

New London Police Department

Renovate Buker Building

Summary of Findings

August 24, 2020

Renovate Buker Building for New London Police Department

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I. Executive Summary

Through the fall of 2019, the New London Buildings and Facilities Committee determined that the 2018 New London Police Department (NLPD) Buker Study by Harriman did not include an option that considered the renovation of the NLPD within the confines of the existing building. A subcommittee was formed and as approved by the Board of Selectmen, Dennis Mires, P.A. was retained to study this option. The subcommittee consisted of Philip R. Sherman, Colin Beasley and Richard Cross, assisted by Town Administrator Kimberly Hallquist and Chief of Police Emily Cobb.

The space to be considered in the study included the area currently occupied by the NLPD as well as that space currently occupied by the Recreation Department (making available an additional approximate 1400 square feet). Specifically, the spaces currently occupied by the NLPD, including the Dispatch function, consist of most of the first floor of the Buker Building basement and most of the Whipple Hall basement. The Recreation Department occupies additional space on the first floor of the Buker Building. Exterior spaces on the site, most of which are used by NLPD, were also included in the Study. Whipple Hall, its associated lobbies, restroom and janitor's closet were not included in any space calculation for the Study, or determined as available for exclusive use by the NLPD.

The initial task of the Study Group was to understand the current facilities, NLPD operations, including spatial relationships within the building, and to leverage and update the needs identified by the NLPD as identified in the Harriman Report. This was accomplished through multiple meetings, visits to several other Police Departments and establishing a baseline of NLPD requirements that would be used in developing alternatives and assessing the current building's capabilities to meet those requirements. This set of requirements by function (identified in building square feet) is referred to as the "Program" in this report. In order to allow for comparison, this report presents the data using similar categories as the Harriman Report.

The program and material facts about the NLPD requirements are outlined in Section II, including requirements for the exterior of the building (e.g., communications tower, parking, cruiser traffic patterns, etc.). It is important to note that the subcommittee did review multiple alternatives but determined that the differences between them were not material enough to warrant detailed discussions of each alternative. Finally, for Section II, a comparison of key data points between New London and other towns considered comparable is provided.

Section III provides details on the budget impact of the plan, including construction, communications tower and equipment, parking, and landscaping. Based on the plan, a detailed budget was built, and formed the basis of the total project cost which comes in at \$3.3 Million (rounded), assuming budget authorization for construction in March, 2021.

The Program fits within the available space with the exception of a dedicated breakroom, a large training room, additional garage space for processing vehicles held for evidence, and expansion space for supervisory offices. Section IV provides information about these requirements that were identified in the Program, but that would not fit within the available space. Expansion for the patrol officer function is available in the presented alternative.

With respect to the numerous appendices, Appendix A represents a narrative that will walk the reader through the presented alternative. It would be most useful to read this section of the Report while referencing Appendix B, which provides detailed diagrams of the current PD building configuration and the presented alternative.

Appendix C provides details on the space requirements and a summary of the alternatives that were explored. Appendix D provides details on the budget while Appendix E consists of information provided by the former and current Chiefs of Police.

- **A final note: The subcommittee's charge was limited to generating an option for renovations within the existing building, not to come to a recommendation as to what the course of action should be with respect to the Police Department building and the needs of the Police Department. The Report is designed to be input for the Buildings & Facilities Committee in its charter to develop recommendations as appropriate for the Board of Selectman.**
- As stated above, even though the Report references Alternative A.2.1 as the focal point for presentation, the subcommittee acknowledges that changes within the confines of the existing building would not materially affect what the building can accommodate for PD functions nor materially change the identified budget impacts.

II. Buker Building Analysis

It was the charge of the subcommittee to review the space needs, hereafter referred to as the 'program', for the Police Department and develop a plan for addressing that program within the limits of the current Buker Building. The available square footage available for space analysis consists of the current Police Department's use of the building as well as the space currently used by the Recreation Department. The existing lobby, toilet rooms and janitors closet that support Whipple Hall would remain in support of Whipple Hall. Exterior spaces on the site, most of which are used by NLPD, were also included in the Study, specifically regarding the parking capacity, cruiser traffic patterns and the adequacy of the communications tower.

This section reviews the methodology and resulting findings of the analyses / discussions leading to the understanding of space needs. The process involved multiple meetings of the committee where we used the format of the Harriman report as a guide for clarifying our questions, the needs for each space, and spatial relationships. The committee revisited several other Police Departments for background. The committee also had several walk throughs of the facility to get a good understanding of the physical limitations and opportunities. This data served as the basis for documenting the space needs detailed in Appendix C, as well as the external needs of the building referenced in this section.

Space Requirements (The 'Program'):

As the subcommittee looked to overlay the space requirements over the existing building footprint, there were a few guiding principles:

- make the building accessible,
- put staff work spaces on one floor to build teamwork and not create a hierarchical relationship,
- provide a public face in town 24/7 which can be Dispatch, and
- do what we can to maximize utility and functionality within the footprint.

This resulted in several options, which had small differences that result from slightly different priorities. For the sake of simplicity and clarity, the committee selected the plan labeled A2.1 as the one for review, budgeting, and presentation. Partitions can be rearranged and not materially impact the order of magnitude of the budget. This particular option also preserves the toilet rooms, janitors' closet and lobby that support Whipple Hall.

Table 1 below provides a high-level summary, comparing the current space available against the Program and the alternative presented in this report (alternative A.2.1).

Table 1: Area Summaries

8/13/2020

		Existing	Program	Alternative A.2.1
1.	Administrative	424 SF	924 SF	1053 SF
2.	Records	311SF	148 SF	202 SF
3	Communications	289 SF	450 SF	448 SF
4.	Patrol	2003 SF	1878 SF	1867 SF
5.	Training	907 SF	580 SF	619 SF
6.	Investigations	0 SF	126 SF	120 SF
7.	Property & Evidence	237 SF	372 SF	428 SF
8.	Legal/Prosecutor	0 SF	0 SF	0 SF
9.	Common Facilities	1390 SF	1843 SF	1610 SF
10.	Other General/Specialty	71 SF	140 SF	46 SF
11.	Facility Support	279 SF	304 SF	402 SF
	Existing Net	5911 SF	6765 SF	6795 SF
	Recreation Net	1060 SF		
	Existing + Recreation Net	6971 SF		
	Actual Gross	9351 GSF	9351 GSF	9351 GSF
	Gross Factor	1.34	1.38	1.38

Extensive details of these categories can be seen in Appendix C. The program generates approximately 6,795sf net square feet within the available 9,351 gross square feet, the difference being net square feet references the available space for functional use and the gross square feet accounts for all that it takes to make a building: wall thickness, corridors, stairwells, elevator, unaccounted for utility spaces, etc. In this case the gross factor is the available area divided by the net area.

Referencing Appendix B, diagrams show two sets of plans, one representing the upper and lower level of the existing P.D., functions and the other, is upper and lower level plans of alternative A2.1. Each plan includes the net area per space and the primary spaces show furniture to help give scale to the space. Because of the geometry of the footprint and infrastructure such as stairway, utility rooms, etc., area of individual spaces may vary from the program, but generally not dramatically. These plans should be referenced when reading through the narrative that discusses the organization of the plan (Appendix A).

In addition, there are a number of non-layout issues that need to be addressed in order to provide the security and functionality for a police station going forward, as outlined below (Note, these items have also been included in the discussion in Appendix A, and the budget estimate in Appendix D):

- Improved sound separation between offices, meeting spaces, and public spaces
- Modify duct work to reduce the sound transfer between spaces
- Address exterior security by reducing window areas in certain locations and providing bullet resistant walls and windows on the exposed facades on the upper level
- Upgrade Electrical service, 3 phase
- Provide new access security system inside that reflects proposed configuration
- Modify security camera system to reflect new configuration
- Modify Electrical and Data infrastructure to reflect new configuration.
- Extra time has been budgeted for construction to manage the work while keeping the P.D. in operation
- Provide domestic water service off sprinkler service to consolidate water works and eliminate service in basement of Whipple
- Provide sprinkler system throughout upper level
- Provide floor drain in Sally port and oil/gas separator to site storm drain system for washing of PD vehicles.
- Beltronics
 - New Communications Tower
 - New Radio Antennas
 - New Connections to Dispatch

Critical Facility Design Considerations include threats from seismic (earthquake), wind, flood, and snow incidents. While there is no code requirement to upgrade the existing building, prudence requires that these be investigated. A preliminary review indicates that the building is designed with the appropriate uplift and lateral forces that are necessary for seismic and wind incidents, but a more detailed analysis is required during detailed design to determine if any upgrades are warranted. Any potential upgrades are anticipated to be easily installed during construction of the project and incidental in terms of cost. The site is not within a flood zone. Snow loads require further investigation as to current capacity, however in the case of a deficiency, this can be accounted for by means of operational procedure.

Site Plan:

In addition to those efforts associated with defining and analyzing the building 'program', needs were reviewed for the site itself, specifically regarding the parking infrastructure to support the NLPD and the Communication Tower (both its security and its structural capability).

Parking/ Cruiser Traffic Patterns:

Parking was evaluated similar to the building space needs; the NLPD was asked to identify the average number of personnel that are present in the building and that information was used to calculate the number of spaces necessary to meet the PD needs (both the parking of personal vehicles when people arrive to work and the parking of Police vehicles). The identified need was 12 parking spaces. Notwithstanding the use of Whipple Hall (whose use currently requires people to find parking around the vicinity), alternative A.2.1 represents the Police Department as the only permanent, daily users of the building. An inventory of available spaces revealed:

- the south lot represents eleven parking spaces
- the north lot represents four parking spaces including one handicapped
- Up to two police vehicles park parallel in the north/shared driveway.

Analysis shows there is adequate parking when all on-site parking is signed as "Reserved for Police Department personnel only", including accessible spaces. The extra spaces coupled with the nearby on street parking spaces in front of the building can be allocated to persons visiting the PD and should be signed as "Police Visitors parking Only". Additionally, the subcommittee discussed the possibility of the town conducting a traffic study to determine whether it was feasible to shift traffic flows around the PD (e.g., making Seamans Road to Gould Rd. one way); if feasible, this could address the PD's concern about egress from the parking lot and make available a number of other on-street parking spaces. Other alternatives include a traffic control device or providing longer clear lines of sight. As these issues involved off-site changes, this issue was not pursued further.

Communications:

Documentation on the construction of the current tower and its base has not been located, but it is known that the equipment on the current tower is old and has exceeded its useful life. Moreover, there is an antenna in the cupola of Whipple Hall because the current tower is not tall enough. For the antenna in Whipple Hall, which has limited security, to be consolidated with other equipment on the tower approximately 20' would need to be added to the height of the current tower. Any alternative for locating the PD at Buker building should consider installing a new tower of appropriate height at the current location or west of the north parking spaces, either location to include the appropriate fencing and security. The Site Plan can be found at the end of Appendix B.

