

Town of Sanbornton
Space Needs Study Committee
Meeting Date: Monday March 30, 2015

Present: Craig Davis, Nina Gardner, Karen Ober, Tracy Wood, Craig Davis, Earl Leighton,
Don Bormes

Absent: Doug Rollins

Meeting opened at 7:05

Pledge of Allegiance

Minutes of March 2, motion to accept by Craig Davis 2nd by Don Bormes motion passed unan.

Space Needs Review:

Fire Department presentation: attached # 1

Workspace completed 1990's by volunteers

Trying to upgrade by Home Depot grant at one point

Previous question of Eye Wash (police & fire) available on the ambulance w/saline

Chapel: maintenance issues to be addressed: roof, siding, electric updates (GFI), bathroom upgrade

Some things – maintenance need to be addressed – Life Safety Building, paint or siding outside

EOC (Emergency Operations Center) would be 24 hr. coverage, use of generator and 2 – 3 times yr.

Need for pull out cots.

Other needs: Parking – Life Safety/Town Office

Town Administrator presentation: attachment # 2

Welfare 100 sq. ft. per guidelines – What is standard?

Finding space an issue, Live with what we have, needs improvement

of offices

Home designer – estimate for plans 1,200 – 2,000

Space solutions and questions: Welfare to PD?, paperless to eliminate storage, room dividers various heights, having records away from TCTC would not be good, town office water drinkable (?), more than 10 x 10 space per office(?)

Send letter to those we have spoken to, to see if there are any other issues, Karen to do.

Did we leave anyone out? Library is maintenance issue only to outside of building.

Consideration: to designer to review our present situation and make recommendations

Immediate needs: Temporary solution for Welfare meets needs, repurpose town space with design, Recreation – temporary and truly temporary, engineering study to go to 2nd floor, decontamination shower.- consideration.

Recommendation: Recreation – plan & discussion with recreation commission – Earl going
Bill Tobin – immediate needs come up with main plan for maintenance issues to include:

Window sill – town office issue (replace or caulk & paint to buy 5 years)

Should Maintenance be contract out if we cannot provide in house?

Next meeting – Monday May 4, 2015, 7 PM @ Town Office

Respectfully,
Karen Ober

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**TOWN OF SANBORNTON, NEW HAMPSHIRE
FIRE DEPARTMENT**

**P.O. Box 112, 565 Sanborn Road
Sanbornton, NH 03269**

**Phone (603) 286-4819 Fax (603) 286-4703
Paul D. Dexter Jr., Fire Chief**

MEMORANDUM

TO: SPACE NEEDS COMMITTEE
FROM: PAUL D. DEXTER JR., FIRE CHIEF *(PDD)*
SUBJECT: REQUESTED INFORMATION
DATE: 3/30/2015
CC:

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- Immediate Needs – To improve the current duty firefighters work space on the apparatus floor, to update the electrical and enlarge the space to accommodate the multi-purpose use of the room.
Currently the space is 7ft X 9ft and is the duty firefighters work space but also stores all radio charging banks for portables and pagers, the department training library and storage of larger EMS equipment.
Estimated Cost - \$8,000.00

 - Short Term Needs (5 years out) – Work space for staff (i.e. Fire Chief, Deputy Chief, Code Enforcement and administrative secretary) and sleeping quarters and bathrooms with showers for staff.
Currently the Fire Chief's office 11ft X 13ft and the duty officer's office (8ft X 13ft) could be converted to male and female sleeping quarters and the existing cleaning closet and two bathrooms could be updated to accommodate the shower needs.

The work space needs could be accomplished if the Police Department's needs were addressed in another building and the fire department would utilize the existing space the PD currently occupies.
Estimated Cost - \$25,000.00

 - Long Term Needs (10 years out) - To improve the space at Chapel Fire Station on Weeks Rd. for better storage and an update to the general facility. The current structure is over 40 years old and will need to be updated, If we continue with the current compliment of fire apparatus, the station must be continually funded to house our 2nd engine and forestry unit.
Estimated Cost - \$60,000.00

#2

Space needs Town Office

Immediate:

- Office space for Overseer of the Welfare
- Meeting room for Overseer of the Welfare and for personnel meetings
- More private spaces for the Finance Officer and the Treasurer (walls)
- More parking spaces
- Space for personnel file cabinets

Short Term:

- Larger vault for TC/TC

Long Term: 10+

- More room for the Finance Officer and the Treasurer
- Room for receptionist/assistant
- Room for the Assessor
- A record room/storage vault for personnel/financial/committee records
- Larger meeting room for the BOS/Committee meetings