

**Town of Auburn
Board of Selectmen
Site Walk
Safety Complex
Police Department
April 16, 2019**

Selectmen Present: Richard Eaton, Keith Leclair and Todd Bedard

Also Present: Police Chief Ray Pelton, Fire Chief Mike Williams, Building Inspector Carrie Rouleau-Cote, Fire Lieutenant Pat Glennon, Michael Rolfe and Bill Herman, Town Administrator.

The parties met in the main entry of the Safety Complex at 7:30 AM. The Chairman convened the site walk meeting and everyone moved to tour the Police Department space.

Selectman Eaton reported he has been looking at the space needs of the Police Department and had physically measured the space with the assistance of Police Chief Pelton and APD Office Manager Lil Deeb. In following the general layout of an expansion of the police department developed through discussions of the Building Advisory Committee in 2018, they were looking at adding a 10-foot by 24-foot addition to the current department space adjacent to the area that is currently a breakroom with a men's and a women's shower off of it. By adding this addition, the department could relocate the break room into the new addition, while the women's and men's shower rooms could be expanded to provide for a women's locker room and a men's locker room with the existing showers in this space. The current locker room could then be transformed into a file storage area.

Chief Pelton noted the plan the committee came up with was a very good one, but at \$400,000, he felt it was too much money at this point in time. He felt the scaled down version as described by Selectman Eaton took the best of the current plan and allowed the Police Department to address two of the three major points cited in the MRI Review of the department. He stressed that it is clear the department can't meet these items within the current square footage of the building. He was in support of trying to address the men's and women's' locker room and record storage at this time.

The Chief indicated the department is required to maintain its case files virtually forever. The department has been doing a good job to convert many files over to electronic files, but he said not all files can be converted. He felt electronic storage may cut in half the total volume of files the department will have, but there will always have paper originals.

When asked about the locker rooms, the Chief indicated they felt the space allocated to the women's locker room would hold four lockers for women officers, while there would be space for 15 men's locker.

Carrie Rouleau-Cote asked about plumbing issues, and Chief Pelton indicated they thought the current sink in the break room would need to be moved approximately six-foot away on the same wall that currently had the bathroom sinks and showers. Otherwise, there shouldn't be any other plumbing issues involved.

The group moved outside to the exterior area where the space for the potential addition was marked on the pavement. Chief Pelton suggested depending on timing and available funds, it would be desirable to at least complete the slab foundation, frame the addition, construct the roof and side the addition at a minimum before the year was over. He felt the addition could be finished in the following year if necessary in a similar manner that the second floor of the Safety Complex was completed by the Fire Department over time.

Selectman Eaton said he had been in contact with Alternative Design of Manchester about this potential project, and they have indicated they would be able to assist the Town with the design work in a timely manner. He did indicate they would need to involve a structural engineer to deal with the laying of a new roof for the addition to match into the truss system of the existing roof.

Selectman Leclair asked when the current roof had been re-shingled and the belief is that the shingles are the originals from the initial construction in 1999 / 2000. Carrie Rouleau-Cote suggested the Town consider re-shingling at least this side of the current roof as part of the addition project in order to tie it all together.

Selectman Eaton also noted one of the current AC units on the exterior of the building will have to be re-located to construct the potential addition. Michael Rolfe suggested consideration also be given to fixing the drainage in the immediate area at the same time.

Selectman Leclair asked why should we stop with the 10-foot by 24-foot bump out and not continue down to the end of the building for additional storage space, noting basically the length of the storage pod that is currently in that immediate area. Chief Pelton indicated it would be mainly to keep costs down, while Selectman Leclair said it would be small money for the additional space now as opposed to re-visiting the project in four or five years.

Selectman Bedard joined the meeting at 7:50 PM.

Selectman Eaton noted consideration should still be given to a separate storage building / training space for at least the police department and the fire department. He asked Chief Pelton what larger items the Police Department

keep outside or in a storage trailer, and he reported vehicle parts and tires for the cruisers, ATV units and the motorcycle are in a storage pod, while the radar trailer outside. He also noted the need for storage of large items of evidence. Chief Williams and Lieutenant Glennon noted the Fire Department has a gator trailer stored outdoors which is difficult to get to in the winter months, while they will also be receiving a new boat from the Auburn Volunteer Firemen's Association that will add to storage concerns.

Selectman Eaton showed where a previous proposal for a stand-alone building had been suggested and stressed he felt there was a lot of advantages to a stand-alone building. He did believe it should contain at least one bathroom, and indicated infra-red heat in the ceiling would be something to consider.

The group moved back inside the Safety Complex, and Selectman Bedard was brought up to speed on the current facility and the proposed work for the break room, men's and women's locker rooms and records storage.

There was general sentiment if this project is considered for design, the need to potentially address the re-roofing of the current building and improvement of the drainage in the area around the air conditioning units on the exterior should be looked at as part of the project.

Adjournment

Mr. Eaton moved to adjourn the meeting at 8:07 am. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

William Herman
Town Administrator