

MEETING MINUTES



Project: **Belknap County Community Corrections**
Meeting #: 01
Date: June 10, 2015 9:00am
Location: County complex- meeting room
NEXT MEETING SCHEDULED: - June 18, 2015 2:00pm
Future Meetings: 6/25 9am, 7/2, 7/9, 7/16, 7/23, 7/30, 8/6, 8/13, 8/20

Present:

Comm. DeVoy, Admin. Ms. Deb Shackett, Eric Palson, Jason LaCombe, Anthony Mento
Supt. Dan Ward, Capt. Keith Gray, Facilities Charlie Veysey (SMP)
Dustin Muzzey

Not Present:

New Business:

Action:

- 1.1** Team defined project goals and what would determine the project's success: **TEAM**
- Existing jail: indoor air quality, correct mechanical system, do selective repairs;
 - Total project cost - \$7mil; Goal for bond- other items may come from maintenance or other budgets.
 - SMP & Team to develop a **PRIORITIZED LIST** of items for future work which cannot be included in this project because of costs (see 1.3).
 - Develop a new Community Corrections building is the top priority over existing building repairs, that's energy efficient with effective programming;
 - The success of the programs; reduce the recidivism rate and ultimately the ongoing costs to the county;
 - Comm DeVoy asked that the team to consider all impacts and "be as smart as we can";
 - Building will need to be built with quality heavy duty materials; college dormitory grade not detention grade.
- 1.2** Project Schedule: **TEAM**
- Building committee to meet weekly for 10 consecutive weeks.
 - Regular sessions Thursday mornings at 9am.
 - Completion date 8/20
 - SMP confirmed upcoming walk thoughts with WV Engineering, TF Moran, One Source Security, Bauen Corp & Northpoint.
- 1.3** To maintain focus on the project costs, the team will: **TEAM**
- Define the actual Community Correction (CC) needs, interior spaces, equipment and building location this will determine building size and ultimately cost.
 - Determine what needs to be done in the existing jail and the cost of this work. Develop a renovation plan for work not completed in this phase.

- Jason asked; if the renovations needed to be compromised to stay below the \$7 mil. to build an efficient CC facility and meet the County goals would that be acceptable? Response, YES
- Look at the removal of sections like the House of Corrections rather than renovating it or simply closing it off for use as storage.
- Alternate funds may be available for the renovations by a transfer request.
- Determine the cost / benefit of 2 story vs single story and what program area can be located on second floor.

1.4 Understanding of space needs: SMP presented an outline of the bldg. program (rooms & sf sizes). Full confirmation to occur in meeting #2 w/ Kevin Warwick. **TEAM**

- Is a dining area needed? Response, NO. All inmates will eat inside their housing units. Comm. DeVoy was interested in knowing the cost of a dining hall.
- Is a servery needed? Response, NO. Meals to be rolled on carts through DOC to CC. Receptor station may not be required. No vehicle
- Keep existing gymnasium, do minimal renovations use as a fitness center- no free weights but a universal machine as needed to fulfill the ACA standards.
- The door locks have been replaced in the jail. Not all are remotely controlled.
- Securing mech. vents to the concrete ceilings is challenging because of the deteriorating concrete.

1.5 SMP presented gross site strategies and 5 conceptual options for where a new building can be placed. **SMP**

- 4 of the 5 are shown as a multi-story 15,000 sf per floor
- Building mass was placed in multiple locations to show the pro / con of each;
- Considerations for access to county complex while building is under construction;
- Space for secure exercise yard;
- Considerations for O2 delivery / ambulance / for nursing home route;
- The sheriff has concerns with site access, blocking the driveway, access for SWAT vehicles;

Questions:

- Where is the public entrance, where is the non-public secure side?
- Do you want this new building to be the “face” of the DOC or the County or would you rather it be tucked around back?
- The committee needs to determine which options provides the most value to justify the costs.
- Given all the other buildings on the campus are brick, is that what you want this building to look like? Or since it’s a new / different facility should it be clad in a different exterior material? Understanding it needs to be durable. Comm. DeVoy response if brick is more money than no brick.

No specific discussion or decisions focused team.

Need to revisit with more info to move forward.

- 1.6** Team will design to the minimal space needs as listed in the ALDF Adult Local Detention Facilities 5th edition and the ACA American Correctional Association Core Standards. **SMP**
- 1.7** Eric expressed that once a building and site plan is completed we should meet with the City of Laconia and the Fire Department to solicit their input. Dustin suggested contacting Deputy Chief Charles Roffo. **SMP**
- 1.8** Dustin suggested contacting state of NH district engineer Mark Morrill for driveway curb cut of rt.106 **SMP**
- 1.9** Building Walk thru: **Team**
- Lack of adequate air exchanges in existing gymnasium & house of corrections was observed;
 - Sub-contractor Pro-Controls recent completed installation of “open-source” DDC controls to the mechanical system;
 - Eckhart & Johnson currently maintaining systems;
 - Existing jail does not have provisions for suicide holding cells;
 - Video arraignment room is needed;
- 1.10** Owners provided existing drawings and previous facility condition assessment. SMP to review and share with team. **SMP**
- 1.11** Dustin to provide existing list of facility deficiencies and maintenance items to SMP for engineers review. **B.C.**