Town Comparisons:

The subcommittee considered it important that we benchmark New London’s PD facilities with other similar communities. Dennis Mires generated a broad list of communities for the Police Chief to review, who in turn identified several towns considered to be comparable to New London. Each Town has their own unique characteristics that influence the size of the department and the kind of support space they need, including population, seasonal population variability, interstate highway proximity and access, presence of a college and/or, hospital, park and ride, etc. For notation, a few of the towns identified have stations that share certain facilities with fire or EMS that are in the same building, a characteristic that New London doesn’t share.

There are two benchmarks used in comparing police departments, uniformed officers (uniforms) per 1000 population and building gross square feet per uniform. Below is a table that provides that comparison; the results indicate that the presented alternative A.2.1 places New London in line with these other towns.

Town Comparisons

Town	Population	Police Station Sq. Footage	# Police Uniforms	#Police Uniforms/ 1,000 population	GSF/Uniform	Building and Town Characteristics
Brookline	5,298	6,356	9FT 1FTE	1.89	560	- No Fitness - Shared Training with EMS.
*Moultonborough	2,077	8,500	10FT 1FTE	2.74	773	- Shared with Fire - Fitness - Training - Lockers - Seasonal Impacts
New London	4,490	9,351	9FT 1FTE	2.23	935	Includes: - Fitness - Training - Dispatch - 1 Car Sally Port - College - Hospital - Park & Ride - @89/11 Crossroads -Seasonal Impacts
North Hampton	4,453	10,000	12FT	2.70	833	- No Fitness - No Training - Beaches - RT 1 - Seasonal Impacts
Sunapee	3,432	7,220	5FT 2FTE	2.04	1,031	- Includes Fitness - 2 car Sally Port -Training shared with fire - Seasonal Impacts

Legend:

FT= Full Time

FTE = Full Time Equivalent (accounting for part time officers)

GSF = Gross Square Footage

EMS = Emergency Medical Services

* Moultonborough is older data since we have not yet been able to update however building remains same

Population figures are from the State using US census data

III. Budget Estimate

The total project budget includes the estimated construction budget, owner's contingency, furniture, fixtures and equipment (FF&E) not attached to the building, Architect and Engineering (A&E) fees to take the project through to completion, communications equipment (inclusive of the tower infrastructure) and wiring, parking and landscape costs, as well as expenses incurred in educating the voters before the vote, bond expenses, expenses associated with staying in operation throughout construction, etc.

North Branch Construction assisted with the estimates for renovation and construction and the logistics of being occupied throughout. They were involved in a recent Buker Building construction project that upgraded the building envelope and some infrastructure and know the building well. They are also aware of current pricing and market conditions. The budget assumes authorization for construction would be next March. Delays to that schedule will incur inflation increases that recent historical data for construction indicates 4% compounded per year.

Below is a summary of the total project budget; a construction breakdown is in Appendix D.

July 2020 Cost Estimate

Construction	\$2,496,152
Owners Contingency 10%	\$249,615
FF&E 12/sf	\$112,212
A&E Fees @ 7%	\$174,731
Expenses Allowance	\$50,000
- Printing, copying, for educating public	
- Bond Expense	
- Fund Raising etc.	
- Testing	
<u>Beltronics Allowance</u>	<u>\$175,000</u>
Total Project Cost	\$3,257,710
Round Number	\$3,300,000

IV. What We Don't Get.

This section identifies those proposed police requirements that were either not met or were compromised as a result of what would fit within the current building and site plan. The following table summarized the list of functions that were not able to be included in the presented alternative A.2.1:

	Option	#	Function	What we don't get	Possible Correction
Upper Level	A2.1	1	Independent Breakroom	~ Dedicated P.D. breakroom with larger kitchen	~ Addition
	A2.1	2	Future Growth	Room for expansion in Admin	~ Addition
	A2.1	4	Lobby	Rectangular shape	~ Most PD Lobbies are rectangular corridors accommodating required doors ~ We expanded lobby to accommodate groups and shape allows furnishable or gathering areas outside of circulation

	Option	#	Function	What we don't get	Possible Correction
Lower Level	A2.1	1	Impounded Vehicle/Sallyport	~ Room for Impounded vehicle	~ Offsite heated, secure storage or ~ Addition to provide 2 nd Sallyport bay
	A2.1	2		30-person training	~ Shown capacity 15 +/- ~ Use Whipple for more than 15
	A2.1	3		~ Officer Assistance ~ Paperwork Transfer	~ Mutual Aid or second officer ~ Send file electronically to booking from dispatch

	Option	#	Function	What we don't get	Possible Correction
Exterior	A2.1	1	Shared driveway	Independent PD driveway	All or part of adjacent lot
	A2.1	2	Shared driveway	Improved access	~ All or part of adjacent lot ~ Modify traffic flows and/or street parking

The subcommittee discussed whether the identified function was a need vs. a want, and in several instances, developed a solution for the presumed deficiency (e.g., parking, communication tower, training room, lobby space, etc.) For those items that do not have a solution, further analysis of these functions and the cost impact to the town to accommodate such requirements, if deemed critical to the performance of the PD, should be conducted. In the interim, the following are comments for consideration:

- Impound Vehicle / Sally Port: Since the subcommittee was working with the existing footprint, it was clearly understood that a second or expanded Sally Port was outside the bounds of the study. Nevertheless, data was collected as to the frequency of PD activity that requires space for this function. For example, the PD indicated that the space for processing an evidence vehicle is necessary for the detective to manage the chain of evidence and complete the examination of a vehicle in a secured location which can take 2-3 days. A counter point is that the PD is managing the deficiency today and the impact of that process alternative would need to be more thoroughly flushed out. This data, along with the possible cost of the solution (e.g., off site secured location, small addition to existing Sally Port, etc.) and its impact on the overall tax base would need to be developed.
- Larger Training Room (for 25-30 people): Data underlying this discussion include variables such as how often such training is conducted (this training includes non-New London town personnel as well as the NLPD); the subcommittee suggests the NLPD schedule time at Whipple Hall for these events. Addressing the environment of Whipple Hall (AV, HVAC) to make that part of the building more conducive to large training may be worth considering (and would benefit the rest of the activities which utilize Whipple Hall). *

* Note: While outside the scope of the study, in the subcommittee's review of the use of Whipple Hall, it became clear that its utility as a location for community use is compromised due to the lack of air conditioning and appropriate audio / visual equipment. The AC / HVAC and AV needs of that space should be evaluated; further, a sprinkler system also should be assessed in order to protect both the NLPD and Whipple Hall Functions

- A dedicated breakroom: The proposal provides for a break room that is occasionally shared with users of Whipple Hall. While there exist various conference room locations within the presented alternative A.2.1, that alternative does not accommodate the identified PD requirement for a dedicated breakroom where lunches can be stored, prepared and eaten (note: the lack of a dedicated break room was also identified as a deficiency in another police department). A counterpoint is that personnel can use one of the other conference rooms if they are not occupied. This is another case where this data, along with the possible cost of the solution (e.g., small addition to existing building) and its impact on the overall tax base would need to be developed.
- Personnel expansion: While there is room for expansion of the patrol officer function, there is not room, under the current configuration for an additional supervisory office. In this case data such as when there is an expected requirement for expansion at the supervisor level, what is the proper span of control for supervisor to patrol officer at that time, what is the possibility for patrol officers to share space (vs. having their own dedicated space) relative to their actual time in the building vs. being out on patrol and the cost of either re-configuration or expansion are data points that would need to be developed in determining whether the town would want to incur those costs.

Note, as a reference, it was determined that the expansion (addition) requirements for the dedicated breakroom and supervisory officer functions would represent approximately 325 Gross Square Feet (GSF) on the North side of the upper level. For the expanded Sally Port function (providing space for an impound vehicle), approximately 352GSF on the South side of the Sally Port on the lower level would be required. These expansions would impact parking, which would need to be a variable in the analysis and in turn, impact the costs that would need to be considered.

Appendix A

New London Police Department

Proposed Option A2.1

7.30.20

Narrative for Alternative A.2.1

Building

Any visitor to the Police station arrives at the front door 24/7 and is received in a secure vestibule monitored by the dispatch staff. The vestibule also serves as an airlock to the building. The dispatch staff tries to take care of the visitor. If the dispatcher determines the visitor needs further assistance during normal business hours, the dispatcher notifies the administrator or an officer as appropriate and allows the visitor into the lobby. A public toilet room is provided directly off the lobby for visitors use. The administrator or officer greets the visitor and may be able to take care of the issue right in the lobby or they go into the small conference room (soft) directly off the lobby to determine the extent of services required. The issue may be resolved there, and the visitor is free to go. Should the visitor require more services (i.e. fingerprinting) the officer can take the visitor out the back door of the small conference room through the back hall and down the elevator to booking. The back hall has only support spaces where the doors are normally closed. Should the visitor become belligerent, the officer may take the visitor through the back door to the adjacent hard interview room, which is monitored and where more interview techniques may be used on the secured P.D. side of the building before going down to booking. In another scenario, where an individual surrenders him or herself into the Police due to an outstanding warrant, the officer may take him directly from the lobby to the hard interview room. Again, the next step would be to booking. (Note: A Hard Interview functions as that location where someone with potential criminal behavior is interviewed while the Soft Interview room functions as that location where people who may want to report an issue or has an inquiry would be placed)

The door from lobby to the main corridor secures the police department from the public space. Since this building is a two-story configuration, the concept is that all personnel are based on the upper public floor and the support spaces are on the lower floor. This is to promote the interaction and collaboration of the department team and minimize unnecessary hierarchical issues. This A2.1 model reflects the most prevalent model where the administrator is up front and can take care of any administrative issues without bothering the Chief. The administrator can have a window to the lobby to be able to deal with forms and permits through a transaction window. The Chief's office is at the end of the short hall where the Chief can still be aware of the comings and goings without being unnecessarily interrupted. Adjacent to the Chief's office is the Lieutenant Detective.

Both the Chief's office and the Lieutenant Detectives office have room for a separate small table to accommodate a meeting of 3-4 people. These meetings include personnel meetings, employee interviews, case investigation discussions, observation of interviews, strategic planning, event planning, etc.

The patrol supervisors, Sergeant and Corporal is right next to the administrator due to the available right sized space. This arrangement allows the patrol space to be a little bigger which allows for a couple of unassigned stations for visiting officers and allows for future expansion. One supervisor is on duty at a time so the vacant chair is available should the supervisor need to address an officer privately. It is estimated each supervisor spends up to about thirty percent of their time in the office. A supervisor spends time in the office performing the same things as the Patrol Officer noted below, plus scheduling court preparation, report review, call log review and other administrative tasks. Each supervisor workstation has lockable file pedestals and upper cabinets for storage. This puts the officers and administrator who are mostly in the office and have several interactions per day close to each other. They are supported by the work area where there is a counter that can serve as a workstation or lay out area, or active open files, and support equipment such as copier/scanner and shredder. All three offices have room for their required files.

The hallway leads to the stairs to the lower level, the elevator and access to the patrol room with seven workstations. Each patrol officer has several additional duties, so each workstation has file pedestals to support those records. It is estimated each patrol officer spends approximately 20% of their time in the office. Office time includes reports, policy review, case investigation, case follow up, returning phone calls, training, trial preparation and/or attending to additional duties like PBT (Portable Breath Test) Management, DARE, accident reconstruction, K-9 Training/Call Documentation, etc. Along that same hallway is a gear closet where radios, duty bags, etc. are kept and readily available to all officers. The corridor also provides supply closets for office supplies and a staff toilet room.

