16. It was predetermined that we picked this location. Why not add members who feel strongly about the South School location and replace the Ballardvale members of the committee.
17. We want evidence that double tracks mean more trains.
18. If it's true that the committee has been trying to get into South School for over a year, it shouldn't have to meet such resistance.

19. That is indicative of the political nature of the site. (the South School meeting resistance.)

20. Keeping the South School Site is political suicide.

21. The newspaper said the School Board opposed the South School Site.

22. Maybe the same tone with more people would allow for a wider audience. We need to get the word out more.

23. Good job making yourselves available for the town.

On Motion by George Thomson which Motion was seconded by Mike Igo, it was voted to adjourn. On voice vote the Motion was declared as passed unanimously. Adjournment was at 2:55 pm.

Dena Carbone  
Recorder

Documents:

Presentation PowerPoint 9/24/11 (viewed by projector)

Chairman Dan Casper called the meeting to order at 3:15 p.m. to discuss the subject of a presentation to the Ballardvale Historic Commission.

It was decided to have that presentation on October 5, 2011.

On Motion by Rebecca Backman which Motion was seconded by Dena Carbone, it was voted to adjourn. On voice vote the Motion was declared as passed unanimously. Adjournment was at 3:25 p.m

The Ballardvale Fire Station Building Committee met on Wednesday, January 4, 2012 at 8:00 a.m. in the Chief's Conference Room, 3<sup>rd</sup> Floor of the Public Safety Building, Andover, MA.

Chairman Dan Casper called the meeting to order at 8:04 a.m. and on

ROLL CALL: Present were, Daniel S. Casper, John J. Kiely, James T. Curtis, Dena Carbone, and George Thomson.

Also present was Marcie Jacobson, Executive Secretary and Chief Michael Mansfield of Andover Fire Rescue.

Absent: Rebecca Backman and Michael Igo

A MOTION was made by George Thomson to approve the December 7, 2011 minutes, which was seconded by Dena Carbone. On VOICE VOTE the Motion was declared as PASSED UNANIMOUSLY.

Chief Mansfield showed the committee a proposed sketch of the Rec Park location done by Mike Igo. It shows the Rec Park areas that were suggested by the public as suitable locations for the Fire Station. Mr. Igo's sketch shows the obstacles of the property.

Chief Mansfield stated that he has been working with Plant and Facilities regarding the issue of purchasing private property versus developing the South School Site. Plant and Facilities was able to calculate figures for the Committee to use as a guideline for redevelopment of the site. Plant and facilities figures are based on pricing that was used for the Bancroft School Project. The estimate for the relocation of the ball field and parking/traffic flow development is \$638,130.

This estimate is a savings versus buying private property.

Traffic at South School is an issue when school is in session or there are ball games. Mr. Casper stated that he is not sure that the current plan will alleviate the entire traffic problem and we may want to think about an additional study.

The Committee should look at the number of staff members and volunteers at the school to designate parking areas. Then during pick up and drop off have the cars entire on Andover Street so the children can get out on the passenger side of the car and go directly into the school instead of crossing in front of a car. Then if there is back up on the street, the cars will be on Andover Street, not on Woburn Street blocking the proposed Fire Station.

Mr. Casper stated that the next order of business was to discuss the proposals for the RFP for Acquisition of Real Estate for the Replacement of the Ballardvale Fire Station. He stated that this would be done in an Executive Session. This is allowed for under Mass General Law Chapter 30A Section 21. To consider the purchase, lease, or value of real estate property that may have a detrimental effect on the negotiating position of the Town of Andover.

A MOTION was made by George Thomson to go into Executive Session, which was seconded by James Curtis. Roll Call was taken and on voice vote: George Thomson approved, James Curtis approved, John Kiely approved, Dena Carbone approved and Dan Casper Approved.

Mr. Casper stated the committee will return to their regular meeting after Executive Session. The Committee went into Executive Session at 8:27 a.m.  
Executive Session ended at 8:49 a.m.

Mr. Casper asked if there was any old business or new business. There was no old; however, Mr. Casper had new business to discuss.

Mr. Casper spoke to Annie Gilbert of the School Committee regarding the South School Site. She was surprised to hear that the Committee felt the School Committee would turn down the site. They have not ruled the site out. She requested that the Committee give two presentations to the School Committee in the month of January. The Committee chose January 18, 2012 and January 30, 2012 to meet with the School Committee.

Mr. Casper stated that the School Committee will not make a decision at the meeting; they want a chance to hear from the Community and then deliberate.

Mr. Casper stated that we have a place holder in the warrant article. We should keep the warrant article in for the South School site and if the School Committee votes against it then we will pull the article. Then at the next Town Meeting we will put in a warrant article for an alternative privately owned site.

Chief Mansfield stated that the Committee had until June 2012 to make a deal for a privately owned site based on the terms of the Request For Proposals, but those could be modified by agreement of both parties

Do we need the alternative site to push through the South School site?

Mr. Casper stated we have to give the presentation and see what happens.

With an alternative site we would still have neighbor opposition and would not be able to make improvements to the South School site.

Chief Mansfield stated that the Town is creating a new master plan to look at and redesign all the schools in the coming years.

Mr. Kiely stated that at the last public meeting the public wanted alternatives. If we give the presentation they are going to say we have done nothing.

We will add the information on the Rec Park site that they requested. We can also tell them that we went out for an RFP for privately owned sites and as a result we have identified viable alternatives. The sites will not be released in order to negotiate a price.

Motion to adjourn was made by James Curtis, seconded by John Kiely. On voice vote the Motion was declared as passed unanimously. Meeting adjourned at 9:25 a.m.

