

Minutes -- January 9, 2018

Fire Department Facility Advisory Committee

Present: Tom Finnegan (Committee Chairman), Bob Bartlett, Harry Nelson, Wes Staples, Bill Campbell, Scott Talbot, and Graham Gitchell, as well as Emergency Management Deputy Bob Hamilton.

Meeting convened at 7:00 pm.

The minutes of the October 26 meeting were read and accepted.

Tom began by establishing the goal that the committee approach the Board of Selectmen with a request for funds for a full site plan. The committee has received two quotes for site work (Stevens and Bergeron), and it is felt that it is time to move forward. Harry had met with Rob Hitchcock of SVE who offered additional quotes - \$2K for topographical and boundary work, and \$10-15K for architectural footprint and programming site work, covering the size of the lot, parking, and septic design. The site plan should address the issues of parking, septic, water, building footprint, wetlands, and Town Hall issues as well.

The discussion then was directed toward the financing of the site plan. The committee decided to request \$15K, to be placed in a Capital Reserve Fund account, allowing bills to be paid as incurred, and any remaining funds would stay in the fund and not return to the General Fund at the end of the fiscal year. Tom will consult with JoAnn regarding the account and the writing of the article to be placed on the March warrant, as well as the RFP when the funds are available.

Members suggested that representatives of the committee attend the BOS meeting of Thursday, January 18, to explain the decisions for future funding.

A motion was made to request up to \$15K at the March Town Meeting for conceptual and topographical design work for the property located behind the Town Hall/Fire Department. Motion was seconded and the vote in favor was unanimous.

Next meeting is scheduled for Tuesday, January 23, 2018 at 7:00 at the Fire Station.

Meeting adjourned at 7:35 pm.

Respectfully submitted,

Rachel Bartlett