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TOWN OF WESTMINSTER

*Approved per Kyle Butterfield  
at June 13<sup>th</sup> meeting*

**Town of Westminister  
Public Safety Building Committee  
May 23, 2023  
Meeting Minutes**

**Call to Order**

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

**Review and Approval of Minutes**

- Steven Rocheleau moves to accept minutes, second by Melissa Banks with no changes as written.

**Review of Previous Committee Documents**

- The members present reviewed site documents and there is no further discussion on previous site plan or programs. Josh Hall raises the question the life expectancy of a site program. The site selection from the previous site was sized to accommodate a 50 year building. Josh Hall asks what the charge of the committee is and Stephanie Lahtinen reports the committee charge is for town own properties only.
- Josh Hall asks the committee the question what the concerns were for the Old Town Hall site. Von Salmi responds that it was related to the building being limited size wise due to site constraints and release of prisoners into a residential neighborhood. The same concerns exist with the Upton Building next to the school. Any site close to the center of town has the same concerns no matter the location.
- Josh Hall questions whether the existing site will accommodate a full build out for a public safety building. Von Salmi reports based on previous committee the current locations does not accommodate a full build out for a public safety building. The site will accommodate a full build out of a police station only. Von Salmi reports that the new

building code allows for accessory use lots may increase the potential buildout of the community. Steven Rocheleau reports that if the town increases significantly in size there will be a need for additional growth.

- Josh Hall asks what is the recommended size of a combined public safety building. It is reported that a combined site requires about 5-6 acres. He questions what a PD only site would need for space requirements and estimates 2-3 acres.
- Josh Hall asks whether the Leominster St site works. Chris Mossman reports there are significant site constraints with elevation and site lines. Josh Hall asks about the ball fields, and Chris Mossman reports that the fields are rated low due to political issues surrounding the site. Lisa Rocheleau reports that the site constraints include wetlands and peat moss exist on that site for building. The schools report they are not interested in utilizing the property.
- Von Salmi reports that if we cannot find a joint site the cost will increase due to the construction of two separate buildings. Josh Hall asks whether the fire station could house a combined police and fire. The current site program does not include that.
- Fire department response times are discussed and Kyle Butterfield reports that in order to meet NFPA standards the building would need to be centrally located.
- Melissa Banks reports there is a parcel in town that has town water and would require septic at 84 State Road West. Chris Mossman reports that the site has site concerns including a driveway being next to a residential house, grade concerns and wetland concerns. Chris Mossman will provide topography and an overlay of a possible building on the site. Josh Hall raises the need for sewer at the fire station. These concerns are due floor drains, water consumption and operational needs.
- Pete Normandin reports that he has not spoken anyone at Hager Park yet.
- Chris Mossman reports that he has looked at Meetinghouse Road and will need to walk the site with Conservation Agent Matt Marro to review the site. Chris Mossman believes the site is potentially usable and the wetlands can be replicated on site if there is not a perennial stream on site. He believes the site will need further review and cannot be ruled out at this time. There is discussion of storm water management and DEP permitting with the site.
- Josh Hall questions whether the Simplex Drive is a viable option. There is discussion on the potential viability of location, response time and other constraints. The roadway was discussed and the consensus is roadbed remains viable. There are some surface topcoat and drainage concerns that would need to be evaluated. Lisa Rocheleau asks about the Westminster Business Park and the viability of locations there.
- Peter Normandin reports that in his opinion the only Town owned site is Meetinghouse Road. He questions whether the Fire Station could be located at Meetinghouse Road and the existing building could be renovated into a Police Station only. Meetinghouse Road does not accommodate a Fire Station according to Chris Mossman due to the site size requirements.

- Main St. is discussed and Chris Mossman reports there are zoning issues that may exist. That it related to building setbacks that would need to be addressed. Historical constraints are discussed as 123 Main St. is a historic building.
- There is discussion of the existing site whether it would serve as a fire station if the building was razed and a new building was building on site. Discussion revolved around the site constraints and changes to the building code would require the building to raise up to 4 feet under new regulations if a new building was constructed. Discussion revolved around utilizing the Town Hall/Public Safety Parcel. Whether that site would work to construct a new fire station with police being located on Meetinghouse Road.
- Discussion was had on Tecton providing a review of potentially utilizing the current parcel with a new fire station. Chris Mossman makes the motion to have Tecton review the existing parcel and whether it will support a fire station only on site. Melissa Banks seconds the motion and there are no objection from the committee members. Chris Mossman raises the point that if the site does work we will need a determination of the wetlands are a perennial stream. That can be done as the next steps. Chris Mossman will look at the wetlands and assessment of the site.

#### **Schedule**

- The next meeting is scheduled for June 13, 2023 at 18:00

#### **Adjournment**

- Von Salmi entertains a motion to adjourn and it is seconded with no objections from the members. The meeting adjourns at 19:01

Von Salmi  
Public Safety Building Committee Chair