



**TOWN OF
BROOKLINE, NEW HAMPSHIRE**

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***Facilities Study Committee 2011-2012
Police Facility Evaluation
Wednesday, July 20, 2011***

Present: Peter Cook/chair, Ann Somers/secretary, Chris Adams, Brendan Denehy, Clarence Farwell (until 7:50), Francis Gavin, Dennis LaBombard and Jay Sartell

Not present: Bill Atkinson

Also present: Ambulance Director Wes Whittier, Judy Cook

Advisor (not present): Police Chief Bill Quigley

The meeting opened at 7:05 at the Safety Complex.

Wes provided a **tour** of the Ambulance facility, the portion of the Safety Complex that was built in 2003, to which the Police facility is planned and proposed to be added.

Observations which may not be included in the 2007-08 committee records or the General Government Buildings (GGB) report of 2008-09, which we are using as resources:

- **Dennis** stated that there is no official as-built drawing of the current structure.
- The furnace room, in which space has been provided for mechanical support of the PD addition, there is considerable Ambulance storage which apparently has no other reasonable place to go: large items include spare tires for ambulances and traditionally-sized stretchers which are useful but have been replaced with larger ones.
- We will review the **reports on utility capacities** from 2007-08 to evaluate what is sized for both services and what was anticipated only by providing space.
- **Wes** stated that the current emergency generator was sized for the joint building, and will cover everything that is provided by normal service.
- All plans and materials, e.g. siding and windows, were chosen with the intent to facilitate continuity in adding the balance of the planned structure.
- The attic offers significant storage space despite the presence of AC systems, but access is by ship's ladder through an otherwise empty elevator shaft. There is a common wall where the PD attic/second floor would be.
- **Jay** asked **Wes** if he would mind sharing a training (meeting), gym or break room with the PD. **Wes** replied that he had no problem with sharing a training room, but there would be issues of scheduling and supplies to address, particularly if the room is available to the public. But a break room would invoke significant budgetary issues. **Judy** said that it would also present serious security issues.

The tour and resultant discussion concluded at 8:20 and Wes left.

Peter reported with **Brendan** on their subcommittee efforts. Peter spoke with the Town Hall staff, and reported two concerns which received less notice in the GGB report than currently identified:

- There is a significant need for confidential space in which to hold sensitive conversations with town residents, and there is none currently available.
- There is a significant need for a large worktable easily accessible to paper files of large (flat file) and smaller items as well as to staff computers, in order to serve the public need for research.
- **Rena** reported that there has been a major increase in the time she spends responding to right-to-know requests; the time spent would justify an assistant so that routine work can be completed, but space is constrained. **Jay** (Hollis' chief of police as well as a Brookline resident) noted that Hollis as well has seen a general increase in RTK requests, so it may be more than a response to temporary issues.
- **Brendan** said he was surprised by the amount of work generated by real estate. **Valerie** said that she is now catching up on work that she couldn't do when real estate was booming. He noted that storage is added as-needed and is scattered. He also noted that there is no place for volunteer groups or committees to work or store materials, so records remain in private homes and get lost over time.
- **Jay** noted that there is no one in charge of overall organization, and that based on his experience a town administrator makes a huge difference.
- **Judy** mentioned that the assessors used to want a computer accessible to the public to access records without taking staff time. Discussion ensued among the committee, with the conclusion that with Avatar records available on line (for a significant fee), and the realities of computer use by a range of people actually requiring staff time, this is no longer needed.
- **Chris** suggested we pursue an online document management system, which should reduce some space requirements.
- **Jay** said that our volunteer IP system has reached a point where it should be a paid position.

Jay and **Chris** reported on their subcommittee work with a letter from Police Chief Bill Quigley about the currently identified needs at the PD (attached). Highlights include:

- A prisoner who gets loose can go anywhere in the building except the locked offices. He/she can also mix with civilians in the parking lot.
- RSA 169 sight and sound laws MUST be taken seriously, and require significant juggling to meet.