Teeing off that main corridor is a back hallway that has the back doors from the hard and soft interview rooms and provides access to dispatch, the breakroom and the staff conference room. Access to dispatch is now away from the primary circulation route to minimize disruptions other than those for official business. The conference room on that same back corridor means you go there for a reason. The conference room can accommodate 14 officers. In this plan the break room shares the conference room.

In addition to placing all personnel on the upper level, the workspaces have been organized so each space where people work have access to natural light.

The connection to the lower level is at the end of the main corridor with the stair on one side and the limited use elevator on the other. The limited use elevator is designed to take 3-4 people and is more easily installed in existing buildings. The elevator arrives at the lower level directly across from booking, minimizing the distance the public (i.e. fingerprinting) or a detainee needs to travel. The decision as to what option is used to go to the lower level (stairway vs. elevator) will be made by the PD personnel on duty and accompanying the individual in question, taking into account the individual's behavior, level of aggression, potential danger, etc.

The other way for a detainee to arrive is by being brought in through the Sally port and held in the trap while the officer does the booking at a counter while observing the detainee in the trap. It is anticipated the paperwork from dispatch can be sent to booking electronically with room for copiers, scanners and printers along the back wall of booking. The detainee can then be taken to processing for fingerprinting, breathalyzer, etc. as required. Directly off of processing is a hard interview room that may be used by the officer as well as Lawyers, bondsman, etc. for processing a detainee. The current cell configurations are well set up to meet the sight and sound separation requirements for juveniles and adults and male/female, and, given the electronic transfer of forms, meet the process needs for booking and detention. The department generally likes to keep a detainee in a cell for not more than four hours before release or transfer to the County jail.

The Sally port also provides secured storage for duty bicycles, speed limit signs, extra tires, etc. that are bulky and need access to the outside. The storage area within the Sally Port secures what is now open storage and a potential hazard should a detainee break free from an officer and use whatever he could get his hands on as a weapon.

At the bottom of the stairs is the existing sprinkler room. The existing radio racks, access security system panels, camera system panels are relocated to the new I.T. room (discussed below). As a result, this extra space may be used for a janitorial cart and storage of some janitorial supplies. At the bottom of the stairs to the left is the secure Armory. It provides a counter for weapons cleaning and maintenance, and racks and shelving for weapons, ammunition, tasers, etc.

From the bottom of the stairs, as you turn to enter the main corridor on the lower level that connects to the exterior exit and the officer's entrance/egress from parking, you pass the entrance to the evidence lobby. Any arresting officer has access to the lobby where they would tag, bag and place evidence in a secure locker that locks when the door closes. The evidence officer and chief would be the only ones to have access to the actual evidence storage and the back of those lockers. The evidence officer would then catalog the evidence and store it. In the evidence room is the refrigerator for evidence that needs refrigeration, proper weapons storage and plenty of storage to organize the cases by year and type. Additional evidence storage managed by the evidence officers is also located off of booking because it exists, and no other function works with access through booking.

Down the hall, past the elevator and toward the egress door to the parking lot is a secondary corridor that provides access to the I.T. room, mechanical room, and electrical room on one side and the men's locker on the other; the women's locker room is at the end of the hallway. The locker rooms provide rightsized lockers and bench, separate toilet stall, vanity and shower. The locker rooms are along the route the officers take on arrival and departure and down the hall for added privacy.

At the end of the hall is a vestibule hall that provides a building airlock and access to the training room and fitness room. The fitness room, right sized for the necessary equipment, usually has 2-3 people using it at time. There are no doors to other spaces allowing the equipment to use the entire space. There is one column in the fitness room that cannot be moved, but is located an aisle-width from the wall to facilitate equipment placement. The training room has two columns that cannot be moved, but tables can be arranged for up to 15 users. This training space is designed to accommodate training for New London P.D. staff. As discussed in the body of the report, training to include outside personnel would be scheduled for Whipple Hall. Conference meetings would be held in the upper level conference room and make use of those toilet rooms. Off of training is a utility room where the water service and a sump pump exist. It would also house the mechanical equipment to serve these two gathering spaces.

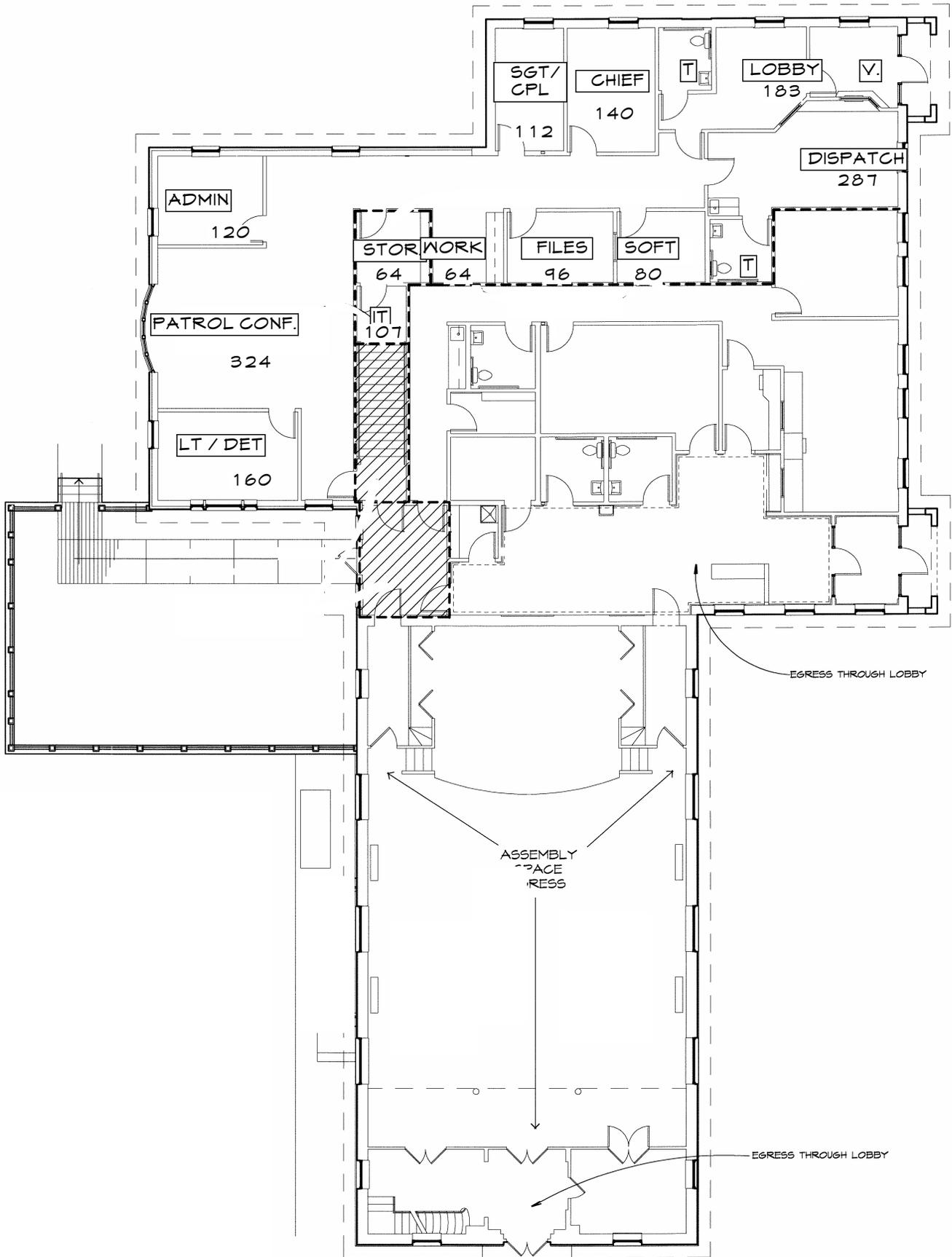
The plan diagram of Plan A1.2 reflects the relationship of functions and flow through the facility that the Architect would propose in a new Police facility that would be on one level and flow front to back. In this case, the front is the upper level and the back is the lower level. The Architect is familiar with the CALEA standards, which are largely about policy and procedures. They also have criteria that needs to be met and provides options for achieving them. For instance, in the temporary holding area, the need to provide sight and sound separation for juveniles, men and women is well addressed in your current holding cell area. In the area of property and evidence control, we have provided an evidence lobby with one-way lockers for use when the evidence room is closed.

In addition to layout issues, there are a number of non-layout issues that need to be addressed to provide the security and functionality for a police station going forward.

- The sound separation between offices, meeting spaces and public spaces needs to have the walls and ceilings improved to avoid having conversations overhead in adjacent spaces.
- Some duct work needs to be relocated, modified or lined to keep conversations from traveling through the duct work to adjacent spaces.
- In several areas of the upper floor where the offices spaces are located the window sills start near the floor. Since the upper level is exposed to the public on the street façade, the North parking lot façade, the façade facing the Town green, and the South façade from the South parking lot the sills of the windows are being raised. The new windows and walls are made to be bullet resistant to level 3.
- When the recent upgrades to the existing physical plant were done, the new air handlers required three phase electrical supply. An electrical booster unit was provided to serve those circuits. Since it's installation it's had service issues. Because 3 phase power exists on the street, the long-term solution is to provide a new 3 phase service to the building.
- The existing access security system has served its useful life. When the walls are reconfigured, a new access security system will be installed to reflect the new layout. In addition, the security camera system and the electrical and data infrastructure will all be reworked to reflect the new layout.

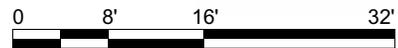
- Currently the domestic water service is at the South end of the basement under Whipple Hall and piped to the far side of the building for use. The budget includes tapping the existing fire service at the North side of the building for the domestic line and having all the water service in one place in the water room.
- The building is currently served with sprinkler on the ground floor only. Fire departments like buildings to be classified as “sprinklered” or “non-sprinklered”; not partially sprinklered. The budget includes sprinklering the upper level to provide a sprinklered building and enhanced life safety and asset protection going forward.
- There needs a tempered space to wash P.D. vehicles year-round. The budget includes a trench drain in the Sally Port and oil / gas separator to the site storm drain system.
- Beltronics is the company that maintains the communications system. The radio antennas on the existing communications tower have seen their useful life and need to be replaced. In addition, the security of the antenna in the cupola of Whipple Hall is not a secure location. The current tower is not tall enough to accept the antenna in Whipple Hall and maintain the required distances between antennas. Therefore, the proposal is to provide a new taller tower with new equipment inside a security fence and wired into the new dispatch center.
- It is recognized that making these kind of changes to an existing building where the department needs to continue in operation can be disruptive. The process will generate noise and will temporarily consolidate personnel in certain areas and then move them in a planned manner during construction. Approximately four extra months have been built into the schedule to manage this process.

