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TOWN OF WESTMINSTER

**Town of Westminster  
Public Safety Building Committee  
May 9, 2023  
Meeting Minutes**

**Call to Order**

- Chairman Von Salmi called the meeting to order at 18:00
- Members Present – Von Salmi, Peter Normandin, Mike Cooley, Chris Mossman, Josh Hall, Melissa Banks, Stephanie Lahtinen, Steve Rocheleau, Lisa Rocheleau, Jason Tamulen, Kyle Butterfield, David Monty

**Introduction**

- Chairman Von Salmi welcomed the members and the charge from the Select Board was reviewed.
- Committee members introduced themselves

**Review of Progress from Previous Committee**

- Chairman Von Salmi provided a brief review of the sites that were previously studied.
- Programs to date have been shared with members and they are asked to review prior to next meeting.
- From the previous committee the only site left that was not proved in or out is the site located on Meetinghouse Road. Chris Mossman brought up the site constraints including wetlands crossing to get to the high ground. Peter Normandin asks whether the Landry site on South St. is still available. Mr. Mossman reviews the elevation issues with entering the site from that location. Kyle Butterfield informs the committee that Matt Marro the Conservation Agent has been asked to review the site for the committee for potential use. A finding will be forwarded when received.
- The Upton site is briefly reviewed and the constraints with the building being so close to a school ruled that site out.
- There is \$20,207.70 remaining in the Public Safety Building Feasibility Study account.

**New Issues**

- Peter Normandin questions whether the Police and Fire Department want to remain together in a shared building or separate. Mr. Normandin also brought forward whether there was any efficiency of design with a combined building. Mr. Salmi states that systems can serve both agencies in a combined building rather than two separate buildings.
- Kyle Butterfield stated that it would be the best for the agencies to remain together if possible but this is not required. Jason Tamulen reports that if possible to remain together but it is not a requirement. There are some interagency items that are easier when the agencies work in the same building.
- Mr. Normandin brings forward the Funeral Home and Legion site on Main St. and whether these two properties are usable. Steve Rocheleau reports that those sites are in close proximity to the current building. Chris Mossman will be working on a test fit for a police station only for the next meeting.
- Steve Rocheleau asks Josh Hall whether the current DPW site would work for a police station. Stating if the DPW site is close enough to the requirements it might be easier to relocate the DPW which does not have the same response requirements to an outlying location. Mr. Hall reports he is not sure whether the Oakmont Ave site is advantageous for use of a PD due to wetland constraints.
- Von Salmi reports that the Fire Department has standards that are required. Kyle Butterfield reports that the longest NFPA response time is 20 minutes.
- Von Salmi reports that Simplex Drive is a possible site should the town entertain the thoughts of accepting Simplex Drive as a town road. Mr. Hall reports that the expected cost of the roadway is around \$1,000,000.00 to bring it up to town standards.
- Melissa Banks and Lisa Rocheleau report they did not receive the email with agenda and meeting times. Kyle Butterfield will work on that issue.
- Peter Normandin requested whether it would be acceptable to ask the dissenting member of the Hager Park Commission their reasoning. There were no objections.
- Josh Hall questions whether the baseball fields are an option if new fields were constructed elsewhere.
- Mr. Salmi reports that the town owns property on Whitmanville Road that was marked for a fire department substation. There is flexibility in fire location to meet the response standards by utilizing a substation. Kyle Butterfield brought up that if the current station is remodeled it will not provide enough bay space but a substation could provide the extra space.

#### **Assignment**

- Kyle Butterfield will prepare a list of all previous programs that were completed with their associated costs.
- Chris Mossman will prepare a test fit on the Legion and Funeral Home Site
- Von Salmi asks all of the members to review the site programs that have been provided.

#### **Schedule**

- The Committee agrees to meet regularly on the second Tuesday of the month at 18:00.

- A goal of September 12, 2023 for the committee to complete a final site recommendation to the Select Board.
- Due to time constraints additional meetings will be set and Zoom/Teams meetings are an option. A meeting has been set for May 23, 2023 at 18:00.
- Von Salmi entertains a question from citizen Adam Hurd who asks whether the web meetings will be available to the public. He was informed the agenda with the link will be posted.

**Adjournment**

- The committee adjourns at 18:53

Von Salmi

Public Safety Building Committee Chair