

CANTERBURY TOWN BUILDING NEEDS
COMMITTEE
Minutes of Meeting
May 7, 2003

TIME & PLACE:

Meeting May 7, 2003 at 7:00 p.m. at Town Hall.

ATTENDANCE:

Kent Ruesswick, Chairman

Kevin Bragg – Historical District Commission

Mike Capone – Selectmen representative

Charlie Cook

Bob Fife

Ken Jordan

Ginger LaPlante – Historical District Commission

Cathy Menard – Alternate

Billie Richert

Jeremy Slayton

Gary Spaulding – Alternate

Ted West

Dale Caswell - Canterbury Fire Chief

Gwen Deurell - Canterbury Chief of Police

Eric Palson - President, Sheerr McCrystal Palson

Kelly – Sheerr McCrystal Palson

MINUTES:

The Chairman called the meeting to order at 7:00 p.m. Kent asked the committee to review the comparative analysis of the two engineering firms prepared by Eric and to make a recommendation to the selectmen. After discussion, the committee voted unanimously to recommend to the selectmen the not-to-exceed proposal submitted by SFC Engineering Partnership Inc. (SFC).

Police chief Gwen Deurell then joined the meeting. Eric reviewed in detail the existing proposed municipal complex plans and asked Gwen for any changes she might foresee. Eric explained that now is the time if any major changes are going to be made as the

schematic design is only ink on paper and now is the time to make any changes.

Jeremy asked why the complex was laid out a certain way. Eric responded by saying basically he followed zoning requirements with setback rules; wanted highway department in back so as to hide equipment, sand and salt piles; larger garage structure in back is out of sight; leaving police on one side, and fire department on the other to share common facilities located centrally within structure; also, to have booking in an out of way place.

With that, Gwen began to review a few changes she sees necessary. Gwen stated she liked the design Eric had come up with; however, she wanted a door between the two offices to facilitate communication between her and her subordinate. This can be a regular door; nothing special.

Eric asked about what happens if there are two people being held given that there is only one cell. Gwen stated that any adults would be taken up the road to the Boscawen jail and only juveniles retained.

At this time several members asked about building out the attic space and after Eric described a couple of truss systems and indicated that it is less expensive for the Town to build out rather than up; and the savings comes from labor involved rather than material costs, it was decided that any attic space would be used only as storage and planned for as such. A motion was moved, seconded and all committee members voted to have only one floor in the municipal complex.

Eric described the sally port and that two (2) cars can fit in this area. Area is 14 feet wide and Eric asked if this is enough and that a regular garage is only 12 feet wide. Charlie then described the open parking area at Tilton and Boscawen rather than having a wall as the plan showed. It was decided to remove the wall and to enlarge the sally port to have open parking for three (3) cars. Eric said making the area a little longer would allow for this and recommended having a remote/key operated garage door(s).

Eric then asked Gwen to review the booking area. Gwen explained that policy would be to put person in cell right away and speak with them through the cell bars. Eric described a concrete and stainless steel cell; with toilet that flushes on outside. He noted that in Hopkinton, there were two (2) layers of sheetrock in the ceiling for further security. Gwen said it is safer for us to have bathroom in cell. However, detainees do not stay overnight here. We do our paperwork at a transaction counter where we are standing and talking with person.

Eric then described the interview room as having a table bolted down with a couple of chairs. Gwen stated she didn't see the table being bolted down since the area is used more for kids and should be casual and safe. Eric suggested putting a window out in hall. Eric

stated that the room is 16'X22' and could be reduced in size but Charlie suggested not to reduce any rooms. Eric suggested a few small windows in the room but placed high in the walls.

Eric then reviewed the room where people (the public) can fill out forms and he suggested having a plain table and chairs here. This room is 15' wide.

Eric then asked if Gwen wanted a glazed window around the receptionist (counter) area. Gwen asked if it would be bullet proof and that she would leave this decision up to the committee. Some committee members indicated that some people don't like the 'look' of a bulletproof glassed-in area, but Gwen said that Manchester's looks ok and Boscawen has a nice set-up and uses an intercom to speak with any one conducting business at the counter. Gwen suggested taking some pictures of other locations to help committee decide on this item. Eric mentioned that Hopkinton purchased second-hand bulletproof glass from a bank.

Mike commented that only concern he has is that who ever is at the counter/desk can see who comes and goes. Also, Mike asked about how much glass did Eric envision? Eric said about 12 feet and Mike said that's plenty and that person needs opportunity to get out in emergency situations. Door in back of reception area was discussed and area where confidential files can be maintained and accessed.

Eric asked about evidence locker and Gwen said they needed a couple of lockers (like Boscawen) for storing evidence. Need a pass-through locker so evidence can be placed in the locker for storage (on one side of the wall) and the evidence technician can access evidence for processing from the other side of the wall. Gwen said she needs one long locker to handle some types of evidence. A mail slot would be used to put key in after locker is secured. Also needs shelving in locker.

