



**TOWN OF
BROOKLINE, NEW HAMPSHIRE**

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***Facilities Study Committee 2011-2012
Police Facility Evaluation
Wednesday, September 7, 2011***

Present: Peter Cook, Brendan Denehy, Dennis LaBombard, Jay Sartell, Ann Somers
Not present: Chris Adams, Bill Atkinson, Clarence Farwell, Francis Gavin
Also present: Judy Cook, Gerald Roche

The meeting was called to order at 7:00 p.m. in the Town Hall meeting room. The minutes from August 17th were approved as written (Brendan moved/Peter seconded, Y-all).

Insurance coverage: **Peter** has studied the policy further and would like to have professional clarification, but has concerns about highlighting our issues. **Jay** said that they are already public, we have the exposure regardless due to the deficiencies in the current PD, and we need the clarity. **Judy** and **Ann** said that we need to make it clear to our insurers (LGC) that we are asking about our coverage for the purpose of educating and thus persuading voters about the urgency of the need to mitigate deficiencies by constructing the proposed new facility. **Peter will engage a member of the BOS to work with him in talking with the LGC.**

Scope/Presentation: There was general discussion regarding how to present the issue to the voters both effectively and responsibly, understanding that in the event that the bond issue does not pass there will remain unacceptable conditions at the current PD which will have to be addressed. **Peter** was concerned about doing due diligence on whether the current facility could be effectively renovated to mitigate those conditions. There was consensus among those present that we had reviewed this possibility and it just isn't feasible. **Jay** was concerned that voters would adopt an ineffective and wasteful "Band-Aid" if they see it as a cheaper alternative, was concerned about putting our resources into that effort, and wanted to present only a single plan. **Brendan** spoke of hidden costs not readily identified or easily understood by the public. We reviewed the charter, which instructs us only to address the PD build, and reiterated that the committee had agreed unanimously (8/3/11, 7 members present) that completion of the Safety Complex is the optimal solution to the issues we face. **We agreed that for now we will work only on the Safety Complex addition,** and tabled any further discussion for a later time with more of the committee in attendance. **Judy** and **Jerry** expressed their support for that approach.

Jay said that he had suggested to Chief Bill Quigley that the PD could have an open house in conjunction with the Fire Department's open house/Duck Race on October 1st. He also mentioned the possibility of a

video presentation. **Judy** mentioned coffees with small numbers of voters, and Jay supported that strongly. He mentioned an experience in which a phone call got two votes, and the bond issue passed by two votes.

Web Site: **Ann** reported that she had send a number of files and reminders to Dave Partridge, but nothing further has yet been added to the site.

Subcommittee on Need: **Jay** presented a written report on the conditions at the current PD (attached). The subcommittee's review corroborated previous studies and added a few new concerns (mold, ventilation, water). Some of the issues will need to be addressed regardless of what services are housed in those quarters. **Chris** will present an evaluative spreadsheet as soon as feasible.

Architect: **Peter** reported that he had addressed the Board of Selectmen about a fee for Dennis Mires, and they were amenable to the \$5,000 requested. Peter provided the letter to Tad Putney, BOS chair, for signature and mailing. No further word from Dennis as of this meeting.

Construction Management: There was agreement among those present that Construction Management will serve the town well in both planning and execution. **Peter** will contact **Dennis Mires** about engaging Eckman Construction, who provided the original support work on the 2007-08 design, with the intent that both firms will be represented at our next meeting.

Ann passed around a chart drafted to show comprehensively the town's meeting spaces currently available to the public, and their use for the month of September 2011.

Brendan noted that the current draft Master Plan mentions a need for a Brookline PD to have 5,000 square feet if it is to meet accreditation specifications. **Jay** will research the source and firmness of that number.

Brendan suggested that we talk another time about the possibility of constructing to LEED (Leadership in Energy Efficient Design) standards.

The meeting was adjourned at 8:45 p.m. The next meeting, 7:00 p.m. on Wednesday, September 21st, will be held at the Safety Complex meeting room.

Minutes submitted by Ann Somers

Town of Brookline Facilities Study Committee Police Facility Sub-Committee Memorandum

In order to determine the current needs of the Police Department, sub-committee members surveyed the current police department, spoke with department personnel including the Chief of Police and reviewed documents filed by previous Facility Space Needs Committees. As a result, the sub-committee determined that the deficiencies identified in previous reports have yet to be addressed with the exception of the installation of a video/audio surveillance system. As noted by other committees, the present police facility has an abundance of problems many of which simply cannot be adequately addressed without cost prohibitive changes to the building/police department area.

Among the issues identified by this committee, as well as previous ones, were the lack of storage space for files, department property, found property and evidence. The current site also lacks adequate offices, lobby space, conference rooms, employee areas (locker room, break room etc.), and a department training area. The lobby area also fails to provide adequate protection to the employee assigned to work the window. Perhaps the most urgent situation however, is the department's holding facilities which have been deemed unsafe. The booking/processing areas are insufficient and do not allow for the safe processing/interviewing of detained persons. The holding facilities are also in violation of "sight and sound separation" requirements regarding detained juvenile offenders. The current site also lacks a door control system (office areas, town offices, storage, etc.), a general alarm system, and a sally port. There were other issues brought to the sub-committee that were not addressed in previous committee reports to include mold, poor ventilation throughout the building, and poor water pressure/quality. Chief Quigley's narrative regarding these issues is attached to this document.

In summary, it was the opinion of those on the Police Facility Sub-committee, that a new building was the optimal approach to rectify the space needs of the department. Throughout the process, the sub-committee noted that whether or not a new facility is built, the safety/liability issues present at the current site need to be mitigated. To further that process, a Risk Assessment spread sheet has been prepared by Chris Adams and provided to the entire Facilities Study Committee to better clarify and prioritize the safety/liability issues present.

Respectfully submitted,

James Sartell

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