

**Town of Auburn
Police Department Building Advisory Committee
April 29, 2019**

Committee Members Present: Richard Eaton, Keith Leclair and Todd Bedard, Selectmen; Police Chief Ray Pelton and Lieutenant Charles Chabot, and Michael Rolfe, Police Commissioner.

Also Present: Town Administrator William Herman

Mr. Eaton called the meeting to order at 7:11 PM.

Review of Potential Project:

The Selectmen had hoped to see more members of the committee present to provide input into the potential of the reduced project from what had been developed in 2018. Mr. Leclair stressed they had wanted to give the committee members an opportunity to continue to provide input in a process they have been involved with for the past two years.

Chief Pelton indicated he would always be happy to meet with the other committee members when they had the chance to stop at the department and walk them through the space and concept for renovation of current space and the addition of the additional room.

The Committee members present felt the current thinking was the right approach to meeting most of the space needs of the department at a reasonable cost. Mr. Leclair indicated he felt the committee was addressing two of three pressing items including the personnel needs for separate male and female locker rooms and the records storage needs of the department.

The Committee members felt they needed a plan or design to work from in order to be able to determine the full scope and cost of the project. In addition to the plan for the building space, the others items of concern to the Committee included:

- Potentially extend the bump out space to the end of the building which would provide some additional storage space.
- Improve the drainage in the immediate area.
- Address HVAC issues which, at a minimum, requires the relocation of one of the outside air conditioner units.
- Re-shingle the existing roof at the same time the addition roof line is attached.
- Appropriately insulate the ceiling and walls of the police department facility.

Mr. Eaton felt there was time and funds available that would potentially allow for the planning for the project, and then at a minimum

setting-up the foundation wall and slab, frame and roof to close in the basic addition. He felt the rest of the work could be completed the following year. Mr. Leclair expressed concern about not having enough money available to do the project this year. He felt it would appear presumptuous if they built part of the project and then asked the voters to fund the balance of the unfinished project. Mr. Bedard suggested the Town needed to secure a plan from which more accurate costs could be developed and the Town would know what the project costs are as opposed to off-the-cuff estimates.

Development of Building Design / Plan

The Committee members were of unanimous consensus the concept of the building addition and renovation was the right approach and required the development of a formal design and plan. The Selectmen were in agreement the development of the plans would be funded through the Town Buildings Rehabilitation Fund.

Mr. Eaton will contact Cindy Nye of Alternative Design in Manchester to develop the required plans. Mr. Herman asked for clarification if the plan would show an Option A with just the internal renovation and addition for the break room, and an Option B which was all of Option A in addition to an extended addition to the end of the building to provide additional general storage space. It was agreed both options would be requested.

Adjourn:

Mr. Eaton thanked the participants and moved to adjourn at 7:40 PM. Seconded by Todd Bedard. A vote was taken, all were in favor, the motion carried unanimously.