

DEERFIELD PLANNING BOARD
DEERFIELD, NEW HAMPSHIRE
NOVEMBER 20, 2019

MINUTES OF MEETING

PRESENT: Board members Peter Schibbelhute, William Perron, Robert Cote, Harriet Cady, Selected's Representative Fred McGarry(arrived at 7:45). Also present Sylvia von Aulock,SNHPC, Cameron Prolman SNHPC, and Jane Boucher secretary.

7PM Chair Peter Schibbelhute called the meeting to order.

DISCUSSION CAPITAL IMPROVEMENT PLAN; DEERFIELD FIRE DEPARTMENT, DEERFIELD POLICE DEPARTMENT.

Present: Fire Chief Matthew Fisher, Police Chief Gary Duquette, Board of Selectmen Andrew Robertson, Cindy McHugh; Jeanne Menard, Rebecca Hutchinson.

Chief Fisher addressed the Board noting that there have been many attempts for an approval of a Safety Complex housing both Fire and Police Departments which have failed. He added that at this point the Police Department is number one priority and the Fire Department number two.

Peter Schibbelhute noted that , in his opinion, approval of both a Fire and Police complex would be difficult to approve.

Selectmen Andrew Robertson said that construction of a building to house the Police Department is their first priority, although they do recognize the need of a fire facility.

It was noted that the Capital Improvement Plan submitted by SNHPC indicated that the total for Fire and Rescue was \$2,000,000 for 2020 and should indicate 2023.

Harriet Cady questioned the fact the the School will be putting forth a building project for 2023. She also noted that Farmington had constructed a Safety Complex , housing both fire and police, was built for \$2,034,000 in 2015..

Sylvia von Aulock questioned if donations were made to the Town of Farmington.

Andrew Robertson the Select Board does not necessarily look at different projects. Other towns similar to Deerfield have had design services and other things donated.

Robert Cote questioned why the safety complex is separated .

Andrew Robertson commented that it is being focused on the Police Department based on 2015 evaluation by Primex of our

Safety services. Primex was very much concerned with safety risks both to the public and employees. Mr. Robertson also advised that in 2016 the Board of Selectmen sponsored a review and discussion of Safety Services needs in Deerfield. The Carsey School of Public Policy at UNH and their well respected NH Listens program was identified as a good vehicle to gauge community interest and identify a direction to proceed in.

Robert Cote asked if the Board of Selectmen felt it was more likely that the Police Department be approved as one project. Mr. Robertson replied that is correct. He outlined the dates and work done by the Police Department Building Committee and noted that they came to the conclusion that the most advantageous site to build would be the 9.3 acre town owned parcel directly across Raymond Road from the GB White Building. A copy of the Police Department timeline provided by Mr. Robertson is attached to these minutes

Chair Schibbelhute felt that, based on information presented, the Board should focus on the Police Department.

Police Chief Gary Duquette addressed the Board noting that they have held open houses to get the community more involved. He said that the current facility does not allow them to do what they need to be doing.

Chief Duquette said the Building Committee visited four or five sites during the year as well as visiting other Police facilities. He referred to a visit to the Nottingham Police Department noting that they currently have 4000 square feet of space, which they indicated was not enough for Deerfield.

Chief Duquette advised that they discussed what they needed in a facility i.e. office space, evidence, storage. He added that they finally decided on a site across from the G.B. White Building noting that it was important to have Fire and Rescue in the building in the future.

Chair Schibbelhute asked if they came up with a rough square footage. Andrew Robertson replied they did come up with 4800 square feet which was the base minimum.

Chief Duquette stressed the importance of getting information out to the public .

Andrew Robertson said that they need \$44,000 to \$50,000 to get this information out and show people the importance.

Chief Duquette noted the safety and privacy issues and said he challenged anyone to find a worse police facility in the state for a department of this size.

Harriet Cady questioned the \$50,000 cost to bring design plans, and how many people have been contacted.

Andrew Robertson replied that \$50,000 is needed for pre-bond proposal, continuing education, mailings, to present to the community as to what is needed to continue the project.

Andrew Robertson advised that with the \$50,000 they are also looking at Site evaluation specifics, deliverable design services, permitting, building and estimating money included for community outreach.

Rebecca Hutchinson stressed the importance of holding open houses at the Police Department in order to show residents the existing situation.

Harriet Cady moved to review the rest of the Capital Improvement Plan.

Chair Schibbelhute felt that the reason for discussion at this meeting was the Fire and Police Departments. There was no second.

Cameron Prolman asked to confirm that \$50,000 would be added to the Police Department as a budget planning tool.

Jeanne Menard said the need of this \$50,000 is well documented. The building committee has very good notes justification of this project. She said that the study has been done, the community has voiced this need. Ms. Menard said that she would like to see a shift to \$50,000 for a specific project.

Fred McGarry agreed with Ms. Menard, saying this is not a study but for preliminary design. He added that they are looking at \$50,000 for this year and \$1,500,000 for 2021.

Errol Rhodes, a resident, noted that people needed to be persuaded

Andrew Robertson felt that information could be provided to residents.

CAPITAL IMPROVEMENT PLAN

Board members reviewed the CIP. It was noted that Item #3. Central Station Upgrades be noted as year 2023.

Item # 1 Town Office Fire Safety Improvements; remain as stated.

Item # 2 New Police Department Building
Add \$50,000

Robert Cote moved to approve the Capital Improvement Plan with changes
Fred McGarry seconded. Voted in favor with Harriet Cady opposed.

RELEASE OF BOND/FIELDSTONE DRIVE

Board members reviewed information from Jeff Quirk, KNA, requesting the release of balance of bond for Fieldstone Drive.