Appendix B

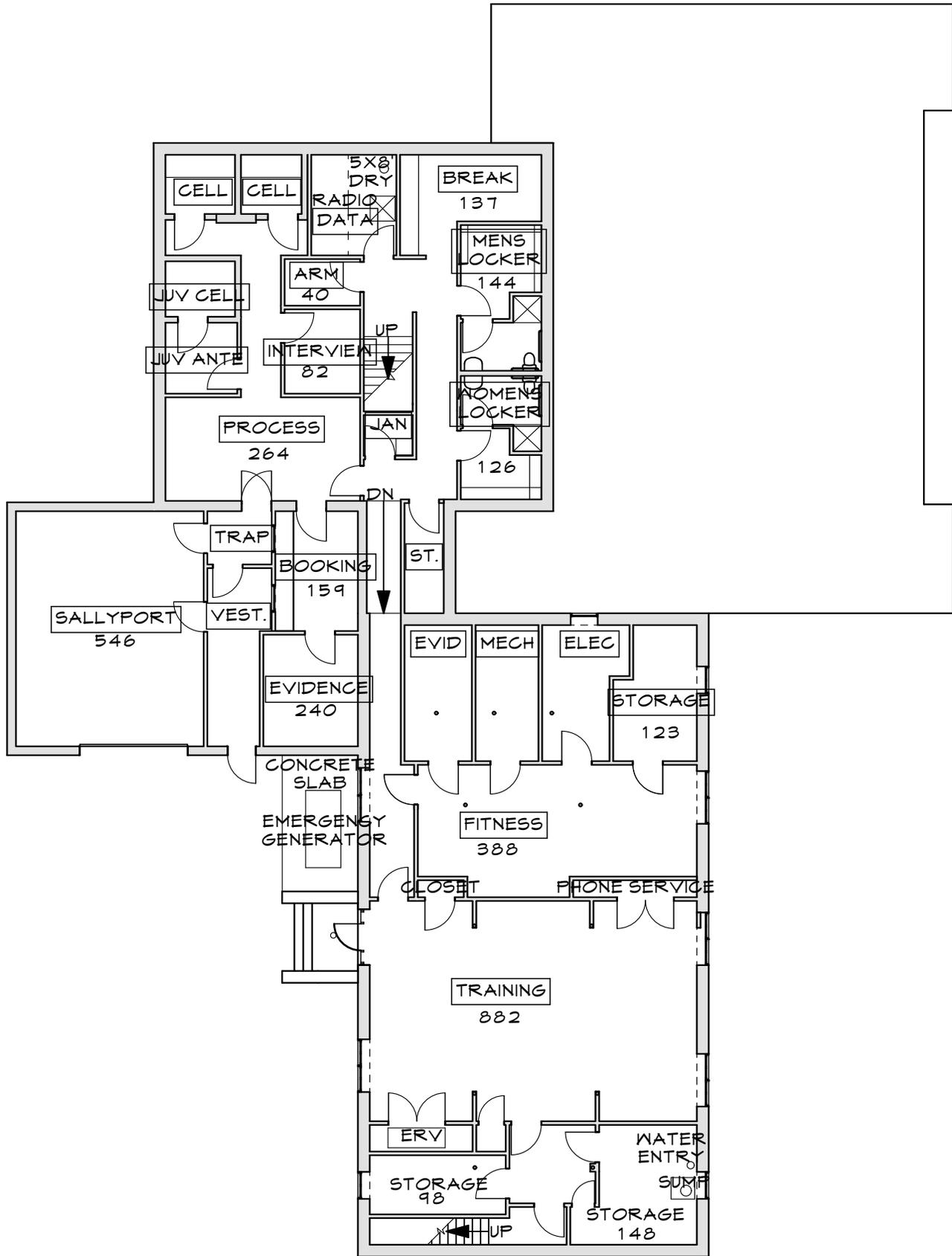


EXISTING CONDITIONS UPPER LEVEL

SCALE: 1/16" = 1'-0"



08/24/2020

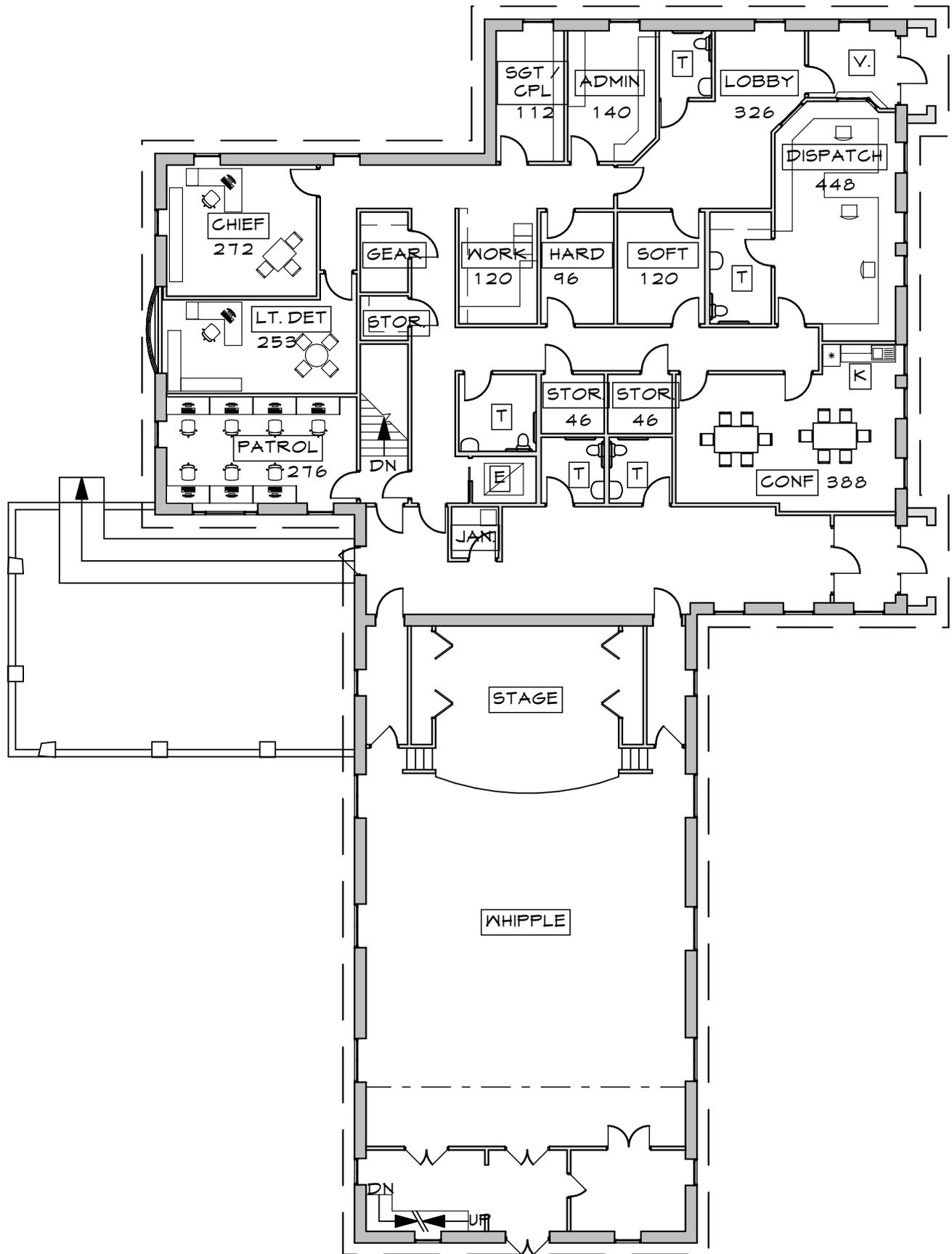


EXISTING CONDITIONS LOWER LEVEL

SCALE: 1/16" = 1'-0"

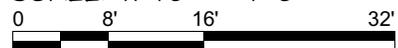


08/24/2020

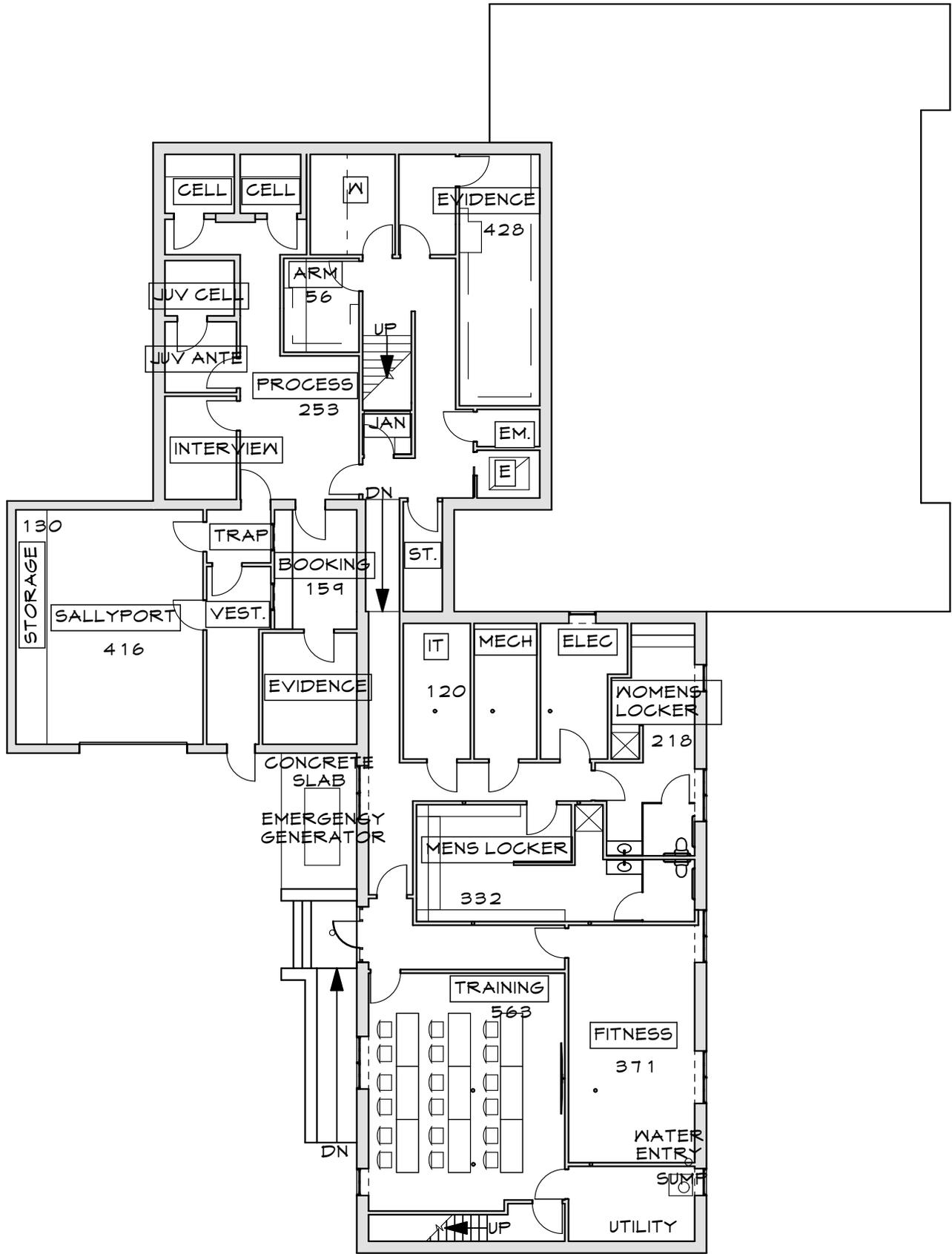


PROPOSED PLAN UPPER LEVEL

SCALE: 1/16" = 1'-0"



