

Minutes
Bristol Space Needs Committee
May 12, 2016

Present: David Carr, Nik Coates, Susan Duncan, Ned Gordon, Barbara Greenwood, Sandra Heaney, Ben LaRoche, Paul Manganiello, and Jeff Shackett.

Absent: Burt Williams and Michael Lewis.

Others Present: None.

The meeting was called to order at 7:00 by Chair Ned Gordon.

Review of Last Meeting: Mr. Gordon informed the committee that the purpose of the meeting was to have a presentation from the fire department regarding the space needs for the next 20 years. The schedule was reviewed and there is a conflict with some summer meetings and those dates will be rescheduled.

Minutes: Ms. Heaney suggested that it would be useful to add the affiliations with the boards and committees that the members belong to. Ms. Heaney commented that there was no mention of having empirical data for the committee to reference including research into the approximate size of the town in the next 25 years. Mr. Gordon asked Mr. Coates to add this information in the minutes and they will be approved at the next meeting.

Town Administrator review: Mr. Coates informed the committee that he has heard some comments around town regarding the mission and direction of the committee. The comments include whether the committee is overreaching and if the committee is sticking with what was outlined in the warrant article approved at town meeting. Ms. Duncan replied that the intent was clear that it is important that we look at where we are for the whole town and it shouldn't be just the view of one building and one department. Mr. Manganiello commented that the warrant article had changed at town meeting but the original article was to look at the town offices and the police department in particular. Mr. Gordon commented that the committee needs to look at all departments, all resources, and look at financial aspects and the effect on the town over time. Ms. Greenwood commented that she has heard comments regarding the past space needs effort and that nothing came of it and that the committee now needs to focus on something that can be resolved. Ms. Duncan replied that she wants the group to try to identify the problems before trying to fix the problems. This will get better support from the town. Ms. Heaney replied that the group needs to figure out a solution also. Mr. Manganiello commented that the needs of the police are immediate. Mr. Gordon commented that the right approach is to evaluate the needs and come up with the best proposal for the interests of the community and bring this to the people.

Fire Department Tour and Presentation: Mr. LaRoche conducted a tour of the fire station and highlighted areas of concern. There is a crack in the foundation which is a structural concern. The width of the bays is a future concern due to the increase size of the ambulance chassis. There are storage issues and the stairs are narrow that lead to the upper level storage area. The gear should be stored in a separate room as this is a code standard that is not presently met.

Mr. LaRoche gave the committee the fire department space needs report and reviewed the report with the committee. File storage is tight and the town needs to better grasp storing files electronically to help with storage space. The Bristol Fire Department building committee was established in 2015 to define the current use and future space needs through the next 25 years. The NHDOT was contacted about the storm drains and NHDOT is confident that moving pipes will not be an issue although NHDOT is concerned that any building or location changes do not increase flow. NHDES was contacted regarding potential foundation repairs. NHDES will work with the department through permitting and the project. Other areas of need include apparatus space and bedroom space due to yearly increase in call volume and the potential of having a third person on shift in the future.

Ms. Heaney asked if there is a population correlation in call volume. Mr. LaRoche replied that there doesn't seem to be a correlation and that it ebbs and flows with the needs of other towns. There is an increase in population in the summer but the volume stays pretty consistent. Ms. Heaney asked if there are any equipment needs. Mr. LaRoche replied that there are not any big items needed but it would be difficult to go to less equipment in the future. Mr. Manganiello commented that the CIP report shows the next major fire department purchase is in 2030. Mr. Gordon asked what the space needs are of the department regarding equipment and expansion. Mr. LaRoche replied that in his opinion the station is a good building in a good location. For the next 25 years the department has to plan for storage needs and more administrative space. The utilities and structural issues are a concern and should not be overlooked. Mr. Coates commented that he had been told that the building could support a second floor. Mr. LaRoche replied that an engineer could look at the building to see if this is possible. The building needs to meet code and a second floor may not be possible. Mr. Coates asked how much the building degradation is typical wear and tear that could have been solved with routine maintenance. Mr. LaRoche replied that the department has done a good job maintaining the building with energy upgrades, window upgrades, an air circulation system, and a roof that was put on 12-14 years ago and is in good shape. The building is a low maintenance building. Ms. Duncan asked how much of the call volume is for Bristol proper vs. mutual aid. Ms. Duncan asked Mr. LaRoche to run the numbers for the committee. Mr. Coates asked if the department is tapped out for mutual aid or if there is room for growth. Mr. LaRoche replied that the growth of surrounding areas needs to be looked at in regards to the impact on services and mutual aid. Mr. Carr commented that the boilers were replaced a few years ago and should be good for the next 25 years. Mr. LaRoche replied that the station has seen a cost savings with the new boilers. Mr. Shackett commented that the fire station is the finest maintained building in the town for its age.

Mr. LaRoche concluded the presentation with the suggestion that before creating a plan an engineer should look at the building. Mr. Gordon commented that if the town should hire an engineer to look at

adding another bay then it would be prudent to have the engineers also look to see if the building would accommodate a second floor. Ms. Heaney commented that the cost of those items should be run.

The next meeting will be **Thursday, May 26, 7:00PM at the Town Offices for the Police Department tour and presentation.**

Action Items:

- Coates: Schedule presentations from the NH Office of Energy and Planning and/or Lakes Region Planning Commission on population trends, and the School District on student population projections.
- Coates: Gather list of Town-owned properties.
- Coates: Gather past space needs studies and plans.

Public Comments: None.

Adjourn: Ms. Heaney made a motion to adjourn, seconded by Mr. Manganiello. The committee voted 9-0 in favor of the motion. The meeting was adjourned at 8:35PM.

Respectfully Submitted,
Wendy Costigan