

Q & A Regarding Proposed Future New Fire Station

Note: Much of the information below and many related documents can be found on the [Town Website](#) under the “[Fire Station Project](#)” tab. Additionally, this information is readily available by watching past Selectboard and Selectboard/LFD Project Team meetings which were recorded and are up on the [Town’s YouTube Channel](#).

A Fire Station Project Team has been established consisting of the Selectboard, the Interim Fire Chief and two Fire/EMS officers. Prior to this team, the BOS and Fire/EMS personnel were in communication. The Fire Station Project Team has been meeting each Wednesday evening starting at 6pm. These meetings and all Selectboard meetings are open to public viewing in person and on the [Town’s YouTube channel](#), where past meetings can also be viewed.

Please Describe what precipitated “Phase 1 and Phase 2” and explain what each accomplishes.

Phase 1 produces the design and plans to be ready to build.

- i. It was determined that a “Request for Proposal (RFP) / Design-Build” would need done which would give us the following information related to plans: (Click here to view the [Request for Proposals for Design Build Services](#) from May, 2023).
 - a. Whether the Merchants Row and/or Upper Guinea town-owned sites are appropriate for the building we need.
 - b. A determination of the building requirements, e.g., number of bays, berthing quarter needs, gear storage, decontamination room, etc.
 - c. The design plan will reflect all studies done in the past and those upcoming, including the “[Fire Station Location Study](#)” currently being done by [Dynamix Consulting Group](#). (Example: [Concord Location Study](#)).
 - d. A complete building and landscape design by an architectural firm with all necessary input from Engineering, Codes, Planning Board, State Fire Marshall, as well as Lebanon Fire/EMS personnel and other interested parties.
 - i. Meeting all applicable codes and regulations from each relevant agency or department will be included in the Design, including DEP requirements. If the building site is under 3 acres and the actual building is less than 30,000 square feet, it will not trigger DEP to automatically become part of the design process, however, all DEP requirements will be met regardless of the size of the lot or building.
 - ii. NFPA (National Fire Protection Association) publishes recommendations for Fire Station construction, which are goals to try and achieve but may or may not be realized. We are not required to follow NFPA. There is always a cost/benefit analysis needed.

- e. Phase 1, the RFP/Design-Build will give a building design and quote based on needs and will include options for “wants” and expansion based on town needs due to future growth including phases or additions.
- f. A quote will be generated for the building of the new station with a Guaranteed Maximum Price (GMP).
- g. All the information and the plans generated from Phase 1 are required by any entity making grants available to the Town.**
- h. The Selectboard has received three RFPs from well-established and experienced firms. Due diligence is being done to choose the best firm and option for the Town, including interviewing each company, getting feedback from their past clients and references, viewing buildings they have designed and constructed, etc. **The Selectboard will choose a firm’s proposal, then meet with the Budget Committee to determine funding. The goal is to put Phase 1 on the ballot for the November 7, 2023, election, which will include the funding proposal.**
- i. RFP’s can be seen here:
 - i. [Great Falls Construction](#)
 - ii. [Allied Cook/Port City Architects](#)
 - iii. [Sheridan Construction](#)

Phase 2 is the actual construction of the new building using the design and plans from Phase 1, staying under the Guaranteed Maximum Price.

- a. Approving the spending for Phase 1 does not automatically approve any spending on Phase 2. If Phase 1 is approved in November 2023, approving expenditure for Phase 2 would go to the voters possibly in June 2024. If not then, the target date will be November 2024.
- b. The intention of the Board is to have the new station suitable for many years to come, however, due to budget constraints the station may not be built to the size needed in 10 or 15 years. The intention is to have the ability to expand the station as needed, if needed, in years to come.

Costs and Financials – How will Phase 1 and Phase 2 to be funded?

- i. **Phase 1:** The Selectboard will choose a firm and its proposal then meet with the Budget Committee to determine funding. The ARPA/Covid fund given to the Town by the Federal Gov. is a funding source being considered for Phase 1. **The goal is to put Phase 1 on the ballot for the November 7, 2023, election.**
- ii. **Phase 2:** There are many options to help fund the construction of a new station, some of which are grants, bonds, selling other town-owned property (this doesn’t really raise many funds, only back taxes - we cannot profit from any of these sales), in addition to

tax revenue, etc. Many funding sources will be explored. **If tax revenue is determined to be one of the sources, how much and how that plays out in detail can only be determined after a quoted cost is known and all possible sources of funding are explored. Of course, voters would have to approve funding sources and amounts. The goal of the Selectboard is to communicate all funding options and sources with the residents and details about how any proposed funding would affect their tax bill.**

- a. The quote we receive will have a “Price Good Through date”. Grants and other funding sources may have windows of availability or deadlines for application which will be discovered as investigation into these sources unfolds.
- b. **“Can we sell the other two buildings to help fund this project?”**
 - i. The Station 1 deed requires it to be used for Fire/EMS or ownership may revert back to the donors.
 - ii. Station 2 could be sold but the building is most likely not worth the cost to refurbish it to useful purposes meeting codes and the land is very small; it is not a desirable property.
- b. Several grant sources have been identified including State and Federal Gov. sources, FEMA, and private entities. **Requesting grants requires a “shovel ready” plan, which Phase 1 provides.** Hiring a Grant Writer may save the Town money; however, the savings would be determined by how much the grant writer costs and the amount of the grant or grants. Different grants are available at different times, and they are sometimes a “moving target” based on availability, timing, and other factors. The Selectboard is pursuing all possible grant options which may be available to the Town, including reaching out to other towns for information on which grant sources they used and how they were successful in the grant request process.