



**TOWN OF
BROOKLINE, NEW HAMPSHIRE**

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***Facilities Study Committee 2011-2012
Police Facility Evaluation
Wednesday, August 3, 2011***

Present: Peter Cook, Chris Adams, Bill Atkinson, Brendan Denehy, Dennis LaBombard, Jay Sartell, Ann Somers

Not present: Clarence Farwell, Francis Gavin

Also present: Judy Cook

The meeting was called to order at 7:05 in the Town Hall meeting room. **The minutes from July 20th were approved (Brendan moved/Jay seconded, Y-all) with the addition of a paragraph noting a subcommittee of Ann, Jay and Chris to establish a town website presence** for the Facilities Study Committee, including minutes and other records from previous years.

Peter with **Brendan**'s concurrence submitted their **report on the Town Hall services space needs** (attached).

Jay reported that his and Chris' PD/Liability report is still in process, and will be ready at the next meeting. Jay will clear the report with Chief Quigley to avoid any risks to security. **Chris** noted that since liability was first raised with a previous committee by the LGC, we have demonstrated progress and a continuing effort to address those concerns.

Peter brought the pertinent parts of the town's insurance contract; it appears that there is currently a \$5M cap "per wrongful act." Awards could exceed that amount. It was not entirely clear how this would relate to the PD; Peter will research further.

Peter said that now that we have completed our data-gathering (with tonight's visit to the Annex), we need to address next steps. The first item in the charter is to determine whether completing the Safety Complex is the optimal course for addressing space needs.

Bill noted that with the Certificate of Occupancy for the Ambulance portion, he and others assumed that all systems were in place to support the addition of the PD spaces only. He was surprised to learn that the expensive cistern and pump needed to complete the fire suppression system at the Ambulance will come out of a PD-build budget. He doesn't think the town will support the cost necessary to do all the work needed. Judy said the CO was given with a waiver and the system must be completed eventually in any case.

Chris said the structure should serve not just the PD and Ambulance services, but also provide town meeting space and various storage capabilities, be more a community building. He would like to reduce expenses incurred by the Annex and the Chapel/Brusch Hall.

Jay said it is an uncompleted project, and he sees a compelling need to complete it.

Jay moved, Brendan seconded: The committee finds that completion of the Safety Complex with the addition of the police facility IS the optimal approach for a new police station. All present concurred, Bill and Chris with the reservations noted above. It was noted that we also need a plan for action at the current location in the case that this project does not succeed at Town Meeting in March.

Technical note from **Dennis**: Long term storage requires floor weight capacity of 125 lb/sq ft; office use requires only 50 lb/sq ft. The Ambulance attic was not designed for storage.

Brendan asked whether we have funds to move forward, e.g. with an architect. **Peter** said there is nothing provided, that we would have to ask the BOS or depend on the architect's future interest. We have a bonding cap by direction from the BOS, such that the PD bonding would fill the gap left by expiring bonds and thus not raise taxes. Peter observed that the current projection could probably fit within that cap.

At 8:20 we moved to the Annex for inspection. We were able to enter the PD section, the Library section, the food pantry/bathroom section. We didn't see the Friends of the Library section or the Road Agent/Emergency section, but their capacities could be estimated. We observed that there are opportunities for consolidation. We observed the restrictions of the very small and non-conforming lot which limit alternative uses for this building.

The meeting adjourned at 8:40 p.m. The next meeting, 7:00 p.m. on Wednesday, 17th, will be held at the Safety Complex meeting room.

Minutes submitted by Ann Somers

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July 26th 2011

To: Town of Brookline NH Facilities Committee 2011

On July 12th Brendan Denehy and I visited Brookline Town Hall with the intention of identifying facilities needs for general town government departments. We were joined part way through the visit by Dennis LaBombard

As a baseline reference we had summaries of interviews with various general town government personnel made for the 2008/2009 facilities study. These summaries have already been made available to the committee.

The departments or functions not represented in the 7/12/11 interviews included Selectmen, IT, Cable/Web, Checklist Supervisors and Welfare. Rena Duncklee, as Secretary to the Selectmen among other things, was interviewed a few days later. With the exceptions listed above, all departments reported no change from, or greater facilities needs, from those needs reported in 2009.

This year, some issues that did not seem to be emphasized in 2009 emerged, including.

(a) A need for large working surfaces convenient to files and/or workstations so that maps and charts could be spread out.

(b) A need for confidential office space that could be reliably and conveniently found to deal with sensitive issues.

(c) Rena reported that the increase in 'right to know' requests warrants – in order to get routine work done - the need for an assistant, for whom there is no space.

(d) Valerie reported that, since the real estate market had calmed down, she was starting to get more routine planning work done, and had been able to address a backlog of unfinished work. The amount of work generated by real estate is significant, and when the real estate market improves and/or development increases, there will be a need for assistance, for which there is no space.

(e) There was discussion about the degree to which volunteer board members kept town information at home, because of the lack of filing and storage in the town hall. Storage is added as needed and is scattered. As a result, there is likely to be less than optimal organization of work. There has been public discussion relative to the eventual hiring of a Town Administrator. This would help these workflow issues, as well as other needs. Again, there is no space to accommodate such a position.

As mentioned above, IT is among those departments not interviewed. Their needs in particular are likely to increase significantly, especially if a comprehensive document handling system is implemented.

In summary, then, there are space needs for general government functions in excess of those expressed in 2009.

Finally, a short anecdote underscores the less than optimal work habits that have evolved because of storage issues:

When asked for plans showing the Town Hall layout, the Building Inspector did what he has to do to get any plans that are not for active cases. He closed his office, left the building, reentered by a different door, accessed the plans, retraced his steps and reopened his office.

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