

Fire Station Building Committee  
Meeting Minutes  
November 21, 2023  
6:30 p.m.  
Select Board Meeting Room

---

Members Present:

Dawn Rand, Chair  
Mitch Cohen, Vice Chair  
David Parenti, Fire Chief  
Daniel Brillhart, Fire Captain  
John Rapa, Financial Planning Committee  
Diana Nicklaus, Citizen-at-large  
Tom Reardon, Citizen-at-Large

Others Present:

Neal Aspesi, Deputy Chief  
Shawn Thompson, Facilities Manager  
Tim Alix, Colliers  
Todd Ashford, Colliers  
Janet Slemenda, HKT  
Marc Theiss, HKT

6:30 p.m. – Meeting Called to Order

**1. APPROVAL OF MINUTES – October 25, 2023.**

Chief Parenti moved to amend Captain Brillhart's date from 2019 to 2016 on the beginning of FSBC meetings. All in favor, motion passed.

**2. UPDATE TO SCHEDULE**

Under the Schematic Design Phase, the Design Review Committee has four scheduled meetings with the FSBC. Under the current schedule of meetings, possibly combine committee meetings and discuss who will present at the different meetings.

- December 14<sup>th</sup> meeting will be first meeting with Design Review and Master Plan Implementation committee, as a listening session on their thoughts.
- On January 18<sup>th</sup>, 2024, the second meeting with the Design Review committee HKT will have a presentation.
- On December 20<sup>th</sup> we will talk about a date for the next public input session.
- As of today, we will keep all February dates the same.

**3. HKT PRESENTATION ON DESIGN UPDATES**

Janet Slemenda presented four different options for the building. There was discussion on each design, and she presented plans mirroring each design due to the large retaining wall needed on the west side of the property. The department preference is to have the apparatus bays on the east side away from the Dunkin Donuts driveway.

She commented that the site cost could be higher because of the height graduation and need to consider the water flow coming down the hill.

#### **4. OTHER TOPICS DISCUSSED**

- Energy efficiency and the sustainability of the building, including materials to be used on the structure depending on the design.
- A greener-looking building would be more attractive and having a more traditional look is what the town residents are looking for.
- Parking for members and residents is currently planned for 25 staff parking and 53 public parking spaces. This is what is needed for future expansion of the department. If the amount of public parking reduces or affects the building requirements for the fire department, public parking could be reduced.
- Apparatus bays are deeper due to the door openings by 12-15 feet. The building was pushed back five feet for turning radius of vehicles on the apron. All vehicles could back into the station without affecting traffic flow, with the exception of the Tower.
- A discussion of flat roofs to a pitched roof.
- Traffic questions ranked the highest on the input from residents at the previous input session.
  - 1) Fire Station will not add to traffic. CMRPC is currently doing a survey.
  - 2) Opticom lights will control lights for trucks exiting and entering the station.

Once site design is done, Opticom could be discussed more at that time.

#### **5. DISCUSSION ON NEXT STEPS MOVING FORWARD**

December 14<sup>th</sup> meeting, to have a presentation of the scale of new station to other buildings. Marc Theiss from HKT has taken pictures of various buildings in the town for a visual concept for residents, Design Review and Master Plan Implementation committees.

Discussion of the four design options presented by HKT, as a one level building or a second floor over the apparatus bay for member living and administrative offices. Chief Parenti stated they need the quickest access to go from the dorm rooms to the apparatus floor to keep his chute time less than 2 minutes. A pole is a safer way to get from the second floor to the first floor and is safer than stairs.

#### **6. ANY OTHER BUSINESS**

No other business was discussed.

#### **7. ADJOURNMENT**

John Rapa moved the committee vote to adjourn the meeting: Mitch Cohen seconded the motion: the roll call vote was taken as following:

Brillhart	“aye”
Cohen	“aye”
Parenti	“aye”
Rapa	“aye”
Nicklaus	“aye”
Reardon	“aye”
Rand	“aye”

Respectfully Submitted,

Lorraine Thompson  
Administrative Assistant