Marcie R. Jacobson  
Recorder

Documents:

Agenda – January 4, 2012  
Minutes – December 7, 2011  
Rec Park Sketch by Michael Igo  
Estimated site improvements for South School

The Ballardvale Fire Station Building Committee met on Thursday, January 26, 2012 at 7:00 p.m. in the Chief's Conference Room, 3<sup>rd</sup> Floor of the Public Safety Building, Andover, MA.

Chairman Dan Casper called the meeting to order at 7:00 p.m. and on

ROLL CALL: Present were, Daniel S. Casper, Rebecca Backman, James T. Curtis, and George Thomson.

Also present were Acting Director of Plant & Facilities Maria Maggio, Executive Secretary Marcie Jacobson and members of the public.

Absent: Michael Igo, John J. Kiely and Dena Carbone.

Mr. Casper stated that he called this meeting to talk about the presentation before the next meeting with the School Committee scheduled for Monday, January 30; however, the School Committee has canceled that meeting. The School Committee is meeting tonight and will be discussing the project, we should be in attendance in case they have questions.

A MOTION was made by Rebecca Backman to approve the July 20, 2011 minutes, which was seconded by George Thomson. On VOICE VOTE the Motion was declared as PASSED UNANIMOUSLY.

A MOTION was made by George Thomson to approve the December 1, 2011 Executive Session minutes, which was seconded by James Curtis. It was voted 3-0 to approve. Rebecca Backman abstained.

A MOTION was made by Rebecca Backman to approve the December 7, 2011 Executive Session minutes, which was seconded by George Thomson. It was voted 3-0 to approve. James Curtis abstained.

A MOTION was made by George Thomson to approve the January 4, 2012 minutes, which was seconded by James Curtis. It was voted 3-0 to approve. Rebecca Backman abstained.

A MOTION was made by George Thomson to approve the January 4, 2012 Executive Session minutes, which was seconded by James Curtis. It was voted 3-0 to approve. Rebecca Backman abstained.

Mr. Casper stated that he wanted to review the presentation from last week. When we talk about alternative sites we need to say that due to budgetary constraints we will not be able to do improvements to the South School site. We will still have to go before the planning board and they may recommend changes to the street. We also have to go before the Design Review Board. Within the site plan and design approval other things may come up.

The price in the RFP is not concrete it still needs to be negotiated.

Ms. Backman stated that it is important to meet before a presentation and not use a presentation that the Committee has not see beforehand.

Mr. Casper stated that there was a gentleman that spoke at the meeting about a site at the end of Dale Street. He would like to get back to him with the details on the site. A map of the Dale Street area was distributed and shows that the site is wet. Mr. Curtis also stated that the site is remote, the road is narrow and there are traffic concerns during train stops.

At the last presentation a resident heard the amount for the site work at South School and the resident stated that it would cost double. Ms. Maggio stated that she is very comfortable with the number. She worked with several people in Plant and Facilities using cost estimates from the Bancroft School project to project an estimated cost of the site work.

Mr. Casper informed the Committee of the remote participation requirements and procedures.

The Committee reviewed the Warrant Articles and plot plan of 270 Andover Street.

A Motion was made by James Curtis to approve the language written for the Ballardvale Fire Station - Land Acquisition article and have the Chief submit it for the Spring Town Warrant, which was seconded by Rebecca Backman. On VOICE VOTE the Motion was declared as PASSED UNANIMOUSLY.

Ms. Maggio stated that she would work with Chief Mansfield to come up with an appropriate amount for the Design and Engineering article.

A Motion was made by Rebecca Backman to approve the language written for the Ballardvale Fire Station Design and Engineering article and have the Chief submit it for the Spring Town Warrant, which was seconded by Rebecca Backman. On VOICE VOTE the Motion was declared as PASSED UNANIMOUSLY.

Motion to adjourn was made by James Curtis, seconded by George Thomson. On voice vote the Motion was declared as passed unanimously. Meeting adjourned at 7:53 p.m.

Marcie R. Jacobson  
Recorder

Documents:

Agenda – January 26, 2012

Minutes – July 20, 2011, January 4, 2012

Executive Session: December 1, 2011, December 7, 2011 & January 4, 2012

Map of Dale Street

Draft Warrant Articles (Land Acquisition & Design and Engineering)

The Ballardvale Fire Station Building Committee attended the Joint School Committee and Board of Selectmen meeting held on Thursday, February 16, 2012 at 5:30 p.m. in the Memorial Auditorium, Bartlet Street, Andover, MA.

Selectman Brian Major called the meeting to order at 7:00 p.m. and on

ROLL CALL: Present were, Daniel S. Casper, Rebecca Backman, and James T. Curtis.

Also present were Selectmen Brian Major and Alex Vispoli; School Committee members Dennis Fogue, Annie Gilbert, and Dick Collins; and Dr. Charles Jennings of Manitou, Inc.

Absent: Michael Igo, John J. Kiely, George Thomson and Dena Carbone.

A group of 13 residents gave a presentation explaining their view of the project.

Mr. Casper introduced Jim Curtis who gave a brief presentation of the Ballardvale Fire Station Project.

Mr. Casper then introduced Dr. Charles Jennings the author of the Manitou Study. Dr. Jennings gave a brief explanation of the project and then answered questions from the community.

The Ballardvale Committee than answered a few questions from the community.

Then members of the community shared their views on the project and gave additional presentations.

Meeting adjourned at 9:50 p.m.

Marcie R. Jacobson  
Recorder

\*\*The Board of Selectmen took minutes of the Joint meeting.

The Ballardvale Fire Station Building Committee met on Thursday, February 16, 2012 at 5:30 p.m. in the Chief's Conference Room, 3<sup>rd</sup> Floor of the Public Safety Building, Andover, MA.

Chairman Dan Casper called the meeting to order at 5:30 p.m. and on

ROLL CALL: Present were, Daniel S. Casper, Rebecca Backman, and James T. Curtis.

