

**Fire Station Building Advisory Committee**  
**July 11, 2006**  
**Town Hall Annex**

Town Manager Granfield called the meeting to order at 1904 hours

Committee members present: Peter Brothers (Board of Selectmen's Representative)  
Jason Cornellissen  
Bob Flanders  
Carol Granfield  
David "Bud" Larrabee  
Steve Nedeau  
Chuck Palm  
Dave Parker  
Carl Smith  
David Sticht

Members absent with notice: Wayne Bredvik  
Ann Sprague  
Karen Sticht

**APPLICATION FORMS:** First order of business was to collect committee application forms; all were collected and retained by Granfield.

**COMMITTEE CHARGE:** Brothers reviewed the "Committee Charge", which had previously been approved by the Select Board. Various items were stressed, including the Committee's need to review conceptual plans developed by the Fire Department's internal building committee; concept of selecting an architectural firm, and subsequent construction management company; visits to other fire stations; developing a process for informing the public; and, being prepared to go to the Select Board by October, 2007. Flanders indicated that the Committee's charge should not be considered complete until a presentation is done at Town Meeting. It was agreed that this should be discussed with the Board when the October 2007 presentation is done and could very well be an extension of the Committee's responsibilities. (Copy of "Charge" attached)

**ELECTION OF CHAIR AND VICE CHAIR:** The meeting was opened to nominations for the position of Chair Person. A Motion was made by Nadeau and seconded by Palm to elect Flanders as Chair Person. No further nominations were presented. A vote was taken to elect Bob Flanders as Chair Person of the Fire Station Building Advisory Committee, vote passed unanimously.

The meeting was opened by Flanders for nominations for the position of Vice Chair Person. A nomination was made by Cornelissen, seconded by Smith, to elect Parker as Vice Chair Person. Hearing no further nominations, Chairman Flanders asked for a vote, vote passed unanimously to elect Dave Parker as Vice Chair of the Fire Department Building Advisory Committee.

**MEETING SCHEDULE:** A discussion was held regarding possible meeting days and times. A motion was made by Nadeau, seconded by Smith to hold Committee meetings starting at 1900 hours on the first Tuesday and starting at 2000 hours on the third Tuesday of each month. A vote was taken and passed unanimously.

The next meeting will be held on July 18, 2006, 2000 hours, at the Downtown Fire Station. Chairman Flanders requested Palm to have a map present showing the "ISO Circle" and the lot layout as surveyed.

At the meeting following, August 1, 2006, 1900 hours, Vice Chairman Parker will give a presentation, overviewing the work of the Department's internal committee.

**BACKGROUND:** Chairman Flanders asked Palm to give an overview of the background of how the Committee came into existence. Palm referred the members to a handout given each member, which includes copies of many

of the documents leading up to the current point in time. Specifically, the memo dated April 2006 to the Select Board summarizes this background (copy attached).

**OTHER:**

As part of the "Charge", the committee should consider visiting other fire department buildings. Several possible departments were mentioned: Ashland, Laconia, Gilford, Holderness, Moultonboro, Belmont and Derry. Sticht indicated that it would be good to see one or more departments that may have undergone a similar situation as Meredith, i.e. a call department looking at transitioning to a full time department at a future date. Palm was requested by the Chair to develop a listing of possible departments to visit for discussion at a future meeting.

Brothers strongly suggested that all members should keep in mind that the ultimate success of a building program is dependent upon public awareness and acceptance. Accordingly, members of the Committee should consider keeping an ongoing list of how to get this accomplished, including information that may potentially be included in a public awareness package/presentation.

Attendance at meetings is important, if it is known that one cannot make a meeting, then it is strongly suggested that they contact either the Chair at 387-1409 or by email at [robertflanders@verizon.net](mailto:robertflanders@verizon.net) or the Vice Chair at 279-9911 or by email at [deparker@merfire.org](mailto:deparker@merfire.org) in advance. This will be duly noted in the minutes of the respective meeting.

**ADJOURNMENT:** The Chair seeing that there was no further business to be brought before the Committee, requested a motion to adjourn. Motion was made, seconded and passed unanimously. Meeting was adjourned at 2020 hours.

