

**Town of Deerfield
Police Department Building Committee
Minutes
Aug, 27, 2018**

Members Present: Andy Robertson, Select Board representative; Cindy McHugh, Select Board representative; Gary Duquette, Chief of Police; Kelly Laughlin, Tom Buffington, Dwight Barnes, and Brad Briggs. Jeanne Menard and Zach Langlois came in later. Jeff Shute was also in attendance

Andy Robertson stated that before the meeting got started, there was some social media attention as to whether or not any members of this committee was CJIS certified.

He stated that he did a little digging and found that you can't be CJIS certified but can be compliant with CJIS training.

He also stated that he mentioned on a couple of the media outlets that at least two members have Level IV training which is the police chief and Ms. McHugh.

The police chief explained to members what CJIS is.

A. Robertson asked if everyone reviewed the minutes.

Motion: D. Barnes moves to approve the minutes as presented

Second: T. Buffington

Discussion:

Vote: Yea 7, Nay 0, Abstained 0 – Motion Carries

A. Robertson stated that before starting with discussion that K. Laughlin had been working on a visual presentation that he believed would highlight some of the shortcomings of the police department.

Members of the committee discussed which lots they thought would or would not be a viable option for the police station.

A. Robertson stated that the first choice of the lot across from the Penguin Mart would not be a good option. If the town were to use a building that currently existed, then adding onto the G. B. White Building would be his choice and the land across the street from the G. B. White would be his choice for a site for a new building of what the committee has looked at.

D. Barnes stated that at the top of his list would be to add onto the G. B. White Building as it would have lower costs associated with it compared to others so far. The land by the Penguin Mart in his mind should be taken out of the mix.

Having it located where it is now would not impact many as this is its current location.

T. Buffington stated that his first choice would be the property by the fairgrounds but trying to sell the project to the people of Deerfield, the G.B. White Building would most likely get the most support from the townspeople.

B. Briggs stated that his first choice would be at the G.B. White building with his second being across the street.

It was asked by K. Laughlin what was meant by "this building" to which A. Robertson explained that it would be the lower part of the building where currently are the private tenants and Parks and Rec rooms.

She asked if what was meant to happen would be to tear down that section and rebuild to which was answered that hopefully it could be rebuilt with what structure was there. There is approximately between 6,000 and 8,000 square feet.

Parks and Rec would be moved offsite to another location.

Jeanne Menard came into the meeting at this time.

J. Menard stated with all the choices visited so far and without the information that would be needed to make an educated choice such as test pits and other costs, she couldn't give an answer at this time as to which site would be best suited for a building.

61 She thought that the G.B. White Building would be a good choice to pursue this type of analysis.
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63 C. McHugh asked the group before she gave her thoughts, the definition of the “Yankee Solution”.
64
65 It was discussed that it means to come to a solution that is cost effective and not over the top.
66
67 C. McHugh stated that she liked the parcel across the street as it seems like a good spot. She also liked the fairgrounds parcel
68 but thought that it might not be regarded as a good choice by community members. The G.B. White site, with moving Parks
69 and Rec will cause chaos with the community. This move to house Parks and Rec at the school will also, she feels, cause
70 townspeople to lean toward making the school bigger because now Parks and Rec would be housed there.
71
72 D. Barnes stated that on the thoughts about relocating Parks and Rec to the school, it was recently asked by Parks and Rec to
73 locate some children from the After-School Program to the school as there is a waiting list of approximately 30 children.
74
75 It was also mentioned that the waiting list was due to lack of staff, not lack of room at the current location.
76
77 Z. Langlois stated that it was both a staff and space issue and that it is being discussed between Parks and Rec and the School
78 Board.
79
80 K. Laughlin stated that she is opposed to retrofitting a building. She did like the property across the street even though she also
81 liked the high school property. She didn’t think that the requirements for retrofitting the current building could ever meet the
82 needs of the department. She brought up other factors such as where would the tenants relocate as well as Parks and Rec.
83
84 A. Anderson stated that G. O’Connell stated to him that he was very adamant that the town shouldn’t have tenants and
85 subsidizing businesses to an extent.
86
87 K. Laughlin strongly stated that she thought that the police department should be moved off site and that it would also allow
88 for Parks and Rec to expand into their old space.
89
90 J. Menard stated that more discussion is needed to recognize the cost savings of moving Parks and Rec to the school in order to
91 use that space for other things such as the expansion of the police station.
92
93 G. Duquette stated that he didn’t have an opinion at this time although he did like the property across the street and had
94 questions regarding the G. B. White Building site.
95
96 Z. Langlois stated he liked the G. B. White site as he thought that it would be the most cost efficient. His second choice would
97 be the site across the street.
98
99 A. Robertson stated that after listening to the members in attendance, it comes down to the current site, the property across
100 the street and the property near the fairgrounds as contenders. Other properties have not been ruled out but these seem to be
101 the ones that the committee can agree on.
102
103 A. Robertson stated that he should be able to get plans for the site across the street as well as the subdivision plans from
104 before.
105
106 A. Robertson stated that if members of the committee could, it would be great for them to take a tour of the police station in
107 Nottingham which was a retrofit from their old grammar school.
108
109 J. Menard also mentioned that at the site visits, the committee should make sure that it has a quorum to keep it above board.
110
111 She also asked if there could be a discussion regarding the center of town in order to be able to show why or why not certain
112 buildings/areas are/are not viable.
113
114 She also noted that it would be very important to have a worksheet in order to be able to discuss each property that is being
115 looked at, with the checklist, and be able to check off what or what does not work.
116
117 Z. Langlois also stated that having the size of the building that is to be placed on a site needs to be nailed down so that
118 everyone knows what kind of space they are looking for.