Also present were Chief Michael Mansfield, Executive Secretary Marcie Jacobson and Dr. Charles Jennings of Manitou.

Absent: Michael Igo, John J. Kiely, George Thomson and Dena Carbone.

Mr. Casper introduced Dr. Charles Jennings who wrote the Fire Department Deployment Study referred to as the Manitou Study. The Committee explained to Dr. Jennings that the residents have raised several questions concerning the Study, which is why they wanted him to be in attendance at the Joint School Committee and Board of Selectmen's meeting tonight at 7:00 pm.

The questions/comments that the residents have raised are:

- Is there a need for four (4) fire stations?
- There will be a need for a fire station in Lowell Junction, can't it serve South Andover?
- Move the station to Route 28 and Rattlesnake Road.
- Moving one (1) station is not enough, you need to move both stations.
- The study was done on the cheap
- The study was rushed.

Ms. Backman stated that she looked at the Town website for an update on the Lowell Junction project. According the site the interchange will be complete in 2018 and the area build out will be complete in 2030.

The Committee explained the process for approval to build the fire station to Dr. Jennings.

Mr. Casper explained the agenda for tonight's School Committee and Board of Selectmen meeting.

1. The residents will have an opportunity to speak.
2. The Ballardvale Fire Station Committee will give a presentation.
3. Dr. Jennings will address questions regarding the Manitou Study.
4. Question and Answer period.

Motion to adjourn was made by James Curtis, seconded by Becci Backman. On voice vote the Motion was declared as passed unanimously. Meeting adjourned at 6:29 p.m.

Marcie R. Jacobson  
Recorder

Documents:



The Ballardvale Fire Station Building Committee met on Wednesday, March 7, 2012 at 7:00 p.m. in the Chief's Conference Room, 3<sup>rd</sup> Floor of the Public Safety Building, Andover, MA.

Chairman Dan Casper called the meeting to order at 7:04 p.m. and on

ROLL CALL: Present were, Daniel S. Casper, Rebecca Backman, Michael Igo, George Thomson, Dena Carbone and James T. Curtis.

Also present were Executive Secretary Marcie Jacobson, Finance Committee Member Paul Fortier and members of the general public.

Absent: John J. Kiely

A MOTION was made by Rebecca Backman to approve the January 26, 2012 minutes, which was seconded by Dena Carbone. On VOICE VOTE the Motion was declared as PASSED UNANIMOUSLY.

A MOTION was made by Rebecca Backman to approve the February 16, 2012 minutes, which was seconded by Dena Carbone. On VOICE VOTE the Motion was declared as PASSED UNANIMOUSLY.

Mr. Casper asked the Committee members to give their reactions/comments concerning the public hearing and going forward with the project.

Ms. Backman stated that we as a Committee understand how to answer the questions regarding the Manitou Study. The study does have gaps, but the public does not feel comfortable filling in the gaps. She stated that the Committee should request Dr. Jennings help in answering the questions the public has concerning the Manitou Study. There are a lot of questions with regards to Lowell Junction from the public. They need to understand that a Lowell Junction Fire Station would be a back up Engine; that location cannot cover south Andover. There are questions we have not fully answered to the Town's satisfaction. We need answers to the questions raised by the public. As a Committee we do not read the Manitou study as having to move two stations at once, but I can understand the public's reading that both need to be moved.

Ms. Carbone stated that she was unable to attend the public hearing and therefore was not comfortable commenting.

Mr. Curtis stated that the Committee was put together three years ago and has met numerous times. We came to an agreement for a site and then did an RFP for Private land which gave us a back-up site. The Committee's charge was to come up with a site and we did that. It is out of our hands. The site is out there for the School Committee, Selectmen and Finance Committee to discuss. I want to see an answer. If the answer is no, then I am willing to go back and find the 3<sup>rd</sup> best site and try to balance community concerns with response times.

Mr. Igo stated that he agreed with Mr. Curtis. I think we found the best site, when we look at the needs for the whole Town and the Ballardvale area. Now that we have picked a site, it is out of our hands. We met our charge. It is up to the citizens as a whole. For every one vote against the project we need two votes in favor. What are the prospects going forward? Are you going to get 2/3rds majority? It is difficult read what people would do at Town Meeting.

Mr. Thomson stated that he joined the Committee specifically to make sure the Station stayed in the Ballardvale Community. He was in favor of keeping the station on the current side of the tracks.

However, after doing the work he realizes it needs to go to the other side. After talking with Committee members and looking at the report the South School site is the best site.

Mr. Casper stated that he agreed with everything already stated except Ms. Backman's comment concerning going back to the Manitou Study because you will never satisfy everyone. He stated that the committee was charged to find a site, but we do not make the final decision, and people do not understand that. The Committee has had little or no support from the Selectmen. No one is sure when, if at all the School Committee will put it to a vote. He state he is not sure we are much better off than we were three years ago except if nothing else there is recognition that the Town needs a new fire station. He believes that the Committee needs to take a step back. If the Committee does not have the support of the people who appointed them, then he believes we do ourselves more harm than good. If the board wants to go forward he will. But he does not think this site will pass. There is opposition from 30-40 people of the 33,000 town residents, but there is no support.

Mr. Curtis asked Mr. Fortier if the Finance Committee cared which site the Station was located.

Mr. Fortier stated that the Finance Committee is primarily concerned with the money associated with the project, but they have looked at the site and are not seeing much support.

Mr. Curtis stated that he does not have an emotional investment in this site. I am looking at it as an engineer, but it seems it always comes back to emotions.

Mr. Casper asked does the Committee keep putting in the effort?

Mr. Curtis stated if we get feedback and it is clear it is not politically popular then we step back.

