



# Fire Station Building Review Committee

Meeting Minutes  
Wednesday, November 1, 2017  
**APPROVED**

Committee members in attendance: Selectman Kimberley Edelmann - Chair, David Hartman, Howard Kirchner, Jonathan Lord, Janice Loz, Fire Chief Ed Raymond, Peter Wyman

SMP Architecture: Anthony Mento

North Branch Construction: Bruce Blazon

Northpoint Engineering: Kevin Leonard

Also in attendance: John McGilvray

Excused: Peter Ladd

## **1. Meeting Start & Roll Call**

Kimberley called the meeting to order at 6:05 pm. Roll call was taken.

## **2. Meeting Minutes**

The minutes of October 18 were approved pending minor grammatical corrections. **Janice made a motion, Jonathan seconded.** All approved the minutes.

## **3. Updates**

### **3.1 House Relocation**

The house was still on the site. The foundation at the future site had not been poured. The storm that had recently hit slowed things down a bit.

### **3.2 Marketing**

Janice confirmed that she had received updated architectural images from SMP.

### **3.3 Schedule & Public Presentations**

Anthony noted that the committee needed to put together a schedule of public presentations. Contractually, SMP would be presenting at Town Meeting. Anthony said he would provide one additional presentation.

Kimberley noted that if a bond was used, at least one Public Hearing would be required. She said she would get more specific details on that. She also believed an additional Informational Session should be held. The Public Hearing date must meet RSAs. The Informational Session could be scheduled for any date.

February 28 is the last day that the Warrant Article could be adjusted prior to Town Meeting. Warrant articles would

be presented to the budget committee prior to setting of the Guaranteed Maximum Price.

Anthony shared the following updated schedule:

Year	Date	Milestone
2017	Nov 06	Presentation to Planning Board
	Nov 17	80% progress set from SMP to North Branch
	Dec 13	Next meeting ( <i>Later set to December 6</i> )
	Dec 19	Board of Selectmen review draft warrant articles
	Dec 21	95% progress set from SMP to North Branch
	Dec 22	Draft warrant article
2018	Jan 03	100% bid set to North Branch
	Feb 08	Budget Committee votes on warrant articles
	Feb 26	Guaranteed maximum price (GMP) provided by North Branch
	Feb 28	Last day to adjust warrant article before Town Meeting
	Mar 17	Town Meeting

Ed Raymond asked what the Budget Committee votes upon in February. Kimberley said they vote on all of the warrant articles. Ed asked what happened if they didn't recommend an article. Jonathan said the budget committee was an advisory committee in terms of warrant articles.

Janice believed that from what she saw at a recent meeting, the Board of Selectmen appeared to be in support of the project.

### 3.4 Marketing Materials

Peter Wyman said a person in town said he was in full support of the project and asked if there would be lawn signs available. That could be part of the marketing; letting citizens express their individual support.

Earlier in the day, both Ed Raymond and Kimberley were at a Primex (NH Public Risk Management Exchange) seminar. There, they met someone who was also working on a new fire station effort in another town. He shared a cautionary tale and explained that the FSBRC needed to ensure taxpayer dollars would not be used to fund any campaigning / electioneering efforts.

Kimberley noted that the informational brochures created by the committee were funded by individuals on the committee. She had been considering asking the Town to reimburse those individuals, but after the discussion earlier in the day, thought better of it. She said she did not want taxpayer dollars to cover the costs of the brochures even though they were only information in nature.

Outside organizations, such as the Warner Firefighters Association, private companies, or individuals would be allowed to fund campaign materials.

Back to the question regarding lawn signs. Kimberley learned that in one Town, the local firefighters association had lawn signs made up before Town Meeting. They sold them to citizens who requested them, making a tiny profit on each one. Kimberley reminded the committee that any lawn signs must include "this advertisement has been paid for by..." phrasing.

Anthony said he knew of a Town that had produced lawn signs for a library project. They did not include that clause and a group against the project took them to court over it.

#### 3.4.1 Warner Fire Department Apparatus

Jonathan said he had spoken with someone about the WFD apparatus. He felt there was an opportunity to help

citizens better understand what apparatus had been paid for with taxpayer dollars and what apparatus was not. Chief Ed Raymond and Firefighter Peter Wyman spoke about the apparatus.

