

Tilton-Northfield Fire & EMS Facilities Committee Meeting

Meeting Called by:	Tim Sattler	Date, Time:	16 Dec 2015, 5 PM
Transcribed by:	Paula Benski	Place:	Northfield Town Hall 21 Summer St, Northfield Upstairs meeting hall

The meeting was called to order at 5 PM by Chair Tim Sattler.
 Committee Members Present: Tim Sattler, Chief Michael Sitar, Wayne Crowley, Dennis Allen, Joe Jesseman, Dennis Manning, Lucinda Hope, Paula Benski.
 Public Present: District Commissioner Pat Clark

Minutes

No minutes from previous meetings were presented to be approved.

Old Business

None.

New Business

There was discussion on where to hold future meetings. It was agreed that the committee would continue to meet in the upstairs meeting hall of the Northfield Town Hall.

There was no correspondence that needed to be discussed.

Chief Sitar and Dennis Manning reported that the Commissioners have signed a contract with real estate agent Greg Peverly, with Verani Realty in Tilton. Kathy Tobine has the copies of the contract. Greg and Wayne Crowley are to meet next week to discuss options. The Commission will create an official authorization for Greg to work directly with the Facilities Committee.

Joe Jesseman asked if we are going to have public hearings. Chief Sitar responded that the plan was to have up to four public hearings before the district meeting. Discussion ensued on whether we should have one hearing before we have a proposal, for the purpose of getting public input. It was decided to wait until we had something more concrete to present before we had our first public hearing.

Chief Sitar suggested that we consider having a warrant article to make the Commission agents to the lands and building fund, for the purposes of acting on a possible down-payment if something comes up and is time-sensitive. He noted that obtaining public approval for expenditures from this fund would require a special meeting; Wayne Crowley noted that special meetings need court approval and would likely be approved only for emergencies, for which such an expenditure would not qualify. No decision was made on the warrant article.

Cindy Hope asked when Kyle (the architect) will come back into the picture. Wayne Crowley responded that we have to nail down our needs first.

The remainder of the meeting involved much discussion on the facilities program—determining space needs, etc. Chief Sitar provided the committee with an updated sheet from which to work.

Hose tower: The committee decided to have the blueprints done up both with a hose tower, and without, so we can make the determination later on whether or not to include the tower in the final proposal.

General storage: Wayne Crowley and Paula Benski remembered the committee agreeing to put general storage in the mezzanine. Per Chief Sitar, the mezzanine will be for only part of general storage. Other non-mezzanine space is needed for items accessed on a regular basis. Chief Sitar did not want the

mezzanine storage to be over one of the apparatus bays, as this would limit the use of that bay due to the height restriction. Discussion ensued on where to place the mezzanine storage that would not increase the footprint of the building or limit the use of one bay. No final decisions were made.

Fitness area: There was discussion on the space needs for the equipment. Discussion ensued on the need for a fitness area, how much the current fitness area is being used, and how much space would be required. The committee agreed to the 432 square feet proposed by Chief Sitar.

Showers: Chief Sitar requested three showers. He noted that when firefighters come back from a fire, they need to immediately shower to remove the carcinogens from their skin. He noted that studies have indicated that these carcinogens are known hazards that firefighters must wash from their skin as soon as possible. Having fewer than three showers, with a three-man crew, would require at least one firefighter to wait for a shower. The committee agreed on three shower spaces, while also making sure that the showers are set up to accommodate separate male and female shower areas.

Laundry: Needed for uniforms that are not contaminated, towels, etc. The committee agreed on a space of 30 square feet.

Administrative areas: Chief Sitar requested a separate office for himself, his administrative assistant, the Deputy Chief, and the Code Enforcement Officer. Discussion ensued on the need for a separate space for the Deputy Chief, as our current Deputy Chief is only part time. Chief Sitar commented that sometimes the Deputy Chief needs to have some privacy while meeting with someone. Wayne Crowley commented that we probably do not need to build the new facility to accommodate a future need, but need to build the facility to be flexible enough to be added onto later when our needs change. Chief Sitar also requested separate space for the Code Enforcement Officer, with a large table on which to work on plans and large documents. After much discussion, it was agreed that three separate office spaces would be created: for the Chief, the administrative assistant, and the conference room. All other office spaces, including the Code Enforcement Officer, the Deputy Chief, and the on-duty personnel, would be managed via a communal space separated by cubical walls, which would grant us the flexibility to move or change the configuration as needs changed.

Public areas: The square footage of the lobby, ADA rest room, and training rooms were discussed, and the committee agreed to Chief Sitar's recommendations. It was decided to leave the decisions on space needs for corridors, etc. up to the architect.

Public Comment

Commissioner Pat Clark commented that he was just observing the committee as a commissioner. He commented that it would be nice to have more than one piece of property to consider.

Adjournment

A motion to adjourn was made by Joe Jesseman, and seconded by Dennis Manning, at 6:58 PM. It passed unanimously

Respectfully Submitted,

Paula Benski.

Next Meeting Date, Time, Place:

30 Dec 2015, 5 PM
Northfield Town Hall, 21 Summer St., Northfield, Upstairs
meeting hall