Mr. Fortier mention that Selectman Brian Major has a position paper on the project and suggests creating a separate sub-committee to look for a site and report back to the current committee; what are your thoughts.

Mr. Casper stated that if that is what they want then disband the Committee and create a new one.

Ms. Backman stated that it is perfectly appropriate to put a fire station next to a school. She does not think we have fully made our case of how minimal the impacts will be to the students. People have changed their minds when they are given more facts.

Mr. Casper asked do we take spring off and re-energize?

Ms. Backman suggested that they withdraw the warrant articles from Town Meeting and work on getting support from the Town and the Selectmen. The Town Yard Task Force has town officials attend its meetings and they receive feedback and support we should have the same.

Mr. Casper stated that maybe it should not be a purely citizen committee.

Ms. Carbone stated that the Committee is at the point of banging our heads against the wall, but if we withdraw the warrant articles and take a few months off, what kind of message does it send and what changes?

Ms. Backman stated that it does not send any other message than we are not ready. The Committee should be responsive to the public's comments.

Mr. Igo stated that we are just public servants; and are just trying to do what is best for the Town.

Mr. Casper stated we were asked to do a job and at this time the site we chose will not work.

Mr. Igo stated it took us 14 months of presentations to test the waters.

Mr. Curtis stated that Selectman Major is basically saying let's do a do over. We could withdraw the articles and all of us can resign then they can create a new committee.

Mr. Casper agreed that if the Selectmen decide to dissolve the committee that is okay. With the Committee's approval he would like to send a letter to the Town Manager and Selectmen to withdraw the warrant articles and to request a meeting with them to discuss the future.

Mr. Curtis stated it is obvious to us as a committee that the recommendation is dead. We worked for years and stood firmly to the South School site; however, there is no support from the Boards or the public. Mr. Curtis stated we should withdraw the articles and resign.

Mr. Casper stated that we should communicate with the Selectmen and make a recommendation to have members of the boards serve on the committee.

Mr. Casper ask if the Committee would make a motion to authorize Mr. Casper to notify the Town Manger and Board of Selectmen to withdraw the warrant articles on behalf of the Committee and request a meeting to discuss the future of the project. Ms. Backman so moved. Mr. Curtis seconded the motion.

Mr. Igo stated that as long as the letter stated that we as a Committee still believe the South School site is the best location. The Committee agreed.

On Voice vote the motion was declared as passed unanimously.

Motion to adjourn was made by Dena Carbone, seconded by Rebecca Backman. On voice vote the Motion was declared as passed unanimously. Meeting adjourned at 7:59 p.m.

Marcie R. Jacobson  
Recorder

Documents:

The Ballardvale Fire Station Building Committee met on Wednesday, June 13, 2012 at 7:00 p.m. in the Chief's Conference Room, 3<sup>rd</sup> Floor of the Public Safety Building, Andover, MA.

Chairman Dan Casper called the meeting to order at 7:06 p.m. and on

ROLL CALL: Present were, Daniel S. Casper, Rebecca Backman, Michael Igo, George Thomson, and James T. Curtis.

Also present were Chief Michael Mansfield, Executive Secretary Marcie Jacobson, and Finance Committee Member Paul Fortier.

Absent: John J. Kiely and Dena Carbone

A MOTION was made by Rebecca Backman to approve the March 7, 2012 minutes, which was seconded by George. On VOICE VOTE the Motion was declared as PASSED UNANIMOUSLY.

Chief Mansfield stated that he and Mr. Casper met with Selectman Brian Major to discuss the future of the project. Selectman Major suggested having a workshop with the Board of Selectmen to discuss how best to move the project forward.

Chief Mansfield met with Maguire Group. The company has worked on a number of Fire Station projects here in New England. They were interested in giving the committee a proposal. The proposal includes a specific needs analysis, 8-12 conceptual design plans, elevations and a probable cost analysis for under \$5,000.

Chief Mansfield stated that this would give the committee hard and fast facts that they can give to interested residents. Maguire Group will have an initial meeting to discuss the scope and they will assign an engineer and architect to the project.

Ms. Backman stated that the committee has conquered one hurdle – people understand the need for a new station. Now we have to show what the Fire Department needs in a station. This study will give us a minimum size and shape for the building. It may allow us to look at different shape lots and gives us lot size that was generated from someone other than the committee.

Mr. Curtis made a motion to move ahead with the proposal from McGuire Group to perform a needs analysis for less than \$5,000, which was seconded by Ms. Backman. On voice vote the motion was declared as passed unanimously.

Residents voiced concerns with the last Fire Station proposal and now the Committee knows what those concerns are and can start working on getting answers to their concerns.

Chief Mansfield was in contact with a vendor to perform a fire station study with updated statistics. The proposed study would include reviewing the Manitou Study, reviewing the last three years of statistical data and work on answering the questions that Selectman Major had given to the Committee in March. He would also address the question of which station/s need to be moved and in what order, also what the needs would be if Lowell Junction is developed. The study would be performed for less than \$5000.

The Committee agreed that this needs to get done. It will help answer some of the questions from the residents and present better facts. Also maybe the study will suggest alternate sites that the Committee did not look at. Mr. Curtis stated that there is no downside to having an outside expert do another study. He will either come up with the same recommendation or maybe come up with another great location. Either way it is more data and will fill some of the gaps in our presentation.

Mr. Casper stated that we should decide whether or not to stay with the South School site by fall. After these two studies are complete it would give us enough information.

Chief Mansfield told the Committee that Plant and Facilities hired an Engineering firm to do a study of all the schools in town. The Engineering firm made recommendations on parking, traffic flow, bus drop off and car drop off. The recommendations made for the South School site were the same recommendations that the Committee made. Using the one-way road from Andover Street to Woburn Street and adding addition parking in the back left section of the school.

