



Fire Station Building Review Committee

Approved
Meeting Minutes
Wednesday, June 22, 2016

Selectman Brown opened the meeting at 6:02 pm

In Attendance: Selectman Allan N. Brown, Peter Wyman – Fire Department, Peter Ladd – Energy Committee, Howard Kirchner – citizen at large, Anthony Mento – resident/Architectural Designer, Ed Raymond – Fire Chief, David Hartman – citizen at large, Kimberley Edelman – Budget Committee, Janice Loz – resident/Zoning Board of Adjustment Chair

Others present: Darren Blood, Ed Mical, Martha Mical, Sue Hemingway

1. Meeting Minutes

Peter Wyman moved to approve meeting minutes dated June 15, 2016. Ed Raymond seconded the motion, motion passed 6-0. Janice abstained.

2. Square Footage

A. Anthony provided a list of the determined square footage thus far:

| ROOM SIZE | SQ FT | ADJCENTCY | NOTES |
|--|-------|-----------------|--|
| Vestibule 8 x 8 | 64 | | sm closet broom / shovel / salt |
| Public Foyer 8 x 10 | 80 | | |
| Reception | | office | smll window - Future use |
| Small meeting room 10 x 10 | 100 | lobby | |
| Communications Room/Radio Room 10 x 12 | 120 | lobby | |
| Unisex Bathroom- public 7 x 9 | 63 | | No shower |
| Community Resource Room / Training 20 x 45 | 900 | kitchen | multi- purpose, w/ chair & table storage |
| E.O.C. office 10 X 10 | 100 | App Bay | 1 radio, 1 amateur radio |
| General office storage 6 x 15 | 90 | | Main level |
| Chiefs office 10 x 12 | 120 | | |
| ems office 10 x 10 | 100 | | computer & desk |
| EMS Storage 5 x 20 | 100 | | medical, long closet w/ double doors |
| Staff office 12 x 14 | 168 | | open work space w/ cubicles' |
| Kitchen 14 x 20 | 280 | App Bay | movable island |
| Men's restroom 14 x 15 | 210 | | w/ shower & a couple lockers |
| Women's restroom 14 x 15 | 210 | | w/ shower & couple lockers |
| General storage 10 x 12 | 120 | basement | |
| Utility Rooms | | | |
| Electrical Closet 4 x 8 | 32 | basement | |
| Mech. Room 10 x 12 | 120 | basement | |
| Sprinkler Room 6 x 10 | 60 | basement | |
| Janitor Closet 6 x 6 | 36 | staff bathrooms | |
| TOTAL NET SQ FT | 3073 | | |
| 75% Efficiency- 25% circulation & walls | 770 | | |
| Gear Room 20 x 24 | 480 | App bays | 44 lockers for turnout gear, heavy ventilation |
| Decon 8x 8 | 64 | App bays/Gear | Walk-in shower for 3 |
| SCBA 10x10 | 100 | | |
| Hazardous Materials 4x6 | 24 | EMS Storage | |
| Work room / tool room 12 x16 | 192 | | |
| Apparatus 5 bays 69'-8"x 76'-0" | 5288 | | Drive through, door size 14' x 16'- extractor / dryer |

