

1

DRAFT



2

3

4

5

6

7

WEARE BOARD OF FIRE WARDS
MEETING MINUTES
December 19, 2023

8

PRESENT: STEVE ROBERTS- CHAIRMAN, WAYNE MEATTEY- VICE CHAIR, KILLIAN DONNELLY - NON-MEMBER, MARK ROARICK-ACTING FIRE CHIEF, LEAH CUSHMAN- NON-MEMBER.

9

10

11

ABSENT: DAVID HEWEY SR.-MEMBER, LOUISA ERF- MEMBER

12

13

Members of the Public Present: Matthew Martel, Mike Martel, Craig Francisco, Scott Silva, Neal Kurk

14

15

16

Town Administrator: Naomi Bolton

17

Chair Steve Roberts called the meeting to order at 6:10 p.m.

18

19

20

Driveway Application Mt Dearborn Road Tax Map 408-061: Mike Martel said the entrance is off Mount Dearborn Road. It is a 1,400 ft driveway that is narrow at the beginning and goes back and opens to where he would like to build his home. The home will be a garage with an apartment above it. The setbacks have been met and the opening at the street. Member Donnelly asked if it would be a fairly flat driveway. Mr. Martel said it is about a 10% grade at the end when you turn right to go to where the house will be. As of now, it is about a 5% grade. Chair Roberts asked if they received the regulations from the Planning Board regarding the driveway. Mr. Martel said they had spoken to the Planning Board and were told they had to come to the Board of Fire Wards. Discussion ensued about the turning radius. Chief Roarick asked how far the structure was going to be from the main driveway. The applicant said it would be about 100 feet from the garage and about 300 feet from the house.

21

22

23

24

25

26

27

28

29

30

Member Cushman moved to approve the driveway application. Seconded by Member Donnelly. Motion passed 5-0-0.

31

32

33

34

35

Driveway Application South Stark Highway, Tax Map 411-103: Craig Francisco presented a plan for Cold Springs RV. Mr. Francisco said he looked at the Driveway Regulations and is familiar with them as he is the Planning Board Chair. Mr. Francisco explained the requirements from DOT. He said that DOT would like them 200' from Colby Road but would prefer 400'. Mr. Francisco gave the BOFW three different options. There will need to be a conditional use permit from the Planning Board. Mr. Francisco would prefer the first or the third option because they do not exceed the 10%. Member Donnelly asked how big the cuts would be in the first proposal. Mr. Francisco said the cut maximum cut would be thirty-two he believes. Member Donnelly said he likes the first option and not exceeding 10%. Vice Chair Meattey said he would prefer not to exceed 10% grade. Mr. Francisco asked even though at the 12% it will be 20 feet wide and paved. Vice Chair Meattey said the 10% would be better because the 2% would make a difference once you get snow and ice. Member Cushman said that she looks at it as potentially presenting a hardship if it is so strict to the 2% and we cannot put people in hardship. Mr. Francisco said there is a

36

37

38

39

40

41

42

43

44

45

46

47 difference of about 50,000 yards between options one and three. Vice Chair Meattey said that with the third
48 option, they are moving 26,000 yards and that would be even less than the 12%. Member Donnelly said
49 that option was the third option was the one that DES did not really like because it was crossing the
50 wetlands. Mr. Francisco said that they looked at coming in by Renshaw Road but there is no right-of-way
51 extension. Vice Chair Meattey asked what the existing grade of the driveway was. Mr. Francisco thinks it
52 was 18 but he is not positive. Discussion ensued on the application request.

53
54 **Member Cushman motioned to grant the Driveway Application at a maximum 11% grade. Seconded**
55 **by Vice Chair Meattey. Motion passed 4-1-0. Opposed by Member Donnelly.**
56

57 Scott Silva owns the body shop on Gould Road. He said he has not gotten a straight answer from anyone
58 on the square footage of a building that would require fire suppression. Mr. Silva explained what they do
59 in the body shop and that some products they use are flammable. Chair Roberts said that would be an
60 opinion from a fire prevention protection engineer or the State Fire Marshall's office to help with that.
61 Chief Roarick asked Mr. Silva to provide him with anything he has about the body shop so he can present
62 it to them for review.

63
64 **Personnel Old Business:** Chief Roarick said members have finished their training at the Fire Academy.
65 Lt. Wayne Meattey finished Firefighter Level 2. Caroline Abbot, finished recruit school, attaining her
66 Firefighter level 1 & 2 along with her hazardous materials operations, and ground survival class. She also
67 passed the CPAT test. Caroline has taken the vacancy that was open because of one of the members being
68 deployed by the Military. She will be starting on shift with Lt. Meattey on the 26th of this month. She will
69 be going through the driver-operator program. Three members will be finishing up mid-December with the
70 EMT A class. Lt. Charest is finishing up Cardiology in her Paramedic class and will be starting her clinical
71 time soon (348 hours). Call member Andy Wheeler will be finishing up FF1 soon and plans on taking the
72 CPAT in the spring. Yan passed FF2. Acting Chief Roarick, FF Noah Brent, Lt. Amanda Charest, and Lt.
73 Wayne Meattey all received a Life Saving Commendation for the call on July 7, 2023, on Etta Lane. The
74 combined effort resulted in the ultimate survival and discharge of the patient to a pretty much normal
75 lifestyle.

76
77 **Apparatus Old Business:** Chief Roarick said the last of the on-spot tire chains are being installed. He
78 thanked Lt. Meattey and DPW Director Fiske for getting it done. The bill for A-1 was processed for
79 \$6,753.55. It was projected to cost \$6,800. Chief Roarick said he expects to hear from Donovan Equipment
80 soon about the body. It will then be fitted with radios, light packages, and lettering. The ambulance chassis
81 was on track for February 2024 delivery but now will likely be later due to the strike at Ford. Chief Roarick
82 said they are still working on quotes for the new Engine 4. E-1 is being stripped at the South Station. The
83 engine will be winterized and placed at DPW until spring. The boat and trailer will be relocated to Sugar
84 Hill Station 3 for the winter.

