



Fire Station Building Review Committee

Meeting Minutes
Tuesday, February 28, 2017
Approved

Committee members in attendance: Allan Brown - Chairman, Kimberley Edelmann, David Hartman, Howard Kirchner, Peter Ladd, Janice Loz, Ed Raymond, Peter Wyman

Others present: Anthony Mento from SMP Architects

1. Introduction

Allan opened the meeting at 6:01 pm. During attendance, he noted that Kimberley phoned in and said she might not be able to attend due to a farm emergency.

2. Minutes

David Hartman made a **MOTION** to approve the meeting minutes of January 4 and January 18. Ed Raymond seconded. No discussion followed. All approved the minutes as written.

3. Video

Anthony said that Sean Toomey pointed him to a video which was done by New Boston to help citizens there understand why they needed a new fire station. Anthony shared that video with others, noting that it did a really good job of explaining the need in that town.

Anthony suggested that doing a video like it would be very helpful, not just for 2018 Town Meeting but well before that so that it would get a lot of viewing and circulation.

Ed Raymond asked Allan if he had seen it. Allan said he had and that he thought it was great. Ed said if you changed the name of it, you would have the Warner Fire Department.

Secretary's Note : The video in question is online at <https://www.youtube.com/watch?v=8fVvUQT2d2c>

Allan asked if anyone knew what the video had cost. Ed said it was \$200. Anthony noted that everyone donated time and video editing services.

Janice said Warner could do that and asked if anyone knew someone with the skills. Anthony said George Packard had the equipment and skills. Allan said he could talk to George who had done "The Morning Broke Clear" for Warner. Peter Wyman felt it would be great to do a video. Allan said money is tight.

4. Sign

Anthony shared a diagram of a proposed sign to place on the site of the future fire station. The wording of the sign was discussed. Ed Raymond suggested including "Rescue", not just "Fire".

The sign would be 4 x 8 foot. Janice suggested making the lettering large enough for people to be able to view when driving by.

The sign would include a graphic of what the building would look like.

Peter Wyman suggested that to help defray the costs of the sign, the CM and Architects could have their business names on the sign and pay for the advertising that would provide.

Allan repeated that costs are tight.

Anthony said at a project in another town, the Construction Management firm paid for a sign. It only cost \$300. Anthony added that he and Kimberley, while visiting the Transfer Station, had spoken to a Warner resident who owns a sign business and had offered to help. That was Scott Hanwell, owner of "Dadoprint".

Allan asked the committee if they wanted to put up a sign. Janice asked if having a sign there would tell people that the house was unoccupied. Allan commented that it would be six of one, half a dozen of the other.

Allan asked Anthony if he would speak with North Branch Construction and SMP Architects about funding a sign. Anthony said he would ask.

5. Budget

Allan said he wanted everyone to understand that the budget was really tight. \$20,000 he had wanted for demolition the building and cleanup was now going to have to be used for other costs including geotechnical work. The capital budget for Warner was very large this year, so he could not ask for more funding.

There was \$24,000 left in the capital reserve fund from 2016. With the \$182,000 that will be voted upon in March, the balance would come up to what is needed. However, there was no money in that budget to tear down the house. He added that it would behoove everyone to put pressure on the Board of Selectmen to find someone to move the house.

6. The House

Allan said two parties expressed interest in moving the house. Allan said there were no signed contracts regarding the house.

Ed Raymond asked if the house could be moved yet. Allan said that when the Town hears back about the FEMA grant, then the house could be moved. Meanwhile, he believed the geotechnical borings could be done.

Ed Raymond noted that if Kimberley was elected onto the Board in March, she would continue to support moving the house instead of tearing it down.

Allan had George Naughton come visit the house and estimate how much it would cost to dispose the house. George said it would be about \$10,000. Allan said he figured another \$10,000 to clean up. If the house were moved in late Fall 2017, the cellar hole could be filled as part of the construction site work. Whatever was done, the contractors would have to undo it.

Allan added that the boiler in the cellar, which he disconnected, was nice. And the radiators were drained.

Ed Raymond said if the vote passes, the Board of Selectmen need to jump on moving the house as fast as possible. Allan said that was true, but while the house was sitting on sand today, it may need to be moved to a site that is muddy until June. But yes, the wheels need to be moving. The house will need to be moved in pieces and the movers would need to fit it into their schedule.

7. Contract Management

Anthony said the Selectmen asked SMP Architects to take responsibility for all of the contracts, folding in the geotechnical and civil work. Therefore, the SMP Architects fee was increased. Also, Anthony asked Warner resident Ken Milender, P.G., P.E. to give a proposal to do the site work and report on the subsurface. Ken is a Senior Project Manager and Senior Geotechnical Engineer with Ransom Consulting in Portsmouth. Ken's number came in at \$200 more than North Point, but Anthony wanted to support another Warner skill.

