

TNFD 2019 Fire Station Committee

Meeting Minutes

Meeting Called By: Jon Cilley
Transcribed By: Beth Joslin

Date, Time: July 9, 2019, 5:30 PM
Place: Tilton Town Hall, Downstairs Meeting
Room, 257 Main Street, Tilton

Cilley called the meeting to order at 5:33 PM.

Present

Chief Michael W. Sitar, Lisa Martin, Todd Odell, Kaitlin Lounsbury, Kevin Cate, Tim Ames, Fire Commissioner Jon Cilley, and Kevin Waldron.

Minutes

Minutes transcribed by Beth Joslin from the three previous meetings were distributed for review. Lisa Martin noted that she had made edits to them. Tim Ames moved to accept all three meeting minutes with revisions from June 11, June 18, and June 25, 2019. Todd Odell seconded motion. Martin noted other minor changes. Being no more discussion, vote was taken. Motion passed.

Old Business

Communications Tower: Cilley stated that at the Commissioners meeting it was discussed. Chief Sitar stated that they voted to ask regarding the placement of the tower and the company has agreed to move the placement of the tower to the far corner as close to the wetlands as they can put it. Kevin Cate asked when construction would begin on the tower. Chief Sitar replied that he has not received new plans from the engineer so he doesn't know yet. Chief Sitar also noted that he would present the information regarding the tower at the August 20, 2019 Northfield Selectmen's meeting.

Sanborn Road Property: Chief Sitar stated that he and Commissioner Eric Pyra were meeting with Tilton Selectmen regarding the property on Sanborn Road in late July. Cilley asked whether the police station had been approved. Chief Sitar replied yes but stated that he believed they plan to propose funding for the project at the next budget meeting in 2020.

Resignation & Reappointment: Bob Petrin had to step down from the committee, the Board of Fire Commissioners have chosen Paul Blaisdell as a replacement.

New Business

Continuing Pros & Cons: Discussion ensued as to where the lists were left off at in the previous meeting and where to begin today. Martin stated that she could put the pros and cons in one document. Martin also brought up that at the end of this they will have a report stating the objective, the pros and cons of the options weighed, and the committee's recommendations. Discussion ensued.

Park Street as Headquarters: Martin asked if the architect would be able to tell them if Park Street was a viable option for a headquarters. Chief Sitar noted that the architect had reached out to find out when the committee would like him to appear at another meeting. Waldron replied that they really just need a yes or no if Park Street could work. Discussion ensued.

Sanborn Road: Odell asked if there were set plans for the police station. Chief replied there is no set plan but that there is a rough idea laid out for the property. Discussion ensued.

Space Needs: Chief Sitar noted that if Park Street can only accommodate 10,000 square feet, where will you cut the other 4,000+ square feet from? Previous space needs have been 14,000 square feet plus Park Street

as a substation. Discussion ensued. Cate stated that every plan for 14,000 square feet had been shot down. Discussion continued.

Funding: Kaitlin Lounsbury asked if money had been added to the Land & Building Fund this year. Chief Sitar stated that \$100,000.00 was voted at District Meeting, and there is now a total of about \$400,000. Chief Sitar stated that he is going to introduce a warrant article at the next budget meeting to use the proceeds from the tower towards a bond as well. Lounsbury asked how much that would be. Chief Sitar responded that one tenant would be about \$17,000 per year to increase by 2.5% each year. The tower can accommodate up to 5 tenants, adding another tenant would increase revenue approximately 45%. Discussion ensued.

Previous Station proposals:

2019 at Manville Road property with Park Street renovation for \$7 Million

2016 at Tilton School property with keeping Park Street for \$5 Million

Other plans were presented prior to Chief Sitar

Surveys: Lounsbury asked the status of the surveys. Chief Sitar stated that he is waiting for the packet of options to present to the Commissioners. Lounsbury questioned whether they believed that doing the surveys was the best option. Discussion ensued.

Administration Office: Waldron stated he wished there was an alternative option to review having administrative offices off site, separate from the station. Discussion ensued. Chief Sitar noted that administration would need about 2,000 square feet. Discussion continued.

Apparatus Storage: Cate questioned whether there was equipment such as the boat and UTV that could be stored at a Center St substation in the off season of their use. Discussion ensued.

Martin questioned if the apparatus could all fit in 10,000 Square feet at Park Street. Discussion ensued.

Apparatus Doors: Waldron questions if there are other apparatus doors that may save space. Chief Sitar replied current doors are about \$5,000 each. Bi-fold doors like in Laconia are about \$35,000 each and take up much more space. Bi-fold doors are lower maintenance, but if it does break its very expensive and takes a long time to have repaired. There is also a safety concern. Discussion ensued

Space Needs: Waldron stated that the current footprint of Center St would fit at Park Street, where does the other space come from. Chief Sitar and Ames listed off spaces such as living space, bathrooms, training and a decontamination area that doesn't currently exist. Waldron if we get by without it now then we can continue to. Chief Sitar and Lounsbury replied if we aren't making it better than what is the point of doing it at all? Discussion ensued.

Training Space: Chief Sitar shared why training space is so important. Cate asked why it needs to fit 50 people. Chief Sitar noted that that size had been cut down. Waldron replied that it would allow them to have trainings with other departments. Discussion ensued.

Ideas: Cate stated that Park St with the right layout could work but when it is finished there needs to be a plan to find property for a substation towards East Tilton to accommodate the districts future needs. Discussion ensued.

Space Needs: Waldron stated if anything is going to move to make space for training space at Park Street, it should be administration, also stating that looking at the Chief's list of space needs there is nothing unreasonable, it's just getting the voters to approve. Discussion ensued.

Chief Sitar stated that the tower company will be having surveyors come in, perhaps they would share that information with the department. Lounsbury questioned the timeline of that and when they may have it done.

Chief Sitar stated that he would contact the architect to find out the maximum building space of Park Street, if excess parking could be off site. Martin and Lounsbury asked if there were a known number of parking spots needed. Chief Sitar replied that he did not have a number but if everyone was to be there at the same time 30 spaces would probably be enough. Also noting that in the winter there needs to be space for snow. Ames noted if admin is in the building there will need to be separate spaces for the public including handicap spaces. Discussion ensued.

Future Minutes: It was agreed by the group that Beth Joslin would continue to provide meeting minutes.

Adjournment

Cilley adjourned the meeting at 7:12 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Elizabeth Joslin". The signature is written in black ink and is positioned below the text "Respectfully submitted,".

Elizabeth Joslin
Clerk

Next Meeting Date, Time, Place: 07/23/19 at 5:30PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton