

**MINUTES**  
**Sanbornton Building Construction Committee (BCC)**

**Meeting Date and Time:** Thursday, April 30, 2020 at 5:00 PM

**Meeting Place:** Online in accordance with Emergency Executive Order #12 (1-425-436-6394, 554608#)

Nina Gardner called the meeting to order at 5:01 PM.

Chair Gardner read the following statement:

Good Evening, as Chairman of the Building Construction Committee, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of Town government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. If you wish to speak, please wait for the Chair to recognize you, then state your name and make your statement.

Please note that all votes that are taken during this meeting shall be done by Roll Call Vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

**Roll Call of Members Present on the Phone**

Regular Members present: Nina Gardner (Citizen Rep - Chairman), Chuck Flanders (Citizen Rep), Steve Cobb (Citizen Rep - Vice Chair), Brendan Morrison (Citizen Rep), Ken Carleton (Employee Rep), Jim Dick (Selectmen's Rep). None of the members had anyone else present with them.

Regular Members absent: None

Others Present: Chief Steve Hankard, Sanbornton Police Chief

**Review of Minutes**

A **motion** was made by Chuck Flanders to accept the minutes from the April 23 meeting, with any corrections. Motion was seconded by Steve Cobb. There was no discussion. Roll call vote: Gardner – Aye, Cobb – Aye, Morrison – Aye, Flanders – Aye, Dick -Aye. Carleton – Abstain. The motion **passed** unanimously.

**Old Business**

- a. Nina thanked Chief Hankard for meeting with the Committee. She explained that the Committee wanted to understand the PD needs from the Chief's perspective. Jim Dick pointed out that up until

now, all the discussion about the PD had been based on the assumption from the 2019 plan that the PD would “inherit” the current Town Office building.

- b. Chief Hankard started out by addressing the 2015 Primex insurance report. He said it doesn’t really address “requirements” – just points out risks from the insurance company’s perspective. He will address specific requirements (“Must Haves”) and why they are needed.
- Sally Port – Sally ports provide safety, security, and privacy for the public, the officers, and prisoners. They allow prisoners to be taken directly into a secure area to limit interaction with the public. The privacy of the sally port helps reduce stress and controls the situation. It also provides a safer means of ingress – avoiding the possibility of a cuffed prisoner slipping on ice or water outside. A single-bay sally port is adequate but a double-bay would be better. Not only do sally ports serve as a place to bring prisoners in and out, but they also offer secure storage of vehicles and equipment as part of an investigation. As an example, just this week the PD arrested two individuals with a stolen vehicle. They had no secure area to store the vehicle while waiting for the warrants to be processed. It had to be left at a storage facility which, while locked, doesn’t provide 24/7 security and could result in loss of evidence. Sally ports are single-use facilities – they cannot be used for storage or other purposes. They need to remain “sterile” to protect the officers while moving prisoners.
  - Holding Area – Chief Hankard made the point that it is not a holding cell – it is not designed for overnight accommodations. It should include a sink/toilet within the area to avoid exposure of prisoners to the public. Two rooms are needed, given the requirement to process more than one prisoner at a time (like last week). Jim Dick asked about the requirement for juvenile separation. Chief Hankard said the holding cells do not qualify because they don’t achieve the “sight and sound” separation, but an interview room in another part of the building could be used for detention of juveniles.
  - Office Spaces – Chief Hankard explained the need for office space for the following: Chief, Admin Specialist, and Supervisor. He noted that both the Chief and the Supervisor (Lieutenant) have privacy requirements for dealing with personnel issues. He said the day shift (lieutenant) and night shift (sergeant) supervisors could share the space.
  - Patrol Room – The patrol room is essentially the shared office space for the rest of the officers. It is where they can do their required paperwork, and it would be a shared space with an appropriate number of workstations based on maximum number of officers on a shift.
  - Locker Rooms – Chief Hankard explained that just like the Fire Department, the PD officers may need to decontaminate after a call. Additionally, they need a place to change before/after shift if they do not want to wear their uniforms while transiting to and from their homes. It would be best to provide separate male and female locker rooms to be prepared for a female officer in the future.
  - Armory – Secure storage appropriately sized for hazardous material for the PD (guns, ammunition).
  - Evidence Room – A secure space with proper ventilation for the storage of evidence.
  - Interview Room – A secure facility with video monitoring to allow interviews of prisoners, victims, and witnesses. It can also double as the required juvenile detention room. Chief Hankard explained that doing interviews in the holding cell is not desirable, because if there are multiple suspects, they can hear the interviews and “make up” stories together.
  - Training Room – Officers are required to complete various training classes and participate in physical training during the year. Ideally a training room could be configured for either types of training, with direct access outside for physical activities. Chief Hankard noted that one benefit of a larger training room is the ability to host classes for other departments, and to receive a discount from the trainer for Sanbornton PD to attend.
  - Records Room – Just like the Town Office, the PD has certain statutory requirements to maintain hard copy records. A secure space with sufficient space is required to satisfy this requirement.

- Server Room – The PD is the only department with a separate server (required for security), so a small space is needed to house the equipment.
- c. Nina asked Brendan Morrison and Steve Cobb for their perspective as the Committee public affairs team. Brendan said he felt we would need more justification to make the case with the public. Steve said we would definitely have to convince the public of the need for the facilities.
- d. Nina opened up the discussion to opinions from other members. Jim Dick said that he thought it would be helpful to have some data to back up the requirements. How many times a year (on average) do we have multiple prisoners at once? How many vehicles do we impound per year? Having that kind of information could help show the real needs. Chuck Flanders said one visit to the current PD was enough to convince him, especially after seeing an “adequate” PD like Center Harbor. Brendan said any plans for the PD will require some marketing with photos and videos to help people understand the conditions and the needs. Ken Carleton noted that safety is the key point – for residents, officers, and prisoners.
- e. Chuck Flanders asked if there would ever be a case where a prisoner would be left in a holding cell with no one else in the station. Chief Hankard said “no” – they must always have a presence in the building when a prisoner is being held. Even if there is another call, it would have to be coordinated locally if our officer was tied up with a prisoner.
- f. Brendan Morrison asked about the recommendations on pp. 6-7 of the Primex report – are any of them legal requirements? Chief Hankard said there aren’t many specific State requirements – nothing that is codified in an RSA. He said that his recommendations are based on “best practices” from organizations like the NH State Police Academy and the International Association of Chiefs of Police. Nina asked about the 2003 inspection by the State Department of Health and Human Services inspection of the juvenile facilities – has there been any re-inspection? Chief Hankard said “no” – since conditions haven’t changed, the State hasn’t re-inspected. He will check with other local departments (especially Tilton and Belmont) to see what kind of justifications they used with their proposed PD projects.
- g. Chief Hankard said he would follow up on the questions asked, and provide the requested data and any answers he can find. He departed the call at 6:12 PM.
- h. Nina Gardner brought up the subject of the various options presented by BPS. There was a general discussion about the range of options, including the two updates provided by Keith McBey earlier today. Jim Dick said he would collect all of the option designs and pricing and put them together in a single file for the Committee, to help reduce the confusion about all of the things that have been discussed.
- i. The Committee discussed the spreadsheet that Jim Dick put together with the BPS option pricing. He will update it to reflect the new pricing for Options 3 and 6 from BPS. Chuck Flanders also pointed out that the measurements for the sally port reflect the double-bay option, but they are listed as single bay. Jim will check the measurements and update accordingly.
- j. Nina asked for any other general comments. Chuck said he’s not sold on the idea of “growth potential” for the new facilities, and that we have to be very careful about recommending any more space than we actually need. Our plans need to be conservative. Jim pointed out that the Town’s population has only increased 15% in the last 20 years – and there have not been a lot of new housing starts. It doesn’t make sense to plan for 5,000 people – we should stick to what we know.
- k. The Committee agreed that the next meeting would be on Thursday, May 14 at 5 PM. It will be scheduled as a remote meeting unless the situation changes.

A **motion** was made by Steve Cobb to adjourn the meeting, seconded by Chuck Flanders.. Roll call vote: Gardner – Aye, Cobb – Aye, Morrison – Aye, Flanders – Aye, Carleton – Aye, Dick -Aye. Motion **passed** unanimously.

**Meeting adjourned at 6:50 PM.**