

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

Meeting Called By: Jon Cilley  
Transcribed By: Beth Joslin

Date, Time: November 26, 2019 at 5:30 PM  
Place: Tilton Town Hall, Downstairs Meeting  
Room, 257 Main Street, Tilton

Cilley called the meeting to order at 5:31 PM.

### **Present**

Fire Commissioner Jon Cilley, Kevin Cate, Lisa Martin, Kevin Waldron, Paul Blaisdell, Chief Michael Sitar, Tod Odell, Tom Beaulieu, and Kaitlin Lounsbury

### **Minutes**

Waldron makes a motion to accept the Nov. 12 minutes as printed, Cate seconds the motion. Cilley asked if there was any discussion regarding the minutes. Blaisdell stated that he was not present for the meeting so this discussion has nothing to do with accepting the minutes but would like if they could elaborate on the discussion on the top of the last page regarding having administrative offices at a separate location.

Waldron responded that he had posed the question of having administration in what will become the old Tilton Police Department and do somewhat of a swap with the town for the property on Center Street. Paul Auger did not think it was a good idea because he believed there would be too much back and forth that it would become a hindrance. Waldron continued stating he still believed it could be a good option and that it would make more space available for other things at Park Street. Blaisdell questioned if the department would still need to be ADA compliant if the administration was located elsewhere and was ADA compliant. Waldron replied that they believed it would. Waldron states that he believes the building is large enough for administration and a command vehicle or two but that they had also discussed the potential of a substation there but he wasn't sure that it would fit.

Cilley commented that as a commissioner he is not opposed to administration being located elsewhere. He would prefer everything in one place but if it makes the difference of fitting within a footprint, he would be fine with moving it.

Blaisdell posed the thought that before any swap were to happen the lead abatement at Center Street would need to be addressed at the Fire District's expense.

Martin brings attention to page 5, the line that reads "Auger asked the committee if they would be willing to continue and build the station after they have presented their recommendation. The committee agreed that they would." Martin asked that it be clarified to state that they are staying on during the design phase, not to actually build.

Blaisdell questions the Commissioners making a motion at the previous meeting. Cilley and Chief Sitar both state that it was a posted meeting for both the Building Committee and the Commissioners.

Lounsbury states that she was present at the meeting and was not listed. Cilley replied that she is listed as present. Cate asks if she is looking at the Sept. 10 minutes. Cilley questions why Beth sent the Sept. 10 draft minutes and Martin responds that Beth noted in the email that they still need to be approved.

Being no further discussion, vote was taken to accept the Nov. 12 minutes with edits. Motion passed.

Waldron asks if Sept. 10 minutes need to be approved. Cilley replied that he thought they were all caught up. Waldron states that Sept. 10 was included in the previous week's email thread and Blaisdell agrees.

**Old Business**

RFI: none

**New Business**

Edits: Changed con in previous section to read “Possible need for additional staff at substation”

Blaisdell asked what it meant in the pros by first step. Martin replied that the station at Park Street would be the first step towards addressing short comings and expansion. Chief Sitar notes that they should expand on that in the report so that it makes sense to others.

Lounsbury asked if the trend of decreased call members has been discussed. Cilley stated that it’s not like it used to be where there would be 20 applicants for every position. Lounsbury asked if the same was true for call members. Chief Sitar replied yes, that it was. Discussion ensued.

Evaluate headquarters elsewhere with a substation at Park Street:

Extensive discussion ensues to create list of pros and cons.

Pros	Cons
Better coverage of district/shorter response times (if both stations are staffed)	May need additional staff (cost)
Footprint at Park St would support a headquarters or substation (if there were both)	Duplicity of storage and systems (increased cost included)
More easily make Park St ADA accessible (if single story)	Increased cost for additional land & to build headquarters
Park Street is more visible & available to public (if staffed)	Response time with specialty equipment would increase for career members
Would need a smaller lot for a headquarters	Land acquisition
Park St may remain the same (could be renovated)	Additional cost if there are renovations

Cate stated that any headquarters elsewhere would most likely be in the Exit 20 area referencing statistics given by Chief Sitar that 43% of calls are in the village district (defined as a 1-mile radius from the Park St & Main St intersection) The second largest call volume area is in the Exit 20 area at 38%.

Lounsbury asked if they had made the assumption that with headquarters at Park Street that the substation would be in the Exit 20 area. Martin noted that they had not and it was noted.

Martin questions their definition of headquarters. Beaulieu states that his understanding of headquarters is the location where the career staff operates out of. Sitar responds that to him it is where the administration is located. Discussion ensued.

RFI:

Map of district – Chief to bring to next meeting

What are the Fire Commissioners defining headquarters as?

What are the Fire Commissioners defining substation as?

Kyle Barker: Chief Sitar stated that he spoke with Kyle Barker and was told they could build to the property line and use the foundation of the building as a retaining wall as well.

State Land: Chief Sitar also stated that he spoke with the state and asked if they don't want to sell the land to the fire district would they give the district an easement to have driveway access around the building. Chief Sitar stated that for an easement he will need to go through a process similar to purchasing the land, it will cost \$500 upfront. This will be discussed at the next commissioners meeting. The process could take a 1.5-2 years.

**Adjournment**

Cilley adjourned the meeting at 7:30 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Elizabeth Joslin".

Elizabeth Joslin  
Clerk

Next Meeting Date, Time, Place: 12/10/19 at 5:30PM. Meeting to be held at Tilton Town Hall,  
Downstairs Meeting Room, 257 Main Street, Tilton