



**MEETING NOTES**

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To	Chief Aaron Berube
From	Will Gatchell
Date	02-28-2019
Project	Town of Chester, NH –Police Facility Space Needs Assessment Project No. 18539
Subject	02-19-2019 Meeting Notes
Attendees	Aaron Berube, Myrick Bunker, Stephen Landau, Corina Reishus, Andrew Hadik, Herb Rowell, Caroline Wilson, Will Gatchell

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On Tuesday, February 19, 2019 the Harriman team met with the Chester Police Facility Space Needs Steering Committee (SC), to review progress of the *Police Facility Space Needs Assessment*. Notes below reflect discussion of the following agenda topics.

1. The meeting was called to order and SC meeting minutes, documented by the Town of Chester, were reviewed and approved.
2. Harriman reviewed a packet of information containing project developments to date. Phase 1 assessment and space needs items were discussed.
  - a. Site Assessment:
    - i. SC requested that clarification be added to the existing plans that they are scans of original documents. This will avoid confusion about why they do not accurately depict all existing conditions.
    - ii. Site terrain was discussed, specifically the steep slope that divides the existing buildings and the playing field. This element represents a challenge for a single story building or opportunity to stack floors and build into the slope.
    - iii. Harriman stated that the lot offered development potential for both a renovation of the Annex and addition or a completely new facility. Harriman stated concern about condition of the Annex and the ability for it to support the operational needs of a police Department.
    - iv. A loop road idea was presented by the SC. There was concern about the limited width between the MPR and the edge of the property.
    - v. Initial analysis shows that a single story building housing a new police department could fit on the site. A single story option could be less expensive than 2-3 stories.
    - vi. Automobile storage was discussed. Harriman advocated to use a separate, premanufactured type building for vehicle storage to save money.

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- vii. Although the current site is preferred, other Town owned lots were reviewed and the SC requested Harriman visit the Murphy Drive site.
  - b. Facility Assessment:
    - i. Harriman reviewed the findings of the architect and engineer led facilities assessment. The building was found to be in fair condition: 2.5 out of a 0-5 rated scale where 0 represents critical need of repair and 5 represents brand new.
    - ii. Major areas of deficiency included:
      - 1. interior ventilation of server, evidence, and booking areas
      - 2. Lighting controls
      - 3. Condition of ceilings and ceiling tile.
      - 4. Program elements filling corridor spaces due to lack of space.
    - iii. The assessment revealed how inventive the Police Department has been in adapting their space for their needs. However, many modifications have been made due to a fundamental lack of space.
  - c. Space Needs:
    - i. An existing conditions plan was drawn to create a baseline for the space needs assessment. Chief Berube indicated there are additional areas that need to be identified within corridor spaces.
    - ii. An initial space needs assessment was presented with the caveat that Harriman needs to coordinate and review it with the Police Department. In general terms, the Chester Police Department needs twice as much space as they currently have.
    - iii. Overall square footage values are skewed based on the gym using a large classroom space. This makes the total existing space need appear less than it really is.
  - d. Potential development options:
    - i. The annex was discussed in detail: what non-police programs occupy it and whether they could be relocated to where the current police department is. Although Annex programs can likely fit in the existing PD, there were concerns about displacing these areas during construction.
    - ii. Options for the annex include a major renovation or demolish and replace a better quality building in its place.
    - iii. Harriman noted a concern about adding to the existing building which sprawls considerably on the site.
    - iv. Combined Police and Town use spaces might be considered to improve utilization of new or renovated areas and make a project more viable to the voters.
3. Next Steps
- 1. Space Needs verified by Police Department.
  - 2. Harriman to visit Murphy Drive to verify suitability, or lack thereof, for additional development.
  - 3. Harriman to attend B.O.S. meeting February 21 to provide a status update to the public.
  - 4. Next meeting: March 11, 2019 at 9:00 am.

*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.*