Mr. Casper asked if there was any new business. Ms. Backman asked if the Committee was going to have a liaison from the Ballardvale Historic District Commission. Mr. Casper stated that he would get in touch with the Chair of the Commission regarding a liaison.

Selectman Brian Major joined the meeting at 8:11pm

Selectman Major stated that if the project is to move forward the Committee must have strong sponsorship from the Board of Selectmen and the Finance Committee. The Board of the Selectmen must listen to the information and either adopt the project or not. If they adopt the project, it is up to the Board of Selectmen to sell it to the Community. After Town Meeting the Board of Selectmen discussed their top three critical deliverables out of Town Meeting and the Ballardvale Fire Station was on each Selectman's list. Now we have to decide what is the most effective way to move forward.

Mr. Casper updated Selectman Major on the earlier discussions.

Ms. Backman asked Selectman Major if we continue to move forward with the South School site is it his sense that the School Committee wants the Selectmen to tell them that South School is the correct site. Mr. Major stated that after additional analysis it is up to the Selectmen to adopt one scenario and go forward with it. The Selectmen would then be the ones that would request the transfer from the School Committee.

After some discussion it was decided that the Committee should meet with the Board of Selectmen sometime within the next month. Then after the studies are done the Committee can bring their recommendations to the Board of the Selectmen.

Mr. Igo made a motion to move ahead with the proposal from Travis Miller to perform a fire station study for less than \$5,000, which was seconded by Mr. Curtis. On voice vote the motion was declared as passed unanimously.

Motion to adjourn was made by George Thomson, seconded by Rebecca Backman. On voice vote the Motion was declared as passed unanimously. Meeting adjourned at 8:38 p.m.

Marcie R. Jacobson  
Recorder

Documents:

The Ballardvale Fire Station Building Committee met on Thursday, September 20, 2012 at 7:00 p.m. in the Chief's Conference Room, 3<sup>rd</sup> Floor of the Public Safety Building, Andover, MA.

Chairman Dan Casper began the informational meeting at 7:15 p.m. and on

ROLL CALL: Present were, Daniel S. Casper, Rebecca Backman, and Michael Igo.

Also present were Chief Michael Mansfield, Executive Secretary Marcie Jacobson, Finance Committee Member Paul Fortier, Selectman Brian Major and Travis Miller of Criterion Associates.

Absent: George Thomson, John J. Kiely and James T. Curtis.

Chief Mansfield informed the Committee that Dena Carbone had given her resignation. At this time no one has been found to replace her on the committee.

At the last meeting the Committee discussed moving ahead with several projects and Chief Mansfield has been working on those during the summer.

Chief Mansfield handed out a Space Needs Program prepared by Maguire Group, Inc. He met with Fabrizio Caruso to discuss the needs of the Department in order to produce an accurate building footprint. The plan includes a Community/Training Room to be used by the Department and the public. It also includes a 400 square foot police sub-station with its own egress. And instead of creating a men's restroom and a women's restroom, there will be three unisex single restrooms with locks.

There are two options shown in the plan; a single story building and a two story building. The total square footage needed for the building is 13,401 with a cost range of 5.1 – 5.6 million dollars for the two options.

Jim Curtis entered the meeting at 7:30 p.m. thereby creating a quorum.

Chairman Dan Casper called the meeting to order at 7:30 p.m.

Chief Mansfield introduced Travis Miller of Criterion Associates. Travis performed a Fire Station Location Study.

Mr. Miller explained that they used GIS mapping to investigate potential locations for a replacement fire station. In the past GIS mapping was the industry standard and is what Manitou used in their study. Mr. Miller stated that the approach and technology has improved over the last five years. As a result his firm was able to incorporate actual call response times and plug them into the GIS mapping system. This allows the system to look for areas of Town that create a larger work load and adjust the station position to be close to those areas and best serve the Town based on current average response times.

Mr. Miller tested several scenarios. He told the program to keep Central Station and West Station where they are, then located a 3<sup>rd</sup> station somewhere in town. Then he told the program to keep Central Station where it is and place two additional stations in town. Both options located the Ballardvale Fire Station in the general vicinity of the intersection of South Main Street and Ballardvale Road. When looking at West Fire Station the system suggested a location near the intersection of Greenwood Road and Lowell Street.

Chief Mansfield then showed the committee a map of ¼ mile radius of the intersection of Ballardvale Road and South Main Street. The map showed some town owned land, but it is mostly wet. The Committee began discussing parcels in that area that merit further investigation such as the parcel at the corner of Rattlesnake Road and South Main Street, a parcel located at 2 West Knoll Road, a parking lot located at the corner of Wildwood Road and a farm located on South Main Street.

The Committee decided that members would individually inspect the vicinity of the suggested location and look for possible sites that would work for a Fire Station based on previous criteria set. They would also look at houses that were on the market. Then at the next meeting discuss their findings. The next step will be to put out an RFP for private land.

A MOTION was made by Rebecca Backman to approve the June 13, 2012 minutes, which was seconded by Michael Igo. On VOICE VOTE the Motion was declared as PASSED UNANIMOUSLY.

Motion to adjourn was made by Jim Curtis, seconded by Rebecca Backman. On voice vote the Motion was declared as passed unanimously. Meeting adjourned at 9:00 p.m.

Marcie R. Jacobson  
Recorder

Documents:

Minutes – June 13, 2012

Maguire Group, Inc - Space Needs Program (July 23, 2012)

Criterion Associates – Initial Fire Station Location Study Results (September 20, 2012)

The Ballardvale Fire Station Building Committee met on Thursday, October 11, 2012 at 7:00 p.m. in the Chief's Conference Room, 3<sup>rd</sup> Floor of the Public Safety Building, Andover, MA.

