

**Joint Workshop Meeting Minutes**  
**Board of Selectmen and Capital Projects Review Committee**  
**November 5, 2011**  
**Town Hall Annex Meeting Room**

**Members of the BOS Present:** Chairman Florence Seldin, Len Sussman, Timothy Roper, Sean Summers, and David Whitcomb.

**Members of the CPRC Present:** Chairman Deborah Aikman, Andrew Siffard, Sam Streibert, Daniel Sylver, and Juris Ukstins.

Also present were Jill Goldsmith, Town Manager, Chief Michael Ambriscoe, Alix Heilala, Finance Director, David Morrow and Fabrizio Caruso and Anthony DiLuzio of Maguire Group.

Chairman Florence Seldin called the meeting to order at: 9: am.

**I. Opening Remarks**

Ms. Seldin reiterated the BOS commitment to building a new fire station and quoted one of the BOS goals that were approved at the BOS meeting on November 1, 2011 “Authorize for the 2012 Town Meeting a design plan for a central fire station that will deliver an appropriately sized station at a reasonable cost.” The BOS and CPRC have been holding public meetings to answer as many questions as possible prior to the Town Meeting.

Ms. Seldin stated this workshop is the continuation of the September 20, 2011 and October 4, 2011 meetings of the BOS to give further direction to CPRC and the architect. An additional \$15,000 to finalize the schematic design plans was requested and approved at the Special Town Meeting.

Ms. Seldin explained the BOS is involved in the design recommendation process as the roll of the CPRC is advisory to the BOS and the BOS is the responsible body to decide what should be recommended and supported at Town Meeting. She added the goal of this workshop is to leave with a clear direction so CPRC and the BOS will have a design ready in January to be presented to the voters in May.

Ms. Debbie Aikman, Chairman, CPRC, introduced the members of the CPRC and provided a chronology of the fire station design project.

STAFFING

Discussion took place. Vote to be taken up later in the meeting.

TRAINING TOWER

At its October 20<sup>th</sup>, 2011 Meeting: CPRC voted 4-1 to present the tower as an add alternate.

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MOTION by David Whitcomb: to include training tower in architectural design of the Chatham Fire Station

No Second

MOTION by Len Sussman: to eliminated the training tower from design, but include training mezzanine

No Second

MOTION by Len Sussman: to eliminate training tower from design

Seconded by: Tim Roper

**Vote 4-1-0 (David Whitcomb opposed)**

MOTION by Len Sussman: to preserve training mezzanine, if possible

Seconded by: Florence Seldin

**Vote 4-1-0 (Sean Summers opposed)**

APPARATUS BAYS

At its October 20<sup>th</sup>, 2011 Meeting: CPRC voted 5-0 in support of five (5) double bays if all equipment were to be housed in the apparatus room

MOTION by David Whitcomb: to include five (5) apparatus bays in the design of the Chatham Fire Headquarters

Seconded by: Len Sussman

**Vote 4-1-0 (Sean Summers opposed)**

TRAINING ROOM/FITNESS ROOM

No Vote Taken.

CPRC will work with architect to provide a different configuration for Training Room/Fitness Rooms particularly the feasibility of putting them in the basement.

REST ROOMS/LOCKER ROOMS

A redesign of rest rooms/locker rooms was shown by the architect.

STAFFING

MOTION by Mr. Sussman: to instruct CPRC to plan in the Fire Station Headquarters for a full staffing of six (6) with expansion needs when and if they occur based on discussions of allocation of resources all over town that future expansion of staff be contemplated off-site at the South Chatham site.

Seconded by: Mr. Roper

**Vote 5-0-0**

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MOTION by Mr. Roper: to adjourn.

Seconded by: Mr. Whitcomb

**Vote 5-0-0**

Meeting adjourned at 12:12 pm.

Respectfully submitted

Kristin M. Sullivan