- ◆ The forestry vehicle was donated by the Telephone Company and outfitted by the WFD.
- ◆ The new side-by-side Utility Task Vehicle was donated by the Chandler Reservation.
- ◆ The smaller 4x4 All Terrain Vehicle and trailer were purchased by the Warner Firefighters Association.
- ◆ The rescue snowmobile was donated by the Kearsarge Snail Trails. The trailer for the snowmobile was donated by former Fire Chief Dick Brown.
- ◆ The lighting unit was purchased by the Warner Firefighters Association. They refurbished it and painted it.
- ◆ The boat was donated by a citizen who no longer lives in the Warner area.
- ◆ The Town paid for Rescue 1 & 2, Engine 1 & 2, and Tanks 1, 2, and 3.

### **3.5 Energy Committee**

Peter Ladd, the EC's representative, was not present due to the storm.

Howard recalled the minutes from the Energy Committee's October 23 meeting. In regards to the fire station project, the minutes showed:

*3. Fire Station update; the station plans are available online. The belief is the building is designed to existing standards but not to the higher energy standards the EC recommends. The EC is reminded that a resident survey indicated that efficient energy design and use was the 2nd most important element to residents. The EC continues to encourage the building committee to engage an independent energy consultant, and to refer to the energy policy adopted by the selectboard.*

The committee discussed this.

Ed Raymond and Howard both said it sounded like the Energy Committee was still recommending that the Town hire an additional energy consultant to review the fire station plans. Ed did not want to see the issue leave a sour taste in the EC's mouth in regards to the project.

Bruce recommended that the energy designer list all of the features which were above code, as there were many.

Kimberley noted that the design of the fire station systems included a set up to incorporate a solar array in the future. If a wood burning boiler was desired at a later date, it would also be possible to add.

Anthony agreed with Bruce that the energy solutions were surpassing code requirements. The EC had been aware and their representative had been included all along. The EC would like the energy systems to be even greater and utilizing local fuel sources. He pointed out that the FSBRC reviewed several energy solutions and agreed upon one. If the Energy Committee wants to get a 3rd party opinion, the cost for that would have to be offset elsewhere.

Janice recommended that in the next informational session, a slide about energy be included.

Anthony noted that another member of the EC contacted him recently and expressed concerns about the boiler. Anthony spoke with him about the energy option selected: A high efficiency gas boiler that would provide hot water to the radiant slab system. A boiler was needed to create hot water at a certain temperature. In the future, that boiler could be replaced, if so desired.

Janice recalled that the gas boiler options had much lower carbon footprints than the wood burning options.

Anthony also spoke with the EC member about the electric powered air-to-air heat pumps which would be used for the administration section of the building. Warner's municipal solar array would be able to offset the electric costs.

#### **3.5.1 Water Catchment Systems**

Janice asked about considering additional water catchment systems. Anthony noted that aside from what was being

planned, an additional gray water system would add to the costs. Peter Wyman noted that the costs of collecting and storing gray water would have to be compared to the cost of Town water. John said Town water cost 2 cents per gallon.

#### 4. Civil Engineering Update

Anthony thanked the Town for arranging for the surveyors - Tom & Patrick Dombroski of TD Group - to visit the site a second time and provide additional information. He also thanked Kimberley for gathering further information about the tree line and dimensions of the tree canopies.

Kevin Leonard of Northpoint Engineering, in his first visit with the FSBRC, spoke about the civil engineering aspects of the project.

Kevin shared his site plan drawings with the committee and discussed various aspects of the plans. Key points follow.



- ◆ The 31/37 telephone pole on Main Street was retained. A 50 foot wide driveway was shown near it.
- ◆ Underground utilities would be provided off Split Rock Road. Kimberley confirmed that the Split Rock Road right-of-way agreement allowed for this and provided a copy of the agreement to Anthony and Kevin.
- ◆ The overflow gravel parking lot showed 40 parking spots. 4 more were along side the back of the building and 3 more in front of the building.
- ◆ Signs would be located at the driveway entrances.
- ◆ Concrete sidewalks would be used leading up to the building entrances.
- ◆ Landscaping or hardscape along side the building? Shoveling and plowing were discussed. The committee preferred use of hardscape along side the driveway with landscaping on other sides.
- ◆ The sprinkler system would be design-built. Mark Vincello of WV Engineering Associates would provide the performance specifications. Peter Wyman expressed concern about "blow offs" / draining of the sprinkler system. He wanted to make sure the designs considered that, and the pressure of the water that comes out of the system. He recommended having a hard surface in the blowoff area.
- ◆ The decon room would have an external storage tank. Anthony showed where it would be located.
- ◆ Bay 1 would have the option of not sharing a storage tank with the other bays, for example, when cleaning hoses. A manually operated 4-way inline diverter valve would be provided to allow selection of that special tank. Or, a pneumatic valve could be used. The goal was to reduce how often the holding tanks would need to be emptied. Peter Wyman noted that hoses have contaminants that would need to be captured during washing. Bruce did not know the costs of manual and pneumatic valves.
- ◆ Trails in the woods toward the back of the property would be left untouched.
- ◆ David Hartman recalled that the current fire station's generator was purchased with the idea of it being moved at a later date. Specifications would be looked at to see if it would be suitable. Once the electrical design was complete, a decision would be made.
- ◆ The fire station building would be raised a bit to help manage water flow and drainage.