Allan said he had 4 or 5 geotechnical quotes since last May, but they just sat in the Town Hall and the Selectmen had done nothing with them. He did not want to see that happen again. Moving the responsibility to SMP seemed like a smart move to keep the project moving. Allan did not want to see the project stall. Anthony said if the vote passes, work would move right along.

(At 7:23 pm, Kimberley joined the meeting.)

8. Next Steps

Allan asked Anthony what the next steps would be after Town Meeting, assuming funding is approved.

Anthony provided these points:

- ◆ Immediately, geotechnical work would be done.
- ◆ The FSBRC would start having conversations about mechanical systems.
 - ◆ Detailed conversations about the wall envelop will take place; insulation.
 - ◆ Discussions would include mechanical systems; costs, benefits, payback.
- ◆ There would be a break during the Summer.
- ◆ In the Fall, the committee would come back to talk about material selections, windows, other elements.
- ◆ More drawings would be done in the Fall.
- ◆ North Branch would do conceptual estimates in the Fall, allowing the committee to consider costs.
- ◆ The design will take about 2 and a half or 3 months of intensive architectural work resulting in a set of documents.
- ◆ January, North Branch Construction (NBC) would bid out the work.
- ◆ After that, NBC would provide the top sub-contractors for the committee to review.
- ◆ NBC would tally the final numbers for presentation at 2018 Town Meeting.

Allan reminded the committee that the hiring of every sub-contractor had to be approved by the Board of Selectmen.

Kimberley said that was not her understanding.

Anthony said that the Town had hired North Branch Construction and they would be the ones hiring the sub-contractors. Peter Wyman noted that the committee (and Selectmen) would not be hiring sub-contractors. NBC will share their input about sub-contractors with the FSBRC.

Janice asked Allan what his role would be going forward. Allan said he was not committing to anything just yet.

9. Informational Sessions

Janice asked how things went at the February 16 informational session.

Allan said he felt it went very well. He noted there was one person who expressed concern about use of Split Rock

Road. He didn't say he was against having a fire station built on the site, but he wanted to see a Fire Department policy written about use of Split Rock Road. Ed Raymond said he spoke with the gentleman after the meeting. He said he could not commit to that, writing a policy. He felt the gentleman understood that.

Ed said he was also thinking, Split Rock Road is a public road. Janice said that the committee had spoken about it before. Ed said he didn't see an advantage to using Split Rock Road. Peter Wyman said there are 3 fire fighters who live west of the site. They might use it, but otherwise, the main entrance would be wider and easier to use. Ed said a 50 foot wide driveway would be like Disneyland. Everyone would want to use it.

Anthony said it seemed like there was a good crowd. There was support and there were questions. But those were the people who have been paying attention and getting engaged. It's the people who have not been paying attention and the people who don't want to support anything, then show up at Town Meeting; those are the people we have not heard from yet. They may ask the questions that have been answered many times throughout the year.

Anthony said the presentation at BookEnds was equally positive.

Anthony said the presentation that Peter Wyman and he gave at the Warner Men's Club meeting was not received quite as well. The demographics were different, but more obvious was the fact that many of the members wanted to move on to more pressing matters that the club was facing.

Kimberley asked if there were any questions that Anthony and Peter could not answer. Anthony said the only question was asked by JD Hanna who asked, "why wait until 2018 to request construction funds?" JD felt the cost would only be going up. Kimberley said Alfred Hanson had asked the same question during a budget meeting. Peter said it was the first time he had heard that question. The answer was that the construction costs would not be known until 2018.

10. Preparation for Town Meeting

Allan said he spoke with Moderator Ray Martin. The presentation about the fire station will be given 10 minutes, but really, the presentation needs to be short and succinct.

Anthony said someone will open. He told Chief Ed Raymond that he had heard at public presentations is that people want to hear from the Chief; he should stand up at Town Meeting and make the request. Allan agreed saying that a picture was worth a 1,000 words, but hearing from the Chief was worth 2,000 words.

After the pitch, the floor would be opened up for questions. The FSBRC needs to be prepared.

10.1 Questions & Answers

Questions likely to be asked, include:

- ◆ Can you build it for less?
- ◆ Why not just fix the current station?
- ◆ Why not build a small satellite station instead?

Kimberley asked if the questions are on the website. Janice said she had some answers on the website. She was thinking about what else to add.

Peter Wyman said it was important to get this through this year. It will just cost more if it gets delayed a year. Anthony concurred, noting that another Town was on their fourth year of consideration.