Harriet Cady moved to release the bond being held. Robert Cote seconded. Fred McGarry said that , in view of what occurred on Major John Simpson Drive, he would like to inspect stone bounds. The Board agreed and motions were withdrawn. The request to release will be put on the agenda for December 11, 2019.

PROPOSED AMENDMENTS TO ZONING

WETLANDS CONSERVATION DISTRICT

Serita Frey was present.

Board members reviewed the proposed amendments. Serita Frey noted that the changes made clarify the existing ordinance and are consistent with State requirements.

Fred McGarry noted that Section 201.6 is added "Prohibited Uses in the Wetlands Conservation District".

Board agreed to present these proposed amendments at a Public Hearing on December 11, 2019.

RESTRICTION OF BUILDING ON SUBSTANDARD ROADWAYS

Board members reviewed the proposed amendment.

It was agreed to changed `1.2 Purpose and Intent: Change to read "the intent of this regulation is to require that new dwellings that are built..."

On Table 1: Correct chart:

- . Remove references to "dirt" portion and replace with "unpaved" portion.
- . Old Coffeetown Road Add "Portion maintained by Town".

This proposed amendment will be presented at a public hearing on December 11, 2019. This proposed amendment will be added to General Provisions and noticed as Section 332 of the Zoning Amendment.

The meeting was adjourned at 9:15PM

Recorded and transcribed by Jane Boucher
Pending Approval by the Planning Board

Deerfield Select Board's Police Dept. Facility Planning Timeline:

The Deerfield Selectboard has been aware for some time that the present Police Dept. facility is inadequate with regard to space, security, and utility. After reviewing prior failed attempts to garner community support for a Safety Services complex the board turned to the community to identify what might be supported.

- 2015; The town of Deerfield's municipal insurer, Primex, provided an unfavorable inspection report of Deerfield's safety service facilities. Significant concerns were raised with regard to the Police Dept. and the Fire Dept. facilities, there was particular concern about the Police Dept. and safety risks to both employees and the public at large.
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- 2016; The BOS moves to sponsor a review and discussion of Safety Service needs in Deerfield, The Carsey School of Public Policy at UNH and their well respected "NH Listens" program was identified as a good vehicle to gauge community interest and identify a direction to proceed in.
- Nov. 12, 2016; The BOS and community volunteers sponsor a facilitated "NH Listens" forum at the community school. Volunteers attended civic group meetings to encourage attendance, flyers were circulated, social media utilized, 67 community members attended.
- January 13, 2017; The BOS receives a summary report from the "NH Listens" facilitators. In its key findings the report clearly identifies that a majority of the participants in the project felt that the inadequacy of the Police Dept. facility was the most pressing safety service concern facing Deerfield.
- 2018; The BOS solicits interested volunteers to serve on a Deerfield Police Dept. Building Committee (PDBC). Members of the committee ultimately included Dwight Barnes, Bradley Briggs, Tom Buffington, Police Chief Gary Duquette, Zach Langlois, Gary O'Connell, Jeanne Menard, and Andrew Robertson. The other selectboard members were encouraged to participate as well.
- 2018 Dept. Site Visits; The committee as whole visited the Nottingham Police Dept. where Chief Gunnar Foss provided a tour and fielded questions about their facility. The Chief of Police visited Depts. In Fremont and Sandown, providing the groups with floor plans and square footage etc... A. Robertson provided information about similar sized town depts. Found in NH and VT.
- 2018 Property Review; Using site selection and evaluation criteria outlined in the IACP Police Facility Planning Guidelines, the PDBC developed a standardized evaluation criteria and reviewed 8 potential placement sites for a Police Dept., including renovation of the portion of the GBW building used by the Deerfield Parks & rec Dept. and 2 local businesses. Most of the properties were municipally owned, 2 privately owned parcels were also considered.
- Space needs; In conjunction with site review the PDBC identified what were seen as essential components of a modern police facility and what adequate square footage might be.
- Longevity; The PDBC reviewed what functional life span a new police facility should be designed for.
- Ultimately the PDBC came to the conclusion that the most advantageous site would be the 9.3 acre, town owned parcel directly across Raymond Rd from the GBW Building (map & lot 415-032) which borders

both Candia and Raymond Rd. This decision was supported by Steve Keach of KNA (the town's civil engineering firm) who walked the property with the committee and had familiarity with the site from a previous Safety Services Building project effort.

- Building & Square footage; the PDBC had determined that a facility in the 4800 sq. foot range would adequately serve the needs of Deerfield and could be expected to be a viable option for a minimum of 25 years. The committee met with Kyle Barker, principal architect for Warrenstreet Architects of Concord NH, who visited the site, reviewed the committees findings, shared knowledge of similar projects he had designed and completed, and confirmed that the site and preliminary building plans were viable.
- Community "Fit"; The PDBC discussed and planned for what an appropriate style of building and campus might look like with consideration for exterior appearance and potential for expansion if needed.
- January 2019; Kyle Barker, in conjunction Steve Keach forwarded a Pre-Bond Proposal, providing process guidelines, planning cost estimates and advisory information based on the site, building style and square footage discussed.
- The DPBC forwarded their recommendations to the BOS along with the Pre-Bond Proposal.
- February 2019; the BOS crafted a warrant article seeking up to \$50,000. For planning, design and outreach expense, the thinking being that the community would need information, schematics, outreach, etc... before they were asked to consider a building proposal.
- March 2019; The voters reject the warrant article enabling planning, design and outreach. Town counsel advises the BOS that, because the article failed, the BOS should not expend resources in 2019 for design or promotion of a Police Dept. facility.
- September 2019; The BOS holds a work session/conference call with specialists from the USDA Direct Loan & Grant Program, reviewing the Community Facilities Construction Guide and the Community Facilities Loan/Grant Process Flow Chart with an eye towards another warrant article in 2020.