

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	03/25/2015 at 5:30 PM
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, Upstairs Meeting Room, 257 Main Street, Tilton

Commissioner Clark called the meeting to order at 5:33 PM.

Present: Commissioners Paul Auger, Patrick Clark and Dennis Manning; Chief Michael W. Sitar, Jr.

Budget Committee Members Don Stevens, Paul Blaisdell, George Flanders and Peter Fogg

Commissioner Clark commented that tonight's meeting is to focus on facilities.

Time Line

Commissioner Clark reviewed the time line leading up to hiring of the Fire Station Consultant and the forming of the Facilities Committee.

- 2006: Plans were developed for an addition to the Park Street Station at a cost of \$450,000 which was brought to District Meeting. The warrant Article was defeated.
- 2008: The Town of Tilton commissioned MRI to do a study of the police and fire department needs of the town. Part of that study had MRI review the process of dissolving the District but the final recommendation was that it would be beneficial for both communities to keep the District together.
- 2008: Business Park Drive was purchased by the Town of Tilton for a Police Station with the possibility of also including a fire station within the same building. At the 2010 Tilton Town Meeting the warrant for building the police station at that site failed.
- 2009: The Town of Northfield formed the Fire Services Committee recommending dissolving the District. At the 2010 District Meeting, their petitioned warrant article to dissolve the District was defeated.
- 2010: A warrant article was brought before District Meeting to add \$100,000 per year to the Fire District's Land and Building Fund to help defray the cost of any new fire department construction or additions/renovations. The warrant article was defeated.
- 2010: The Town of Tilton formed a Life Safety Building Committee. The committee was going to propose a Life Safety building on the J.Jill Property. The offer for the land from J.Jill was withdrawn by J.Jill just prior to any vote.
- 2014: An internal committee of the fire department met over several months and issued a report to the Commissioners on fire department facility's needs.
- 2015: A warrant article was brought to District Meeting to expend funds from the Land and Building Fund to hire a consultant to help the District develop a facilities plan for the District going forward. The article passed.

Facilities Committee

Discussion ensued regarding the committee members. The Board agreed the Committee will be comprised of a selectman from each town, a person-at-large from each town and a Commissioner. It was decided Commissioner Clark, Tilton Selectman Joe Jesseman and Northfield Selectman Wayne Crowley will be on the committee. No decisions were made on the members-at-large.

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The role of the Committee was discussed. Public hearings and public input were discussed.

Commissioner Clark commented that for any big endeavor there should be a mission statement. He presented the Board with the following: *The Tilton-Northfield Facilities Study Mission Statement. To develop the best affordable 50 year facilities plan to care for the Fire & EMS needs of the District while balancing public safety with the total cost of facilities and staffing.*

Paul Blaisdell requested a copy of the report the internal committee presented to the Board on the fire department facility's needs was available. Chief Sitar commented that it is available on the website.

Don Stevens commented that five people is a small number for the Committee. They need someone with a background in building. Commissioner Clark commented that Chief Sitar is serving in an advisory position and he has background in this.

Don Stevens asked what has been provided to Warrenstreet. Commissioner Clark replied that they have provided them with no information. They are coming in with open minds.

Discussion ensued on what information should be provided to the Committee. Some of the information would be the MRI Study, Life Safety Building, J.Jill, Fire Station Needs Committee Report, Response Times, etc.

Don Stevens commented on the handout at District Meeting that Commissioner Clark had done. He stated the Budget Committee was told the warrant article was to hire a consultant but the handout was to hire an architect. Commissioner Clark explained he supplied the handout to help clarify what they were requesting the money for. They voted on the warrant article not the handout.

Warrenstreet

Chief Sitar presented the Board with copies of the documents he received from Warrenstreet. They were as follows:

- Standard Design Services General Terms & Conditions
- Design Services Agreement – Purchase Order
- Warrenstreet Reimbursables / Direct Expenses

He informed the Board that he reviewed them and recommended some changes. Discussion ensued. The Board will review the documents and get back to the Chief by Friday with their changes. They gave Chief Sitar permission to discuss the documents and his recommended changes with Warrenstreet.

Adjournment

Commissioner Clark adjourned the meeting at 6:43 PM.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 04/08/15 at 5:30 PM. Meeting to be held at Tilton Town Hall, 257 Main Street, Tilton.