Respectfully submitted, C. Palm

**FIRE STATION BUILDING ADVISORY COMMITTEE  
CHARGE**

The Board of Selectmen hereby adopt the following charge:

1. Select a Chair and Vice Chair to guide the committee; staff assistance to be available for the keeping of minutes due to the fact that these are public meetings.
2. Review the concept plans as developed by the Department committee so as to get an appreciation of both the existing and future/anticipated needs of the Fire Department. Such concept plans have projected future needs for a 25-year time horizon.
3. Interview and recommend an architectural firm, whose function will be to work with the Committee in designing a Downtown Fire Station, including ideas incorporated in the aforementioned conceptual plans, to the point where engineering plans can be developed for costing purposes.
4. Meet as a committee with the selected architectural firm for the purpose of receiving input as to suggestions for the proposed station, including refining the Department's conceptual plans; site location, if deemed necessary; and, building amenities to enhance the volunteer firefighter needs.
5. Visit other fire stations, if deemed necessary, in order to assist with decisions necessary for inclusion in the final architectural/engineer plans.
6. Prepare and present to the Board of Selectmen a recommendation report, including supporting documents.
7. Develop a program for informing the public as to the ultimate decision of the Board of Selectmen and how the proposed Fire Station is anticipated to meet the future needs of the Department and will be in the best interest to the residents of Meredith.
8. The responsibilities of the committee shall conclude with the presentation of the proposed building documents to the Select Board by October 2007.

# MEREDITH FIRE DEPARTMENT

Board update

April 2006

**Background:** The initial discussion regarding the possible need for construction work relative to the Downtown Fire Station started with a CIP project identification form developed in 1998, which called attention to the fact that the downtown station should be placed upon the list of future capital needs. As stated at that time, time was not of the essence; however, due to a variety of items, the timing for action could change rather quickly. The variety of items included: significant Route 3 expansion, full-time vs. current call department, aerial truck or a need for expansion of the existing apparatus fleet.

As time passed, local building/development continued to expand at an increasing rate, resulting in a memo dated Sep 2001, bringing this matter to the attention of the CIP. This memorandum suggested that consideration be given to establishing an expendable capital fund with the idea of having money available should a centrally located piece of land become available. In June 2002, the Police expressed their concern for additional space. As a result of joint Fire & Police meetings with the CIP another project ID was generated with the concept of developing a fund for use in moving forward with a safety complex. The CIP, Planning Board and Select Board brought forward to the Town meeting in 2003 an article to establish such a fund, which was approved by the taxpayers. Following this approval a small committee of Police and Fire department members was established to explore a variety of sites that could become the location of a safety complex and meeting the needs of both departments. One site was selected that would meet these needs and was available at a reasonable price. Further action on this matter was delayed with the formation of a Space Needs Committee (SNC) in the Fall of 2003. In the spring of 2004 a meeting was held with the SNC and it was agreed to discontinue the safety complex idea and embark upon two separate building projects. This concept is documented in the final report of the SNC.

With respect to the Fire Department, an August 2004 memorandum was presented to the Board, updating the Board on the status as of that date, including the benefits and drawbacks of the Fire Department staying at its present location. In March of 2005, the Town meeting approved separating the aforementioned fund into a Police and a Fire Department building fund. Shortly after the March 2005 Town meeting, an in-house Fire Department building committee was established for the purpose of looking more closely at the renovation/reconstruction of the Downtown Station. At this point, conceptual plans have been developed and a Fire Department Charge has been drafted for Board approval.

**Building Concepts:** Since inception, all of the various studies/work support the position that the present station should be about doubled in size, from approximately 6,000 SF to 13,000 SF +/- . Most of this increase is generated from the need for future dorm space and expanded apparatus storage. Conceptually, the internal committee has agreed on a workable plan for arrangement of these two primary needs; however, this would be a project of an architect and would most likely be included in a related RFP. The dorm space, from the perspective of the Department, should be left unfinished, and would be subject to final configuration at such time

that the need for full time staff is required. With respect to apparatus, the increase is two fold, house an aerial and potentially future ambulance requirements. The proposed size of the Downtown Station should meet the operational needs for at least the next 25 years. Should additional apparatus requirements become apparent it would probably best be met with building a sub-station(s) outside the Downtown area (e.g. the Meredith Neck area).