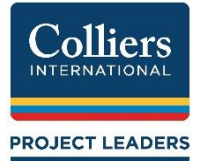


# MEETING MINUTES



**New London, NH**  
Police Station, RECC Center

<b>Police Facilities Advisory Committee</b>	<b>Meeting No.</b>	<b>01</b>
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**Date:** May 3, 2024      **Location:** 25 Seamans Rd, New London, NH  
**Time:** 10:00AM      **Other Info.:** Enter Additional Info (if required) or N/A

Attendees:	Company:	Email:
<b>Anthony DiLuzio</b>	Colliers Project Leaders	Anthony.diluzio@collierseng.com
<b>Emily Cobb, Chief of Police</b>	New London PD	<a href="mailto:e.cobb@NewLondon.NH.gov">e.cobb@NewLondon.NH.gov</a>
<b>Kim Hallquist, Town Administrator</b>	New London	<a href="mailto:TownAdmin@NewLondon.NH.gov">TownAdmin@NewLondon.NH.gov</a>
<b>Jim Casey</b>	New London	
<b>Philip Sherman</b>	New London	
<b>Malaika Sidmore</b>	New London	
<b>Bruce Parsons</b>	New London	
<b>Jeff Hollinger</b>	New London	
<b>David Keith</b>	New London	
<b>Susan Warren</b>	New London	
<b>Annie Beck</b>	New London	
<b>Ashley Seybold</b>	New London	

**Additional Distribution:**

Portal??? Kim only	XXX	XXX
Webmaster?		
Town Clerk?		
File		

**Attachments:**

XXX

These minutes are intended to reflect the important issues and action items as discussed at the meeting on the referenced date. If there are any discrepancies, please respond by email to [Anthony.diluzio@collierseng.com](mailto:Anthony.diluzio@collierseng.com) within one week of publication.

Item #	Date	Description	Action By:	Date Due	Status
<b>INTRODUCTIONS &amp; COMMUNICATIONS</b>					
1.1	5/3/2024	Introductions, best methods of communicating, project goals or concerns.	Colliers	Date	Closed
1.2	5/3/2024	Available for virtual meetings? <b><i>In person quorum with other virtual, zoom with 5 in the room.</i></b>	Colliers	5/7/2024	Open

# MEETING MINUTES

Item #	Date	Description	Action By:	Date Due	Status
		<b>Colliers to schedule meetings for the next several months to get them in everyone's schedule. It was agreed the group would meet on the first and third Friday of each month at 8:30AM. Colliers will set the agenda, take and distribute meeting minutes.</b>			
1.3	5/3/2024	Thoughts the group has on communicating consideration, finding and progress to the Citizens? <b>K. Hallquist will post to the Towns Website. All PFAC meetings will be posted publicly.</b>	PFAC	5/3/2024	Open
X.X	Date		XXX	Date	Status
<b>STUDIES, FINDINGS, AND HOW WE GOT HERE</b>					
1.1	5/3/2024	Harriman Report consideration <b>Documents posted and committee members can review for next meeting.</b>	PFAC	5/17/2024	Open
1.2	5/3/2024	D. Mires Report consideration <b>Documents posted and committee members can review for next meeting.</b>	PFAC	5/17/2024	Open
1.3	5/3/2024	<b>P. Sherman advised that the Town has spent a million dollars or more on the Buker/Whipple building that will need to be captured in the updated reports. Colliers advised that the current designer scope of services provides for that level of update for the existing facility.</b>	Colliers	Date	Open
1.4	5/3/2024	<b>P. Sherman asked if it is determined that the Police should vacate the existing facility is the PFAC charged with considering alternate use for the space. K. Hallquest advised that this was not the responsibility of the PFAC.</b>	Town	5/3/2024	Closed
1.4	Date		XXX	Date	Status
1.4	Date		XXX	Date	Status
<b>SITE CONSIDERATIONS</b>					
1.1	5/3/2024	Previous Site Selection panel discussion <b>Colliers described the site matrix, sites evaluated, color coding of ranking.</b>	Colliers	5/3/2024	Closed
1.2	5/3/2024	<b>Current sites under consideration discussion are not "down-town". The group discussed that all sites seem to be off Maine street and in the Newport corridor. This was part of the 2022 assessment. Sewer lagoon site may be a potential site. Chief raised concern over elevations for communications tower.</b>	PFAC	5/17/2024	Open