TOTAL GRAND TOTAL AREA

9991

- B. Allan told Anthony that he was mistaken on the size of the doors at Sunapee they are 14 x 14. Anthony asked if Sunapee has a ladder truck and Allan said yes. Anthony said that would be the only reason to go higher. And the men's and women's restroom was changed to 10 x 18. Anthony will make those corrections on his sheet.
- C. Allan asked Anthony when the Committee is ready to give this to someone to design for us, are the measurements considered inside or outside. Anthony said inside measurement, we're giving these dimensions as a guideline, some may be perfect, others may be more efficient, typically it's inside dimension.
- D. The Committee will vote on each room.
8 x 8 Vestibule, Kimberley said she can't vote on each room because to go from room to room and determine if it's the right dimension, she said her brain doesn't work that way, she has to have a general flow idea. **After a discussion Kimberley agreed to the vestibule size. Peter L. - yes, Janice – yes, David – yes, Anthony – yes, Howard – yes, Ed – yes, Peter W. - yes**
- E. Kimberley said it sounds like we are building a fire station for tomorrow, what happened to building a fire station for 10 or 15 years from now. Howard feels the Committee is looking further than tomorrow. Peter W. said we are not addressing full-time occupancy so therefore we are not addressing 20 years out. Kimberley said so we are building for tomorrow, knowing will help how she views this. Janice said we did look at the projected population for 30 years out and it's projected to stay stagnant. Janice said if the building is going to have a public foyer, you have to think of an adjacent room so someone is close to the public end of the building. Peter W. said he sees the communication room being next to the foyer. Anthony asked if the communication room should be listed as adjacent to the lobby. **Members agreed.**
- F. Ed Mical said the radio room is functioning as part of your Emergency Operation Center also, and he understood amateur radio would also be in the communications room and not in the EOC or EMD office. Peter W. said he thought the whole point of the amateur radio was so that you could use it in case of an emergency which then had to be in the EOC area, he said that's what Ed Mical specified. Ed said he misunderstood. Ed Raymond asked Ed Mical who will be installing the amateur radio. Ed M. said it would be the area ham radio operator that would bring in the radio. Ed Raymond said so all it consists of is an antenna hook-up. **The Committee is in agreement to leave an amateur radio and radio in the EOC/EMD office.**
- G. Small meeting room, 10 x 10 adjacent to the lobby. This room would be utilized for burn permits, officer meetings, an interview room, used by the Fire Marshal and flexible space. David questioned the size, it may be too small. Anthony said he lobbied for this meeting room, and feels it's necessary, the size just needs to be determined. Kimberley asked if this room will be on the public side, Peter W. feels the room should be on the public side. **The Committee decided upon a 12 x 16 meeting room next to the foyer. Peter L. - yes, Janice – yes, David – no, Anthony – yes, Howard – yes, Ed – yes, Peter W. - yes, Kimberley - yes.**
- H. 10 x 12 Communication/Radio Room. Kimberley thinks it's a little oversized, and could be trimmed later on. **Peter L. - yes, Janice – yes, David – yes, Anthony – yes, Howard – yes, Ed – yes, Peter W. - yes, Kimberley - yes.**
- I. Susan Hemingway encouraged showers that could be used by the public during an emergency. Anthony said he thought they already discussed to not make the fire station an emergency management facility due to affordability. Anthony said the staff locker room could be used in an emergency.
- J. Resource/Training Room 20 x 45. Allan and Peter W. taped out the 20 x 45 area and determined it was too long and then tried 30 x 30 which seemed to work better, more user friendly. It was suggested to have a built-in room divider. Next to this room will be a 14 x 20 kitchen, which Allan feels is too big. Janice also agreed, the kitchen is the third largest room and when the Committee did site visits, no kitchen was this big. Martha Mical explained that a freezer is also needed because stores are not open after 11:00 pm, she also explained that it's necessary to have all the stuff needed in one area. Janice said she wants the fire department to have what they need, but she feels a well laid out kitchen does not have to be huge. Peter L. said during a major incident you may be catering to 100 people and all the supplies need to be on site. Kimberley reminded the Committee that all the dimensions are still flexible. Allan asked the Committee if

they agree with 14 x 20 kitchen size, **Peter L. - yes, Janice – no, David – smaller, Anthony – smaller, Howard – yes, Ed – yes, Peter W. - yes, Kimberley – yes, Allan – smaller.** The smaller size would be 14 x 16. Kimberley recommended having the kitchen against an outside wall with a separate exterior entry/exit door to the kitchen and adjacent to the training room with a pass through window.

*At this time Peter Ladd left to attend an Energy Committee meeting.

