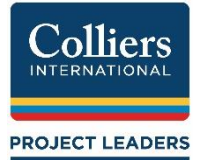


# MEETING MINUTES



## New London, NH Police Station, RECC Center

<b>Police Facilities Advisory Committee</b>	<b>Meeting No.</b>	<b>04</b>
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**Date:** June 28, 2024      **Location:** 25 Seamans Rd, New London, NH  
**Time:** 08:30AM      **Other Info.:** Enter Additional Info (if required) or N/A

<b>Attendees:</b>	<b>Company:</b>	<b>Email:</b>
<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>Janet Kidder</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	_____
<b>Bill Helm</b>	<b>NL Selectboard</b>	
Robert (Bob) Robicsek	LBA	_____
<b>John Adams</b>	LBA	_____

**Additional Distribution:**

Adam Ricker	XXX	XXX
Will Kidder		
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 within one week of publication. Names in Bold Italic were present.

# MEETING MINUTES

<u>Item #</u>	<u>Date</u>	<u>Description</u>	<u>Action By:</u>	<u>Date Due</u>	<u>Status</u>
<b>INTRODUCTIONS &amp; COMMUNICATIONS</b>					
					Status
3.8	6/14/2024	<p>Collin Beasley asked about the devil in details of dispatch in the site selection process. Information and process flow should be unvetted info and distribution. How does the workgroup receive input and opinions from the broader citizens. The Town is working to set up an email for general questions. Citizens are encouraged to attend the PFAC meeting and have several opportunities to be heard.</p> <p><b>6/28 The email should be set up in the next few days. Kim, Chief Cobb, and Tony will monitor the email. The goal is to post the answer back to the website, not necessarily respond directly to the inquiries.</b></p>	PFAC	7/12/2024	Open
X.X	Date		XXX	Date	Status
<b>STUDIES, FINDINGS,</b>					
1.2	5/3/2024	<p>D. Mires Report consideration Documents posted and committee members can review for next meeting.</p> <ul style="list-style-type: none"> <li>- Page 11 what we don't get is important to consider as solution to what does not fit</li> <li>- B6 is the description from the PD as to what spaces are of importance.</li> </ul>	PFAC	5/17/2024	Open
1.3	5/3/2024	<p>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.</p> <p><b>6/28 Chief Cobb will see what information is available on repairs. The PD continues to address significant plumbing issues with the basement and stairs currently being impacted by drainage repairs.</b></p>	NLPD	7/10/2024	Open
3.2	6/14/2024	<p>Jim Casey described the process as being able to answer the 4 questions</p> <ol style="list-style-type: none"> <li>1 renovate existing space</li> <li>2 Demo existing space and rebuild</li> <li>3 New build on an alternate site</li> <li>4 Purchase and renovate another building.</li> </ol>	PFAC	7/12/2024	Open
1.4	Date		XXX	Date	Status
1.4	Date		XXX	Date	Status

# MEETING MINUTES

Item #	Date	Description	Action By:	Date Due	Status
<b>SITE CONSIDERATIONS</b>					
1.1	5/3/2024	<p>Previous Site Selection panel discussion Colliers described the site matrix, sites evaluated, color coding of ranking. <b>6/28 The site matrix has been added to the Town's website site.</b></p>	Colliers	5/3/2024	<b>Closed</b>
1.2	5/3/2024	<p>Current sites under consideration discussion are not "down-town". The group discussed that all sites seem to be off Main street and in the Newport Road corridor. This was part of the 2022 assessment. Sewer lagoon site may be a potential site. Chief raised concern over elevations for communications tower. Has the town requested land donations, not to anyone's' knowledge. Further discussions need to take place as we need to select 2-3 sites for further consideration. EC – What consideration need to be given to temp space if renovation is chosen. <b>6/28 The group discussed the potential sites and reported the County Road site has been sold and is no longer available. The current designer services includes evaluation and "site test-fits", however the Selectboard will need to re-affirm potential site.</b></p>	NL Sb	7/31/2024	Open
1.4	5/3/2024	<p>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.</p> <p>For demo and or renovations we would need to add Cost for temporary relocation. Need to evaluate the overall square footage.</p>	PFAC	5/17/2024	Open
X.X	Date		XXX	Date	Status
<b>EXISTING FACILITY CONDITIONS – LIMITATIONS</b>					
1.3	5/3/2024	<p>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.</p> <p>Collin Beasley – should leave this item open and continue to discuss with the communities. Citizens should be aware and understand the reasoning why or why not. Chief Cobb to consider further discussions</p>	Chief Cobb	7/10/2024	Open

