

Town of Sanbornton
Space Needs Study Committee
Meeting Date: Tuesday January 13, 2015

Present: Don Bormes, Craig Davis, Doug Rollins, Nina Gardner, Karen Ober, Tracy Wood, Earl Leighton

Absent: all present

Meeting opened at 7:00

Pledge of Allegiance

Minutes reviewed, motion to accept by Don Bormes 2nd by Earl Leighton motion passed unan.

Discussion to suggest to the selectboard, the possibility to have Bill Tobin examine town buildings for maintenance issues and structure.

Space Needs Review:

Marla Davis with report from the TC/TC see attached #1

Can scanning be allowed?

By RSA 1. paper 2. microfilm always purged in accordance with RSA sid of current office kitchen (12 x 12) for storage of documents.

Chief Hankard with report for Police Dept. see attached # 2

Example of needs is Center Harbor reno: 1.3 m total cost for town office, police, fire

Not looking for holding cell for PD this size

Immediate needs are security issues

Primex is coming 1/21 to review risk assessment (forward report to committee)

Present needs could fit into almost current location

Visit Ctr. Harbor for possible vision – Best example of what we need

Possibility of Home Land Sec. \$ for outfitting – not building-

There is a generator in Life Safety Building

Current estimates \$200 sf. For building – residential – lower

800 sf currently here, possibly 1,600 could fit needs (2,400 in Ctr. Harbor)

who architected?

With expansion to building we will need to look at parking expansion and locate septic in process.

Other issues of concerns: is expanding office space in kitchen to divide for welfare office. (Don/Craig with investigate costs)

Earl will – design & figure costs for a Recreation office/bath/cold storage

Next meeting Monday February 9, 2015 at 7 PM at the town office

Will meet with Recreation & Town Hall Steward

Chief Hankard will make arrangements for us to tour Center Harbor Facilities and confirm a date for us (since meeting Thurs. Jan. 29, 6 pm)Karen will post meeting for the visit to Center Harbor so that all who want to attend, may.

Adjourn at 8:40 PM

Submitted by Karen Ober

#2.

SANBORNTON POLICE DEPARTMENT



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STEPHEN HANKARD
Chief of Police

Police Department Needs

The Sanbornton Police Department has been operating for many years in a sub-standard location within the Life Safety Building. Though space is obviously a big issue for us, the more important issues are with the safety of the officers, my civilian employee, and suspects brought in to the department. As requested by the committee, I will present here a bulleted list of needs that will certainly require explanation from me directly. Please contact me with any further questions or concerns you may have.

Immediate Needs

- 1) Sally port (garage) for 2 vehicles
 - a. Video monitored
- 2) Secure booking room with attached rest room (attached to sally port)
 - a. Video monitored
- 3) Secure evidence storage rooms
 - a. Temporary storage/processing area
 - i. Video monitored
 - b. Restricted access primary storage area
 - i. Ventilated due to hazardous materials
 - ii. Video monitored
- 4) Secure armory
 - a. Video monitored
 - b. Ventilated due to hazardous materials
- 5) Interview/ complaint room
 - a. Video monitored
- 6) Secure secretarial/ dispatch area
 - a. Video monitored
- 7) Employee locker room
 - a. Lockers for officers and civilian employee
 - b. Shower/ decontamination facilities
 - c. rest rooms
- 8) Equipment/ uniform storage areas
- 9) File storage areas

Short/ Long Term Goals

- 1) Kitchen/ eating area
- 2) Conference/ training room
- 3) Work out room area

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**SPACE NEEDS STUDY COMMITTEE
TOWN CLERK/TAX COLLECTOR'S OFFICE**

Immediate:

-address vault overload and transition files to storage at old town hall

This would include manpower to move files and appropriate mouse friendly storage containers.

fire proof files requirement.

Short Term:

-expand storage for TC/TC at Town Office

This would include future budgetary needs to be included to archive records appropriately.

Long Term:

-a secure records room for long term storage needs

This would include an ongoing records retention program in place as per RSAs.