



## MEETING NOTES

To	Chief Aaron Berube
From	Will Gatchell
Date	01-29-2019
Project	Town of Chester, NH –Police Facility Space Needs Assessment Project No. 18539
Subject	12-14-2018 Kickoff Meeting Notes
Attendees	Aaron Berube, Stephen Landau, Corina Reishus, Andrew Hadik, Herb Rowell, Karl Knudsen, Caroline Wilson, Judy Johnson, Will Gatchell

On Tuesday, January 22, 2019 the Harriman team met with the Chester Police Facility Space Needs Steering Committee (SC), to kick off the *Police Facility Space Needs Assessment*. Notes below reflect discussion of the following agenda topics.

1. Introductions: The project team made introductions and included:
  - a. Aaron Berube, Chief of Police
  - b. Stephen Landau, Board of Selectmen
  - c. Corina Reishus, Recreation Director
  - d. Andrew Hadik, Planning Coordinator
  - e. Herb R, Resident
  - f. Karl Knudsen, Resident
  - g. Cass Buckley, Board of Selectmen
  - h. Myrick Bunker, Building Official/Code Enforcement
  - i. Michael Oleson, Road Agent
  - j. Caroline Wilson, Administrative Assistant
  - k. Judy Johnson, Principal, Architect, Harriman (Design Team)
  - l. Will Gatchell, Associate, Architect, Harriman (Design Team)
2. Discuss Project Goals, Vision, & History (comments from the members of the Steering Committee)
  - a. Outreach: Build a webpage on the Chester Town website for this process.
  - b. Outreach: connect with Penny Williams of the Tri-Town Times to write one or several articles about the process.
  - c. Outreach/Public Process: website to be main information source. To be updated with current schedule, interim reports.
  - d. Complete project ahead of the May 2019 Town Meeting.

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- e. Utilize Mike Oleson (not present at meeting) and Andrew Hadik for plans and information of the existing building/site.
- f. Goals: Issues to address from Chief Berube include:
  - i. No sallyport
  - ii. Poor site/sound separation
  - iii. One entrance for all (public and staff)
  - iv. Recent addition of an office for the sergeants
  - v. Parking issues: ingress/egress
  - vi. No armory
  - vii. No evidence processing
  - viii. Not ADA compliant
  - ix. Parking convenience
  - x. Community room that is accessible to the public without requiring an officer escort
  - xi. Improve fitness facility and location
- g. Goals: If the PD expands within the existing building, dislocated town spaces need to be accounted for.
- h. Goals: Chief Berube is neutral about staying in the current location aside from the fact that parking and site circulation need to be improved for all municipal uses.
- i. Goals: There is a range of opinion for renovation or new construction: need to provide cost information for both options for public to see which option is less expensive.
- j. Goals: Aesthetics for a new project need to respect the history of the town: traditional style.
- k. History: The existing building was created over 5 different construction periods.
  - i. 1948: original school
  - ii. 1960: addition that houses the PD
  - iii. 1975 (or earlier): Annex (wood construction)
  - iv. 1980 Modular rooms and foundation pads
  - v. 1985: Multi-Purpose Room (MPR)
  - vi. 1987: Front door/ administrative area
- l. History: Town purchased the school building in 1997.
- m. History: The Police Department (PD) occupied the facility after a renovation in 2000 which was a vast improvement over the previous location.
- n. History: Current site
  - i. 14 acres
  - ii. Slopes but not very wet
  - iii. Is the presumptive first choice for a new or improved police facility
  - iv. Look at site as a total project: beyond just the police needs, to address Town Hall site needs as well
  - v. This site could solve PD and Town Hall needs simultaneously
- o. History: Current population roughly 5,100.
- p. History: Not much capital money has been spent on the existing building.
- q. History: Existing septic system was designed for the school: 400-500 people: should be adequate for future expansion.



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3. Outline Proposed Project Process / Schedule:

- a. Committee meetings: 2-19, 3-19, 4-16
- b. Tentative dates to update B.O.S.: 2-21, 3-21 at 7:00 pm
- c. Public hearing: 2-19
- d. Report as presented at May Town Meeting to be an initial or phase 1 document to prevent confusion about it being voted on. Final report to be complete in June, before summer break begins.

Next Steps

1. Moving forward, principal contacts will be Aaron Berube (PD), and Will Gatchell (Harriman). Continue to copy all on the Steering Committee email chain.
2. Next meeting: February 19, 2019 at 9:00 am.

Action Items:

1. Chief Berube to provide PD organizational chart to Harriman. *Update: documents received 01-24-19.*
2. Will to coordinate facility assessments and documentation of PD in early February, 2019.
3. Will to reach out to Mike Oleson for any existing conditions documentation.
4. Will & Chief Berube to schedule a public informational meeting at night in March.

*If written notice is not received within two weeks of receipt, the above meeting notes represent an accurate summary of the meeting and its conclusions.*