



**Town of Plaistow
Public Safety Complex
Building Committee**
27 Elm Street, Plaistow, NH 03865



PUBLIC SAFETY COMPLEX BUILDING COMMITTEE MINUTES

MEETING DATE: Friday, September 12, 2014 @ 10:40 a.m.

PRESENT: Interim Chief Kathleen Jones, *Chair*; Chief John McArdle, *Vice-Chairman*; Sean Fitzgerald, *Town Manager*; Michael Dorman, *Building Inspector*; Dan Poliquin, *Selectmen Representative*; John Sherman, *Selectmen Representative*, Joan Marsilia, *Master Patrol Officer*; and Patrick Schiavone, *Master Patrol Officer* and Dennis Heffernan, *Budget Committee Representative*;

EXCUSED:

ABSENT: Lt. William Baldwin, *Emergency Management*; William Query, *Citizens Representative*

MEETING CALLED TO ORDER: 10:38 a.m.

PUBLIC COMMENT: Alden Palmer, resident states he is here to learn more regarding the status of the project.

MINUTES: *Motion by D. Heffernan to approve the minutes of May 28, 2014, 2nd by J. Marsilia.*
All in favor. None opposed. – Minutes Approved.

AGENDA:

New Business:

S. Fitzgerald begins the meeting reviewing the decision at the Board of Selectmen meeting regarding the selection of Option C, out of A, B & C as presented by Dore & Whittier. The information is available on the Town website for the public to review.

Project Overview – Alan Brown & Jason Harris

Programming Meetings held with Police and Fire Departments

- **Review Conceptual Room Diagrams**
- **Review Space Needs Analysis**

A. Brown states that following the meetings held with the Police and Fire departments, a preliminary "Space Needs Analysis" sheet has been created for each department. A diagram of each room in the Police and Fire departments is also depicted and is given to all committee members and Mr. Palmer.

J. Sherman states that the information is not mentioning the Emergency Management Department.

A. Brown responds that the department is included in the Police Department analysis.

Discussion occurs regarding the preliminary diagrams and space needs analysis.

A. Brown states that the initial findings regarding the current septic system is that it is working and should be capable of continuing to handle the output even with the new facility.

D. Heffernan states that it would still be serving the same amount of persons, even if the facilities are separate.

A. Brown continues stating that another site evaluation survey will have to be done since the current survey is set to expire and with the design changes to the proposed building location on the map the retention pond will have to be relocated.

Chief McArdle discusses the retention pond and its relocation.

S. Fitzgerald inquires regarding shared areas and areas that can be used in combination between the departments.

A. Brown responds that some areas can be shared where some others it would be of no value. The use of gender neutral bathroom areas at the Fire Station but not at the Police Station was a concept in the design. Whatever is put into the design needs to optimize the flow of operations for each department.

D. Poliquin inquired regarding sharing mechanicals.

A. Brown responds that sharing an air handler would be a good example of mechanicals that can be shared.

Discussion occurs regarding the elements of sharing resources.

J. Marsilia states that she is in favor of changing the name listed as Kennel to something else, pointing out that the Town has just built a dog kennel and it sounds redundant.

Review Conceptual Site Options A, B & C

A. Brown continues the discuss showing depictions of potential site designs beginning with option A. This option offers no street presence on either Elm Street or Palmer Avenue. It is not desirable to build a new Police Station and not have it be visible from the road. There would also be no opportunity for the facilities to share any mechanicals or facility designs.

Discussion occurs regarding the pros and cons of option A.

A. Brown moves on to option B, stating there would be an opportunity to share mechanicals and it would be visible from Palmer Avenue. This location would require the movement of the septic mound and the costs associated with that. Additionally the topography would require work.

Discussion occurs regarding the pros and cons of option B.

A. Brown states the preferred option is C. This layout offers building presence on Elm Street and the ability to share mechanicals and some facilities.

Discussion occurs regarding the pros and cons of option C.

J. Sherman inquires how the parking will be configured, usage of the existing garage buildings and the trailers being currently used by the Police department detectives.

D. Heffernan adds the parking configuration can also be used to ease parking issues at the court house.

Discussion occurs regarding potential uses of the green space located at the back of Option C and the impact on nearby residences.

Discuss Public Outreach

S. Fitzgerald states that abutters should be engaged early.

A. Palmer states he is in favor of option A as he discussed with Chief Savage.

D. Poliquin responds that was the original idea, it has evolved into this concept which is an improvement.

Discussion occurs regarding the process and development of the current proposed plan.

A. Palmer states the town should be ready to acquire more land to support the project.

A. Brown states that moving forward we should begin scheduling meetings every two weeks by September 25th. Thursdays are preferable. We should have the cost estimate by the beginning of October.

D. Heffernan suggests the Budget Committee should be invited to a meeting.

S. Fitzgerald states that the Budget Committee and the Planning Board will be invited.

A. Brown states that Public engagement should begin by the end of October.

J. Sherman adds that 2 cable shows with PowerPoint presentations should be put together, one show to air in October and one in November with an update.

Discussion occurs regarding public engagement through twitter and face book.

Review Project Schedule

A. Brown discusses the Plaistow Public Safety Schedule in the handout. He states that the Phase 1: Conceptual Design – Feasibility Study is on target, Task 1 Site Assessment is will be on time for September 24th. Task 2 Programming is complete and the Pre-Schematic Design phase can be completed with the selection of Option C.

- **Selectmen's Meetings**

A. Brown states the presentation for the Board of Selectmen is projected to be given on October 27th.

ADJOURNMENT: Meeting adjourned at 12:00 p.m.

NEXT MEETING DATE – To be determined.

Respectfully submitted,

Kerry Lee Noel
Recording Secretary