



# Fire Station Building Review Committee

Approved  
Meeting Minutes  
Wednesday, September 7, 2016

Selectman Brown opened the meeting at 6:00 pm

In Attendance: Selectman Allan N. Brown, Peter Wyman – Fire Department, Peter Ladd – Energy Committee, Howard Kirchner – citizen, Ed Raymond – Fire Chief, Janice Loz – Zoning Board of Adjustment Chair, David Hartman – citizen

Absent: Kimberley Edelman – Budget Committee

Others present: Varick Proper

## **1. Meeting Minutes**

Peter Wyman moved to approve meeting minutes dated August 10, 2016. Ed Raymond seconded the motion. Motion passed unanimously.

## **2. 148 West Main St. Site Visit**

A. Allan reported 12 firms attended the site visit today at 10:00 am. Allan said they seemed to like the site, there wasn't a lot of questions during this visit. Peter W. asked Allan if he got a chance to talk to Jim about whether or not everyone received the addendum? Allan said he believed they did, he said he would check. Allan said someone called Jim and was saying some of the room sizes were odd and wanted to know where the Committee got the room sizes. Jim told the caller the Committee visited other stations and figured out what was needed. Ed wondered what he meant about the room sizes being odd.

## **3. Easements**

- A. Allan reported that he has obtained enough release easements for the 5' strip of land along Split Rock Road. This strip of land is attached to the Split Rock Road subdivision which has many covenants on the deed. To break the covenant 7 out of 12 parcels must agree. At this time there are 7 out of 12 that have signed and notarized the release easements. Allan said he is not satisfied with the required 7, he wants 11 signed release easements. Allan said the next step is to hear from legal counsel on how to proceed.
- B. David asked what the easements release. Allan said there are so many covenants on the deed for the Split Rock Road development, one is the land in the residential area can't be used for commercial use. What we are asking in the easement release is to be able to put water and sewer lines across the 5' strip of land that belongs to the Split Rock sub-division. Allan said what we don't know and what we may find out is it may be more economical to bring these line in from Route 103. But he said if we do come in from Route 103 the town will have to bond the work because of tearing up Route 103 and that could be more expensive, he feels coming in with the sewer and water lines from Split Rock will be less expensive. But Allan wanted to be able to have both options.
- C. Allan said the other request in the easement release is to put a driveway into the property off of Split Rock Road. Allan said when you have covenants on a deed, those covenants follow that piece of property no matter where it goes even though we have a waiver on it. The question for legal counsel is, if we attach the 5' strip to the property will there now be encumbrance's on that property so now it ends up that we can't build on it, and we don't want to do that. Howard said keep the strip as a separate lot. Allan said we can't because the strip of land doesn't meet any zoning requirements, it's only 5' wide and 290' long. Allan said the strip needs to be added on to the right-of-way so that it doesn't effect the fire station property development. We also need to find out if the town needs to hold 2 public hearings which is required when purchasing land.

- D. The next question is the house. The Selectmen decided on September 7 to move forward and advertise the house for sale and removal from the property. Allan said there is another process for the house because the town can't dispose public property without a public hearing. Allan is concerned about the time frame, if the move can't happen this year then the house will be winterized. Peter Ladd asked if there will be a fixed price or is it going out to bid. Allan said the Board needs to discuss that further, he said the Selectman's office has searched for other towns that have done this and there isn't any. Ed said towns probably just tear the building down. Howard said there is the possibility to disassemble the house for materials instead of having it moved. Allan said there could be liability factors involved with disassembling. Allan said he wants the building moved, he doesn't want to see it demolished.

