

**Safety Services Building Committee Meeting**  
**Wednesday, September 25, 2013**

A meeting of the Safety Services Building Committee was held on Wednesday September 25, 2013 at 1:00 pm at the Franconia Town Hall. The minutes were recorded by Suzanne MacDonald.

Regular members in attendance were Bob Montagno (Selectman), Paul Schmucker (Life Squad), Dawn Steele (Resident), Jeff Woodward (Resident), Rick Gaudette (Fire Chief) and Facilitator Deb Maes.

Guests were Roger Odell (Fire Department), Bob Tortorice (Energy Commission), Martin Cashin (Police Department), Mark Taylor (EMD), Tim Grant & Ted Kupper (P & L)

The meeting was called to order by Bob Montagno.

The minutes of September 5, 2013 were reviewed and accepted.

Provan & Lorber discussed the site analysis. They have taken the plans/layout that was presented at the last meeting by Roger O'Dell. The building they are working on is 80x120 feet. They will have to rework a little bit of the plan as the sally port does not fit the current plan by a couple of feet. They have plans that use centering the building on the lot and being able to drive around the building. This plan does not provide for much parking. There are also plans that put the building up to the embankment. This would allow for 7 spaces on the side of the building and for 5-6 spaces that could be for police business only. They will need to watch the roof line for snow falling. It may be possible to put the parking out back. There is not a lot of room for two way traffic. Provan & Lorber will go on site and measure the size of the containers that are currently on location.

It is possible to build/rebuild on the current location of the Safety Services Building with no problems. P & L believes there is room for a septic and drainage. There are no plans to add further paving to the lot. To accommodate the runoff, a dry pond or underground drainage will need to be added to the property.

It was discussed how things would change if the footprint was made smaller by adding a second level. The departments utilizing the building need ground floor space and are not in favor of having a second level.

P & L discussed a new approach of having open houses and labeling the portions of the facilities that do not meet code. P & L would strongly suggest the Town of Franconia using this approach. Roger mentioned that we have already held open houses in 2000 & 2003 including a pancake breakfast. The plan needs to include a strong business and financial plan. Public hearings will also need to be held. This is a viable plan for the 2014 Town Meeting.

The Department space requirements will be on ongoing process as the building planning comes together.

Developing milestones for use in preparing a project timelines was discussed at length. A warrant article for the 2014 March meeting will require a solid article by the end of January 2014. The Towns Budget Meeting will be held in early February. It is possible to hold a special meeting in May or June but it is not recommended.

Costs projected should be in place by mid January. Two public hearing should take place, one in December/January and one in February. Town meeting is the second week of March. P & L will use a construction estimator for costs. Funding aspects must be in place when going to Town Meeting and should be available prior to the first public hearing. This leaves 2 ½ to 3 months to come up with the plans.

The preliminary drawing will be available by mid December. (The proposal for architectural and engineering drawing still needs to be signed by the Select Board.) Energy Star rating will be kept in mind during the planning process. The Committee will have input on the drawing which should be about 50% complete by the end of November.

The Committee would like to visit other facilities. Rick Gaudette will try to contact Gilford's Safety Services Department and set up an appointment.

The Committee discussed a pre engineered building vs building from scratch. Once everything is added in the costs will be comparable. The bid package will be very specific.

The next step will be for P&L to finish the conceptual plan. They will take a look at the containers and trailers. They will also look further into parking, septic and drainage. P & L will prepare a proposal for engineering services thru the final design. P & L would attend all public hearings. By the middle of next week P & L should be able to email a conceptual drawing to Bob Montagno. **The proposal will be discussed further on October 16, 2013 at 1pm at the Town Hall.**

In other business the Committee discussed how comfortable they are with P & L and the added value and credibility they add to the project.

**The next meeting will be on Wednesday October 9, 2013 at the Town Hall. The meeting will begin at 1:00pm.**

With no other business to conduct the meeting was adjourned at 3:05 PM.

Respectfully Submitted,  
Suzanne MacDonald  
Safety Services Building Committee - Secretary