



Fire Station Building Review Committee

Approved
Meeting Minutes
Wednesday, September 16, 2015

Selectman Allan N. Brown opened the meeting at 6:10 pm.

In Attendance: Selectman Allan N. Brown, Jim Bingham – Town Administrator, Howard Kirchner – citizen at large, Peter Wyman – Fire Department, Lois Lord – resident/Land Use Secretary, Janice Loz – resident/Zoning Board of Adjustment Chair

Absent: Peter Ladd – Energy Committee, Kimberley Edelmann – Budget Committee, Sean Toomey – Fire Department, Anthony Mento – resident/Architectural Designer

Others present: Varick Proper, Ed Raymond – Fire Chief

1. Meeting Minutes

- A. Peter asked if there is a quorum this evening to approve the minutes. It was determined that 5 members equal a quorum.
- B. Peter moved to accept meeting minutes dated August 19, 2015. Howard seconded the motion, motion passed 5-0.

2. General Discussion

- A. Peter supplied measurements for the trucks except the ATV trailer and snowmobile trailer, he will have those measurements for the next meeting.
- B. Janice asked if there is a budget for this project (new fire station building). Selectman Brown said the committee will create the budget for this project.
- C. Selectman Brown was hoping to salvage some of the design that was created for Map 29 Lot 1, but it doesn't look like that can be done. Peter said if the goal was to achieve one level in the same footprint then some of the basics could be salvaged.
- D. Janice asked if it has been determined that the current station cannot be rehabilitated to make it useful, even rebuilding from the ground up. Selectman Brown feels with the amount of work that needs to be put into the project, it will not be cost effective. Peter said one of the main issues with the current property is there is no parking. Janice asked if the property next door could be purchased. Selectman Brown said to achieve the right amount of land you would need to remove 3 buildings, you would be removing a lot of money from the tax roll as well.
- E. Janice asked when the committee is finished are we going to do a concluding report for the website? Howard said the committee's recommendations need to be presented to the Selectmen first. The Town Administrator said the steps that the committee has taken such as analyzing whether there is any viability for expansion or use of the current fire station would be in the report.
- F. Janice asked if combining stations with Bradford has been discussed. Janice was told that topic was talked about at the last meeting. Demographically combining stations would not work well because of the town's sizes.

- G. The Town Administrator recommends establishing agenda's for future meetings. This will help to keep the meetings moving forward because this one so far is a catch up meeting because some members were not at the last meeting. He asked the present members what they feel needs to be discussed next. Peter said he doesn't think the question "what the needs are and why" has been answered.
- H. The Town Administrator said one question that needs to be answered is does the fire station need sleeping quarters why and why not.
- I. Selectman Brown obtained information regarding bonding. Bonding is determined by how much money is needed, from that amount the number of years are determined. Peter thinks the figure will come in under \$2million.

3. Directive Questions

The committee began finishing the questions from the original directive that was presented to the committee on August 19.

5) What should be the anticipated life span of the facility? What is the potential for cost effective expansion of the facility to meet future demand?

- Discussion jumped to question 6.

6) What are the requirements of the building site for the proposed building, parking and vehicle movement and future expansion?

- Parking to accommodate the staff is a priority.

7) What are the specific features and functions of the building that are required and/or desired by the fire fighters and their officers to accomplish their charge?

- Gear room big enough that includes the washer & dryer. Peter said a 14 x 15 room would be close, he said 72" x 18" will hold 4 sets of bunker gear and the department needs 10 of those spaces. The department needs 2 sets of washers & dryers which will take about 14' long x 3 1/2 feet deep minimum. Selectman Brown said the entire room should be about 20 x 20.
- Selectman Brown asked if a foyer is really needed. Peter said the insurance company will need to answer that question. Peter likes the idea of people being able to enter the building into office space.
- The Town Administrator asked Peter what is involved with a communication room. Peter said it's an area where you talk to the other units responding to a call. Peter feels the room is needed but it doesn't need to be big, able to seat two people.
- The Town Administrator said the Emergency Operations Center is at the Fire Station and it's being considered to use the Police Department as a back-up, he asked if the Emergency Management Director and the Fire Department want an EOC in the building. Peter said he feels there should be two locations, the Fire Station is the obvious back-up.
- Both Peter and Selectman Brown feel the communication room is needed. The Town Administrator asked if the communication room and EOC could be the same room, he is looking for ways to combine square footage in the administrative area of the building.
- Bathrooms should be unisex unless there are sleeping quarters, with a shower.
- EMS storage room is needed.
- Selectman Brown asked Peter if a grease room is needed for a grease trap. Peter said a grease trap can be put anywhere, he doesn't think a separate room is needed.
- The Town Administrator said if the vestibule is removed, staff office, sleeping and shower rooms are removed, that equals 1,200 square feet. Howard said a shower is needed. Peter said a shower would be in the unisex bathroom. Ed said it would be nice to have a room to put one or two bunks in, there have been times when they are out on calls all night long, a place to lay their head down for a nap before getting behind the wheel to drive should be added. Ed feels the building should be built right the first time.
- The decontamination room is basically a drench shower that needs to be separate.
- Hazardous material, temporary storage includes a curb floor.
- Compressor room.

- The town pays annually about \$70K for ambulance service and for those who do not pay their ambulance bill, Webster pays about \$49K. It costs Hopkinton about \$300K a year for ambulance service.
- Howard asked if 5 bays could be reduced to 4 bays and it was determined no. Howard said we are looking at a facility that included doors at both ends. The size of a regular truck is needed to determine full size bays.

8) What is the Facility's capability and obligation to accommodate any additional town services such as Emergency Operations Center, Training space, Community needs such as meeting rooms or offering a warming shelter? Should these additional functions or others be included in the design plans?

- Selectman Brown asked why couldn't the public come into a community/training room to be greeted. Peter said the negative would be if the department is in a meeting. The Town Administrator sees the possibility of having one main public entrance and an alternative entrance similar to the highway department.
- The Town Administrator sees the EOC office doubling as a staff office. The EOC will only be used when there is a need during an impending emergency.
- Mechanical room and electrical closet can that be the same? Peter said a 3 foot distance needs to be maintained around the breakers, the sprinkler and mechanical room could be combined.
- The Town Administrator asked why should sleeping quarters be considered when the town has EMS unit. Why are sleeping quarters unique to fire departments, police are 24 hours and they never have sleeping quarters. Peter said police patrol and at the end of their shift they go home. EMS typically is for 24 hour shifts. The Town Administrator said it could be the same by having 12 hour shifts. Peter said the competition all have sleeping quarters. Howard asked why not keep things the way they are. Peter said there isn't a push not to keep things the way they are. Janice asked if there could be 2 or 3 scenarios. Peter said there is nothing on the table that says the town has to accommodate for sleeping quarters, and there is know one in the fire rescue service that wants to do EMS, why would we even consider putting sleeping quarters in right now. It's a future addition, and the committee' responsibility to address it.

4. Other Business

- A. Selectman Brown asked Ed to obtain the insurance rates in regards to the placement of the station.
- B. Howard suggested copies from the Provan & Lorber study be made available to the committee as well.

5. Meeting Schedule

- A. The next meeting is scheduled for September 30th beginning at 6:00 pm. located at the Fire Department.

6. Adjournment

A motion was made to adjourn at 7:45 pm.

Respectfully submitted,
Mary Whalen
Recording secretary