

**TOWN OFFICE COMMITTEE
MEETING MINUTES
JUNE 27, 2005**

Attendees: Steve Pro, Rick Carrier, Lester Fairbanks, Deb Hogancamp, Sue Kelleher,
Ingrid Moulton, Banwell Architect

Absent: Marty Mahoney, Shirley Philbrick, Neil Jenness

Ingrid began the meeting at 6:15 pm.

Ingrid asked Deb for her thoughts on the Swanzeay Police Department tour. Deb felt that there was no private space, and that the community room needed to be larger. Ingrid mentioned making the room larger but with the ability to make the room smaller with dividers. There are 4 inch thick dividers that are sound proof. Ingrid will put this cost together with and without.

There was a discussion on the size of the OEM office. Swanzeay has already outgrown the space of about 10 x 12. The committee decided that Ruth should be asked on the size of space needed, but were thinking about a 12 x 14 space.

Ingrid did tour the building being built in Grantham. Grantham is combining both the PD and the Town Office. The layout was simple, you enter into a central area foyer and then the Town Office is to one side and the PD to the other. The building is a 2 story with a basement community room and storage. This will be a 13,000 square foot building. The town of Grantham is similar in size to our town.

Lester arrived at 6:20 pm and Ingrid asked for his thoughts on the tour. Lester felt that the officer's didn't have enough space. They shared workstations. Lester felt that each officer really needs there own workstation so they can keep cases open and space for personal effects. Lester felt that the set up was very institutional, not very warm. Lester asked Ingrid for a 6 x 8 space for each officer. Also the building is not insulated and does not contain a drop ceiling. This building was not built with the possibility of adding on a 2nd floor. Lester was not comfortable with the internal layout. There was a discussion as to having a secured fenced in area outside. Lester said that this is not needed; they will use the Sally Port when necessary, and will also have a storage room. Ingrid mentioned placing the storage room on the exterior wall, so for future possibility of adding on. Lester also felt that Swanzeay was short on room for the supervisors and evidence room. Lester is still comfortable with the space program he designed for the new PD; with the exception that possibly the evidence room may need to be larger. There was a discussion as to what special details the PD would like, and was decided upon, bulletproof glass, video surveillance and an outdoor phone. Also it was mentioned that the roof pitch of the Swanzeay PD was not thought out well. The pitch on the building falls right onto the entry way.

Lester mentioned that he spoke with someone at the bank and they are not currently selling.

Deb and Lester left at 6:40 pm.

Ingrid outlined the CAD binder to Rick and Steve which includes the programs for both the Town Office and the PD. Rick mentioned he would like to see a non load baring wall between the Tax Collector and the Town Clerk office space.

Ingrid updated the committee on the engineers report. The existing conditions on both the Town Office and PD were found as follows:

- Structural – Need to upgrade both
- Heat/Energy – Both buildings in good condition (Fresh air requirements will be looked into)
- Plumbing – Can reuse
- Power – Need new everything for the Town Office, however the PD is all set
- Lighting – Both buildings would need new

- Emergency Lighting – Both buildings would need new
- Telephone – Ok for PD, New for TO
- Security – Recommended

The binder shows the programs of the existing versus the proposed, option section showing the 4 options with disadvantages and advantages.

Sue arrived at 7:00 pm.

There was a discussion as to the OEM office space. The state will often grant 25% towards the building operating cost when OEM space is shared.

A map showing all 17 locations the committee looked at was reviewed. A sample of a Route 9 location with land cost plus building cost. It was decided upon to use a value of \$150,000 to \$200,000 for average land cost. Ingrid also shows the budget spreadsheets and charrit results. The budget does not yet contain renovation costs, but it is being worked on. For the next meeting Ingrid will have the preferred option put into a site plan. Ingrid mentioned that the first step will be to sell the site, parking and general idea, and then the site plan. Steve questioned the well capacity being an issue. Ingrid still has not received an answer on the well capacity, but there was discussion of why bother drilling a new well, when it might be possible to bring the water over to the new facility on the other side of the fire station from the current town office well.

The final report is due on July 29. The next meeting dates will be July 11th and July 25th. Ingrid will send Rick an electronic version of the plans and Rick will e-mail them to Dave Provan.

The minutes from the May 23rd and June 13th meeting will be looked at, at the next meeting when more committee members are present.

Ingrid will ask Rob Hitchcock to attend the next meeting. He is a civil engineer.

Meeting adjourned at 7:15 pm.

Respectfully submitted,
Jody Moreau