

**Town of Auburn
Board of Selectmen
Workshop Meeting
November 9, 2016**

Selectmen Present: James Headd, Richard Eaton and Dale Phillips

Also Present: Police Lieutenant Ray Pelton, Detective Sergeant Charles Chabot, Office Manager Lillian Deeb and Town Administrator William Herman.

Mr. Headd called the meeting to order at 9:30 a.m.

Potential Police Department Garage / Storage Building

Mr. Herman provided copies of materials that had been submitted to the Planning Board for the Capital Improvement Plan (CIP) process for a potential garage / storage building for the Police Department. Part of the information included site plans and cost estimates for a couple of different size facilities which had been developed at the Board of Selectmen's request by Stantec in 2011. He suggested these might be a starting point for a discussion on this potential project.

Mr. Eaton noted he has had conversations with several individuals and feels the Town could serve as its own general contractor for a project of this nature that could address needs of the Police Department for a garage and storage; Parks & Recreation for storage and Town Hall storage.

He indicated he had done some rough estimating and felt potentially a three bay building with storage available on both the first and second floor might be the way to go. He felt a 48-foot structure could provide cover for upwards of four cruisers, radar trailer, ATV unit, lockers and general storage for the Police Department; storage space for the Parks & Recreation operations, and the election equipment maintained by the Town Hall.

Mr. Eaton felt a building of simple construction on a concrete slab with steel beams for support of the second floor and not having support columns in the lower level in order to have a totally open garage space. The facility would need basic electric, plumbing for a bathroom, and a forced hot air heating system. He also strongly felt foam insulation with a high "R" factor would be appropriate. Due to the nature of the building, he felt probably no windows on the lower level, but possible some dormers or windows on the second floor to allow some natural light.

He also indicated Alan Villeneuve had suggested to him the potential of a three-story facility with a pre-cast cement basement area that could serve as the Parks & Recreation portion of the building, with the Police Department garage and storage

components in the upper two levels. There may be some trade-offs in size and construction approach to this type of facility, but it could also be a viable approach to tackling this facility.

Lt. Pelton indicated the facility may also be used to store large items of evidence (such as a vehicle) if the need arose. Currently, they are unable to do that due to a lack of secure space. The building would also need to be outfitted with an alarm system to ensure the security of the records and other materials that would be stored.

Lillian Deeb and Sergeant Chabot indicated an interest in re-locating the lockers of the officers from the main part of the police department to this building to free up space within the main building. Ms. Deeb also felt with a fully open space on the first floor and no columns, the space could also at times be used for training programs by pulling cruisers out and setting up some tables or other equipment.

Sergeant Chabot reviewed the materials that had been submitted for the CIP process, and indicated the listing of 14 requirements provided by PD Staff was still a valid list of what the department would like to achieve if possible.

Mr. Herman suggested advance consideration be given to establishing the record storage area, with some equipment similar to what has been installed in the land use file room or the records storage vault at the Town Hall. He suggested it can be designed to the intended space and it would never be easier than to have it installed during the initial construction so the records only need to be moved once. Sergeant Chabot and Ms. Deeb inspected the record storage systems in the two areas of the Town Hall for ideas.

Mrs. Phillips indicated that with the sale of the former fire and police station on Raymond Road, the Board felt they had an initial \$141,000 to dedicate to this project. They recognized that would not be enough for the full project, but it would be a good investment for the Town to make.

The Selectmen felt the next step needed to be to determine what size facility and what location is possible on the Safety Complex property. Part of this would involve physically reviewing the property, including traffic patterns and use, as well as the Site Plan for the facility – and then roughly scoping out what is possible. Mr. Herman indicated Rene LaBranche of Stantec had done some of that when he prepared initial concepts in 2011. It probably would not be too difficult for them to pick-up from there and provide the Board with the information they need. The Board was in agreement, and Mr. Eaton indicated he would contact them to try and secure a quick scope of work in time for the Selectmen's next meeting.

Other Business

Mr. Headd indicated he had been approached about the potential of naming the skating rink facility on Eaton Hill Road after a former resident. He was not sure what process

the Town should follow, but wanted the Board members to be aware of the interest. Mr. Herman indicated the Town had no policy, so it would be up to the discretion of the governing board. He suggested a better approach may be the establishment of a memorial bench; a tree planting with a sign or plaque or something of that nature. The Board members were in agreement.

Mr. Headd also indicated he had been approached by Russell Sullivan concerning the Board's current consideration of working on the front stairs and front roof of the Town Hall. He had suggested the Board look at the design a prior Board has developed that would lower the front entrance to ground level and also move the handicapped life to the front of the building versus the rear. Mr. Eaton indicated he had been approached as well.

Mr. Herman reported this had early on been looked at when the Town Hall renovation project was first being developed approximately seven years ago. The proposal did make for an attractive front entrance to the building and eliminated the concerns with the front stairs in the winter months, but it added approximately \$150,000 to the project costs, and the Board at the time agreed that would not work. He indicated even if the lift was not re-located and the Board only looked at removing the stairs and bringing the entrance to ground level, people would be coming into the building in a spot in-between the first and second floor, which would require a fairly substantial re-configuration of both floors of the building in the front to accommodate stairs leading both up to the office area on the first floor, as well as downstairs to the meeting room.

The Board members agreed they could look at it, but felt what they were looking at would cost in the area of \$15,000, while even a scaled back version of the totally re-designed entrance was probably a minimum of \$100,000.

Adjourn

Mr. Eaton moved to adjourn; Mrs. Phillips seconded the motion. All were in favor, the motion passed and the meeting adjourned at 10:30 a.m.