Anthony said he would email out prepared questions and answers.

David Hartman said it was important to note that the Town needs a new fire station and that this was just another step in the process. He did not want to see individuals try to set back progress by asking questions that were addressed years ago.

Peter Ladd felt it should be succinct: We need a station, here's the plan, and we need your approval.

10.2 A Visit to New London

Anthony said that abutter John McGilvray told him that he visited the fire station in New London. The Chief gave John a tour of the facility. John's takeaway from that visit was that he had not realized how much was required in a fire station, especially when building a new fire station.

Kimberley said John was very impressed by the visit and what he learned.

Allan said he spoke with John today, too. Allan said Anthony continues to bring up the nasty four letter word: Code.

Peter Ladd added that fire fighters are exposed to greater hazards than most people. Codes help cover that.

Anthony said John got a third party opinion that helped him learn about fire departments.

Peter said John said the New London Chief said there was nothing excessive in the Warner plans. Ed added that the Chief noted the Warner plans didn't include two things he would have included: bunks and a workout room. Ed said Warner doesn't need those at this time. Allan said some nice recliner chairs would provide a place to nap.

10.3 The Kitchen

Anthony said that some people may ask why the kitchen is so big?

Peter Ladd said that for example, each year, each town has to do a drill that involves all of the surrounding towns. David Hartman said there were local restaurants that could cater.

Kimberley noted that 14 x 20 did not seem big too her for a fire department. Add counters and appliances, the space disappears. Allan said when the prices come in, spaces may need to be reduced. Peter Wyman noted that cutting 10 square feet out of a floor plan won't be saving a lot of money. Kimberley added that that 14 x 20 foot area does not include a pantry or closet yet.

10.4 Costs & Tax Rates

Allan said that people are always asking what the fire station will cost in terms of the tax rate.

Kimberley said that if we assumed a bond of 2.2M or 2.5M, shouldn't a rough idea be of the cost be available? Peter Wyman agreed.

Anthony noted there are two questions:

- ◆ How would the \$100,000 request in 2017 impact the tax rate? Allan said that Martha Mical told him that \$100,000 adds 35 cents per \$1,000 to the tax rate. So, for a \$200,000 home, the impact would be 200 x 0.35, or \$70. That would be for one year only.
- ◆ How would the bond request in 2018 impact the tax rate? That would probably be for 20 years.

Allan noted that the Town just received approval for a 2.2% loan for the Solar Array. He was hopeful that a bond could be obtained at an equally good rate.

Howard said he seemed to recall that when there was discussion about a bond for the earlier fire station project, the cost was about \$200 per homeowner for it. He said that was about 5 years ago. Ed said that sounded a bit high.

Allan said he would speak with Town Administrator Jim Bingham and see if Jim could find some numbers.

Kimberley noted that with the Solar Array, even though there was a loan, the project would not impact taxes due to the revenue it would generate.

The goal for the life of the fire station would be much longer than the life of the bond.

Anthony noted that the cost of the station was still an unknown. It may be less than 2.5M, may be a bit more. Kimberley added that the Town would also be pursuing grants to help reduce the costs.

Anthony said he would contact a friend who works with bonds. He would have a chat with her.

Allan commented that the KRSD tax went up \$1.06 this year.

10.5 Ambulance Service

Allan said he spend some time in Hopkinton speaking with the Town Administrator, Neal Cass. Allan expected to hear someone ask if Warner had considered funding its own ambulance service, so he talked to Neal about that. Kimberley said the budget committee often asks the same question each year.

Neal provided budgeting figures, which Allan worked with :

- ◆ \$37,500 per year into Capital Reserve Funds to replace ambulances every 8 years at \$300,000 per unit
- ◆ \$300,000 man power per year, including:
 - ◆ \$60,560 for part time wages
 - ◆ \$46,000 overtime costs
 - ◆ \$109,599 for retirement
 - ◆ \$3,755 for social security
 - ◆ 5 people minimum, rotating shifts, allowing for vacations
- ◆ The Hopkinton Board of Selectmen are presenting a total ambulance budget of \$603,146 for this year.

Ed Raymond added that one ambulance is not enough. You need a backup for when the first one is on a call.

Warner is paying \$70,000 per year for ambulance service. Allan said that was sweet deal.

Kimberley asked how many times the ambulance goes out. Ed Raymond said that data is available at the fire station, but he believed it to be over 1,000.

11. Next Meeting & Adjournment

Allan noted that the next gathering of the FSBRC would be at Town Meeting, March 15. No other meetings had been scheduled. The meeting was adjourned at 7:13 pm.

Respectfully submitted,

Kimberley Brown Edelmann
Recording Secretary