

**Fire Station Building Advisory Committee**  
**September 11, 2007**  
**Town Hall Annex**

Chairman Flanders called the meeting to order at 1803 hours.

Committee members present: Wayne Bredvik  
Peter Brothers (Board of Selectmen's Representative)  
Jason Cornelissen  
Bob Flanders  
Carol Granfield  
Andre Kloetz (Bauen Corp)  
Chuck Palm  
Eric Palson (Sheerr, McChrystal & Palson)  
Carl Smith  
David Sticht  
Karen Sticht

Members absent with notice: Chris Lizotte (Sheerr, McChrystal & Palson)  
Steve Nedeau  
David "Bud" Larrabee  
Dave Parker  
Ann Sprague (ex-official)

**ACCEPTANCE OF THE MINUTES:** A motion was made and seconded to approve the minutes of the September 4, 2007 meeting, being no further discussion, the motion passed unanimously.

**PUBLIC INFORMATION COMMITTEE:** In the absence of Parker, the information prepared by the PIC was not available for review. Palson agreed that since his firm had a lot of the history leading up to the present design, he could participate with developing a power point presentation for public information purposes. Palm will contact Parker, upon Parker's return from vacation, and have him send the information previously developed to Palson.

Other aspects that could be included in the public information program are as follows:

- Develop a concise handout (brochure), highlighting various aspects such as: why the station is needed; why the location is important; how the future was considered in the design; etc. The brochure/handout should be concise as to wording and include graphs, tables and pictures; open house dates; etc.
- A invitation list should be developed so that chairpersons of community organizations, businesses and other community leaders are invited to open houses and also given the opportunity to have committee members visit their respective groups.
- Determine dates for open houses at the station so that the community has the opportunity to see first hand as to existing conditions and how the design of the new station includes anticipated future needs of the Department.

**DESIGN DEVELOPMENT:** A brief discussion was held regarding any additional changes that have been made to the Conceptual Design Plans, the more significant of these was the reconfiguration of the public entrance, which has slightly reduced the footprint of the building. The architects are developing drawings for construction bidding purposes, as this is the next milestone in the building program.

**OTHER:** Discussion focused on the meeting with the Select Board held on September 10<sup>th</sup>. It was agreed that a "Team" approach is the best way to do these types of presentations and the team approach would be used at the CIP meeting Wednesday. The team would be Flanders, Kloetz and Palm. The date of the next meeting was discussed and it was agreed that we would meet on Tuesday, September 25, 2007, at the Annex at 1800 hours.

**ADJOURNMENT:** Seeing that there was no further business to be brought before the Committee, the Chair requested a motion to adjourn. A motion was made and seconded. Being no further discussion the motion passed unanimously. Meeting was adjourned at 1920 hours.

Respectfully submitted, C. Palm