08/24/2020



PROPOSED PLAN LOWER LEVEL

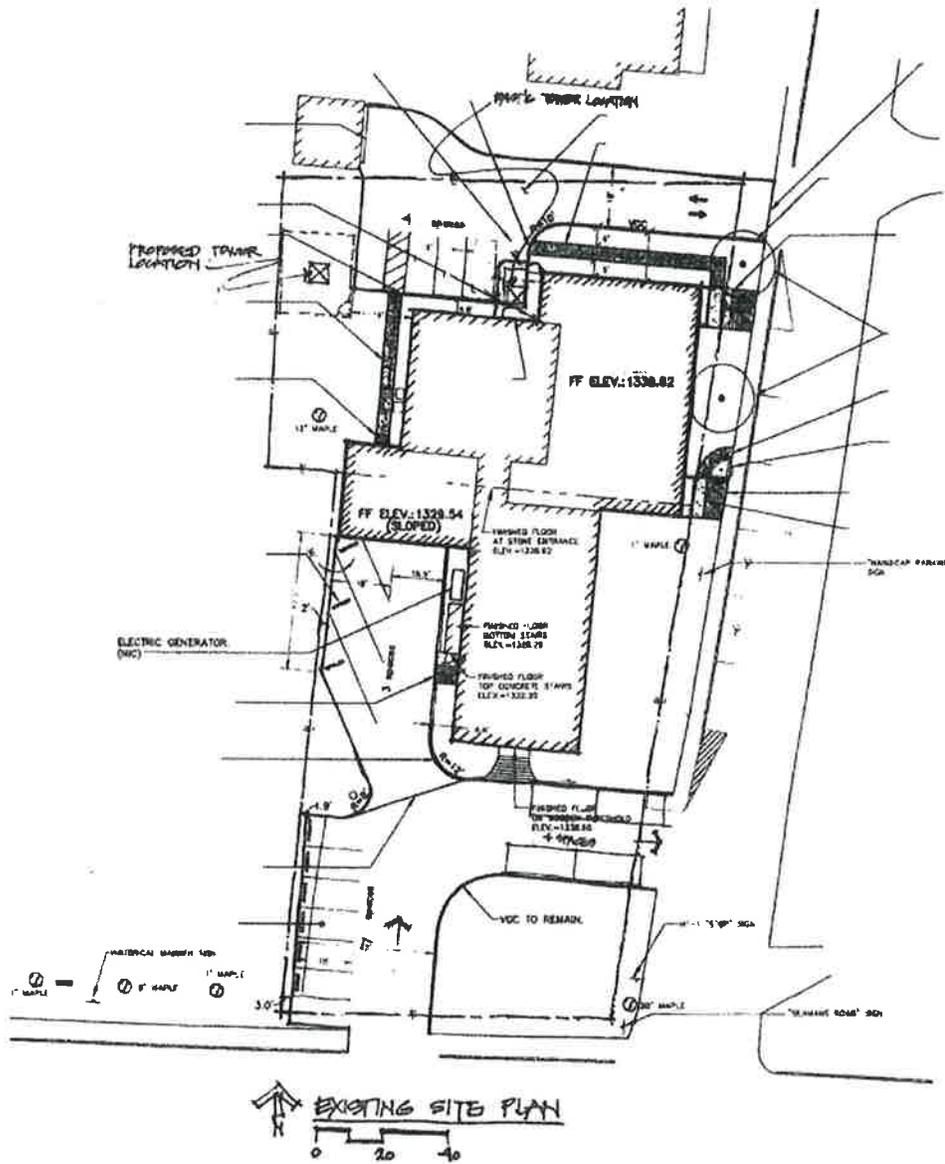
SCALE: 1/16" = 1'-0"



08/24/2020

New London Police Department	8.13.20
Allocation of Space by Preferred Option	7.30.20
	6.24.20
	6.11.20
	5.21.20

	Option / Space	Existing	Program	A2.1	Comments
1	Vestibule	83	83	83	
2	Lobby	226	250	326	
3	Dispatch	289	450	448	
4	Soft Interview	80	80	120	
5	Administrator	120	140	140	
6	Sgt/CPL	112	112	112	
7	Chief	145	200	272	
8	Lt/Det.	160	166	253	
9	Patrol	411	192	276	8' Clear between desks
10	Conference	0	400	388	
11	Work	169	156	120	
12	Hard Interview	0	80	96	
13	Storage	218	144	173	
14	IT	107	120	120	
15	Break	150	120	see conf.	Use conference room
16	Amory	43	80	56	
17	Men's Locker	143	320	332	
18	Women's Locker	123	200	218	
19	Booking Process	394	400	412	
20	Adult Holding	94	94	94	
21	Juvenile Holding	47	47	47	
22	Juvenile Ante	61	61	61	
23	Hard Interview	82	82	82	
24	Trap	38	38	38	
25	Secure Vestibule	108	108	108	
26	Sallyport	587	587	457	
27	Sally Storage	0	0	130	
28	Evidence	237	372	428	
29	Fitness	385	450	371	
30	Training 30 people	864	500	563	Use Whipple for > 15
31	Storage	156	373	0	
32	Mechanical	104	104	104	
33	Electrical	114	114	114	
34	Janitor	25	50	69	
35	Staff Toilet	0	56	64	
36	Utility	36	36	120	
	NET Totals	5911	6765	6795	
	Net Recreation	1060			
	NET Total	6971	6763	6795	
	Actual Gross	9351	9351	9351	
	Grossing Factor	1.34	1.38	1.38	



Appendix C

1. ADMINISTRATIVE

7/23/20

Description	Exist	Space Needs - 2020				Comments / Remarks
	Current Area	Total # of Sp.	# of occup.	Area of Ea. Sp. (sq. ft)	Net Area Sub total (sq. ft.)	
I. Space Program						
A. Office						
1.10 Police Chief	119	1		200	200	1
1.11 Lieutenant	0	0		120	0	
1.13 Detective	160	0		120	120	
1.14 Administrator (FT)	145	1		140	140	Near dispatch and lobby to attend to customer service needs of community
1.15 Administrator (PT)	0	0		64	64	2
Subtotal:	424				524	
B. Meeting Spaces						
1.20 Chief Conference	0	14	14	28	400	
Subtotal:	0				400	
C. Storage						
1.30 File Storage	0	0		20	0	3
1.31 Supply Storage	0	0		20	0	3
1.32 General Storage	0	0		24	0	3
1.33 IA/Personnel files	0	0		20	0	Chief's Office
Subtotal:	0	0			0	
D. Support						
1.40 Reception/Admin	0	1		0	0	
1.41 Waiting Area	0	1		0	0	See Vest & lobby under common facilities
1.42 Toilet - Unisex	0	1		56	0	4
1.44 Kitchinette	0	1		0	0	In Break Room
Subtotal:	0				0	
Subtotal Program Area						
	424				924	

II. Comment Key

1. Work area, small meeting area.
2. Confirm role going forward after scanning; periodic update, +
3. See Records.
4. Toilet picked up in "common Facilities"

2. RECORDS

7/23/20

Description	Exist	Space Needs - 2020				Comments / Remarks
	Current Area	Total # of Sp.	# of occup.	Area of Ea. Sp. (sq. ft)	Net Area Sub total (sq. ft.)	
I. Space Program						
A. Office						
2.10 General Office Areas	0	0		100	0	
2.11 Report Copy/Work Areas	68	1		68	68	2
2.12 Shredding Room/Area	0	0		20	0	See 2.11
2.13 Citizen Counter: Records	0	0		40	0	
2.14 Officer Counter	0	0		40	0	
Subtotal:	68				68	
B. Meeting Spaces						
2.20 None Required	0	0			0	
Subtotal:	0	0			0	
C. Storage						
2.30 Office/Active File Storage	0	1		20	0	1
2.31 Hard Copy Records Storage	101	1		24	24	3
2.32 Record Retention (Unfinished)	96	0		0	0	3
2.33 Supply Storage	46	1		56	56	
Subtotal:	243				80	
D. Support						
2.4	0	0			0	
Subtotal:	0	0			0	
Subtotal Program Area						
	311				148	

II. Comment Key

- 1. Active records stored in FT administrator's office.
- 2. Near Admin
- 3. After Scanning

3. COMMUNICATONS

7/23/20

Description	Exist	Space Needs - 2020				Comments / Remarks
	Current Area	Total # of Sp.	# of occup.	Area of Ea. Sp. (sq. ft)	Net Area Sub total (sq. ft.)	
I. Space Program						
A. Office						
3.10 Dispatch Console	200	2	2	130	260	1,2
3.11 Call Taker Console	0	0	1	72	72	
Subtotal:	200				332	
B. Meeting Spaces						
2.20 None Required	0	0			0	
Subtotal:	0	0			0	
C. Storage						
3.30 Staff Lockers & Storage	0	1		24	24	3
Subtotal:	0				24	
D. Support						
3.40 Breakroom/Break Area	36	1		40	40	
3.41 Dispatch Restrooms	53	1		54	54	5
3.42 Public Access Window	0	0		20	0	4
Subtotal:	89				94	
Subtotal Program Area						
	289				450	

II. Comment Key

1. Replace current casework layout with 2 dispatch consoles and 1 call taker position.
2. Dispatches for 6 towns/agencies (Sunapee, Newbury, Sutton, Wilmont, Croydon, & New London Ambulance) 12 Hour Shifts.
3. Double tier locker storage for 8 staff.
4. Part of Dispatch Console 1.
5. If located adjacent to staff toilet; could share?

Description	Exist	Space Needs - 2020				Comments / Remarks
	Current Area	Total # of Sp.	# of occup.	Area of Ea. Sp. (sq. ft)	Net Area Sub total (sq. ft.)	
I. Space Program						
A. Office						
4.10 Supervisor Offices	112	1	2	112	112	1
Subtotal:	112				112	
B. Meeting Spaces						
4.20 Briefing/Roll Call Room	0	0		100	0	2
Subtotal:	0				0	
C. Storage						
4.30 Equip/Quartermaster	69	1		80	80	
4.31 Patrol Bike Storage	0	1		60	60	5
4.32 Long Gun Lockers	0	1		12	0	6
4.33 Pistol Lockers		0		8	0	6
Subtotal:	69				140	
D. Support						
4.40 Secure Booking Room	394	1		400	400	
4.41 Trap	38	1		0	35	3
4.42 Hard Suspect Interview Rm	82	1		82	82	3
4.43 Soft Interview Room	0	1		0	0	4
4.44 Adult Holding Room	94	2		0	94	3
4.45 Multi-occupant holding	0	0		120	0	3
4.46 Intoxillizer Area	0	0		60	0	
4.47 Juvenile Holding Room	47	1		47	47	3
4.48 Juvenile Ante-Room	61	1		61	61	3
4.49 Secure Vestibule	108	1		108	108	3
4.50 Secured Sallyport	587	1		587	587	3
4.51 Report Writing Room	0	0		0	0	
4.52 Patrol Office Area	411	6		32	192	
4.53 K-9 Kennel Area	0	1		20	20	
Subtotal:	1822				1626	
Subtotal Program Area						
	2003				1878	

II. Comment Key

- 1 shared O.I.C. Sgt office or 2 stations @ 32sf = 64sf in patrol office area
2. Use open officer area for roll call.
3. Spaces in current booking area generally work well.
4. Soft Interview Room area in 9.0 Common Facilities.
5. Current bike storage is in service closets. Adjacency to fleet and sallyport.
6. Weapons storage accounted for in 5.0 Training.

