

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

Meeting Called By: Jon Cilley  
Transcribed By: Beth Joslin

Date, Time: February 11, 2020 at 5:30 PM  
Place: Tilton Town Hall, Downstairs Meeting  
Room, 257 Main Street, Tilton

Cilley called the meeting to order at 5:40PM.

### **Present**

Kevin Waldron, Kevin Cate, Tom Beaulieu, Fire Commissioner John Cilley, Lisa Martin, Chief Michael Sitar, and Kaitlin Lounsbury.

### **Minutes**

Cilley asked if everyone had an opportunity to read the minutes from January 10<sup>th</sup>. Lounsbury commented that she had and had no concerns. Martin commented that there was one item in the Pros list that they had not included in their report. Lounsbury commented that she believed it was part of the discussion but they ultimately took it out. Cilley asked if they wanted struck from the record. Martin replied that it should be noted that it was removed from the report, then noted that the minutes did state that there were extensive edits made to the report and she was ok with that.

Lounsbury made a motion to accept the minutes as written. Cate seconded the motion. Being no discussion, vote was taken. Motion passed.

### **Old Business**

RFI Answers: None

Review of Report Contributions: Martin commented that she did not change any text from the last meeting but did some reformatting throughout the report to make it consistent. Martin noted that the sizes of the properties the district own were not entered in the last meeting. Cate stated that they are noted in the minutes. The information was added to the report.

### **New Business**

Impact of future additional fire fighters & student program: Martin commented that they really don't know what the impact will be other than needing additional space. Waldron asked how much space they needed for a career member. Chief Sitar replied that it was about 97 square feet per career bunk space. That would include a bed, nightstand, and 4 lockers. Waldron asked why the sizes were different for career and students. Chief Sitar replied that student bunk space is about 144 Square feet and will house 2 students. The dorm would include 2 beds, 2 lockers, and 2 desks. Discussion ensued regarding wording and whether that is enough space.

Public participation & outreach: Martin commented that the section was in the outline from when they began but believes the first interaction, they will have with public is sharing their recommendation at the district meeting. Beaulieu asked if they were presenting at the district meeting. Chief Sitar replied that they would be sharing their finding so far. Cilley commented that they wouldn't be asking for a dollar amount just informing the public of what they have been working on. Discussion ensued regarding what the presentation should include.

Recommendation: Martin suggested they move on to their recommendations. Cate suggested the Cilley poll the committee to see if there is a preferred recommendation. Cilley asked Beaulieu to begin by stating his preference of recommendation.

Beaulieu stated he doesn't believe they will be able to build two stations to start which leaves him with directive one (to build a single station at Park Street) but he believes they need to favor directive two (building a headquarters with a substation) for the future. At this time, he recommended directive one.

Cate stated that his recommendation is directive one, to build a single station at Park Street.

Lounsbury commented that she agreed with the opinions so far and if they had unlimited money would choose directive two (building a headquarters with a substation). Since that is not the case, she chose directive one (to build a single station at Park Street).

Martin commented that she agreed with the other statements. Stated that she believed in order to move forward at all they should upgrade and build a single station on Park Street and anything additional evaluate at a future time.

Chief Sitar commented that he likes directive one (to build a single station at Park Street) but his major concern with it is that it will increase response time to 2/3 of the district by approximately 2 minutes. Everything he knows about locating a station, you want to reduce response time not increase it. That being his biggest concern with directive one, he believes that directive two is the answer (building a headquarters with a substation).

Waldron stated that he believed the most bang for the buck and most likely to gain public support to get things moving is directive one (to build a single station at Park Street).

Cilley stated that he feels the same. The viability of making it happen directive one (to build a single station at Park Street) is the best option but believes there should be a concern down the road for number two (building a headquarters with a substation). He believes directive one will get the district to a working status that the public supports and long term looking to see what the district's needs are down the road.

Cilley opens the floor for discussion. Waldron suggested everyone share their vision for the outcome. For example, he believes a station at Park Street is the best out of the gate but would not touch the existing building, stating that he would build beside it. Waldron stated that he wasn't sure he believed it but they have been told that if they change the building, they will need to bring it all up to current code, so he feels they should leave it alone. Martin commented that they have been asked to stay on and help with the design phase and that is where that discussion should probably happen. Right now, she believes the commissioners are looking for a recommendation as to which of the directives they recommend and whether a building is changed would fall under the next step in the process. Lounsbury commented that she believed that part of their recommendation could be additional things to look into, topics that came up that were not part of the directives but things that will need to be considered in the next stage.

Beaulieu commented that he agrees with the Chief's view but that he doesn't believe they will get more than one building supported. Martin asked if there was anything that stopped them from upgrading Park Street to be headquarters and not touching Center Street so that it may still be utilized. Beaulieu replied that they talked about that at the last meeting, but what does utilize mean if the building is not in compliance. Beaulieu asked what's to stop them from leaving an engine and ambulance there. Will someone come in and condemn the building? Lounsbury commented that her understanding was there needed to be a plan to fix the issues but didn't know if there was a time frame. Waldron commented that the issues may be different if there is no one living there.

Cate commented that they discussed last time that there was no benefit to having 2 stations so close together. Also, from a business perspective he questioned whether the monetary value of the property outweighed its use for storage. Lounsbury commented that they would use Center St while building but didn't see much use for it for storage because they why would they build a headquarters that couldn't house all their equipment. Discussion ensued regarding potential needs or lack of needs the district may have in the future.

Waldron commented that a single station at Park Street has never been proposed. Chief Sitar commented that he believed it had been before he joined the department. Beaulieu commented that at one time it had been proposed to add living quarters to Park Street and it failed. Lounsbury asked why it failed. Beaulieu replied that there was no advertisement of it just a presentation at the district meeting. Waldron commented that there was no public involvement. Lounsbury commented that they could learn from that and inform people till they are sick of hearing about it.

Cilley commented that right now there are assets in both towns of the district but will residents of Tilton be upset if everything is moved to Northfield. Discussion ensued regarding locating completely in one town versus the other and voter turnout.

Martin commented that regardless of Northfield versus Tilton the voters decided to put money towards design and engineering so they recognize and support that something needs to be done but without seeing what they are getting they aren't going to give you the whole ball of wax. The report they are preparing will show the voters this is what the committee came up with and how they got there. Cilley commented that there will be a warrant article this year regarding funds for engineering and architect services. Discussion ensued regarding warrant articles and the district meeting.

Discussion ensued regarding the timeline before district meeting.

Cilley commented that at this time, pending input from the three members not in attendance they are recommending directive one. Lounsbury commented that she feels it should be noted that the majority of the committee referenced directive two as well as being an ideal but not feasible solution right now. Chief Sitar commented that the financial impact is not feasible at this time. Waldron commented that he didn't believe anyone thought that this would be the end all be all, they will need to do more for the future. Cate commented that this was only phase one. Discussion ensued regarding a multi-phase process.

Discussion ensued regarding the presentation and wording of the recommendation in the report.

Lounsbury suggested they discuss what should be included in the appendix.

Items to include:

- Map of Park Street
- Photos of each station (aerial, exterior, & interior)
- Incident locations

### **Adjournment**

Cilley adjourned the meeting at 7:35 PM.

Respectfully submitted,



Elizabeth Joslin  
Clerk

Next Meeting Date, Time, Place: 02/18/2020 at 5:30PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton