

**TOWN OF ENFIELD
MUNICIPAL FACILITIES ADVISORY COMMITTEE**

MEETING MINUTES OF MAY 13, 2019

Present: Ryan Aylesworth (Town Manager), Phil Shipman, Tracy Young, Rob West, Mark Tarantelli, Erik Russell, Jean Patten, Shirley Green, Maynard Southard

Guests: Roy Holland, Police Chief; Phil Neily, Building Inspector

The meeting was called to order at 4:00 PM.

The meeting began with the approval of the April 29, 2019 minutes. Motion to approve was made by Mrs. Patten. Motion seconded by Mrs. Green. Approved unanimously.

Mr. Aylesworth explained that the primary order of business would be a detailed tour of the Enfield Police Facility and an opportunity for the Committee to ask the Police Chief any questions they had about the building's current condition, past/present maintenance issues, planned building upgrades, and the buildings overall compatibility with current/future needs of the Police Department. After providing the group with an overview of the conference room – which has also been designated as the Town's primary Emergency Operations Center (EOC) during times of natural disaster and other emergency events – Chief Holland suggested it might be most efficient to start with a walking tour of the building and encourage Committee members to ask any questions they have in the process. In the course of the tour, Chief Holland highlighted a number of shortcomings with the facility's design and layout that posed real safety concerns and/or negatively impacted the efficiency of police operations. Chief Holland went on to explain how these issues were placing the Enfield Police Department out of compliance with strict standards issued by entities such as the Department of Labor and the Commission on Accreditation for Law Enforcement Agencies (CALEA). The site visit primarily focused on the interior of the building.

Highlights of the tour included the following:

- The building is generally structurally sound and is situated in an advantageous location
- The building is structurally capable of being enlarged either laterally or vertically
- Current office spaces are adequately sized for the Police Chief and patrol officers, but supervisors (two sergeants) currently share a somewhat cramped office. The current space would not easily allow for the addition of new personnel that may be needed in order to meet the Department's future needs.
- Administrative assistant office space is not properly secured and poses significant safety risks
- The security of the Department's on-site/physical server is an issue and there are plans to help improve this situation in the short-term by converting the existing evidence room into the dedicated server room.
- The building provides inadequate record storage space, but the Department is in the process of digitizing files. Current files stored in unsecured and inappropriate (structurally) area (attic)
- The building provides inadequate evidence processing space. Items need to be properly processed, dried, packaged, etc. before being placed in storage. This area needs to be environmentally correct and secure.
- The Department's evidence room is maxed out and not capable of effectively serving its intended purpose, and there are plans to help improve this situation in the short-term by converting one of the sally ports to an evidence room to provide considerably more space.
- The EOC (while also serves as the general-purpose conference room) is inadequately sized and does not possess the technological tools/resources as have become custom/necessary in 21st century emergency management operations. There are FEMA grants available for up to \$150,000 that can be used to properly equip an EOC.

- The building's heating system is not functioning properly (inadequate heat distribution) and has not functioned properly for some time (despite repeated servicing)
- The building does not possess a central cooling system, which considerably reduces energy efficiency. Independent portable air conditioning units have been installed in windows and covered with plastic bags, leaking onto floors causing water collection containers under each unit.
- The building's roof is not in compliance with current snow load requirements
- The overall aesthetic appearance of the building is poor
- Kitchen facilities are adequate
- Bathroom and locker room facilities are generally adequate, although there are ongoing moisture problems with the shower facility
- The facility's victim/witness interview space/room is not user-friendly. Needs comfortable environment, pleasant atmosphere, away from arrest/prisoner area, needs to be secure setting, quiet, and inviting.
- Insufficient booking/processing/temporary holding cell area. Too small for multiple individuals, privacy, safety/security of arrested as well as police personnel
- Very limited enclosed garage space for duty vehicles (and this space will be further reduced once one of the sally ports is converted to the evidence room)
- The department does not currently have an onsite impound area/facility for storage of vehicles being held as evidence

Mr. Russell shared a template (a "quad chart") that can be populated on a building-by-building basis and help the Committee organize its thoughts. The template touches on a given facility's current condition, how well it is meeting its department's present needs, and future requirements and considerations. It was agreed that each Committee member would populate the form independently and transmit their notes to Mr. Aylesworth shortly after the conclusion of the meeting.

The final order of business was discussion of the location of the next meeting. Mr. Aylesworth relayed that Fire Chief Cummings had informed him that he would not be available to meet with the Committee on May 28, so, in lieu of touring the Union Street Fire Station and Depot Street Ambulance Building, Mr. Aylesworth suggested that the Committee complete a tour of Whitney Hall (Town Offices, Library, and third floor Theater/storage space).

With no other business to discuss, the meeting was adjourned at 6:50 PM without objection.