

**Town of Chester
Police Department Space Needs Working Group Meeting
Monday, March 11th, 2019
Municipal Complex
Approved Minutes**

I. Preliminaries

Call the Meeting to Order
Roll Call
Project Update & Potential Designs – Will Gatchell of Harriman
Approval of Minutes
Adjournment

1.1 Call to Order

This seventh meeting of the Police Department Space Needs Working Group (PDSNWG) was called to order at 9:06am.

1.2 Roll Call

Members Present:

Aaron Berube, Police
Myrick Bunker, Building
Andrew Hadik, Planning
Karl Knudsen, Resident
Corinna Reishus, Recreation
Herb Rowell, Resident

Members Absent:

Cass Buckley, Selectman
Rhonda Lamphere
Stephen Landau, Selectman
Michael Oleson, Road Agent
Debbie O'Sullivan, Resident

Others Present:

Will Gatchell, Harriman

II. New Business

2.1 Project Update & Potential Designs - Will Gatchell of Harriman

Mr. Gatchell distributed packets of his most recent space needs assessments and proposed blocking diagrams. Mr. Gatchell explained that today was a “check-in” for the project thus far; he plans to fine-tune after today’s meeting.

Recreation Director Reishus thanked Mr. Gatchell for appearing at the BOS meeting of February 21st to publicly introduce the PD Space Needs project.

The **Space Needs Assessment Program Summary** illustrates that the current total PD gross square footage (sf) is 5,058; while the total area required is 12,515. A very extensive meeting

with Police Chief Berube allowed Mr. Gatchell to provide detail assessment of twelve items, summarized below:

Description	Current Area (sf)	Total Net Area Required (sf)	Remarks
Administration	509	784	Anticipated growth is minimal
Records	157	430	Significantly more room required
Communications	0	332	Presently no dispatch; no immediate need but best to earmark space now
Patrol	1,015	2,486	Due to sf of sally port (incl. decontamination area, locker rooms, etc.) area required is double the current space
Training	652	920	“Multi-use space”; incl. state requirements for gym
Investigations	219	280	Only needs to be slightly bigger
Property & Evidence	142	1,254	This is the most dangerous, hazardous area presently; property & evidence are currently processed in corridor. In the very least, a vestibule attended by evidence custodian is required.
Legal – Prosecutor	0	120	Prosecutor currently shares space; needs dedicated space. Could be used as “flex space” later.
Common Facilities	1,460	1,714	Includes lobby, locker rooms, kitchenette, break areas, bathrooms. A soft interview room w/ sound isolation provides opportunity for semi-secure meetings or child custody cases.
Other General-Specialty Areas	182	286	Includes armory
Facility Support	411	664	Electrical & mechanical rooms, etc.
Parking – Fleet	N/A	N/A	Proposed: at least 14 employee, 9 fleet & 6 visitor.
Total	5,058	12,515	

Mr. Gatchell explained that flexible buildings are key.

Review of Site Blocking Diagrams

Site Blocking Diagram 1 shows a single-story PD building set behind the MPR, attached to the end of the annex (with portable classrooms having been removed). Separate fleet parking, PD business-only parking, as well as intermingled PD and Town Hall parking is allowed. A PD-only ingress/egress road is indicated along the side of the MPR.

Site Blocking Diagram 2 shows a single-story detached PD building in the field behind the current facility with main entrance facing Chester Street. This design was created in response to a citizen’s request to Police Chief Berube to create a more visible PD. 20 PD-only/fleet parking stalls are allowed next to the new building; and large shared lot is allowed for both PD/Town Hall. Potentially, this design could include demolition of the annex.

Site Blocking Diagram 3 shows a two-story PD building, with a slightly smaller “footprint”, directly behind the MPR. In this diagram, the two-story building has the potential to be attached (to the

annex) or standalone. This diagram allows for fleet-only, PD-only, and shared PD & Town Hall parking.

Parking was discussed in detail. It is the consensus of the group that improving and increasing parking of the entire 84 Chester Street facility (not just PD) will be a major project selling point of expanding the PD.

Mr. Gatchell asked the group's thoughts on the facility being 1- or 2-story. The group agreed that a single story is easier, more cost-effective, and befitting of the character of Chester. Mr. Gatchell agreed: a single-story facility is easier to expand and makes more sense for the kind of hands-on police agency that Chester has.

The annex was discussed. Police Chief Berube felt that it will be crucial to maintain the annex to keep it viable between now and the time that the PD project comes to fruition; 5-10 years. Mr. Gatchell noted that the project budget could increase by \$150,000-\$200,000 to allow structural and envelope (siding, roof) restoration and asbestos abatement. However, the annex houses a great deal of the facility's electrical infrastructure which would also be costly to rebuild if the annex is demolished.

The group agreed to entertain blocking diagrams 1 and 2 moving forward. Mr. Knudsen appreciated that diagram 2 makes the PD more visible. Mr. Gatchell invited the group to consider philosophically: how visible should public safety be?

Police Chief Berube felt that showing existing site conditions would improve everyone's understanding of what's being discussed; Mr. Gatchell assured he will incorporate design overlays to make diagrams as effective as possible.

2.2 *Next Steps*

Between now and the next meeting, Mr. Gatchell will develop diagram 1, with the annex remaining; and diagram 2, with the annex removed. Mr. Gatchell will check in periodically with Police Chief Berube with any plan developments.

2.3 *Approval of Minutes*

Recreation Director Reishus reminded the group that the last 5 meetings' minutes needed to be approved.

Building Inspector Bunker moved to approve the minutes of 11/1/18, 11/27/18, 11/29/18, 1/22/19, and 2/19/19 as written; Planning Coordinator Hadik seconded the motion. The vote was six in favor; so moved.

III. *Adjournment*

The next meeting of the Chester Police Department Space Needs Working Group is scheduled for Thursday, April 11th at 9am.

The meeting was adjourned at 10:32am.

Respectfully Submitted by Caroline Wilson, Recording Secretary