5. TRAINING

7/23/20

Description	Exist	Space Needs - 2020				Comments / Remarks
	Current Area	Total # of Sp.	# of occup.	Area of Ea. Sp. (sq. ft)	Net Area Sub total (sq. ft.)	
I. Space Program						
A. Office						
5.10 None Required	0	0			0	
Subtotal:	0				0	
B. Meeting Spaces						
5.20 Training Classroom	864	1	30	32	0	
5.21 Training Classrooms	0	1	15	31	500	>16 in Whipple Hall
Subtotal:	864				500	
C. Storage						
5.30 Dept. Weapons Storage Armory/Weapons	43	1		20	20	
5.31 Cleaning & Storage Training Equipment	0	1		40	40	2
5.32 Storage Room	0	0		0	0	
5.33 Ammo-Target Storage	0	1		20	20	
Subtotal:	43				80	
D. Support						
5.50 Officer Weapons Cleaning	0	1		30	0	2
Subtotal:	0				0	
Subtotal Program Area	907				580	

II. Comment Key

1. Fitness and Defensive Tactics training areas listed in 9.0 Common Facilities.
2. Armory, storage for all gun types, targets, ammunition, cleaning area, workbench area, ventilated, firearm barrel in cleaning area, tasers, spray.

6. INVESTIGATIONS

7/23/20

Description	Exist	Space Needs - 2020				Comments / Remarks
	Current Area	Total # of Sp.	# of occup.	Area of Ea. Sp. (sq. ft)	Net Area Sub total (sq. ft.)	
I. Space Program						
A. Office						
6.10 Staff Offices	0	0		120	0	See Admin.
Subtotal:	0				0	
B. Meeting Spaces						
6.20 Soft Interview Rooms	0	0		100	0	1
6.21 Hard Interview Rooms	0	1		80	80	2
Subtotal:	0				80	
C. Storage						
6.30 Secured File Storage	0	1		10	10	
6.31 Gun Locker Safe	0	1		10	10	3
6.32 Narcotics/Money Storage	0	1		4	4	3
6.33 A/V Equipment Closet	0	1		12	12	3
6.34 Equipment Storage Closet	0	1		10	10	3
Subtotal:					46	
D. Support						
5.50 Officer Weapons Cleaning	0	0			0	4
Subtotal:	0				0	
Subtotal Program Area						
	0				126	

- II. Comment Key**
- Off lobby: area listed under 4.0 Patrol.
 - Area in addition to interview room in Booking, under 4.0 Patrol:
 - One Lockable closet.
 - In Armory.

7. PROPERTY & EVIDENCE

7/23/20

Description	Exist	Space Needs - 2020				Comments / Remarks
	Current Area	Total # of Sp.	# of occup.	Area of Ea. Sp. (sq. ft)	Net Area Sub total (sq. ft.)	
I. Space Program						
A. Office						
7.10 None Required	0	0			0	
Subtotal:	0				0	
B. Meeting Spaces						
7.20 None Required	0	0		80	0	
Subtotal:	0				0	
C. Storage						
7.30 Evidence Drop Off	0	1		36	36	
7.31 Evidence Lockers	0	1		16	16	
7.32 Refrig. Evidence Lockers	0	1		4	4	
7.33 Evidence Processing	0	1		36	36	
7.34 Gen. Stor./Bulk Evidence	237	1		160	160	
7.35 Weapons Storage	0	1		92	92	1
7.36 Narcotics Storage	0	1		8	8	2
7.37 Cash & Vaulables Storage	0	1		8	8	2
7.38 Freezer & Refrig. Storage	0	1		12	12	
7.39 Bicycle Storage	0	1			0	3
7.40 Vehicle Examination	0	1			0	3
Subtotal:	237				372	
D. Support						
7.50 None Required	0				0	
Subtotal:	0				0	
Subtotal Program Area						
	237				372	

II. Comment Key

1. Provide improved storage such a hanging system.
2. Lockable safe, not a separate room.
3. Potentially off-site, secured, monitored and under control of evidence officer (Bldg); or extend Sallyport. Needs 2-3 days to process chain of evidence before storage.

8. LEGAL - PROSECUTOR

7/23/20

Description	Exist	Space Needs - 2020				Comments / Remarks
	Current Area	Total # of Sp.	# of occup.	Area of Ea. Sp. (sq. ft)	Net Area Sub total (sq. ft.)	
I. Space Program						
A. Office						
8.10 Prosecutor	0	0		120	0	By Current Staff
8.11 Contract Attorney	0	0		64	0	
Subtotal:	0				0	
B. Meeting Spaces						
8.20 None Required	0	0		24	0	
Subtotal:	0				0	
C. Storage						
8.30 Secure Files-Prosecutor	0	0		20	0	
Subtotal:	0				0	
D. Support						
8.40 None Required	0	0			0	
Subtotal:	0				0	
Subtotal Program Area					0	

II. Comment Key

9. COMMON FACILITIES

7/23/20

Description	Exist	Space Needs - 2020				Comments / Remarks
	Current Area	Total # of Sp.	# of occup.	Area of Ea. Sp. (sq. ft)	Net Area Sub total (sq. ft.)	
I. Space Program						
A. Office						
9.10 None Required	0	0			0	
Subtotal:	0				0	
B. Meeting Spaces						
9.20 Lunch/Break Room	150	1	4	120	120	1
9.21 Vestibule					83	
9.22 Public Lobby	184	1		208	208	
9.23 Interview Rooms (Lobby)	80	1		80	80	Soft Interview off Lobby with connection to secure police
9.24 Community Room	0	0		400	0	Use Whipple Hall
Subtotal:	497				491	
C. Storage						
9.30 Server Room	36	1		120	120	
9.31 Unfinished	156				156	
Subtotal:	192				276	
D. Support						
9.40 M Locker Rm: shwrs, toilet	143	16		20	320	
9.41 W Locker Rm: shwrs, toilet	123	4		50	200	2,3
9.42 Fitness	385	1		450	450	4
9.43 Defensive Tactics	8	1		8	8	5
9.44 Boot Shining Area	0	0		0	0	
9.45 Staff Restrooms	0	1		56	56	
9.46 Public Restrooms	42	1		42	42	6
Subtotal:	701				1076	
Subtotal Program Area						
	1390				1843	

II. Comment Key

1. Break Room to provide light cooking and be in proximity to Patrol Officer area. Another school of thought is to share with conference room.
2. 20sf per officer: 3 Sworn Women and 1 Civillian. 16 Men (8FT, 8FT).
3. Womens multiplier is higher to provide minimum space required.
4. Current Fitness area, but has poor layout due to door swings and columns. 2-3 Officers at any one time.
5. Defensive Tactics to occupy a large Storage Closet, near exit.
6. Public Toilet to be located off lobby without need for secure access to PD.

10. OTHER GENERAL - SPECIALITY

7/23/20

Description	Exist	Space Needs - 2020				Comments / Remarks
	Current Area	Total # of Sp.	# of occup.	Area of Ea. Sp. (sq. ft)	Net Area Sub total (sq. ft.)	
I. Space Program						
A. Office						
10.10 K-9 Kennel	0	0		0	0	1
Subtotal:	0				0	
B. Meeting Spaces						
10.20 None Required	0	0			0	
Subtotal:	0				0	
C. Storage						
10.30 SWAT Weapons Storage	8	0			0	2
Subtotal:	8				0	
D. Support						
10.40 Radio Equipment Room & Tele	63	1		80	0	3
10.41 Miscellaneous Storage	0	1		120	120	
10.42 Employee Mailboxes	0	1		8	8	
10.43 Department History Display	0	1		6	6	
10.44 Trophy & Awards Display	0	1		6	6	
10.45 Animal Control Storage	0	0		24	0	
Subtotal:	63				140	
Subtotal Program Area						
	71				140	

II. Comment Key

1. See 4.0 Patrol for Kennel Area.
2. Provide for 1 SWAT personnel for current needs.
3. Radio equipment currently located in Sprinkler Room, Area allocated in server room see Common Facilities.

11. FACILITY SUPPORT

7/23/20

Description	Exist	Space Needs - 2020				Comments / Remarks
	Current Area	Total # of Sp.	# of occup.	Area of Ea. Sp. (sq. ft)	Net Area Sub total (sq. ft.)	
I. Space Program						
A. Office						
11.1 None Required	0	0		0	0	
Subtotal:	0				0	
B. Meeting Spaces						
11.2 None Required	0	0			0	
Subtotal:	0				0	
C. Storage						
11.3 None Required	0	0			0	
Subtotal:	0			0	0	
D. Support						
11.4 Mechanical Room	104		0		104	
11.5 Electrical Room - Main	114		0		114	
11.6 Utility	36				36	
11.7 Janitor Room	25	1		50	50	
Subtotal:	279				304	
Subtotal Program Area						
	279				304	

II. Comment Key

Appendix D

Project name New London Police Department Budget 2020
Document NLPD Budget Renovations
Estimator Nick Trudel
Job size 9300 sf
Duration 10 mo
Project Renovation
Report format Sorted by 'Group phase/Phase'
'Phase' summary



Description	Quantity	Amount					Total
		Labor	Material	Subcontract	Equipment	Amount	
1000 GENERAL CONDITIONS							
1039 Project Executive		10,320					10,320
1040 Project Management		68,800					68,800
1041 Supervision		196,080					196,080
1062 Fees and Permits							
1400 Travel							
1511 Temp Power Costs-Light Tower			3,165				3,165
1512 Temp Lighting			4,600				4,600
1514 Phone Service-IT Support				800			800
1516 Temp Toilet			1,021				1,021
1518 Plan Duplicating			2,600				2,600
1519 Security Fence			3,000				3,000
1561 Progressive Clean Up-Dumpster Fee		560		263	1,800		2,623
1580 Project-Pedestrian Signage		36,120					36,120
1590 Trailer and Storage		490					490
1710 Final Clean-Up		747			2,304		3,051
1721 Data Processing			4,950				4,950
1910 COVID19		2,800					2,800
1960 Security and Safety		40,320					40,320
		356,237	42,441	11,670	15,204		425,552
GENERAL CONDITIONS							
3,995.667 Labor hours							
2000 DEMO AND SITE							
2001 Sitework							
2070 Selective Demo				75,000			75,000
2670 Water Line				12,500	2,248		14,748
2730 Sanitary Sewage			356				356
2732 Oil/Water Separator							
2830 Fences & Gates				4,250			4,250
		48,756	356	91,750	2,248		143,110
DEMOS AND SITE							
696.520 Labor hours							
49.92 Equipment hours							
3000 CONCRETE							
3101 Concrete Footing		2,800	500				3,300
3102 Concrete Walls		2,800	374				3,174
3112 Concrete Slab on Grade		4,928	533				5,461