119
120 A. Robertson asked the group who would be interested in being on a subcommittee to nail down the building size and cost. T.
121 Buffington, B. Briggs, and Z. Langlois, J. Shute as well as the police chief will make up the subcommittee.
122

123 Discussion ensued regarding the building size and how to come up with pricing as well as size and see if the committee can find
124 someone in the community to help with architect services and pricing in order to help keep costs down.
125

126 It was asked if the Chief could visit or give to the committee buildings that he has looked out in order to find out who built
127 them. A. Robertson stated that this information is public record and he could try and find out some of the people that planned
128 the buildings in question.
129

130 It was brought up that if the cost of the upgrade to the G. B. White building for a police station is more than 50 percent of the
131 value of the building, the whole building needs to be brought up to current building code of which would mean a lot more
132 money would be needed in order to meet code.
133

134 The committee discussed the process of getting costing putting a building on all the lots that they have considered for a police
135 station. The group brought up the last effort for a building that was priced out at \$1.2 Million which failed due to a lot of
136 different reasons and that the group would definitely need to do a better job in selling the project to the community.
137

138 It was asked if at this time if the tenants in the building need to be made aware of the discussions of the group and what might
139 occur should the committee and the town decide to renovate the lower part of the building. A. Robertson stated that at this
140 time, he didn't think it was necessary. The tenants are aware of what is in their lease and that at any time it might not be
141 renewed.
142

143 A. Robertson stated that at this time, he has to get some information to get for the committee and the subcommittee created
144 this night will need to start meeting. It was noted that T. Buffington will be the lead for the building cost subcommittee.
145

146 K. Laughlin had a presentation that she shared with the committee. She stated that it was approximately 5 minutes and
147 thought it could be shared on the town website as well as numerous social media pages.
148

149 After the video, it was stated that it is a great start and it could be modified as sites were eliminated and other items added. It
150 was thought that the video was better than a static page in getting the information out. Items to add to the video discussed by
151 the group were such things as number of staff using the current space as well as the size of the space that they currently work
152 in, statistics as to what happens in Deerfield as some people think that the town doesn't have a lot of crime.
153

154 K. Laughlin asked the group if they thought the video was too long. Discussion brought up that they didn't think the video was
155 too long but that some pages had too much information on them and it could be shortened. She also asked anyone in the
156 group with they would like to work with her to get the details worked out. J. Menard stated that she would help out as well as
157 A. Robertson.
158

159 She also brought up the concept of boosting in order to get the video out to the people of Deerfield. For a few dollars, markets
160 could be targeted to get information out there.
161

162 A. Robertson summarized what he would get for the next meeting which is the information such as test pits, building plans, and
163 such to bring to the committee.
164

165 Motion to Adjourn was made Z. Langlois and seconded by T. Buffington
166

167 Respectfully submitted:
168

169 Dianne L. Kimball
170 Recording Secretary
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