### **3. RFP Bids**

- A. The bids are due in on September 15<sup>th</sup>. Allan said the next step, after we hear back from the attorney is to have the property surveyed and a topographical, the bidders said they did not need the geotechnical survey yet. David asked if tree location would be in the survey. Allan said you can tell them what you want located on the plan. Ed said the abutter mentioned that there were some trees that he would like to see kept which can be tagged. Allan said the abutter is also willing to let us put the hedge row on his side of the property line. Ed said we are lucky to have him as a neighbor. Allan said the idea is to keep the driveway off of Split Rock centrally located for site distance. Peter Wyman said that driveway is an entrance only, so it won't effect any properties. Allan said one of the concerns from those that live in the Split Rock sub-division is they don't want to see Split Rock become a fire truck avenue. Peter Wyman said exiting the station will always be from Route 103, returning would be from Split Rock. Howard said if a fireman lives on North Road he may cut across using Split Rock. Ed said there is a fireman that lives at the end of Split Rock. Janice said the neighborhood is more concerned about the big truck traffic.
- B. The Committee will meet on September 21 beginning at 6:00 pm. Howard asked what the status is with Anthony Mento. Allan said Anthony is in hiatus until we decide who will be the architect. Howard said Anthony could have been here tonight. Peter Wyman said probably could have, it keeps it cleaner if he's not. Allan said if his company is not chosen Anthony is coming back on the Committee, that's what he asked to do. Ed asked if Anthony's firm is chosen will we replace Anthony? Allan said he will talk to the Board about that if it happens. Howard noted that Varick Proper who is here tonight has been to a lot of the meetings. Varick said he wouldn't want the Committee to heavily laid towards the Fire Department.
- C. Allan asked Peter Ladd if he was at the site-visit when the architect's were asking about energy efficiencies. Peter said he did not hear that. Allan said they were asking about LEAD Certification? Peter said it's sort of a code, if you can build to meet those standards you qualify for benefits, he said it's something to brag about if you are LEAD Certified because it's an energy efficient building. Allan said the Town Administrator answered the firms questions at the site-visit. Peter Ladd said you can also build an energy efficient building by just adhering to good practices, that way you don't have to pay for the LEAD Certification. Janice said she agrees an energy efficient building is needed, but it's going to increase the cost. Peter L. said upfront yes, but then the building saves money every year. Janice thinks it will be a hard sell, she thinks it would be better to find a balance.

### **4. Committee's Response to the Directives**

- A. Janice passed out copies of the responses to the Directives for the Committee to review. Janice said it was difficult, the questions don't fit the answers the Committee has. Howard said it does show we addressed the questions.
- B. The first question, 1) What are the present and anticipated future staffing needs? What are the trends and issues affecting the staffing of local fire departments in the coming years and how will the building plans address this? Janice said the response includes what we currently have, what was discussed for future needs, the cost for an ambulance and how we are contracted with Hopkinton and includes population trends. Allan said he will call NH Central Regional Planning Commission for updated population trends. Janice said also in the question is issues affecting the staffing of local fire departments in the coming years, she doesn't know if she really addressed that in the answer. Howard said the trends were in some towns to go to some full-time people and we decided that would not be the trend in Warner. Ed said once you get to about 5,000 in population is when you begin thinking different. Peter Ladd said it's not only population, your demographics change, towns become more professional, less blue collar people in town that can respond

during the day, it gets hard to get volunteers in the day time if everyone is a lawyer working in Concord. Janice asked how many people are in town on any given day to respond. Peter Ladd said about 3 or 4. Peter Wyman said it depends on the time of day, but on a regular basis, he would guess around 5 or 6.

Howard said in Janice's notes it says the Committee decided the substantial need for a full-time staff does not exist at this time. He asked if the Committee is still in agreement with that? The members agreed with that. Janice said what she did put in the answer is accommodations will be made for people staying over night during emergency events.

Allan said this new building will last the town a long time. Ed says the current building lasted longer than he thought it would. Allan said someone is interested in buying the building too. David asked are we thinking of directing the selected architect to consider future needs and how can that be done on the building that's being designed? He would like to see something designed that doesn't require a major overall just to add on a pod. Allan said he addressed that issue this morning with the architects, he said he wanted it designed so the core building is in tact and we just keep extending it out. Allan said we will also need to talk to a bond bank, this will be needed during the public presentations.

