

Deerfield Police Dept. Building Committee  
Meeting Minutes, Sept. 10, 2018 Meeting

Meeting began at 5:30 PM in Nottingham NH at the Nottingham Police Dept. located in the former Nottingham Elementary School. G. Duquette, K. Loughlin, D. Briggs, J. Menard, D. Barnes, Z. Langlois, T. Buffington, G. O'Connell, C. McHugh, A. Robertson in attendance.

Nottingham Police Chief Gunnar Foss conducted a tour of the Nottingham police facilities. Among things the Chief Foss pointed out: Nottingham completed the conversion of roughly 4,000 sq. feet of the school into a police dept. in 2004 at a cost of slightly over \$900,000. The design of the conversion was intended to serve the town's needs for 15 years. Nottingham has the same number of officers/personnel as Deerfield.

The Nottingham Dept. includes standard police dept features including a secure, interior sally port, a holding area with secure bathroom, lock up and booking area, office space, locker room, evidence room, juvenile detention area, separate Chief's office with enough space for departmental meetings, kitchen, separate, sound proof meeting room for public to meet with officers out of the common spaces.

When asked if the Nottingham facility/space was adequate for the present dept. Chief Foss responded that they were at the end of the building's intended life span and were now experiencing crowded workspaces and taken some areas, like the interview room, and re-purposed them from their intended use to make up for lack of space.

Committee members thanked Chief Foss for the tour and returned to Deerfield.

Committee reconvened at GBW in Deerfield at 6:45 PM. A. Robertson noted that G. O'Connell, originally appointed as an alternate member, was now a member of the committee due to a member leaving the committee.

After brief discussion of the Nottingham facility it was generally agreed that while the Nottingham facility included the features that the Deerfield Dept lacks, it was really on the verge of being too small. B. Briggs pointed out the importance of planning for at least 10 to 15 years down the road. Chief Duquette agreed adding that Nottingham was already feeling cramped.

Discussion next turned to what features should actually be included in a new police dept., which features were "critical" to operations as opposed to "would be nice to have".

A Robertson provided a large pad and markers, K. Loughlin agreed to facilitate discussion and write down the features. K. Loughlin also agreed to compile the list for the minutes and for next meeting.

There was further discussion of building style, G. O'Connell and Z. Langlois suggested a 2 story building with a basement might garner more storage space and be an easier sell to voters.

T. Buffington noted that the building subcommittee would have a work session, review prior plans, engineering, etc... and come back to the committee with building suggestions.

Meeting adjourned.

(Minutes submitted by A. Robertson)

## **Draft Deerfield Police Department Building Requirements – September 2018**

### **Needs:**

- Larger than Nottingham based on same # of officers and current growth challenges Nottingham is experiencing
- Secure Entryway
- Kitchen
- Administrative area with space for files

### **Offices for Officers**

1: Chief

1: Detective/Lieutenant

1: Supervisor (space enough for 2 officers)

1: Prosecutor

1: Animal Control (with 2 holding kennels & ACO equipment storage area)

1: Squad room (multiple officers)

1: Evidence room

1: Conference/Training/Emergency Management room (24-30 seat capacity)

1: Booking room

2: Holding cells

1: Adult holding cell with bathroom

1: Juvenile holding cell with bathroom

1: Storage room for files

1: Server room

1: Armory

1: Men's Locker room with shower

1: Women's Locker room with shower

1: Sanitation station/biohazard cleaning capabilities

1: 2 Bay Sally port (possible carport add-on for 2 additional cruisers)

1: Men's Bathroom

1: Women's Bathroom

1: Equipment Storage

1: Maintenance Closet

- Power Back-up
- AC
- 24/7 video surveillance

Possible Basement (could house a number of necessary rooms)

Recognized that construction should provide appropriate room for expansion should it be necessary in the future

**Wants:**

The only item on this list was 2 additional vehicle bays; however suggestions to incorporate a covered port could provide weather protection with an eye toward potentially closing in the bay down the road

## **Sites Evaluated & The Criteria Used for Evaluation:**

(as of 09-10-2018)

### **Parcels evaluated for potential use as a building site:**

- 1) Town owned property across the street from the Penguin Mart (map/lot 209 34)
- 2) Town owned property directly across street from the GBW (map/lot 415 32)
- 3) The GBW site/building (map/lot 415 01)
- 4) Privately owned property at 12 Church St. (map/lot 210 06)
- 5) Privately owned former Community Center (for sale) (map/lot 210 11)
- 6) School Owned property @ jct of Rte 43 & Middle (map/lot 418 81)

### **Criteria used for evaluating potential sites:**

- 1) Cost of land and site development
- 2) Topography/Geotechnical combined with water and wetlands concern
- 3) Public access combined with visibility
- 4) Response to citizen needs & concerns
- 5) Proximity to other government functions

The group unanimously agreed that site #1 (Freeses Pond land) was unsuitable due to wetness, topography & setbacks.

#### With regard to other sites:

4 members felt that building new on site #2 was the preferred option,  
4 members felt that renovating or building on site #3 was the preferred option,  
3 members had site #2 as their second favorite,  
3 members had site #3 as their second favorite.

Are there other sites we need to consider?

Do we want to list specific reasons sites other than #2 & #3 are undesirable?