Discussion about the trees brought forth these points:

- ◆ There were a lot of large trees on the property. Discussion about retaining as many as possible followed. Kimberley noted that there two pieces of public feedback to consider:
  - 1) It was critical to provide a solution that prevents light from impacting the neighbors to the south.
  - 2) It was felt that visibility coming out of Split Rock Road onto Main Street could to be improved upon.
- ◆ Trees would be retained wherever possible, but some lower limbs would need to be trimmed.

- ◆ Kimberley noted that she and John McGilvray had spoken about the double willow which was close to the apparatus bay. Both agreed it needed to be removed as willow roots could cause foundation issues.
- ◆ Kimberley pointed out that there was one high quality mature apple tree which would be nice to retain at the very back corner of the parking area. The other was in poor condition.

Discussion about fencing brought forth these points:

- ◆ John McGilvray wanted to see an 8 foot stockade fence put up BEFORE construction began. Kimberley recalled that a stockade fence was shown in Bruce's initial budget. The current fence was sheep fencing.
- ◆ Discussion about on which side of the property line the fencing should be placed. John said he would be okay with it being on his side. Peter agreed it would be less likely to be damaged if on John's side.
- ◆ Anthony noted that 8' vinyl fencing had worked well on projects in the past. Bruce said he normally carried wood fencing. Price comparisons had not been done yet.
- ◆ How far should the fence go? 200 feet was initially discussed. In the end, 250 was agreed with the fence going along the full length of the property line where it was level.
- ◆ Kevin said the current wire fence was within one foot of the property line.
- ◆ Janice asked who owned the fence. Peter noted without an agreement, it would be John's. Kimberley said an agreement would be a good thing to write up, with the agreement covering ownership and maintenance.

Hydroseeding would be used to seed grass areas. No mulching would be done.

#### **4.1 Managing Rain Water**

Kevin spoke about managing rain water runoff. While the initial idea was to provide ditching along the edges of the property, ditching would have a direct impact on the future of the trees which the committee wanted to retain.

Kevin suggested that the catch basins along Rt 103 could be put to use. David Hartman recalled that those catch basins did not work as they should. Ed agreed that puddling occurred there, adding that if the culverts were not working, the State should address them. John said the catch basin near his house flooded up at times.

David said the Town spent a lot of money for fixing drainage issues near the Town Hall. The hard surface area of the fire station would be larger. He was concerned about the control of the rain water and the associated costs of trying to get it right, after the fact, if not initially well planned.

Kevin pointed to the seven 2 x 2 foot drains on the plan. He noted that the site was quite flat with a slightly lower area between the building and the parking area. He was looking for ways to provide as much natural infiltration as possible. In the biggest storms, some water might still run down the road. Anthony noted that the site was above the aquifer, so as much as possible, it would be good to allow water to flow into it. The State catch basins might need to be used.

Kevin said that perforated pipe may be a good way to go instead of having a subsurface drainage system.

John said that the only time he had seen a small skating rink appear near the fence gate was when the ground was frozen.

Peter asked what would happen if the retention pond could not keep up; where would rain water go? Kevin said it might be good to put in a higher overflow pipe that diverts to the State's catch basin for those instances. Anthony added that added storage tanks would be very costly.

Kimberley asked if the administrative part of the building should be built a step higher than the apparatus bay, following the grade of the land. Ed noted that was how the Henniker fire station was designed. Anthony said it would have had to be that way if there were sleeping quarters. The step up would help prevent fuel and fumes from flowing back into the admin wing. To keep with ADA compliance, two levels would involve ramps. Anthony would instead go with Kevin's advice to raise the whole building by a foot or so.

## **4.2 Site Prep and House Move**

Kevin asked what the site would look like after the house was moved. Would the foundation still be there? Anthony believed Allan Brown agreed with the mover to have the hole filled in. Kimberley said she would find out and get an answer to Kevin.

Sewerage and water provided to the house from Main Street would have to be capped off.

