

## Charlton Fire Station Building Committee

### Members:

Chairman Ralph Fiske	Present	Secretary Rob Barton	Present
Brian Ouellette	Present	Robin Craver	Present
Joe Haebler	Present	Dave Ryan	Absent
John McGrath	Absent	Keith Cloutier	Present

### Vertex Members:

Kevin Heffernan

### Tecton Members:

Dennis Ross-(Rebecca Hopkins and Jeff McElravy arrived at 0935)

### Also in attendance:

Gerry Doble, Finance Committee Member  
Lt. Dan Dowd, Charlton Police Department  
Chief Graham Maxfield, Charlton Police Department  
Chief Ed Knopf, Charlton Fire  
Deputy Chief Cantara, Charlton Fire  
Peter Boria, Water/Sewer Commissioner

Meeting held on February 25, 2019 at 0915

Motion to accept the minutes from the 1/28/19 as printed  
Haebler  
Second-Ouellette  
Unanimous

Motion to accept the minutes from the 2/11/19 as printed  
Haebler  
Second-Ouellette  
Unanimous

### Old Business

Dennis Ross gave an update regarding the building layout and states they have come up with a possibility to remove the training tower, allowing for almost all of the evolutions to occur on the mezzanine level, except hose tower for hose drying.

Ralph Fiske asked about any soil testing. Dennis states that they do have one of their companies looking at the topography, with a focus on site B. Based on preliminary discussion, looks like there will at least be a partial basement. Joe Haebler asked about the fill that may be needed. Dennis explained that it needs to be controlled fill with compaction as they put it in.

Robin asked about possible fill available from the water line project going on. Peter Boria stated that they will have some controlled fill available once the project starts back up for the season and they can stock pile it somewhere till we need it.

Robin gave us an update on the P&S

States it was sent out and waiting for their signature. There is a stipulation that allows for 1 or 2 people from Overlook to sit on the committee. There is also a clause in the P&S that states if the land is not used for a police/fire/public safety building within 5 years, Overlook as the ability to purchase it back for the cost we purchased it for. Overlook has 1<sup>st</sup> right of refusal for the property. Robin also stated that the lands does need to be surveyed, approximately \$8000. Robin also stated she will contact the LSP for environmental Phase I on the property. Robin states we did give an initial deposit of \$7,900. Robin also stated they are performing the title search.

Ralph asked about the survey timeline, unsure at this time. Question was asked on the contracts with Tecton and Vertex on what is required in their contract versus what we have to do regarding the property, such as title search, environmental study, etc. Robin asked for me to contact Tecton and Vertex to have them look into their contracts and see what work they were going to be performing.

Brian asked about the meeting with Father Bob from St. Joseph church. Robin states they did meet with Father Bob and will hold off till Tecton arrives to discuss the meeting.

Tecton arrived at 0935

Jeff passed out new site plans with first and second floor plans. Jeff states there is a 60' apron in the front before the setback of 15'. Discusses the "L" shape design with the PD on the right and the FD on the left.

Rebecca states they did go off the "middle column" on the space needs analysis as far as square footage. Jeff explained all the spaces for both fire and police. Keith gave his concern with the location of the prisoner processing and lockup in relation to the dispatchers, since one of their responsibilities are to physically check the prisoners at a regular interval. Keith explained on how area towns answer a similar amount of 911 calls with two dispatchers, allowing for one of them to leave and check on the prisoners where Charlton only has one dispatcher on and still needs to be able to answer all the 911 calls plus radio traffic.

Chief Knopf asked about the location of the toilets on the 2<sup>nd</sup> floor and how they should be located inside the admin area of the building, versus in the public common area.

Keith talked about a tour of the Oxford Police station and some of the good and the bad that he saw there.

Ralph asked Jeff about the plan for a basement and Jeff states it would most likely be only on the police side of the building.

Rebecca states she will send the documents out in pdf format at some point for everyone to be able to view them on their computers.

Motion to adjourn at 1020

Haebler

Second by Ouellette

Unanimous