Description	Quantity	Amount				
		Labor	Material	Subcontract	Equipment	Total
3221 Rebar			1,200			1,200
3650 Trench Drains		1,077	2,000			3,077
CONCRETE		11,605	4,607			16,212
165.785 Labor hours						
4000 MASONRY				6,000		6,000
4100 Masonry Sub				6,000		6,000
MASONRY				6,000		6,000
5000 METALS				650		650
5510 Stairs/Railings				650		650
METALS				650		650
6000 ROUGH CARPENTRY					5,700	5,700
6002 Lull Rental			12,000		20,000	32,000
6050 Fasteners and Adhesives		2,380	1,700			4,080
6075 Window Replace		8,960	3,025			11,985
6100 Rough Carpentry		2,520	802			3,322
6101 Sills		13,037	3,442			16,478
6103 Stud Walls		1,498	258			1,756
6109 Blocking		28,395	21,227		25,700	75,321
ROUGH CARPENTRY						
405.64 Labor hours						
6200 FINISH CARPENTRY						
6210 Interior Door Trim		3,547	1,129			4,675
6211 Interior Window Trim		3,033	1,025			4,059
6212 Interior Wood Base		187	102			288
6214 Interior Cabinets		9,100	5,850			14,950
6225 Counter Tops		2,072	6,475			8,547
6435 Railings		1,077	375			1,452



Description	Quantity	Labor Amount	Material Amount	Subcontract Amount	Equipment Amount	Total Amount
FINISH CARPENTRY						
	271.651 Labor hours	19,016	14,956			33,971
7000 THERMAL/MOIST						
7200 Insulation Sub				15,000		15,000
7210 Acoustic Insulation				6,984		6,984
THERMAL/MOIST				21,984		21,984
8000 DOORS & WINDOWS						
8110 Hollow Metal Doors		2,660	34,200			36,860
8115 Hollow Metal Frames		2,660				2,660
8396 Bullet Resistant Doors			79,950			79,950
8505 Window Install		1,190	425			1,615
8700 Finish Hardware		2,660				2,660
8800 Glass and Glazing				1,000		1,000
DOORS & WINDOWS		9,170	114,575	1,000		124,745
9000 FINISHES						
9210 Patching				25,000		25,000
9250 Gypsum Drywall			32,494	29,206		84,800
9251 Firestop Walls		23,100		3,000		3,000
9310 Ceramic Tile				23,193		23,193
9510 Acoustic Ceiling				30,250		30,250
9650 Resilient Floors				21,200		21,200
9690 Carpet Tile				16,875		16,875
9700 Special Flooring				9,100		9,100
9910 Painting				26,100		26,100
FINISHES		23,100	32,494	183,924		239,518
10000 SPECIALTIES						
10150 Storage Shelving				1,650		1,650
10160 Toilet Partition				3,500		3,500
10440 Interior Signs		350	240			590



Description	Quantity	Labor Amount	Material Amount	Subcontract Amount	Equipment Amount	Total Amount
10505 Metal Lockers						15,075
10520 Fire Protection Device			1,800			2,010
10605 Wire Mesh Partitions		210	6,000			9,360
10800 Bathroom Accessories		3,360	3,000			5,275
10805 Mirrors		2,275	960			2,304
SPECIALTIES		7,539	12,000	20,225		39,764
110.90 Labor hours						
11000 EQUIPMENT						
11142 Vehicle Washing				8,500		8,500
EQUIPMENT				8,500		8,500
12000 FURNISHINGS						
12500 Blinds and Shades				7,475		7,475
FURNISHINGS				7,475		7,475
14000 CONVEYING SYSTEMS						
14200 Elevators				65,000		65,000
CONVEYING SYSTEMS				65,000		65,000
15000 MECHANICAL						
15001 Mechanical			500	325,500		331,600
15300 Fire Protection		5,600		60,450		60,450
15400 Plumbing				66,000		66,000
MECHANICAL		5,600	500	451,950		458,050
80.00 Labor hours						
16000 ELECTRICAL						
16100 Electrical			500	262,500		268,600
16500 Access Control		5,600		60,000		60,000



Labor	Material	Subcontract	Equipment	Total
Amount	Amount	Amount	Amount	Amount
5,600	500	322,500		328,600

Quantity

ELECTRICAL

80.00 Labor hours



Estimate Totals

Description	Amount	Totals	Hours	Rate	Cost per Unit	Percent of Total
Labor	515,017		7,579.163 hrs		55.378 /sf	20.83%
Material	243,654				26.199 /sf	9.86%
Subcontract	1,192,628				128.240 /sf	48.25%
Equipment	43,152		49.920 hrs		4.640 /sf	1.75%
Other	1,994,451	1,994,451			214.457 /sf	80.68%
CM's Contingency	299,168			15.000 %	32.169 /sf	12.10%
Gen'l. Liab. Ins.- Commercial	1,908			0.160 %	0.205 /sf	0.08%
Umbrella & Professional Liab.	3,930			0.159 %	0.423 /sf	0.16%
Const. Mngr. Fee	172,459			7.500 %	18.544 /sf	6.98%
Total		2,471,916			265.797 /sf	



Appendix E

Chief Cobb notes on Mires NLPD Space Needs Assessment sent 4/8/20

1. ADMINISTRATIVE

Response to comment key #3: WHAT IS THE SUPERVISORY OFFICER DISTRIBUTION ?

The structure of a police department can and will fluctuate over the years in terms of ranks. For a long time, the structure was: Chief – Sergeant – Corporal – Officers. Depending on the roster at the time and considering the experience, years of service, and needs of the department, that rank structure can change. For example, Chief Andersen promoted the Detective to Det. Lieutenant recently, which changed the rank structure of the police department and will have an impact on command structure and delegation of supervisory responsibilities. Given the future growth of the agency, a realistic rank structure would include two LT positions, and two first line supervisor positions, such as SGT (Sergeant) and CPL (Corporal).

Response to comment key #4: ONCE RECORDS ARE SCANNED, WHAT, IF ANY, IS FUTURE ROLE OF PART TIME ADMINISTRATOR ?

A permanent PT admin position is a valuable resource for the police department to have. There would be a possibility to share this position with other departments, especially as it pertains to the scanning of records, in efforts to reduce waste and paper use, thus utilizing the storage space more effectively. The use of the PT admin position now is scanning/shredding. It would be too loud and difficult to share an office with the FT admin, as that person needs to be on the phone and concentrating on work.

2. RECORDS

Response to comment key #1: ACTIVE RECORDS STORED IN FULLTIME ADMIN OFFICE

Records will now be stored in the hallway as the Chief and FT admin offices have traded. There is no space in FT admin office (formerly Chief Andersen's) for those filing cabinets.

3. COMMUNICATIONS

Response to question What is this? in section I – A – 3.11 Call Taker Console

This is another area for a person to answer the phone in the event of emergency. Often in natural disasters or emergencies, a person has sat on the toilet in the dispatch bathroom to help answer phones and radios.

Response to comment key #2: DISPATCH HANDLES WHAT SERVICES FOR WHICH TOWNS?

We dispatch for six towns the following services: police, fire, ambulance, highway. We dispatch for one town the following service: ambulance. We dispatch for one entity the following service: ambulance.

Response to question 9 and 10:

Most appropriately answered by Beltronics

4. PATROL

Response to question 3: HOW MANY PERSONS HAVE BEEN PLACED IN HOLDING CELLS OVER A YEAR? JUVENILES? GO DIRECT TO COUNTY?

We do not keep a tally of persons placed in holding cells.

There were zero juveniles securely detained in 2019. There are many strict requirements related to the secure detention of juveniles. These can be found in RSA 169-B.

There have been **at least*** 159 calls for service in that time frame for “Facilities Used” which is the designation for outside agencies using NLPD for arrests/bookings. This includes not only State Police, but other agencies such as those we dispatch for, and others like a Sheriff’s Office.

There have been **at least*** 237 calls for service in that time frame with the disposition code ARRESTEE, which is typically the designation for an instance where an NLPD officer brought someone to the police department to be booked.

***Note** on the “at least” comment: This number should allow for some margin of error for calls for service that are inadvertently mislabeled.

What do you mean by held? If you mean temporarily placed in a holding cell that would be impossible to know. There are so many factors that need to be considered. The officer processing the arrest almost always has to come up to dispatch to obtain paperwork related to the arrest, so the prisoner is either held in the trap or transferred to a cell. For the safest booking experience, the least amount of times a prisoner needs to be moved, the better. This allows for minimal interaction between the officer and the prisoner, and therefore minimal opportunity for exposure to violence from the prisoner. If the bail commissioner is not able to arrive expeditiously, a prisoner may be held in the trap or a cell. If the prisoner’s ride home is not able to arrive expeditiously, again the prisoner may be held in the trap or a cell. Prisoners will be held in custody for the shortest possible period of time.

We do not keep a tally of the prisoners who are walked around the building, or how many have needed assistance from a second officer or dispatch. The current system and layout to process a "walk-in" arrest is dangerous and exposes the officer and prisoner to needless risk of injury. The walk-around the building is also embarrassing and humiliating for a person, who is easily seen by the general public being led around the building in handcuffs. There are also many instances when there are events, summer camps, youth activities being held at Whipple Hall, which we are required to walk by in order to get to the sally port. What we do not want to have happen is for an officer to become complacent with a prisoner, and not handcuff them to walk them around the building due to all those factors or the pleading of the prisoner, then have an injury occur or the prisoner turn on the officer.

We do not keep a tally of the number of times the arrests consisted of three or more individuals, but anecdotally I would surmise this happens between 1-10 times/annually.

The phrase "perceived need for assistance" is inadequate to account for the situations that arise. A prisoner's willingness to participate in the arrest/booking can change rapidly depending on a number of factors to include but not be limited to their mood, drug and/or alcohol levels, whether they "like" the officer, outcome of their bail situation, etc. An officer could have no warning that a prisoner is going to turn. That being said, there are times when an officers knows a prisoner will be a problem, and we would likely rely on mutual aid from other agencies to help. This is a faster and safer way to deal with an active problem. We do not routinely take a prisoner direct to MCDOC, as the intention of their facility is not to allow police departments to complete booking procedures there, rather they are a holding facility. The taking of a prisoner straight to MCDOC does happen occasionally, but those are limited circumstances and only if the officer knows the prisoner will be held. Given the new bail reform in NH, however, it is even less likely a prisoner will be held in secure detention.