- C. The second Directive is 2) What is Warner currently doing or has done in terms of cost containment with regards to fire and rescue vehicle purchases, sharing vehicles and equipment, mutual aid agreements and other inter-town collaboration efforts? Are there opportunities to further explore this area? (Research and justify the fleet size and makeup that is needed.) Janice said she wrote current fire station needs to buy custom built fire trucks and the Committee discussed purchasing multiple properties, the Committee looked into combining with surrounding towns and how it would double the scope of the project. Ed said you may want to add because of the signed agreement being a member of the Capital Area Mutual Aid System and the Kearsarge Mutual Aid System. Ed said the Mutual Aid System saves the town money. Peter Wyman feels the custom truck needs to be clarified. It's the chassis that's custom built, the rest is built around that.
- D. The third Directive is 3) How are the studies and discussions by "Public Planners" such as the NH Policy Institute, towards regionalization of emergency services being considered in the plan for this new facility and what are the benefits and obstacles in regional emergency centers. Why are Warner's plans moving or not moving in this direction? Janice said she has no answer for this. Howard said in his notes, the Committee passed on this one, we talked and couldn't come up with an answer. Ed said he doesn't understand the question, Janice said the same. Varick said the medical services has been regionalizing for 60 or 70 years, if not longer. Lakes Mutual Aid was started in the late 50's early 60's. Allan will ask the Town Administrator where he got this question. Allan is feeling the answer to the question is Mutual Aid.
- E. The fourth Directive is 4) How do the economic and population trends in the area affect and influence the issues raised in the matters of staffing and facility size and design? Janice commented about ADA compliance in the current building. How the current building is tight and hard to put on fire protection equipment. Poor air quality and how the population in the future is close to flat lining. Ed said he is going to ask Kimberley to attend the Capital Mutual Aid Drill on Sunday, September 18th and he wanted her to take pictures to see how things happen and take photos during the drill. Peter Ladd said the lack of parking should be noted too. Allan said it is noted in the answer.
- F. The fifth Directive is 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? Janice referenced the matrix with the room sizes. Howard said the first part of the question isn't answered, he said in his notes the Committee agreed a minimum of 20 – 25 years.
- G. The sixth Directive is 6) What are the requirements of the building site for the proposed building, parking and vehicle movement and future expansion? Janice referenced the matrix with the room sizes again. Janice said we really didn't talk about parking. Peter Wyman explained there are codes that must be met based on building size and occupancy. Allan said at the Egan site we planned on having 40 parking spaces. Howard said in his notes he wrote we weren't interested in sleeping quarters and that we wanted a one-story building to keep a low profile in the neighborhood. Ed said his staff size is now at 40 members, full staff.

- H. The seventh Directive is 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? Janice referenced the matrix again.
- I. The eighth Directive is 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? Janice said the Committee discussed putting the EOC in the Police Station and decided against it and decided to keep it at the Fire Station. The Committee discussed not doing a warming shelter and the reasons why. And the Committee discussed temporary emergency medical accommodations with partitions in the apparatus bay for members of the public, specifically during Fall Foliage Festival. Peter Wyman said based on the location, he doesn't know if that will be true in the future. The Committee will strike out the Fall Foliage part.
- J. The ninth Directive is 9) How will the design address and manage maintenance, energy and operation costs? Janice has an attachment added that lays out all the different kinds of fuel. Allan said we should add we are consulting with the town's Energy Committee. Howard said a decision hasn't been made on which way to go. Peter Wyman said you can't until you have a lay-out. Peter Wyman said he is building a 2,000 square foot house and his costs increased by 35 – 40% for a radiant heating system, but, it's the way to go. The Committee talked about different energy efficient systems, solar was one.
- K. The tenth Directive is 10) What are the committee's recommendations for the 2 existing fire department buildings? No discussion.
- L. Janice will make the changes discussed and will email to the members.

#### **5. Adjournment**

A motion was made and seconded to adjourn at 7:30 pm.

Respectfully submitted,  
Mary Whalen  
Recording secretary