Chairman Dan Casper began the informational meeting at 7:19 p.m. and on

ROLL CALL: Present were, Daniel S. Casper, George Thomson, and Michael Igo.

Also present were Chief Michael Mansfield, Executive Secretary Marcie Jacobson, and Finance Committee Member Paul Fortier.

Absent: Rebecca Backman, John J. Kiely and James T. Curtis.

Mr. Casper began discussion on possible site locations.

Mr. Igo presented the Committee with a layout of the area around the intersection of South Main Street and Ballardvale Road. It shows several highlighted areas that could be good locations for a Fire Station. The lots are flat with good site lines and frontage. However, several properties would have to be bought to make a lot large enough for a Station. Mr. Igo also reviewed the lot that the Lutheran Faith Church resides on and found a possible site location. He believes the building would fit in the northwest section of the lot and the MBTA parking lot could be relocated to the northeast section of the lot without interfering with the church's building or current parking lot.

Mr. Casper stated that additional areas that he looked at were: an abandoned house on the corner of South Main Street and West Knoll road, wooded area near the corner of Glenwood Road and County Road, the corner of Rattlesnake Road and South Main Street, and the corner of Woburn Street and Charlotte Drive.

Chief Mansfield told the Committee that he had his preliminary CIP review and it was suggested to him to break the project into two articles. The first article is for Land Acquisition and Design and the second article is for the construction of the Ballardvale Fire Station. He also stated that the Ballardvale Engine is due to be replaced next year, but he is pushing it out. Chief Mansfield explained that he would prefer to buy an engine that would match the existing engines located at Central Station and West Station. If he purchases a new Engine for Ballardvale now it will have be a smaller custom built engine.

Meeting adjourned at 8:20 p.m.

Marcie R. Jacobson  
Recorder

Documents:

Plot Plan of South Main Street – 10/11/12  
Site Plan of Lutheran Faith Church – 10/11/12



The Ballardvale Fire Station Building Committee met on Thursday, February 7, 2013 at 7:00 p.m. in the Chief's Conference Room, 3<sup>rd</sup> Floor of the Public Safety Building, Andover, MA.

Chairman Dan Casper began the meeting at 7:00 p.m. and on

ROLL CALL: Present were, Daniel S. Casper, Rebecca Backman, George Thomson, James T. Curtis, Michael Igo and Gary Rowe.

Also present were Chief Michael Mansfield, Executive Secretary Marcie Jacobson, Finance Committee Member Paul Fortier, Selectman Brian Major and Former Town Manager Richard Bowen.

Absent: John J. Kiely

Chairman Dan Casper introduced Gary Rowe as the newest member to the Committee.

Mr. Major stated that he spoke with the Faith Lutheran Church Executive Counsel and they are interested in sitting down with the Committee on Tuesday, February 12 at 6:00 pm. The counsel is aware of the Committee's interest in the Parking lot as a possible site for the Ballardvale Fire Station. The Committee agreed to meet with the Church's Executive Counsel.

A MOTION was made by Rebecca Backman to approve the September 20, 2012 minutes, which was seconded by Dan Casper. On VOICE VOTE the Motion was declared as PASSED UNANIMOUSLY.

A MOTION was made by Dan Casper to approve the October 11, 2012 minutes, which was seconded by Michael Igo. On VOICE VOTE the Motion was declared as PASSED UNANIMOUSLY.

Mr. Casper introduced former Town Manager Richard Bowen. Mr. Bowen has written a warrant article for the May Town Meeting. The Article is for \$500,000 for BallardVale Fire Station Restoration. His principal reason for proposing the warrant article was to preserve an option. Mr. Bowen stated that people who live in BallardVale have had a Fire Station for 122 years and are now faced with the possibility of losing it. There is concern about having a fire station so far removed from BallardVale. South Main Street could be a fourth station, not a replacement for the BallardVale Station.

Chief Mansfield told the Committee that the Final Station Location Study was complete. However, he had not received a copy, but should have it soon.

Chief Mansfield explained that there were no official responses to the RFP that was sent out. Only one person pulled paperwork, but did not return it. If someone does decide they are interested, then a second RFP would need to be sent out.

Mr. Casper stated that eminent domain is a possibility, but it should be a last resort. The Committee agreed that they want to exhaust all possibilities before considering eminent domain.

The Committee then discussed the presentation needed for the meeting with the Faith Lutheran Church. It was decided to use the plans that Mr. Igo drew up showing the Fire Station located in the current parking lot. Mr. Igo is used a smaller building footprint than what is need; therefore, he will update the drawing before the meeting showing the correct size building. It was suggested to quote the square footage of the Church on the plan to make it easier for people to gage the size of the Fire Station. There needs to be an open dialog in order to see all the possibilities.

If the Church and the Committee were both interested in developing this site there is a process to follow. There would be an appraisal of the site for fair market value and then the negotiations would begin.

Mr. Thomson wanted to go on record stating that he feels South Main Street is too far out and concerned about collateral damage because the homes are close together.

Motion to adjourn was made by Jim Curtis, seconded by Michael Igo. On voice vote the Motion was declared as passed unanimously. Meeting adjourned at 8:35 p.m.

Marcie R. Jacobson  
Recorder

Documents:

Minutes – June 13, 2012

Maguire Group, Inc - Space Needs Program (July 23, 2012)

Criterion Associates – Initial Fire Station Location Study Results (September 20, 2012)

The Ballardvale Fire Station Building Committee held a public informational meeting on Tuesday, February 12, 2013 at 6:00 p.m. at the Faith Lutheran Church, 360 South Main Street.

The meeting began at 6:04 p.m. and on

ROLL CALL: Present were, Michael Igo, Rebecca Backman, and Gary Rowe.

Also present were Executive Secretary Marcie Jacobson, Finance Committee Member Paul Fortier and as well as and members of the Faith Lutheran Church Council.