Evidence room will be locked. Eric stated they would be blocking in the wall to anchor shelves in this room that is 16' long by 13/14' wide.

Eric stated that the proposed patrol room could accommodate six (6) officers eventually and Gwen indicated that she currently has three (3) part-time workers now. Gwen asked about networking/wiring for the facility. Eric stated that we take a \$15 piece of conduit run from a blank wall plate to the ceiling and all wiring can then be run through this.

Kevin then asked if Eric would pre-wire wall for surveillance? Eric replied that the upstairs space could handle that and this would be post-construction.

Gwen asked that lockers be installed for personnel to change clothes. Eric indicated that the fire department had lockers for police department, as well. Discussion then ensued re women/men facilities.

Gwen asked that a window be placed in the front of Gwen's office to allow her to look down hallway and reception area.

Eric described small kitchen area and asked what size refrigerator was needed. Gwen stated a full-size one and gave an example of the recent fire on Old Tilton Road and how it would have been nice to have an area to keep food and drinks for the response team. Ginger suggested a microwave as well.

Gwen and Eric finished the discussion for the new police department facilities. Dale was next to present his fire department's needs. Dale distributed three documents that supported the needs: (1) revised floor layout with cross-references to (2) meeting notes taken on April 28th; and (3) notes from May 6th meeting. These documents are attached to these minutes and the content from these documents is not repeated here.

Eric asked about the intent of "joint facilities" and Dale said this would be a room for EMS work and fire department work; it would consist of a large area in center and deal with emergency services; completion of paperwork; place to store maps, radios and coordination with state police. Eric confirmed that this space would be heavily used, not a public space and would need locked cabinets.

Jeremy stated that at the north end of this room there is a need for desks and computers that are used on a day-to-day basis; also need to have a dry erase on walls with CAT V cabling for joint facility room.

Eric indicated that his firm likes to show where furniture is located in a room on the floor plans to assist in reviewing plans; and that in revised plans the placement of furniture would be shown.

Eric asked about the location of the eyewash area and Dale referred the committee to item 7 in the April 28th minutes' handout.

Gwen then asked about having a bathroom for the receptionist in the secured area and after some discussion it was decided that the bathroom shown on the plans would have locked access from the secured area.

Eric then asked about how many bunks were needed and indicated that with separate men and women bunks there could be between 10 and 16 bunks. Gwen indicated the need for a partition between men and women area. There will be small three (3) foot lockers available for stowing gear.

Ken suggested having a butler window from kitchen to joint facility for serving food and

drinks in emergency situations.

Dale indicated there is no need for exercise (equipment) space at this time.

Eric reviewed the measurements for the bay doors: 14' x 14'. Dale asked the committee members to refer to his floor plan handout. This handout shows where secure cage – 10 x 10 foot room would be built and Dale indicated this storage area needs to be dust free and therefore cannot be a caged room.

Eric asked about drainage under vehicles and was curious where all the water was going.

Dale asked about radiant heating and Eric said usually this type of heating is avoided where facilities are not used all the time. Eric did say that it is not complicated to design but you still need to be concerned about circulating air.

Dale indicated that his guys had volunteered to do the work. Eric said that you need a manifold for all loops to come together and this area becomes very warm. We have done before in municipal buildings; great time to have scrutiny (at time of pouring concrete); if there are leaks, you know it really fast; tubing is attached to welded concrete wire.

Dale indicated the need for high output fluorescents and that he has 8 new recycled ones (please refer to Minutes of the April 28 fire department meeting). Also, he wants a keypad for accessing fuel, both gas and diesel stored above ground tanks (they already have). Dale also asked about pad and conduit for emergency generator; and he asked what are we going to do for heating complex?

Eric said he would take a look at contaminated water to flow to separate sump and what is involved with this. It was agreed that water lines would run overhead.

As a follow-up to last week's assignment, Billie distributed a comparative analysis for the three vendors responding to Phase I – Environmental Site Assessment that Charlie, Cathy and she had assembled based upon the review of the initial responses. Gary then distributed an updated comparative analysis for the three vendors who have now responded to both a Phase I and Phase II Environmental Site Assessment and includes the Robinson property.

At this point, the Chairman adjourned the meeting at 9:00 p.m.

NEXT MEETING: 7:00 p.m., Wednesday, May 14, 2003 at Town Hall.

ATTACHED DOCUMENTS:

Dale's revised floor plan for fire department and shared facilities

Dale's notes from the minutes of the April 28th, 2003 (fire department) meeting.

Dale's notes from the minutes of the May 6th, 2003 (fire department) meeting.