85
86 **Fire Station Old Business:** Chief Roarick said the go-ahead had been given for Armstrong to clean the air
87 ducts in the Safety Complex. This is slated to happen January 24th and 25th. They will be out to update
88 their site survey before that. This was grant-funded. The 10 new SCBA bottles have arrived and will be put
89 in service ASAP. Items that were actioned to White Farm came to a total of \$634.50 and a check was sent
90 to the Town. Emergency Operations Plan (EOP) is off to the Mapping and Planning Solutions LLC to be
91 updated.

92
93 **Personnel New Business:** Chief Roarick said that FF Andy Wheeler graduated FF level 1 and will now
94 start to work with LT. Meattey on the driver's operator portion. Three members have passed the grant-
95 funded AEMT class. FF Noah Brent, FF Cody Lemay, and FF Nathan Shatney will be testing at the national
96 level soon. This will greatly improve the medical response resources. LT. Charest is expected to start
97 clinical shortly for the paramedic class. We accepted an application for the call department. Welcome FF

98 Donnelly, he has passed all his prerequisites to join the call force again. They are still trying to recruit two
99 more people.
100

101 **Apparatus New Business:** A-1 is back in the shop for a strong odor of exhaust. Hillsboro Ford did do a
102 smoke check and discovered a leak which they fixed but after one run the smell had returned. Donovan
103 Equipment started the body and was supposed to be in Londonderry the first week of December. They are
104 not sure at this point if they have it or not. Chair Roberts asked if this was related to the original work that
105 had to be done. Chief Roarick said he would assume so because they never received a bill for it. The new
106 ambulance has landed in Iowa. They have 190 more days till the projected delivery. Al Hooper was just as
107 surprised to see the chassis show up. Radios have been ordered for the new ambulance and the utility. E-1
108 is 90% stripped and lost several lengths of hose due to mice.
109

110 **Fire Station New Business:** Armstrong did the preliminary walk-through to assess the station before
111 cleaning the air ducts. JP Pest has been added to both the South Station and Sugar Hill station. This was
112 due to a mouse problem. Discussion ensued regarding the JP Pest and the mice issue. The permit web page
113 is up and running at the station, anyone can come by and get a fire permit. Umbral Technologies will be at
114 the station to assess the training room for the Emergency Operations Center (EOC) preparedness. Rough
115 estimates are adding two dedicated phone lines to increase the web availability.
116

117 **Minutes: Member Donnelly motioned to approve the November 21, 2023 Minutes as written.**
118 **Seconded by Vice Chair Meattley. Motion passed 5-0-0.**
119

120 **Full-Time Fire Chief Warrant Article:** The Board of Fire Wards reviewed the proposed warrant article.
121 Member Donnelly asked if it was going to be a salaried position. Chief Roarick said yes. Chair Roarick
122 asked if there was any data on how that number was figured for a salary. Chief Roarick said that Chief
123 Olsen had looked at other Fire Departments that were in their range and size and went with the middle-of-
124 the-road figure.
125

126 **Member Donnelly motioned to recommend the presented warrant article. Seconded by Chair**
127 **Roberts. Motion passed 3-1-1. Member Cushman opposed. Chief Roarick abstained.**
128

129 **Manifest: Member Donnelly moved to accept the Fire Department's accounts payable manifest**
130 **checks dated December 21, 2023, in the amount of 22,989.92. Seconded by Vice Chair Meattley.**
131

132 Member Cushman asked about the Knox Box payment and if it was to replace the one, they were having
133 issues with. Chief Roarick said they needed to get one and Chief Richards had told Mr. Hooper they would
134 be sending it down. Chief Roarick said both narcotic boxes are outdated and the system can no longer be
135 supported by the computer because of how old they are. Member Cushman asked about the \$11,000
136 purchase. Chief Roarick said that was the SCBA purchase.
137

138 **Motion passed 5-0-0.**
139

140 **Budget:** Chief Roarick gave an overview of the budget and remaining in the budget will be \$4,957.38
141 which is 0.42% left. Finance Administrator Beth Rouse gave the go-ahead for the medical gear purchase.
142 Chief Roarick said that they have spent \$20,220.19 on vehicles this year. General Activity which is the
143 revenue is \$204,22.26.
144

145 **Chair Roberts motioned to enter into a nonpublic meeting at 7:33 p.m. to RSA 91: A-3 II (a & c).**
146 **Vice Chair Meattley seconded. Roll call vote: Cushman-yes; Roberts – yes; Meattley-yes; Donnelly –**
147 **yes; Roarick-yes. Passed 5-0-0**
148

149 **Member Donnelly motioned to come out of nonpublic at 7:49 PM. Seconded by Member Cushman.**
150 **Roll call vote: Cushman-yes; Roberts – yes; Meattey-yes; Donnelly – yes; Roarick-yes. Passed 5-0-**
151 **0**

152
153 The Board met to discuss continuing Acting Chief Roarick’s pay.

154
155 **Member Donnelly moved to continue with Mark Roarick as acting Fire Chief at his current rate**
156 **wage until the Town meeting vote. Seconded by Vice Chair Meattey. Motion passed 4-0-1. Abstention**
157 **from Chief Roarick.**

158
159 **Motion to adjourn made by Member Donnelly at 7:51 p.m. Seconded by Member Cushman. Motion**
160 **passes 5-0-0.**

161
162 **ADJOURNMENT**

163 A True Record.

164 *Kearsten O’Brien*

165 Kearsten O’Brien, Minute Taker