Absent: Daniel S. Casper, James T. Curtis, John Kiely, and George Thomson

Mr. Igo introduced the committee members and gave a brief history of the work the committee has done to date. He then gave a brief presentation of the possibility of placing the Fire Station where the current parking lot is located. He showed the Council a plan that he drew up showing their property and the proposed changes. He explained that the footprint of the building was a result of a needs analysis that was performed.

Ms. Backman explained the need for the larger building than what is currently in existence. She explained the need for an ambulance as well as storage for specialized equipment.

Mr. Igo asked if the Council had any questions.

The following are questions that were asked by the Council Members in attendance:

1. Is the plan to scale?
2. Is there that much land that is not wetlands?
3. Have you presented this plan to the Conservation Commission?
4. Can you put the Fire Station in the back lot where you show the parking lot?
5. Would you be interested in the back lot?
6. The current parking lot has a lot of handicapped spaces that are used regularly – would it be possible to maintain those where they are?
7. Is the building shown as close to Wildwood Road as possible?
8. What is the number of spaces in the new parking lot compared to the old parking lot?
9. Would it be possible to move the parking lot closer to the front and have the wetlands replicated where the new parking lot is shown?
10. When are you looking to begin building the Fire Station?
11. How many calls would come from this Station?
12. How do you decide what the land is worth?
13. How much land would you need?

14. Where are you in the budgetary process? (Warrant Article at Town Meeting)

15. What kind of hazardous materials would be stored on the site?

Mr. Igo asked the Council what their process would be if they wanted to proceed with the proposal.

Ms. Kathy Faulk explained process. The proposal would be brought to the entire Council and then to the entire Congregation before there would be a definitive answer. She stated that the Church already had a Master Plan for expansion approved by the Town and that the loss of this parcel could hinder their plans. Before presenting to the entire Congregation there would need to be additional information such as the potential impact to their daily operations and the money that would be involved. The Council members stated that they would have a discussion at their next Council Meeting. If there is a consensus that the church is not interested in selling the property, they will let us know promptly.

Adjournment was at 7:05 pm.

Marcie R. Jacobson  
Recorder

Documents:

Large Drawing of the Faith Lutheran Lot

The Ballardvale Fire Station Building Committee met on Thursday, February 28, 2013 at 7:00 p.m. in the Chief's Conference Room, 3<sup>rd</sup> Floor of the Public Safety Building, Andover, MA.

Chairman Dan Casper began the meeting at 7:02 p.m. and on

ROLL CALL: Present were, Daniel S. Casper, Rebecca Backman, James T. Curtis, Michael Igo and Gary Rowe.

Also present were Executive Secretary Marcie Jacobson, and members of the public.

Absent: John J. Kiely and George Thomson

A MOTION was made by Rebecca Backman to approve the February 7, 2013 minutes, which was seconded by Michael Igo. On VOICE VOTE the Motion was declared as PASSED UNANIMOUSLY.

A MOTION was made by Mike Igo to approve the February 12, 2013 minutes, which was seconded by Rebecca Backman. On VOICE VOTE the Motion was declared as PASSED UNANIMOUSLY.

The Committee has not received the Final Station Location Study.

Under old Business Ms. Backman referenced Mr. Richard Bowen's warrant article and suggested that the Committee should look into receiving an estimate to bring the Ballardvale Fire Station up to code. This figure could be important at Town Meeting. Mr. Casper stated that he would speak with the Town's Building Inspector and asked to have Chief Mansfield speak with Plant and Facilities regarding a cost estimate.

Ms. Backman gave a report of the meeting held with members of the Faith Lutheran Church Council. She stated that Mr. Igo gave a presentation and the Council seemed open to the possibility. They asked a lot of very good questions. They are concerned about the amount of land as they already have approved plans for an expansion to the Church.

Mr. Igo informed the Committee that he and Chief Mansfield had a second meeting with Church Council members Kathy Faulk and Pastor Jon Heydenreich. They had a lot of questions about logistics, fire alarms and the appearance of the fire station building. They also asked the Committee to look into the possibility of using the back lot before looking into the front corner lot.

Mr. Igo stated that he did look at the back lot but due to the proximity to wetlands and the shape of the lot, the fire station would not fit in that location.

Mr. Igo handed out a plan of the proposed site at the Faith Lutheran Church. He spoke to Fabrizio Caruso the architect with CDR Maguire, to adjust the footprint of the fire station building in order to fit the building on the site. The fire station site would be on 1.02 acres which is as large as possible and still maintains the church's set back requirements. He stated that the site is tight with the needed zoning and wetland restraints. Also the fire station and church parking lots need to be separate and there needs to be room for the bus stop. The new bus/church parking lot will have a turning radius that is too small for a bus.

In the process of trying to maximize the usage of the site, Mr. Igo spoke to the Town's Conservation Agents. He was able to obtain a copy of the expansion plan for the Faith Lutheran Church. The plan shows some of the flagged wetland locations which he can use to tighten up his plan. He also found out that there is no pretreatment of parking lot runoff which would now be a DEP requirement for the property if any work is done to the parking lots.

Ms. Backman suggested that the committee speak to Town Counsel to discuss the legalities behind the Town purchasing land and then making site improvements on privately owned land.

Mr. Igo is going to speak with Kathy Faulk and tell her that the Committee is still reviewing the plan and will not be ready to attend their Council meeting on March 13.

The Committee then took questions from the public.

Motion to adjourn was made by Jim Curtis, seconded by Gary Rowe. On voice vote the Motion was declared as passed unanimously. Meeting adjourned at 8:47 p.m.