# MEETING MINUTES

Item #	Date	Description	Action By:	Date Due	Status
		<p><b>Has the town requested land donations, not to anyone's knowledge.</b></p> <p><b>Further discussions need to take place as we need to select 2-3 sites for further consideration.</b></p>			
1.3	5/3/2024	<p>Discuss 25 Seaman Road site.</p> <p><b>The group discussed the limitations of the building footprint as well as any site expansion. Chief Cobb will be giving tours after the meeting.</b></p>	Chief Cobb	5/3/2024	Open
1.4	5/3/2024	<p><b>J Casey asked if there had been a maximum project budget expectation. Colliers advised that there had not been. This is generally the result of the study which will provide various options of "high-low" options Colliers has prepared a high-low-probable budget based off recent projects of similar scope and scale. That document is available on the portal for review.</b></p>	PFAC	5/17/2024	Open
X.X	Date		XXX	Date	Status
<b>EXISTING FACILITY CONDITIONS – LIMITATIONS</b>					
1.1	5/3/2024	<p>Have you read the reports, toured the existing facility, understand the existing conditions?</p> <p><b>PFAC members to review the reports and tour the facility.</b></p>	PFAC	5/3/2024	Open
1.2	5/3/2024	<p>A. Seybold asked if the Town HAS any liability to the other 5 communities. <b>This is something the group can discuss further but really is not part to the design study phase.</b></p>	PFAC	6/7/2024	Open
1.3	5/3/2024	<p><b>A Beck questioned if other communities could be assessed to help offset costs. Chief Cobb explained how the other communities are assessed costs. Building costs are not currently part of that agreement.</b></p>	Chief Cobb	5/3/2024	Open
X.X	Date		XXX	Date	Status
<b>DESIGNER SELECTION PROCESS</b>					
1.1	5/3/2024	<p>Request for qualifications issued, responses received, Next step would be review, possible interviews, negotiate final scope and fees.</p> <ul style="list-style-type: none"> <li>- Recommendation to Selectboard.</li> </ul> <p>Distribution of submissions?</p> <p><b>K Hallquist will distribute or post the designer responses by the end of the day. PFAC to review and determine firms for interview. Reach out to Colliers if you have any questions.</b></p>	PFAC	5/17/2024	Open

# MEETING MINUTES

<u>Item #</u>	<u>Date</u>	<u>Description</u>	<u>Action By:</u>	<u>Date Due</u>	<u>Status</u>
X.X	Date		XXX	Date	Status
<b>BUDGET &amp; FINANCES</b>					
1.1	5/3/2024	Colliers has created a High-Low-Probable budget. Review and discuss Public v Private work. The Building Code categorizes Police & Comms as an essential facility. Meaning it should be built to higher standards.	Colliers	5/17/2024	Open
1.2	5/3/2024	Historical Cost data is utilized. Several ongoing projects inform on all aspects of the project.	Colliers	5/17/2024	Open
X.X	Date		XXX	Date	Status
X.X	Date		XXX	Date	Status
<b>SCHEDULE</b>					
1.1	5/3/2024	The previously created schedule is no longer accurate. Designer Selection 4 weeks? Study Phase 8-10 weeks? The group discussed goals that we can realistically set and measurable milestones.	PFAC	5/17/2024	Open
X.X	Date		XXX	Date	Status
X.X	Date		XXX	Date	Status
<b>NEW BUSINESS</b>					
X.X	Date	<i>Public Comment Encouraged by the group. The challenge is to look ahead and try to see and build for the future. There will be "unforeseen" issues but encouraged that the group will be successful. Technology seems to be the fastest changing factor.</i>	XXX	Date	Closed
X.X	Date	<i>P. Sherman offered the following for consideration. What to do with the existing facility? Where is growth of the Town going and how does that impact what we are doing? What about fire building future renovations? Gentle destruction of Main St. if PD and other move off of Main St for Newport road? Are these factors that the Advisory should consider?</i>	PFAC	5/17/2024	Open
X.X	Date		XXX	Date	Status
X.X	Date		XXX	Date	Status

## Next Meeting

The next meeting will be: May 17, 2024, 8:30AM, virtual