The garden well would be filled in by the Highway Department, with proper paperwork filed.

## **4.3 Site Lighting**

Kevin asked the committee members what their thoughts were regarding lighting.

Anthony noted that the lighting needed to be low impact. For example, he suggested that on the building over the apparatus bay doors would be small LED lights which point straight down. For the parking area, Anthony and Kevin would need to do further planning; placement and heights of lights needed to be discussed in more detail.

Ed said he needed a light near the fire hydrant. He didn't want firefighters filling the fire trucks with water in the dark.

## **4.4 Planning Board**

Kevin and Anthony would be presenting the site plan and building elevations to the Planning Board at their meeting on Monday November 6 at 7pm.

## **4.5 Landscaping**

Anthony reminded the committee that the landscaping budget had been drastically reduced during the budget discussions with North Branch. Since then, Warner resident Rob Nute, offered to provide landscaping services. Once Kevin had a site plan with grades and lights, Anthony would share it with Rob. Rob, in turn, would provide his input regarding placement of bushes and shrubs. Due to budget restrictions, Rob's input would be treated as a long range plan.

## **4.6 Sidewalks**

Anthony noted that the sidewalk along Main Street would not be constructed. It could be included on the plans as a future sidewalk.

Anthony felt any sidewalk should be on the other side of the road. Ed and Janice agreed; having a sidewalk in the fire station driveway didn't make sense.

Anthony asked the committee if the future sidewalk should be included in the plans. Allan Brown asked for it earlier. Peter noted there was a far amount of foot & cycle traffic on the road. Kimberley seemed to recall that Allan also spoke about a restrictive issue with the distance from the centerline.

## **4.7 Monument Sign & Flag Pole**

The building would have a sign on the building. It would not need a monument style sign immediately and it had been cut from the budget.

After discussion, it was agreed there would be one flag pole initially. The Warner Firefighters Association would bring one. Fire Chief Ed Raymond reiterated that the committee must focus on the needs, not the wants.

## **5. Next Steps**

Kimberley asked Anthony what the next steps were for the committee. Anthony said the committee would be reviewing the 85 - 90% drawing set; a more complete package including mechanical. The committee would need to

become aware of the more detailed elements. He felt December 13 was a good date. The architectural work might not be ready prior to that date.

Aside from Kimberley providing information to SMP and Northpoint about how the site would look after the house move, she asked what else the committee needed to achieve before the next meeting.

Anthony said the committee needed to agreed upon dates for presentations.

### **5.1 Inviting Potential Local Subcontractors**

Bruce offered to provide the committee with an invitation to potential subcontractors. He would also provide the current list of possible subcontractors for the project. Kimberley asked if that was a discussion for a future meeting. Bruce said it was something that would be handled via email.

Anthony recommended posting the subcontractor invitation in the Concord Monitor and the Intertown Record.

Peter asked if the list of subcontractors was negotiable. Bruce noted that the requirements to qualify as a subcontractor were not negotiable; subs would need to understand the parameters of working with North Branch Construction.

Bruce said the current subcontractor list would not be made public.

Bruce explained that North Branch Construction had 6,000 prequalified contractors. As the Construction Manager, they were entrusted with bringing the workforce to the project. However, the committee and Town had the right to add to the list if they knew of qualified contractors who would be interested. Bruce noted, for example, Weaver Brothers were not included in their first version of the NBC subcontractor list. He knew Warner used them often.

Bruce said when it came time to start the bidding process, the subcontractor list would be large as the bidding market was ever so tight. He also noted that the Town should feel comfortable about rejecting subs who had done poor work in the past.

Bruce said there were not a lot of firms that they didn't know about. He didn't expect to see more than a few get added to the list.

Prequalification would be done online at : <http://www.northbranch.net/pre-qualification/>

### **5.2 Project Timeline**

In response to Bruce's comment about the bidding market, Janice asked if it would make sense to delay the construction of the fire station. Bruce said the lowest price for construction was yesterday. Every day of delay, the price would only increase.

Jonathan added that in his search for grants, he had been reading that they were drying up.

Anthony said the reason construction costs were more reasonable 6 or 7 years ago, was because the industry was basically flat. Since then, costs increased about 3% per year. Last year and this year, costs spiked upwards.

John asked if Anthony's firm was getting more business. He confirmed that to be the case. Also, some of their older projects had gone dormant, but were coming back to life.

Howard said that the annual construction costs increases would be a good point to raise at Town Meeting.

## **6. Color Schemes**

Anthony provided a set of drawings showing the building with various color templates. He also placed colored James Hardie HardiePlank samples on the table.