Marcie R. Jacobson  
Recorder

Documents:

Minutes – February 7, 2013 & February 12, 2013  
Sketch Plan of Faith Lutheran Church Site by Michael Igo – February 2013

The Ballardvale Fire Station Building Committee met on Thursday, March 14, 2013 at 7:00 p.m. in the Chief's Conference Room, 3<sup>rd</sup> Floor of the Public Safety Building, Andover, MA.

Chairman Dan Casper began the meeting at 7:02 p.m. and on

ROLL CALL: Present were, Daniel S. Casper, Rebecca Backman, James T. Curtis, Michael Igo, George Thomson and Gary Rowe.

Also present were Chief Michael Mansfield, Executive Secretary Marcie Jacobson, Finance Committee Member Paul Fortier, Former Town Manager Richard Bowen and resident Perry Raffi.

Absent: John J. Kiely

A MOTION was made by Rebecca Backman to approve the February 28, 2013 minutes, which was seconded by James Cutis. On VOICE VOTE the Motion was declared as PASSED UNANIMOUSLY.

Mr. Casper met with Town Manager Buzz Stapczynski and learned that the two Ballardvale Fire Station warrant articles were left off the Spring Town Warrant. He also discussed the possibility of moving the commuter parking lot at the Faith Lutheran Church. And learned the Town cannot commit public funds for private land improvements. Mr. Casper stated that we could acquire both lots of land and this would increase the land appraisal or we could go to the Merrimack Valley Regional Transit Authority to look for grants to help develop the land if the Town does not buy it.

Mr. Igo contacted Dana F. Perkins, Inc. who had performed the wetlands survey at the church and found out they did not survey the back lot where the committee was considering relocating the commuter parking lot. Mr. Igo also spoke with the Conservation Commission and found out there is a 50 foot setback from the wetlands. The current plan shows the building with a 40 foot setback.

Mr. Igo spoke with Kathy Faulk after her meeting with the Church Council. The Church Council is disappointed that the Fire Station will not fit in the back lot. They would like to see our proposal and get Dana F. Perkins involved in the process to ensure that their Master Plan for the site will still work with the addition of the Fire Station. The Council is also concerned about the aesthetics of the Fire Station building. Mr. Igo told Ms. Faulk that we were working on a new design. He explained that there would need to be separate parking lots for both buildings and in order to maintain the same number of spaces there would need to be parking in front of the church. Ms. Faulk stated that aesthetically it is not what the Church would like, but they have considered it in the past. Ms. Faulk stated that the Church Council did not have an opportunity to discuss giving the Committee permission to use their files on topography and wetland locations or our request to allow someone on their property to do a wetland survey of the back lot.

Mr. Igo stated that the Church's timeline is for the Church Council to meet on April 10<sup>th</sup> and then give a presentation to the Congregation on April 28<sup>th</sup>. However, the Committee needs to find out if the Church would be willing to sell the parking lot, if not then this site will not work. If the Church is willing to consider selling the lot, then the Committee needs to have a wetland study performed on the back lot.

Mr. Casper discussed the possibility of purchasing two house lots side by side on South Main Street. The lots combined are appraised for under \$800,000. The Committee could send out another RFP and approach the owners of the properties.

Chief Mansfield handed out the Draft Analysis of Fire Station Location Alternatives from Criterion Associates. He asked the Committee to review the draft. Mr. Casper asked that Mr. Miller be invited to the next meeting to answer questions regarding the analysis.

Under new business Mr. Casper introduced Ballardvale resident Perry Raffi who wanted to give a presentation to the Committee.

Mr. Raffi stated that he has developed a plan to add an addition and renovate the current station. The plan will bring the building up to current standards, keep a historic building in service and allow Andover Fire Rescue room for an ambulance. Mr. Raffi handed out a packet of information explaining his idea. The plan calls for purchasing 5,000 – 7,000 sq ft from the two parcels of land behind the current Ballardvale Station. Then using that land to add a 36 ft by 42 ft addition to the building. The addition would house the ambulance and have a drive through bay for an engine. By reconfiguring the station it would allow for a woman's room and dormitories for five people. Mr. Raffi also suggested restoring the bell/hose tower and flag pole. The proposed building would total 4,390 sq ft of usable space.

Chief Mansfield stated that there is a back-up generator behind the station that needs to be taken into consideration. Mr. Thomson suggested putting it in the bottom of the bell/hose tower.

Ms. Backman raised the question as to whether the on street parking would need to be changed in order for the engine to exit the fire station.

Mr. Raffi also suggested reconfiguring the intersection at Clark Road and Andover Street. He explained that if a set of traffic lights were installed and Clark Road intersect Andover Street at a right angle the engine would be able to make the turn going from Andover Street onto Clark Road.

Mr. Igo stated that it would be better to acquire both house lots behind Ballardvale Station; however, they are both in the historic district.

Ms. Backman stated that we have two studies that both say the station should be on the east side of the tracks.

Mr. Curtis suggested that the Committee consider this site/plan and put together pros & cons as was done with all the previous potential locations.

Mr. Curtis also suggested having Criterion Associates look at the traffic flow from Ballardvale Station, South School Site and the Faith Lutheran Church site.

Mr. Bowen stated that if the Fire Station is moved to South Main Street it will service an area that is underserved currently, but it is not replacing Ballardvale Station, it is eliminating it. Fire Protection in Andover is not poor and that is because of the people who work for there.

Mr. Curtis requested that at the next meeting the Committee should take this proposal and go through the ranking process.

Motion to adjourn was made by George Thomson, seconded by Gary Rowe. On voice vote the Motion was declared as passed unanimously. Meeting adjourned at 9:00 p.m.

Marcie R. Jacobson  
Recorder

Documents:

Minutes – February 28, 2013  
Analysis of Fire Station Location Alternatives by Criterion Associates – February 2013  
Site Plans for an addition of Ballardvale Fire Station by Perry Raffi