

## **TNFD 2019 Fire Station Committee Meeting Minutes**

Meeting Called By: Jon Cilley  
Transcribed By: Beth Joslin

Date, Time: Tuesday, November, 12, 2019  
Place: Tilton-Northfield Fire Station  
149 Park Street, Northfield

Cilley called the meeting to order at 5:37 PM.

### **Present**

Tom Beaulieu, Tim Ames, Kevin Cate, Fire Commissioner Jon Cilley, Lisa Martin, Chief Michael Sitar, Kaitlin Lounsbury, and Kevin Waldron  
Fire Commissioners Paul Auger & Eric Pyra  
Deputy Michael Robinson

### **Minutes**

Cilley notes that he had sent an email with the minutes for electronic approval.

Cate motions to accept the minutes from August 27, 2019, Lounsbury seconds the motion. Being no discussion vote was taken, motion passed.

Cilley states that Odell gave his approval of the September 24 minutes via email as he could not attend the meeting.

Ames motions to accept the September 24, 2019 minutes as printed, Martin seconds the motion. Being no discussion vote was taken, motion passed.

Beaulieu motions to accept October 8, 2019 minutes, Lounsbury seconds motion. Being no discussion vote was taken, motion passed.

Waldron notes that the way the electronic acceptance happened via email was incorrect. Members were responding to all rather than just the chairman which constitutes a meeting. Cilley notes that the email thread will be included in the minutes for the current meeting.

Waldron motions to accept the minutes from October 22, 2019 as printed, Beaulieu seconds the motion. Being no discussion vote was taken, motion passed. Lounsbury abstained herself from the vote as she was not present for the meeting.

### **Email Correspondences:**

*From: Jon Cilley <jcilley.tnfd.fire.commissioner@gmail.com>*

*Oct 26, 2019, 12:02 PM*

*To: Michael, Kevin, Kaitlin, Kevin, Lisa, Paul, Thomas, Timothy, Tod*

*Subject: Re: Meeting Agenda*

*Good morning Tilton Northfield Fire Station Committee Members. As discussed at the meeting on Tuesday 10/22/19, we are trying to to approve the past minutes from the 8/27/19, 9/10/19 and 10/8/19. Due to availability of who can attend, a motion was made and seconded to send the past minutes out for review by who was in attendance and email confirmation on each set of minutes with vote of in favor, not in favor or abstain. Please reply to me with your votes and at the next scheduled meeting all responses will be read aloud for record on tape and video. Additionally I will be using this group email for the Station committee to send out agendas and other material directly.*

Respectfully,  
Jon Cilley  
Fire Commissioner  
Tilton-Northfield Fire & EMS  
[jcilley.tnfd.fire.commissioner@gmail.com](mailto:jcilley.tnfd.fire.commissioner@gmail.com)  
(603) 630-3962

3 Attachments

2019 FSC Meeting 09.24.19.pdf  
2019 FSC Meeting 10.08.19.pdf  
2019 FSC Meeting 08.27.19.pdf

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From: Timothy Ames [via.tnfd.onmicrosoft.com](mailto:via.tnfd.onmicrosoft.com)

Oct 26, 2019, 2:37 PM

To: Jon Cilley

*I was only present for 9/24 and those are good to go.*

Tim Ames  
Captain  
Tilton-Northfield Fire & EMS  
12 Center St  
Tilton, NH 03276  
(v) 603-286-4781  
(f) 603-286-4787  
[tames@tnfd.org](mailto:tames@tnfd.org)  
[www.tnfd.org](http://www.tnfd.org)

STATEMENT OF CONFIDENTIALITY

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From Kevin Cate <[kcate@hooksettrentatool.com](mailto:kcate@hooksettrentatool.com)>

Oct 26, 2019, 3:17 PM

To: Jon Cilley

*I vote to approve all three sets of minutes as written.*

Kevin

Deo Gratias

Kevin Cate  
Hooksett Rent A Tool LLC  
197 Londonderry Tpke

Hooksett NH 03106  
Office: 603-625-4944  
Mobile: 603-674-0668

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From: Tom Beaulieu

Oct 27, 2019, 9:21 AM

To: Jon Cilley

*I accept these minutes. Sent from my iPhone*

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From: Tom Beaulieu

Oct 27, 2019, 9:26 AM

To: Jon Cilley

*I can't vote on September 24 as I was not there. Sent from my iPhone*

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From: Kaitlin Lounsbury

Oct 28, 2019, 11:09 AM

To: Jon Cilley

Hi Jon,

*Thanks for sending this out! I vote in favor of accepting the minutes as written for all three dates: August 27, 2019; September 24, 2019; and October 8, 2019.*