- K. Allan asked the Committee their opinion on a 30 x 30 training room. **Janice – yes, David – yes, Anthony – yes, Howard – yes, Ed – yes, Peter W. - yes, Kimberley – yes.**
- L. EOC office 10 x 10, **the Committee previously agreed to this size.**
- M. General office storage 6 x 15, the Committee talked about general closet storage built in the hallway. The storage can be hashed out during the design phase. Kimberley talked about the gear storage in Meredith where the hallway was utilized, she thought that was an excellent use of a hallway space without creating extra rooms.
- N. Chief's office 10 x 12, **the Committee agreed with this size, agreeing the room should be no smaller.**
- O. EMS office 10 x 10 and EMS storage 5 x 20. Kimberley asked if the fire station will need a medical bay for injured staff. Ed Raymond did not see the need for a medical room. **The Committee agreed with these sizes.**
- P. Staff office 12 x 14 will have office cubicles. **The Committee agreed with this size.**
- Q. Men's and women's restroom (crew) with private shower, both will be 10 x 18. **The Committee agreed with the size.** Anthony asked about lockers. Kimberley said she liked the set up in Hopkinton that had little lockers for each to keep their bath supplies in.
- R. Allan said the Committee has not come to a consensus on do we feel we want a cellar under the office complex. Kimberley feels anything that is done to reduce the footprint of this building and the impact on the neighborhood is a good thing, she agrees with using cellar space. Allan asked Janice and Janice agreed. Allan asked David and David doesn't feel it makes sense to put 300 square feet underneath just for the sake of saying we're not going to have that space on the first floor. It's not that he disagrees with the functions in the basement but it seems like in the design of the building we have to consider where the basement area is going to go, and it's causing problems in our discussions, it's come up several times about storage. This storage area would also dictate the need for an elevator. Anthony said one of our goals is to not need an elevator because that just adds cost and the items being proposed to be placed in the basement area would not be available to the public. Anthony said your building a foundation no matter what and to dig another few feet to make the space functional is a cost effective way of building low cost space. Peter Wyman said you could do a basement under the entire office space, but only take 25% of it to add the walls for storage and if you ever wanted to add storage space in the future you would just need to pour concrete to add the additional space and access to the entire underneath. Anthony said having the basement will allow for future growth, and if we provide space for an elevator, that will need to be dealt with differently. Peter Wyman asked if dorm rooms can be put below ground level as well. Anthony said yes, as long as there is accessible means of egress windows. Howard also liked the idea of a full basement, he asked if the space would need to be heated. Peter W. said no, the mechanics in the basement would itself heat the space.

Allan asked if the Energy Committee recommends a wood pellet furnace where would that go. Anthony said it could go in the basement. Allan, Janice and Kimberley are in favor of the basement. David is not in favor of a basement, he is in favor of a slab. He doesn't see a future of putting dorms in the basement, at this point in time in trying to get the votes to pass this, people would laugh at us. Kimberley suggested a smaller basement just to house the utilities and asked David what he thought of that idea. Anthony said it's cheaper to do the basement with 362 square feet than it is to build slab on grade, walls and roof and that's why there is consideration for the basement. The stairwell to the basement 32 square feet. Anthony provided cost comparisons, to build the 362 square feet for storage would cost $\$200 \times 362 = \$72,400$, the cost for the

basement area is about \$15,000. Allan asked for a vote on the basement: **Janice – yes, David – yes, Anthony – yes, Howard – yes, Ed – yes, Peter W. - yes, Kimberley – yes, Allan – yes.**

- S. Allan showed the Committee a plan that Anthony drew up regarding the apparatus bay which is 5,288 square feet with 5 bays. David asked about using the existing garage. Allan said it may not be located in the right place. Ed wants all equipment under one roof, easy to get to and temperature controlled. The question that arose is do we shift some of the equipment, trailer, boat, ATV storage and put it under a shed roof or in the garage or where ever. Allan said the Committee should give this some thought for discussion at their next meeting.

3. Meeting Schedule

The next meeting is scheduled for July 6th beginning at 6:00 pm located at the Town Hall.

4. Adjournment

A motion was made and seconded to adjourn at 8:36 pm.

Respectfully submitted,
Mary Whalen
Recording secretary