



**TOWN OF CHESTER, NH POLICE FACILITY  
SPACE NEEDS ASSESSMENT**

Tuesday, January 22, 2019

9:00 AM

Kickoff Meeting

Agenda

- Introductions
- Discuss Project Goals and Vision
- Outline Proposed Project Process / Schedule
  - TASK ONE: Space Needs Assessment (Data Collection & Analysis)
    - Attain existing documentation including:
      - Police Organizational chart
      - Floor plans of existing facility
      - Site plan of existing facility
      - Information from recent facility improvements and/or upgrades
      - Information regarding potential alternate site locations
    - Existing Facilities Assessment
      - Architectural and engineering review of building and site to assess facility condition and operational appropriateness
  - TASK TWO: Programming and Space Needs Assessment
    - Use existing floor plans to establish baseline for space needs
    - Schedule Date for programming workshop with command staff
    - Create spatial needs assessment and project program spreadsheet and review with Committee
  - TASK THREE: Pre-schematic Design Plan
    - Create blocking (or 'bubble') diagrams showing key adjacencies and review with PD and Committee
      - New facility option: create overall massing
      - Renovation/expansion option: create test fit
    - Develop floor plans and site plan based on Committee feedback

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- Facilitate a public discussion to establish a preferred direction for architectural aesthetics.
  - Generate elevations and 3D model
- TASK FOUR: Total Project Cost Estimate and Schedule
  - Quantify the design cost with a conceptual estimate
  - Generate a realistic project schedule through design, construction, and move-in
- TASK FIVE: Final Report and Recommendations
  - Memorialize the process in a complete report
- Clarify level of staff and stakeholder input for planning process
- Discuss expectations for outreach and extent of public process
- Next Steps