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<u>Item #</u>	<u>Date</u>	<u>Description</u>	<u>Action By:</u>	<u>Date Due</u>	<u>Status</u>
		<b>6/28 Chief Cobb was asked to present a history and current operations for the regional dispatch center. The idea is not to eliminate it from the program but to understand the commitment and the overall impact to any final project that is anticipated.</b>			
2.1	5/3/2024	<p>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?</p> <p>The Selectboard has confirmed these concerns while important to the community it is not the charge or the mission of the Police Advisory group.</p>	PFAC	5/17/2024	Open
3.5	6/14/2024	<p>Susan... safety for the officers and public as it relates to the building needs to be a priority. LBPA described how segregation and control of spaces are designed for this type of facility. All aspects of safety will be considered. How do we consider preserving a downtown presence was once again a topic of discussion.</p> <p><b>6/28 Chief Cobb described for the group the conflict between the Police vehicular movement and pedestrians which heightened during the summer. The shared driveway is commonly used for access to the park. Recently a car was in the PD spot while dropping off kids to the park. The group discussed signage however the enforcement is also a concern. It is not an appropriate space however it is addressed.</b></p>	PFCA	7/12/2024	Open
X.X	Date		XXX	Date	Status
<b>DESIGNER PROGRAMMING PROCESS</b>					
4.1	6/28/2024	<p><b>LBA issued toured the existing facility after our last meeting. The initial programming questionnaire was issued to Chief Cobb. Chief Cobb advised she would have it completed and returned in the next few day. LBA will issue draft program shortly after the holiday. The program will be reviewed and revised with the goal of issuing it to the PFAC before our next meeting. The new program will include current spaces, growth projections and a comparison to the previous study document.</b></p>	Colliers, LBA	7/17/2024	Open
X.X	Date		XXX	Date	Status
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.	Colliers	5/17/2024	Open

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<u>Item #</u>	<u>Date</u>	<u>Description</u>	<u>Action By:</u>	<u>Date Due</u>	<u>Status</u>
		The Building Code categorizes Police & Comms as an essential facility. Meaning it should be built to higher standards.			
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
1.3	5/3/2024	Potential spaces for Temporary relocation. The group to think about what spaces might be available.	PFAC	7/12/2024	Open
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. 6/14 Colliers to revise and issue schedule based on LBPA activities. <b>6/28 Colliers to issue the updated schedule to the group and it can be loaded to the website.</b>	Colliers	6/28/2024	Open
X.X	Date		XXX	Date	Status
X.X	Date		XXX	Date	Status
<b>NEW BUSINESS/PUBLIC COMMENTS</b>					
4.1	6/28/2024	<b>Bob Bowers addressed the committee thanking them for their work. Bob questions the process for site selection and asked that the adjacent property be considered. Bob advised that "Bar Harbor" has property for sale and might that be considered. Bob asked that the committee consider any other sites. The PFAC is taking the lead from the Selectboard with regard to the site options. The Selectboard will need to address sites in the near future. We first need to complete the programming process to understand the site of building and site requirements.</b>	Info	6/28/2024	Closed
4.2	6/28/2024	<b>Dorothy Dogan addressed the committee asking if they could consider some alternative meeting days and times to allow the public to engage outside of normal Business hours. The PFAC and the selectboard are open to additional Public Information Meetings and transparency. The PFAC is a working group to over see the process. Key decisions or design options, or sites will certainly need more robust public engagement. Those types of conversation would also be posted as part of the Selectboard meeting that the public could engage in as well.</b>	Info	6/28/2024	Closed
4.3	6/28/2024	<b>John Ellis addressed the committee reiterating the need for signage to help with the pedestrian/public safety issued of the current PD site. Chief Cobb</b>	XXX	Date	Status

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<u>Item #</u>	<u>Date</u>	<u>Description</u>	<u>Action By:</u>	<u>Date Due</u>	<u>Status</u>
		<i>agreed but with the understanding the effectiveness of signage. John questioned who is in charge of the plumbing issues currently being addressed. Chief Cobb indicated that the PD is overseeing the work of Roto-Router. Findings and repairs will be documented and can be posted to the website as well.</i>			
X.X	6/28/2024	<i>Rich Epstein addressed the committee asking that more information be provided as to the Regional Dispatch. Chief Cobb will be presenting information at the Selectboard meeting on July 10, 2024. Rich also asked what will the question on the Warrant be. It was generally agreed that the specific "ask" will be developed as a result of the study findings and the recommendation of the PFAC. There is no preconceived question as to purchase a site, a building, or funding of renovations and modification to the existing facility. The warrant article will be derived from the study process.</i>	Info	6/28/2024	Closed

## Next Meeting

The next meeting will be: July 19, 2024, 8:30AM, virtual