*Thanks again and see you at the next meeting!*

*Kaitlin Lounsbury*

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From: Paul Blaisdell

Nov 5, 2019, 5:02 PM

To: Michael, Kevin, Kaitlin, Kevin, Lisa, Thomas, Timothy, Tod, Jon

*As I was present at the Sept 10 and Oct 8 meetings and have read the minutes, I approve them as written per Mr Cilley's request*

*Paul*

*Sent from my iPhone*

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Tod Odell

Nov 12, 2019, 4:00 PM

To: Paul, Jon, Michael, Kevin, Kaitlin, Kevin, Lisa, Thomas, Timothy

*I accept the Sept 24 minutes. I was not at the other two meetings and unfortunately I am headed north this evening so I won't be available for tonight's meeting.*

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*From: Lisa Martin*

*Nov 12, 2019, 4:59 PM*

*To: Jon, Michael, Kevin, Kaitlin, Kevin, Paul, Thomas, Timothy, Tod*

*I accept meeting minutes for September 24, 2019; October 8, 2019 and October 22, 2019 as written.  
I did not attend the August 27 meeting.*

*Lisa M. Martin*

*Sent from my iPhone*

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### **Old Business**

Cilley gives an overview of the progress the committee has made. Auger states that he believes 2 stations isn't going to happen. He thinks that the committee should focus on one station whether it be at Park Street or somewhere else. Auger went on to state that this has been going on for 40 years and year after year it's the same thing.

Beaulieu states that it isn't their job to design the station, they are there to decide if the land will support it. Martin adds that nowhere in their charges is there one to evaluate a single station elsewhere. Discussion ensued.

Pyra asks the committee if they have looked at the future building as a short-term solution or a long-term solution that will house the department for the next 50 years. Cate replied that they were not charged with that. Discussion ensued.

Lounsbury states that they have been focused on fitting the current equipment and the health and safety of the firefighters with systems that we are currently lacking, as well as duplication of systems that we have now with being in two locations. Other than student dorms and training space they haven't looked too far into the needs of the future. Discussion ensued.

Cate states that they need to get used to life without Center Street. Robinson agrees with the statement. Auger comments that they have put tens of thousands of dollars into Center Street to fix the station. Discussion ensues.

Waldron speaks to the commissioners stating that he believes any plan would be better accepted if they borrow as little money as possible. Discussion ensued.

Waldron asked the Commissioners if they were content with the committee's charges as they are. Lounsbury added particularly in regards to a single station elsewhere from Park Street. Extensive discussion ensues.

The Commissioners agreed to extend the deadline for the recommendation to February 4 to be presented at the Commissioners meeting

Chief Sitar states that it has been discussed by both the committee and the commissioners to look at alternative locations for a fire headquarters. It was decided to discuss it further at this meeting. Auger was concerned about the cost, he said he would be fine with looking into properties if there is no cost. Discussion ensued.

Waldron asked if the commissioners would support a plan that had administration off site and separate from the station. Auger responded his thought is no because that creates the need to go back and forth if you need to meet with the Chief and so on. Discussion ensued.

Auger directed the conversation back to Chief Sitar's question regarding investigating other land options. Cilley stated that his main concern is that land is going to cost more than building on what we already own. Sitar replied that the cost can be offset by selling land owned. Lounsbury added that it would also allow the department to operate uninterrupted during construction. Discussion ensued.

Auger motions to not approve using money to evaluate the possible land options for a station, Pyra seconds the motion. Being no discussion vote is taken, motion passed.

Auger asked the committee if they would be willing to continue with the design process of the new station after the they have presented their recommendation. The committee agreed that they would.

**New Business**

Cilley posed to Chief Sitar a question Cate had asked since the last meeting regarding who Beth sends the meeting minutes draft to. Chief Sitar replied that those emails are sent just to the committee.

**Adjournment**

Cilley adjourned the meeting at 7:37 PM.

Respectfully submitted,



Elizabeth Joslin  
Clerk

Next Meeting Date, Time, Place: 11/26/19 at 5:30PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton