

**TOWN OF ENFIELD
MUNICIPAL FACILITIES ADVISORY COMMITTEE**

MEETING MINUTES OF AUGUST 26, 2019

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

Guests: Alisa Bonnette (Assistant Town Manager); Roy Holland (Chief of Police), Fred Cummings (Fire Chief), Richard Martin (EMS Chief), John Pellerin (Asst. Fire Chief), Phil Neily (Building Inspector), Dr. David Beaufait

The meeting was called to order at 6:30 PM.

The meeting began with the approval of the August 12, 2019 minutes.

Mr. Southard requested a change to page 4 of the minutes: correction to spelling 'sees', not seems; and requested retraction of 'but is not sure that is...space for the library.'

Vote to approve minutes as amended. Moved by Mr. Shipman. Motion seconded by Ms. Patten. Vote to approve as amended; unanimous in favor of the motion (7-0). (Eric Russell abstained as he was not present for the meeting).

Review of Published Request for Qualifications - Conceptual Design and Cost Estimation

Mr. Aylesworth presented a draft of Request for Qualifications to be reviewed by Committee members. Mr. Aylesworth reported that some firms have indicated that they will not be bidding based off of their current work load and informed him it was not due to lack of interest in the project.

Mr. Shipman clarified the terms of what there are for possibilities in terms of dividing one request into multiple proposals – such as the ability to have two separate contractors as a part of one proposal. Mr. Aylesworth confirmed it was possible and would be a further discussion after decisions are made.

Mr. Young inquired if Peter Tenant responded to the Request for Qualifications. Mr. Aylesworth could not confirm at the time of the meeting, but noted that there was still time as the deadline to respond is September 9th.

Review of Updated Fire/EMS and Police Call Response Data (Mapped)

The Committee then reviewed and discussed details regarding four maps of the town that showed the primary locations regarding emergency response calls. Two maps reflected one year of Police Department call data and two maps reflected three years of fire and EMS response data. Each set of data was filtered to focus on emergency responses and the maps reflected the same color scale with regard to the volume of emergency responses to the area, with red indicating the highest volume, yellow indicating moderate, and blue indicating a low volume.

Chief Holland discussed the findings that emerged from the data, including the high call volume areas. The Committee inquired as to if there was a particular reason for those areas to be higher. Chief Holland explained that police department call locations are identified by triangulating with street names, (ex.

Route 4 and Grove Street). He indicated that the intersection near Route 4 and Grove Street was a high number because of the number of accidents that occur at that intersection, particularly at the beginning of the winter. The same reasoning relates to the high call volume reflected in the same area for fire and EMS as they respond to all accidents in that area as well. The police data reflected accounts for calls where the police would respond to single vehicle crashes, multiple car accidents, and domestic calls. The responses did not reflect data related to traffic stops, burn permits, follow up calls, or regular patrols.

After discussing details of the data presented, Chief Cummings expressed concerns over call volume being used to identify preferred locations. Committee members responded that they were looking at all aspects of need for the town and noted that the location of a public safety facility could have bearing on the response times for emergency personnel. While the call volume is not the single determining factor of the most advantageous location, it is certainly relevant and a part of the data that should be reviewed when determining how appropriate a given location is for meeting the town's emergency service needs.

A discussion was held regarding the merits of presenting Fire and EMS data on the same map and how the two services typically always overlap one another in terms of responding to the same emergencies. The Committee expressed the consensus that collocating fire and EMS services would be in the best interest of the town. Chief Cummings and Chief Martin agreed with their assessment.

Mr. Shipman inquired if there were different response times in winter versus in summer. Fire and EMS noted that their response time is based off of who is available to get to the station and respond. Chief Martin noted that sometimes the response time for volunteers takes longer because they may have to clear snow off of their personal vehicles to get to the station and get the equipment to respond to the scene. He noted that, in an effort to manage the response time, sometimes a member of the EMS crew would respond via their personal vehicle and another member would be responsible to bring the ambulance and equipment. Chief Martin and Chief Cummings both noted that day calls can be difficult based off of the availability of volunteers.

Review of Public Safety Facility Needs – Discussion with Police, Fire & Ambulance Chiefs

Mr. Aylesworth requested that members of the emergency facilities present a list of the ideal spaces, including approximate measurements, for their operations to the Committee. Mr. Aylesworth presented a print out of a PowerPoint presentation that reflected the facility needs for police, fire, and ambulance. The information reviewed basic room measurements, the purpose for each space identified, and the total square footage requested for each department.

Chief Holland – Police Department

Chief Holland noted that he had recently toured other public safety complexes, as the Committee had, to assist in developing the list of rooms and size approximations presented to the Committee.

Chief Holland reviewed the need for spaces regarding staff offices, an investigations room, an interview room, a reception area, a fitness center, an evidence room, an armory, and men's and women's locker rooms. There was also a request for a conference room which would be equipped to support electronic meetings, with the potential to include bail hearings and probation hearings, which would benefit the town by reducing the expenditures for the travel and time associated with those responsibilities.

The Committee requested data which reflected the quantified costs of time, gas, and any associated overtime with the travel involved in typical bail/probation hearings that officers attend.

Chief Holland noted that there are grants available that can assist in procuring the equipment necessary for hosting hearings and that he has utilized similar equipment in Hanover for ASL hearings. Chief Holland also notes that when officers have to travel to Lebanon, Concord, or North Haverhill, it is disruptive to their daily duties.

Chief Holland also reviewed the current system for secure file storage, which includes digitizing some files. It was noted that some document files are necessary to be kept up to five, seven, or even ten years, and must be stored in a secure location. The Committee inquired as to if the documents could be kept offsite in secured storage. Chief Holland noted that while it was possible, storing them off site would be disruptive if the receptionist had to leave their desk to file or retrieve records.

Chief Holland addressed a need for storage for training tools, election signs, and traffic cones. He also noted that there were specialized computer needs for the department's IT network and it is recommended to have a 100 square foot space to accommodate the equipment.

In addition to office space, he requested a three-bay sally port which would better maintain the vehicles and allow for faster response times, particularly in winter. The Committee and Chief Holland then discussed details of impounding property such as motor vehicles and what the requirements are for storage. Chief Holland noted that the property must be secure including being monitored and alarmed. The ideal set up would be to have an impound lot, with a fenced in space of 75x75 feet, and a 24x24 foot garage placed in the middle. Chief Holland noted it is not required to be a heated space, but it does need to have controlled access.

The Committee discussed the possibility of using shipping containers to house impounded items, however, they can typically only fit one vehicle. The Committee discussed details of impounding property, including the potential length at which it must be stored and acknowledged that there are times when the department has multiple vehicles or belongings to secure.

Chief Holland also discussed necessary updates to the booking and processing rooms, noting that they would be ideally located by the sally port, and that the cells would need to be updated to reflect the sight/sound separation of juveniles and adults as is currently required by law. He noted that Sunapee has an ideal set up regarding the booking and processing areas. In addition to booking and processing, the department would request a larger evidence room. Chief Holland noted they have processed over 300 pieces of evidence so far in 2019 – and each item must be processed and stored. It was noted that some items are required to be stored forever. The room should be properly ventilated and, for security purposes, should not share an outside wall.

The ideal space would equal about double the size of the current police department, with the ability to increase efficiency in the layout of departmental needs.

When consulting with current staff members, a fitness room was the number one requested item. Chief Holland noted that he had spoken with an insurance company that would assist with outfitting the room with equipment.

Chief Cummings – Fire Department

Chief Cummings reviewed his request for a five-bay building, roughly 75x70 feet. The Chief and the Committee discussed the benefits of having drive through versus non drive through bays. Chief Cummings expressed concerns about losing storage space along the back of the garage walls if the facility had drive through bays, but it was pointed out by the committee that the solution in this case is to intentionally build in other storage areas to account for the lack of storage along a back wall. There was

also discussion as to if gear lockers are allowed to be located on the side walls of the apparatus floor or not. When the Committee visited other safety complexes, it was mentioned that there were regulations that prevented storing equipment in the garage and required a closed room with ventilation. Chief Cummings noted that if it was not possible to store the items in the apparatus bay then they would need a 35x10 foot room for gear lockers, which would include an area for a washing machine. The Committee inquired if Chief Cummings's request included a wash bay. Chief Cummings stated he included a wash bay, with the idea of having an end bay set up similar to what the DPW has.

Chief Martin - EMS

Chief Martin proposed a garage space of 14x60 feet which would allow the town space to acquire one ambulance in the future, and park two back to back in the bay. In the case of having one ambulance, the remainder of the bay can be used for storage, while leaving room for the department to expand for future needs.

Chief Martin requested two offices, including a Chiefs office and a staff office. He also added that it was necessary to think of the ideal secure storage on site for supplies such as narcotics.

Police/Fire/EMS - Common spaces

Chief Holland, Chief Cummings, and Chief Martin all met and agreed to Common Space requests which are intended to benefit and support to all public safety personnel. Common spaces include a lobby, a leisure room, a fitness room, a common area with attached functional kitchen, bunk rooms, and locker rooms.

The Committee clarified that the men's and women's locker rooms were intended to be shared among the three safety divisions and that each division would not have separate locker facilities. The chiefs agreed that sharing locker facilities was a part of their proposal, however, it was noted that there would need to be space for the police department to have a separate secure room for their firearms. The bunk rooms would either be one 16x16 foot room with bunk beds, or four smaller 10x10 dormitory style rooms with two beds each.

The lobby would be roughly 280 square feet, with restrooms located off of the lobby entrance. The Committee noted that other facilities were able to get grants to fortify the lobby – including bulletproof glass and Kevlar walls.

The Committee and the chiefs agreed that the plan should include aspects that allow expansion in the future such as a wall that could be blown out or a section that can be built onto.

The grand total estimated space needs was approximately 15,000 square feet for a public safety facility that houses police, fire and ambulance services.

Assistant Chief Pellerin noted to the Committee that they should keep in mind that volunteerism is going down and that people working in public safety aren't doing the job for the money. It would be beneficial for the future to think of things that help people stay and make it a place that volunteers and community members want to visit. It should be congenial and welcome and help promote a team atmosphere. Chief Assistant Chief Pellerin also noted that having all public safety in one building lends itself to be friendly to invite the community for open houses and things like touch-a-truck events. The departments complete trainings together and respond to similar calls, sometimes all three departments at once, and having them in one location would be beneficial.

Chiefs Holland, Martin and Cummings all stated for the record that they supported the concept of a public safety facility that houses all three emergency services functions.

Review of Municipal Office Facility Needs – Discussion with Town Manager & Assistant Town Manager

Mr. Aylesworth asked Ms. Bonnette presented on the municipal office facility needs.

Ms. Bonnette reviewed a list of office spaces for staff members and space for file storage needs. Offices for staff including human services, the tax collector, the town clerk, the recreation office, the bookkeeper, an assessor's office, and a space for the Treasurer. Spaces for the town manager, assistant town manager, the Land Use Board, the planning and zoning offices, and the building inspector were also included in the plan. Spaces were thought of in terms of the typical standard office – which is roughly 150 square feet per person, and included space for one or two people to have space to meet with the staff. She noted the importance and necessity for the staff to be able to have offices which allow for closed door meetings with one or two guests able to comfortably fit in an office.

Ms. Bonnette reviewed a request for an 18x18 foot reception area, and a lobby with two restrooms accessible to the public. In addition, she noted the requests for two staff restrooms, a conference room, a multi-purpose room, a kitchen area, an office supply storage area, a space for office equipment such as the print/scan/fax machine, and a large closet for cleaning and building supplies. She also noted the need for adequate space for an IT room and server, as well as electronic components related to phone services.

The proposal also included office spaces to house the Building Inspector, as well as Planning and Zoning offices. A larger vault was indicated as a need to accommodate a larger quantity of permanent town documents. She added that while there is effort to digitize files as much as possible, there are many records which must be kept as a physical file indefinitely.

The grand total estimated space needs for municipal offices was approximately 6,000 square feet. This is approximately double the current space being used for municipal offices in Whitney Hall. Mr. Aylesworth underscored, however, that this square footage does not build in much cushion, and committee members expressed the opinion that it would be sensible to ensure that any new or renovated structure was sized to allow additional growth to meet changes in future needs that are currently hard to predict.

The Committee then moved on to discuss the relationship to the location of Whitney Hall and the possibility of site changes or of renovations, as well as the relationships with the food pantry and the theatre. The Committee discussed that any implications to move operations or to renovate Whitney Hall would also affect theatre operations and the food pantry. These items, as well as voting operations, will need to be taken into consideration as the Committee moves forward in its process.

Mr. Aylesworth noted that he recently had a meeting with Bill Coons, the Shaker Bridge Theatre owner, to discuss theater operations. Mr. Coons noted that there are loyal theatre patrons that indicate they have a connection with the small and intimate setting. Members of the Committee acknowledge the benefit to the town, but also noted that it may be difficult to ask for more space when the theatre could be utilized for municipal functions. The Committee also discussed valuable improvements that could be made, including removing the stage that is no longer used. It was unanimously acknowledged that there are differing opinions as to how the space should be utilized to benefit the town.

Mr. Southard discussed bigger picture goals from the perspective of the Enfield Village Association. Specifically, how do we build our main street to bring people in and spend their money here. Many area

towns have theaters that serve as a draw, such as the HOP, Northern Stage, and the Lebanon Opera House. Other Committee members noted that the loss of local businesses such as the hardware store, restaurants, and other stores has been of detriment to encouraging more traffic as well.

Other Business

Committee members agreed to move two agenda items to the next meeting:

- Developing a Process for Evaluating Potential Sites for a Public Safety Facility
- Additional Deliberation on Possible Redevelopment Options of the Existing Whitney Hall & Police Station Buildings/Property for Municipal Office and Library Use

The next meeting will take place on Monday, September 9, 2019 and will begin early, at 3:30 PM at the DPW Facil, in an effort to accommodate the schedule for the Board of Selectmen meeting which begins at 6pm.

Mr. Young and Mr. Tarantelli indicated they will be unable to attend the meeting on Monday September 9th.

The Committee members agreed to postpone the library information meeting until the September 24, 2019 meeting.

Adjournment

Ms. Patten made a motion to adjourn the meeting at 8:45 pm. Mr. Tarantelli seconded the motion. Vote unanimous in favor of the motion (8-0).