



CITY OF DOVER

NORTH END FIRE STATION BUILDING COMMITTEE MINUTES

Meeting Type: Regular Meeting
Meeting Location: Central Fire Station, 9-11 Broadway, Dover, NH 03820
Meeting Date: **Thursday, April 19, 2007**
Meeting Time: **5:30 p.m.**

MEMBERS PRESENT: Chairman Sam Allen; Lt. Dave Lindh; FF David Hanna; Dick Hughes, retired Fire Deputy Chief; Karen Weston; Harvey Turner, City Council; Matt Mayberry.

MEMBERS ABSENT: None

STAFF PRESENT: Chief Perry Plummer, Deputy Chief Eric Hagman, Clerk Typist Lynn Conway.

OTHERS: City Attorney Alan Krans; Richard Conway

The Meeting was called to order by Chairman Sam Allen at 5:30 p.m.

1. Committee Legal Responsibilities Briefing by City Attorney Alan Krans

Attorney Krans will be available to answer questions, understand the committee's obligation with the minutes and assist the committee whenever needed. Minutes should be posted on the city website by the City Clerk. A draft of the minutes can be posted, but they do not become official until they are approved by the committee. The committee has the obligation to post the minutes as we operate under the "right to know" law, RSA A91-A. Sub-committee meetings are also public knowledge and minutes to those meetings need to be posted as well. Minutes are a summary, not verbatim. Recording secretary is to be detailed and specific on motions made and the outcome of any vote.

Email: Public business should be done in the meeting, not through email. It is acceptable for a member of the committee to send out a mass email to disseminate information to other committee members (example: test boring went well). Committee members will have a city email address to use for the purpose of conducting this business and for documentation.

A quorum is a majority of the committee.

2. Minutes From April 9, 2007 Meeting

Motion by Chairman Sam Allen: To post the drafted minutes of the April 9, 2007 meeting as soon as practical with an eye to approve at the next meeting.

Seconded by: Harvey Turner

Passed by unanimous vote.

Chairman Allen requested an agenda item for next meeting to be a discussion on what rules to establish and follow for subsequent meetings.

3. Site Testing Update



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Test borings are done and will have report for the next meeting. Site assessment proposal is being put together. Chief Plummer has been out to the site to check the drainage from the recent rain and floods.

Dave Hanna asked about the specific laws regarding cemeteries as there is one on the land. Chief Plummer believes the site does not involve that plot. Chief Plummer will make sure engineers know about it.

4. Discussion of Architect

A resolution will be going to the city council on Wednesday, April 25, 2007 to secure the architect. This architect was the lowest bidder that met the specifications. Matt Mayberry asked if the architect's bid was still accurate with the cost of materials going up. Chief Plummer responded that once the bid is secured, it will be locked in.

Harvey Turner asked about building the station without an architect and using a canned set of plans. Chief Plummer and Dave Hanna addressed his concerns and answered his questions.

Chairman Allen brought up discussion on having the architect come in to speak to the committee.

Matt Mayberry voiced concern about being an advisory committee and not having a part in the decision making process. Discussion followed on the subject of committee's role and responsibility.

(Matt Mayberry left meeting @ 6:43 pm)

Discussion continued on meeting with the architect before the city council meeting on Wednesday, April 25, 2007. Harvey Turner asked that everyone make a comment on this subject and then take a vote.

Motion made by Harvey Turner: To support the resolution to go forward to the city council on Wednesday, April 25, 2007 and, if possible, to meet with the architect on Monday.

Seconded by: Dave Lindh

Passed by unanimous vote.

Chief Plummer will contact the architect to arrange a meeting with the committee on Monday, April 23, 2007 at 4:00 pm at Central Station.

Upon motion by Harvey Turner and seconded by Dave Lindh, the meeting was recessed at 7:08 pm by a unanimous vote.