

FIRE STATION BUILDING COMMITTEE MINUTES

November 18, 2025

Virtual Meeting

MEMBERS PRESENT: Ms. Abby Hurlbut, Chief Don Stats, Mr. Joe Parisi, Mr. Todd Woekel, Mr. Nick Masse, Mr. Mark Hall, Mr. David Rudloff, Captain Eric Pepper, Lieutenant Jon Burt, Mr. Don Kelliher, Mr. Scott Buckley and Mr. Mike Gilleberto.

OTHERS PRESENT: Mr. Bryan Fors (Vertex), Ms. Rebecca Hopkins (Tecton), Mr. Jeff McElravy (Tecton), Ms. Marissa Zorzi (Tecton), Mr. Brian Jarvis (Vertex) and Mr. Brian Mikolaycik (Vertex).

Meeting called to order at 5:32 P.M.

Ms. Hurlbut began the meeting and introduced Ms. Rebecca Hopkins (Tecton). Ms. Hopkins shared her screen and presented a review of the Space Needs Assessment that had been previously emailed to the committee.

The report is divided into two primary sections; Primary Fire Station (Headquarters) and Secondary Station. Under each section, Ms. Hopkins presented the Space Needs, Room Descriptions and Site Needs. Budget information is not yet incorporated into the report. More information needs to be obtained.

The Primary Station estimated to have a Facility gross area total of 32,230 s.f. Ms. Hopkins reviewed each type of space included in the plan, its usage and approximate square footage. Ms. Hopkins discussed the importance of having different cold/clean and hot/contaminated zones. She also reviewed the transition zones. It is estimated that the Primary Station would need approximately 1.93 acres. Ms. Hopkins then performed a similar review of the Secondary Station needs. The Secondary location would be smaller in size, approximately 17,000 s.f. The Secondary Station could be on a parcel closer to 1 acre in size.

Ms. Hopkins made the point that aspects of one location could be shifted to the other based on the needs of the department and also the size of the sites available.

Mr. Rudloff asked about building services and if they were included in the 30% net to gross adjustment. Ms. Hopkins responded that generally they do not include building services in the net to gross adjustment. It is typically wall thickness, corridors, vertical circulation, etc.

Mr. Woekel inquired if septic systems and area for leach field was considered and how it would play into site selection. Ms. Hopkins responded that the septic system needs could impact amount of usable area of a site. They consider general zoning setbacks and green space when selecting a site. Some area for septic was factored in but will be kept in mind with site selection.

Mr. Fors introduced Brian Mikolaycik and Brian Jarvis from Vertex.

Mr. Fors had sent out the milestone schedule and noted that the committee will have some big decisions coming up. Mr. Parisi commented that in terms of outreach that the letter to property owners is ready to go out once the list is finalized. There are a number of parcels that could work, that are the right location and sufficient size. They will once again review the database to finalize the list. Ms. Hopkins commented that if there are sites under consideration, that Tecton can perform a quick review to determine if it is something to look at further. They are able to use GIS to frame out some of the parcels on the list. Mr. Parisi commented that some parcels were eliminated for being less than .9 acres. They can be added to a spreadsheet and sent to Tecton to overlay on GIS. Chief Stats to provide list of parcels to Tecton.

MINUTES

- A motion was made by Chief Stats and seconded by Mr. Masse to accept the minutes of 10/1/25. **VOTED: UNANIMOUS.**
- A motion was made by Chief Stats and seconded by Mr. Masse to accept the minutes of 10/21/25. **VOTED: UNANIMOUS.**

Next meeting dates: Tuesday 12/9 at 5pm.

ADJOURN

A motion was made by Chief Stats, seconded by Mr. Masse, to adjourn at 6:41 P.M.
VOTED: UNANIMOUS.

Approved _____

Date _____