If the situation arises that an NLPD officer does transport to MCDOC, a supervisor will be notified and they will make a determination if another officer will be called in to cover the Town, or if we will ask a neighboring agency to cover the Town until the NLPD officer returns. Factors the supervisor will consider is time of day, weather, activities/events currently occurring in the Town, among others. We do routinely request the Merrimack County Sherriff's Office transport to MCDOC, but more often than not, they are not able to fulfill that request due to their own staffing needs and availability. We do not ask State Police to transport our prisoners as that is just not the way it is done. That would take a Trooper away from their patrol sector and tie them up for a long period of time, when it is not their arrest anyway.

Response to question #4: PATROL ROOM SIZE

The patrol room should be larger to accommodate officers and their space needs. At any time, there could be 1-2 officers in there, but we should not be limiting this project for the minimum amount of space we need based on minimum staffing. That type of vision is short-sighted and is wasteful of taxpayer money. We should be planning for the future and incorporating our potential growth.

Response to question #5: WHY DOES OFFICER HAVE TO GO UPSTAIRS TO COMPLETE PROCESSING?

The processing area needs to be in the same area as the holding cells, so I'm confused by this question. When Chief Andersen was talking about this, I know he mentioned moving the processing area to the first floor off of our shared driveway. Is this where this question comes from?

Response to question #6:

I believe this question requires clarification of the elements of it. Almost every single arrest requires the officer to go to the dispatch center and retrieve paperwork to process the arrest. This paperwork will be in the form of the warrant or other items printed from SPOTS (State Police Online Telecommunications System) or NCIC (National Crime Information Center). The only time an officer does not have to leave the booking area is if someone else is available to physically bring the paperwork downstairs.

Response to question #7: WHAT TRAINING DO DISPATCH OFFICERS HAVE RELATED TO CONTROL & HANDLING OF PRISONERS?

Dispatchers do not train to control and handle prisoners. There are no such laws. Of course there are safety issues if a dispatcher leaves their post. But I can tell you that if I am in a fight for my life with a prisoner in booking, I want that dispatcher to leave their post and come to my aid. If a prisoner is willing to attack a police officer IN THE POLICE DEPARTMENT, they are excruciatingly desperate and will stop at nothing to either kill the officer or escape from custody. There are many issues with the dispatcher leaving their post, including safety issues if they miss a medical call or structure fire call. This brings up the valid opinion in the need for at least two officers on duty at all times.

If NL dispatch does not answer a 911 call or a non-emergency line, it is routed to the next available dispatch center, which is Newport PD.

7. PROPERTY & EVIDENCE

Response to question #11:

HOW OFTEN IN LAST 36 MOS HAS THERE BEEN A NEED FOR P.D. TO HAVE AVAILABLE AN EVIDENCE VEHICLE AREA?

This question requires context. The chain of custody on a piece of evidence, such as a vehicle, is crucial in the successful prosecution of a crime. A vehicle that is seized typically requires days of work including the seizure of the vehicle, securing of the vehicle, application of a search warrant, locating a Judge available to review said warrant, executing the warrant, processing the vehicle, and ultimately releasing the vehicle. If the vehicle is stored off site, there are multiple barriers to a successful prosecution. The vehicle cannot be left outside if it hasn't been searched, primarily due to the security of the vehicle, but also to protect the integrity of the evidence inside of it. The degradation of evidence in a vehicle that is left out to the elements or in a non-secure site would be catastrophic to a case and would result in a lack of convictions. Even if the vehicle is left in a "secure" site off-premise that is audio and visually recorded, the fact remains that it is not a police department, and any defense attorney would call into question every single person with access to that "secure" site.

I also think that the question asked here is backwards. It is not that we "only" need secure on-site vehicle storage occasionally, it is that when we do need it, we must adhere to the professional standards that the Town has come to expect from its police department and the exceptional work product that we as a police department demand. Frequency of need for secure vehicle storage should not dictate our standards. Anecdotally, we have needed to store a vehicle between 15-45 times in the past 36 months.

I do not know how other towns deal with this issue.

State Police do not have a system of storing vehicle for agencies other than their own. That would be incredibly costly and the requirements for chain of custody would be impossible to manage.

Let me explain chain of custody using a simple object. A cigarette butt is seized from a vehicle to check for DNA. The officer seizing the cigarette butt then hands it to the evidence technician to place into an evidence bag to appropriately seal and label. The evidence technician secures the item into an evidence locker. Two days later, the evidence technician removes the item and gives it to another officer to bring to the NH State Police Forensic Lab for examination. The employee at the front desk takes the item and places it into the queue to be tested. The criminalist then tests the item. A different officer returns to the Lab to retrieve the item because it happens to be ready when they are there to drop off another item. That officer then returns the item to the police

department and the evidence technician takes it to place it into the evidence room again until trial. That is six people who could be called to testify as to the chain of evidence in a trial. That is why it is impractical to have off-site storage of vehicles. If the vehicle were to be secured at the highway garage, for example, every single highway employee or civilian who had access to that building could be called to testify.

It is not possible to call in State Police to handle these cases because they have no jurisdiction over them. The issue of vehicle storage cannot devolve upon any other agency, because these are issues that face our community and we must bear responsibility for them.

9. COMMON FACILITIES

Response to question #8:

HOW MANY OFFICERS USE EXIST'G FITNESS @ ANY ONE TIME?

Officers work out both alone and together. Working out together is an invaluable motivator and morale builder. We are each other's support system in so many ways and are so incredibly dependent on our fellow officers to potentially save each other's life should that terrible scenario arise. The daily time commitment for each officer varies depending on their work schedule and other commitments. Officers use the fitness room both on days they work and on their days off.

The State of NH mandates that officers hired after January 1, 2001 must complete a physical fitness test every three years to maintain their certification. This test includes a timed run, timed sit-ups, and push-ups. The requirements are based on age and gender. Due to this mandate and for general officer well-being, officers must have a safe, comfortable fitness space in which to work out.

The Town of NL Joint Loss/Wellness Committee is very active in health of the town employees. Primex is also vested in the health and wellness of town employees. A police officer's physically demanding job requires the support of the Town in providing the space to stay fit. The New London Police Benevolent Association has provided much of the equipment in the fitness room.

11. FACILITY SUPPORT

Response to question #16:

HOW MANY TIMES IN LAST 12 MOS. (OTHER THAN RELATED TO LARGE EVENTS IN WHIPPLE) HAVE ALL PARKING SPACES ON SITE BEEN FILLED?

We do not keep a tally of the number of times all parking spaces have been utilized. The parking is inadequate and unsafe due to uneven terrain and accessibility, for both the police department employees, and the citizens we serve.

DRAFT

Considerations to Address Police Department Stated Needs

Following is a bullet point listing of issues raised in the Police Department Report, and as raised by the Police Department in the Committee's tour of the Department, as documented in its Report to the Committee and the Minutes of the meeting of July 25 (the "Report"), the full excerpt of which was forwarded to the Police Department on August 4, 2019.

These points are necessarily subject to certain limitations, to include, but not limited to, the following:

1. They attempt to address only the space issues raised by the Police Department, and do not address construction issues related to the building/facility.
2. There are certain expressed needs in that report where it would appear that those expressed needs cannot be met within "four walls" of the building/facility as it presently exists, and are stated in a separate list following this primary list, for information purposes.

The following is a bullet point list of issues at the Police Department:

Main Floor

1./ 2. Entry Vestibule and Lobby area.

- ◆ hot air vented from computer in Dispatch needs to be re-routed
- ◆ vestibule/lobby should be larger

3. Interview Room.

- Should have direct access to exit door
- Should be larger (and retain two-way mirror)

4. Dispatch.

- Should be larger
- Needs ergonomic redesign; computer screens and consoles reconfigured

- Existing bathroom should be for separate use by dispatch only
 - Bulletproof one-way window to look out but not see in
 - Solve wiring issues
 - Area for storage and dispatch equipment/lockers
 - Assess access windows need
 - Access to break room
5. *Administrative Office.*
- ◆ The office used by the administrator is sufficient in size and function
6. *File Room.*
- More room? Electronic filing? Another filing room?
7. *Corporal and Sergeant's Room.*
- ◆ Should be larger
8. *Assistant Administrator.*
- Needs appropriate space
 - Need new copier work area
9. *Conduits and wiring room, and storage area.*
- Limitations on new wiring/conduit for wiring; fiber cable need
 - Area of room outside wiring room is inappropriately used for storage
10. *Chief's Office.*
- Needs to be large enough to have conference table
11. *Patrol Area.*
- Need for a separate conference room with privacy
 - Possibly should be larger
 - Window needs to be reconfigured and made bulletproof
 - Needs storage area for personal gear and department equipment
12. *Lieutenant/Investigator Office.*
- Lieutenant should have separate office
 - Need for space to store detective equipment
13. *Main floor needs another full bathroom for officers (current bathroom in Rec Dept space?)*

Main floor needs to have sprinkler system installed

14. *Electronics Room.*

- Electronics and sprinkler system should be in separate locations
- Wiring conversion to fiber optic

15. *"Kitchen."*

- The Department needs a kitchen area for Department staff (current kitchenette in Rec. Dept. area?)

16. *Men's locker room.*

- The locker room needs to be larger; the lockers need to be larger; the shower and bathroom space is inadequate

17. *Women's locker room.*

- The locker room needs to be larger; the lockers need to be larger; the shower and bathroom space is inadequate

18. *Sally Port.*

- All items now stored in the sally port need to be removed and located in a different storage area; and/or separate area walled off for safety

19. *The Trap, Holding Cells, DWI processing area.*

- ◆ Generally works well
- ◆ Processing area is not on the same floor with the active office of the Department – and too far away from any help when nobody else is working
- ◆ NEW: sound transmission issue through heating system

20. *Evidence Storage.*

- Lack of space; lack of appropriate space (to include space outside room now used for evidence storage); lack of space for detective's evidence
- Needs evidence room service window
- Need for climate control

21. *Fitness Room.*

- Needs to be about ten feet wider

- Appropriateness of abutting rooms and their use

22. *Training Room.*

- Limited use for training purposes
- Use of adjacent rooms for EMT supplies; and for file storage

23. *Tower.*

- Needs to be full secured
- Out of compliance for future equipment

24. *Other*

- Evidence area for secure vehicle storage
- Windows should be removed and repaired or replaced/bulletproofed; too many, wrong height, lack of security
- Elevator—handicapped accessibility
- Generator security
- CALEA Compliance
- Specifically designed records room
- “Layout of building is unsafe”

Items in the Report not includable in the conceptual plan request, unless otherwise determined in conjunction with the working group;

1. *Outside Entry.*

Should be handicapped accessible

Abutting easement issues need to be resolved – police vehicle parking and kept open from public use and abutter blocking

Space in front of Dispatch on Seamans Road needs to be restricted

2. *Attic of Whipple Hall.*

Concern for safety and integrity of radio equipment

3. *Parking.*

Parking issues in shared right of way

Parking availability for visitors to Dispatch

Parking accessibility for police vehicles

“Lost four spots on the ramp which we should not be using as a parking area”

4. *Other*

Indoor (and/or outdoor) area to wash police vehicles

Two bay garage