

**EMS Facility Workgroup  
Special Meeting - DRAFT Meeting Minutes**

**7:00 PM Thursday December 8, 2016**

**54 Jockey Hollow Road**

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**Member Attendance:**

Ken Kellogg, Chairman  
Dennis Condon  
John Brenna  
Domenic Paniccia - Absent

**Guest Speaker** - Brian Humes, Jacunski & Humes Architects

**Present** – Chief Don Smith and Volunteer EMS Service Members

Chairman Kellogg called the meeting to order at 7:13 PM

1 – Chairman Kellogg stated the purpose of the meeting was to present the proposed EMS facility schematic design for discussion with EMS membership. Chairman Kellogg introduced Brian Humes to the group.

2 – Chairman Kellogg presented an overview of the project to the EMS membership and explained the Workgroup's goals and objectives. He provided a brief project history to date that included the facility needs assessment, the site selection assessment of Town owned properties including the evaluation of the current facility and development of a schematic design that meets the needs of EMS. Future activities will involve professional cost development, Town approvals, financing and construction planning. He also noted the building costs for renovation of an existing structure was substantially lower than new construction and land acquisition.

3 – Chairman Kellogg introduced Brian Humes from Jacunski & Humes Architects to lead the presentation and discussion. Discussion highlights included the following:

- The process leading to the schematic design recently developed from the needs assessment and site selection activities.
- 12,465 sq. ft. of space was identified from the space needs assessment.
- The proposed 11,868 sq. ft. schematic plan conforms to setback and zoning requirements for parking, building additions and renovations.
- Color graphics of the exterior building and interior layout were presented and circulated for discussion.

- Details of the building additions and renovations for public and staff entrance, lobby, new 1,300 sq. ft. training facility, staff day room, kitchen facilities, administration, decontamination area, sleeping quarters, lavatory/shower facilities, mechanical/building services, storage, oxygen generation and bay area exit were presented and discussed.
- Membership expressed concern for ice/snow pocket accumulation between the street front building additions – Brian indicated plans call for sub-surface radiant heating to minimize the snow and ice accumulations. Membership asked questions regarding building security, sleeping quarters, temporary building shutdown during construction and parking.
- Based on the schematic design, there would be no need for a temporary building shutdown during construction and renovation. Most work would be completed in modular phases.
- There are 50 parking spaces available in the proposed exterior grounds layout.

4 - Chairman Kellogg provided an overview of next steps for the Workgroup including the overall implementation process and thanked everyone for their questions and concerns.

5 – Dennis Condon motioned to adjourn the meeting. John Brenna seconded the motion. A unanimous vote was taken to adjourn the meeting at 8:15 PM.

Please note these are draft-meeting minutes until approved at the next regular scheduled meeting.

Respectfully submitted.

John Brenna