

**TOWN OFFICE COMMITTEE
MEETING MINUTES
JUNE 13, 2005**

Attendees: Steve Pro, Rick Carrier, Shirley Philbrick, Lester Fairbanks, Neil Jenness, Deb Hogancamp

Absent: Ingrid Moulton, Sue Kelleher, Marty Mahoney

Tour of the Swanzey NH Police Facility began at 6:00 p.m.

Tour Highlights:

Police Chief Richard Busick led a tour of the Swanzey Police Department. Chief Busick began the tour of the outside of the facility. He pointed out some thoughts that went into the construction, such as the visibility of the station, being a good neighbor as the police facility is located in a residential neighborhood, video surveillance of the outside of the facility, and rainwater management. The building has a few areas where ice forms creating a potential hazard.

Chief Busick led us inside. He highlighted the security window for the citizen dispatcher and secure door which requires being let in by someone from the inside. Next the tour went to the meeting room. This room is approximately 18X30 and can hold 20 people comfortably. This room is also used for outside agencies and the Office of Emergency Management (OEM). Chief Busick felt that the room was small and would like to see a larger room that is half again as large.

The OEM office is 10X12 and additional space will be needed in the near future. Storage rooms were shown. It was mentioned that additional storage is done off site in Swanzey due to lack of storage at the current facility. The citizen dispatcher's office was shown. The layout could have been a more conducive work environment for the two individuals who share the space. The captain, sergeant, chief and detective offices were shown. These appeared adequate for now yet additional space will be needed in the near future. On the tour, the officers workstation, evidence room and bathroom/shower were shown. A suggestion was brought up that the bathroom/shower combination may be better if they were split into two rooms. Also, the evidence room should be ventilated.

Sergeant Blodgett of the Swanzey Police Department emphasized the need for more storage space.

The tour proceeded to the booking room and sally port. The space for these areas are adequate. The booking room layout has been changed since construction. In addition, if space and funds allow, space for 2 vehicles in the sally port may be beneficial, as there are times when more than one cruiser has transported detainees at the same time. A sally port would also serve as a garage for a cruiser to be ready to go into service during snowstorms without having to clean off the vehicle.

The tour continued outside to the rear of the building. A secure fenced area was observed containing lost bicycles and a car that was being processed.

Adjourned at 7:35 pm.

Respectfully submitted,
Rick Carrier