Jay stated that as a committee we need to use the work of other committees: previous Facilities Study Committee minutes and reports, the Capital Improvement Plan (CIP), the Master Plan. He noted that the current CIP recommendation for the PD build is "Necessary," the second highest category of five. He would agree that Necessary describes the building itself, but that liability concerns make the situation Urgent, the highest category. He stated strongly that some issues MUST be addressed this year, whether with a new building or at the current facility. He is surprised by the lack of an alarm system. There can be no sally port at the Town Hall, due to building code issues. The LGC, our insurers, suggested in 2008 (prior to the camera system's installation) that we should not use our holding cells. They also noted that the

secretary was inadequately protected. The mitigation they suggested for that was tested and found to be ineffective; other options considered were prohibitively expensive and/or marginally effective.

Chris stated that he is working on a graded risk table. He thinks we can use the present facility much more efficiently. He wants to be sure that ongoing operating costs are taken into consideration. He suggested that “mothballing” some less efficient town buildings could free up funds for running a new PD facility (he specifically noted the costs for heat, electricity and needed repairs at The Annex and Bruschi Hall/The Chapel). A new PD structure, among other things, will be required to have a more modern and substantially more expensive electrical meter than the grandfathered one at the Town Hall by which it is currently served.

Ann, Jay and Chris were appointed a subcommittee to establish a town website presence for the committee, to include past years’ records and a description of its purpose.

Action Items:

Peter and Jay will write memos to document their subcommittee results.

Chief Quigley will be asked for a fall-back plan if we don’t build next year. (Peter?)

Peter will pursue detailed information about our liability insurance caps.

Peter will get the key to the Annex for our next meeting.

Ann and Jay will develop text for the committee’s entry on the town web site.

The minutes of 7/6 were accepted as printed. (Jay/Brendan, unanimous)

The meeting adjourned at 10:00 p.m. The next meeting, 7:00 p.m. on Wednesday, August 3rd, will be held in the Town Hall Meeting room, and will include a tour of the Annex.

Minutes submitted by Ann Somers

Attached: Memo from Police Chief Bill Quigley

Brookline Police Department Facility Issues
From Chief Quigley July 2011

- Building
 - Air Quality
 - Mold was identified - warning issued/posted
 - Poor ventilation and damp conditions are contributory factors
 - Water system
 - Line run from fire station results in poor line pressure in/out of PD
 - Sulfur smell
 - Softener system sometimes causes salt in water
 - No Locker Room
 - Officers' lockers are in three areas
 - Former female officer had locker in public restroom area
 - Sound
 - Town Office business can be clearly heard in areas
 - Department can be heard upstairs, in boiler room and elevator access area
 - In-house meetings, interviews and conversations can be heard (without effort) throughout the department
 - Non-appropriate multi-purpose "conference room" used for
 - Interviews
 - Meetings
 - Lunchroom
 - Bail Commissioner transactions
 - No Storage space
 - Items must be stored off-site in the annex
 - General supplies/equipment are in various locations throughout the building
 - Officers do not have individual case/working file storage
- Arrests
 - No Sally Port
 - Must walk detainees over outside walkways (liability)
 - May be icy and/or snow-covered
 - Difficult to navigate by a person who is disabled, injured or impaired
 - Entry must be gained through a doorway with a code-pad lock, down a narrow corridor to another code-pad entry door
 - There is no way an officer can open the doors without turning his back on the subject in custody, risking
 - Subject flee
 - Officer safety
 - No lock-in system
 - If a subject breaks free, there is no system in place to prevent them from exiting the department or entering other areas of the building, including
 - Department offices/work areas
 - Town Offices
 - Storage room
 - Elevator
 - Boiler Room

- Arrest Processing
 - Some areas are outside camera/surveillance view
 - Sobriety testing takes place in narrow corridor
 - Intox machine in poorly ventilated room
 - May effect readings
 - Officer cannot keep safe space between himself and detainee

- Juvenile Detention Compliance
 - Four core mandates of New Hampshire State Advisory Group on Juvenile Justice (SAG)
 - NH RSA169-D:9-b Prohibited Manner of Detention