The committee viewed the different drawings.

Anthony said he appreciated that it would not be possible to make a color selection in one night. He just wanted to have a suggested color template to use on the drawings for the upcoming Planning Board meeting.

Peter recommended going with neutral colors.

Kimberley said she wanted to select colors which minimized the size of the building.

John asked if there was a colorist who would be able to provide input regarding minimizing the building. Anthony said darker colors would make the building look smaller than bright colors.



Anthony recommended putting together a subcommittee to select the colors so that 8 people were not trying to agree on color. Ed said he could ask the firefighters at their next meeting. Then there would be 40 people making the decision!

Kimberley asked the committee if the color of the apparatus doors should contrast the building. Ed said the doors should not be white. The committee agreed the doors should contrast, but not drastically so. Kimberley asked if the apparatus bay should be a different color from the admin bay. The committee said two colors would be better than one, breaking the building up.

Janice did not want the building colors to be too dark. The committee agreed one option was too dark, eliminating it from further consideration.

The committee unanimously agreed to go with Option A. The colors were neutral. They also looked like they might be historic colonial colors.

## **7. Hydrant Flow Tests**

Anthony spoke about the recent hydrant tests. While initially the results were acceptable, the engineer noted that when all aspects of the site, height of the building, and the future sprinkler system were considered, the pressures were right on the margin, within 4 psi of what was needed.

Kimberley asked Ed if the hydrant pressure was a constant or if it varied from time to time. Ed said it would vary, but probably not by much. Anthony noted that slight fluctuations in pressure would potentially impact the performance of the sprinkler system. To solve that, the pipes would have to be narrower than originally planned.

Peter said the water pressure definitely varies at night because the wells are shut off. They run off the storage tanks. He said the tanks are filled throughout the day. Then the pumps were turned off and the tanks ran by gravity.

Anthony wanted to know the minimum pressure and suggested another test should be run. Peter recommended getting a booster pump; not to waste \$200 on another test.

John said at his house, he could tell the difference between the higher morning water pressure and the lower evening pressure.

Peter reiterated going with a booster pump. 10% margin was too close. The fire pump would cost about \$5,000.

Kimberley said she would speak with Ray Martin about water pressures. Another test may be needed.

## **8. Apparatus Bay Clearance**

It was recently discovered that Engine 2, when fully opened for servicing, reached a height of 15 foot 8 inches. To open it and get the safety rod in place, a little more was needed. The clearance in the apparatus bay was currently 15'10". In other words, the firefighters would not be able to service Engine 2 while it was inside the building. The same would probably be true for future vehicles.

Kimberley asked if the middle bay, Bay 3, could be constructed to have a different clearance height. Anthony said that would involve too much variation in the trusses and associated costs.

It was pointed out that ICF coursing comes in 18" blocks. 18" height could be added to the apparatus bay.

Kimberley asked Bruce what it would cost to add 18". He said it would be in the ballpark of \$15,000. Kimberley noted that was way less than paying premium prices for custom sized fire trucks.

The committee agreed it would be irresponsible to once again build a fire station which failed to meet the basic needs.

Anthony asked for a directive.

***Ed made a motion*** to have SMP do whatever was needed to allow fire engines to be opened while inside the building. ***Howard seconded.*** The committee voted unanimously in favor of the directive.

## **9. Finances**

Kimberley shared the newly set tax rates with the committee. The municipal rate was increasing 38 cents from \$8.87 to \$9.25. The total tax rate (not including the \$1.85 village rate) was increasing 62 cents from \$27.34 to \$27.96.

Kimberley said she had started looking into funding options for construction, including getting initial figures from the New Hampshire Municipal Bond Bank. Using \$3,000,000 as a round number, she was told that a 15 year bond at 2.6% would impact the tax rate by about 85 cents per \$1,000. A 20 year bond at 3.753% would impact the tax rate by about 63 cents per thousand. She expected the actual Guaranteed Maximum Price would be well below \$3M.

Anthony said that steel had been removed from the building by working on the wood truss design. There would be some costs saved.

## **10. Next Meeting**

Since the Zoning board meets in December, limiting attendance by Howard and Janice, the committee agreed to next meet on ***Wednesday, December 6 at 6 pm*** at the Town Hall. The agenda would include viewing and signing the latest version of the architectural designs.

## **11. Adjournment**

A motion was made and seconded to adjourn the meeting at 8:25 pm.

Respectfully submitted,

Kimberley Brown Edelmann  
Recording Secretary

*Minutes approved at December 6, 2017 meeting.*