



Brentwood Police Department

1 Dalton Road

Brentwood, NH 03833

Tel: (603) 642-8817 Fax: (603) 642-3165

E-mail: info@brentwoodpd.com

October 1, 2019

Minutes from Monday, September 30, 2019 Police Facility Research Committee

Attendance: Chief Ellen M. Arcieri, Bob Mantegari, Kip Kaiser, Eric Kelly, and Sergeant Dan Wicks.

Meeting commenced at 6:00 PM

- A motion was made to accept the July 15, 2019 meeting minutes. Motion was granted.

Discussed:

- Nomination of Sergeant Dan Wicks to the committee to take retired Captain Roy's position. Motion was made and nomination was accepted by committee.
- Opening of the Police Needs Assessment RFPs. Two proposals received.
 - Anthem Planning Inc.
 - AECm architect/engineers
- Anthem Planning Inc. – Project Budget included:
 - Research- \$2,697.00
 - Assessment- \$2,697.00
 - Reporting- \$2,697.00
 - Travel- \$882.00
 - **Total- \$8,973.00**
- AECm architects/engineers- Fee proposal
 - Investigation + Planning
 - Existing Facility Assessment + Improvements
 - Replacement Facility Assessment
 - Final Report
 - **Total proposed fee= \$18,500**
- Anthem Planning Inc. was voted most favorable proposal pending qualifications review.
- Eric Kelley updated the committee on Norwich University project status.
 - Suggestions made by committee to be relayed back to Norwich was the following;

- Increased overall square footage of facility to 6,000 feet
 - Include ballistic glass on first floor
 - Include ventilation for armory and evidence room
 - Discussion of an indoor firearms range
 - Add sallyport with a minimum of 2 cruisers front to back with entrance in and exit out.
 - Elevator to second floor
 - Public interview room off the lobby
 - All offices on first floor with kitchen, training room/conference room, exercise room, and lockers on second floor.
- Norwich University students will give presentation at the end of their semester.
- Discussion of the possibility of renovating existing police department
 - Eric Kelley said that should be included in the Needs Assessment study
- Discussion of immediate renovations of police department.
 - Presently, the conference/training room needs to be converted to the male locker room to create a female locker room. There is no female locker room in existence.
 - The old male locker room will become the female locker room.
 - The police department desperately needs a conference/training room to accommodate private meetings with the public. Many times, officers need to meet with more than two people at a time to discuss an investigation, etc. (ex. parents with juveniles). These meetings need to be out of the public lobby.
 - For a temporary solution, the storage room where confidential records are stored can be used to serve as the conference room. This presents a dilemma of where to store the records. CJIS standards mandate that these records be secured in a police department where only police personnel can access.
 - Until the renovations can be made, efforts need to be made to find a secure location for these records where we are compliant with CJIS standards.
- Discussion and proposal of renovating and creating a conference room and storage room in the basement adjacent to the police department.
 - If this renovation is approved and completed, it will temporarily solve the dilemma of a conference/training room and additional room to store confidential records.
- Discussion of proposed Police Department Open House tentatively scheduled for Saturday, October 26, 2019.

- Discussion of new camera system to be installed the week of October 7, 2019.
- Discussion of 2020 warrant article for a capital reserve fund for the Police Facility research committee in the amount of \$75,000.
 - Eventually to be used for building exploration and design.
- Meeting adjourned at 8:00PM