

MEETING MINUTES



Project: **Belknap County Community Corrections**

Meeting #: 03

Date: June 25, 2015 2:00pm

Location: County complex- meeting room

NEXT MEETING SCHEDULED: - July 2, 2015 9:00am

Future Meetings: 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, Anthony Mento (SMP)
Supt. Keith Gray, Dustin Muzzey Andre Kloetz (Bauen)
Alternative Solutions Assoc.: Ross Cunningham,
Kevin Warwick (phone),

Not Present:

New Business:

Action:

2.1 Comm. DeVoy:

SMP

- Entry access road- interested in looking at both options: a new access road off rt 106 vs adding a road thru the parking lot.
- Renderings show a lot of parking spaces, it's the Counties intention to do a better job housing inmates and treating them not increasing population. Why do we have so many parking spots? SMP: actual parking space counts have not yet been verified what's shown is conceptual only, it's not our intention to have any more parking than needed / required.
- Questioned the use of 30% net to gross factor. SMP explained that the project plan is still diagrammatic and would rather estimate conservatively to protect the \$7m cap prior to Andre having the opportunity to estimate it. Teams not trying to build 30% of unused space.
- Asked some direct questions about the existing heating systems. SMP noted the mechanical engineer Mark Vincello will attend next session and will answer these questions.

2.2 Kevin Leonard- Northpoint Engineering updated the BC on the site.

SMP

- Frontage is controlled by the City of Laconia not the State of NH
 - Would require a new curb cut for a secure access road;
 - A letter to the City from the County should be sent, Kevin will draft;
- Pockets of wetlands are present and a wetlands scientist will be needed in the future;
- Ledge is present ;
- Sewer & Gas go out thru the north side boundary;
- Eversource / overhead utility easement- for driveway. A work order will be needed;
- Future additional work: A survey will be required, a high intensity soil, study, geotechnical engineer, possibly a traffic study;
- We will need to define the level and area of infrastructure that will be repaired;
- Permit from DES will be required for storm water retention;
- EPA requires a Storm Water Pollution Prevention Plan.

- 2.3** Based on the 6/18/15 meeting and room / space conversation, SMP reduced and updated the graphic program diagram. **SMP**
- New version lists: Single story- 22,906 gross sf. Two story -24,018 gross sf.
 - Ross / Kevin suggested a 1 floor option was more efficient and easier for supervision.
 - Andre presented a quick analysis of conceptual cost for a one story vs two. Depending upon the roof systems it could be \$33,000 to \$150,000 less to go with the two story option, but it would not work as well from a functional standpoint.
- 2.4** Based on the assumption that 1 floor was more efficient, with fewer sf SMP presented a building diagram showing: **Team**
- Connection to the jail at the existing sally port direct to booking / processing, maintaining current operating functions;
 - Proposed location retains the west side of the jail for future expansion off the secure side;
 - Existing sally port repurposed for property / storage & staff training area (removing these two items from the new building program);
 - New sally port on the North side with new secure corridor to booking;
 - Well lit public entrance lobby with the non-secure spaces;
 - Men's and women's wings with a central control located for optimal line-of-sight;
 - Central fitness / meals room with a separated outdoor rec area;
 - Staff / clinician offices located directly off each residential space;
 - Admin area located between the jail and the community corrections population;
 - Concept that's @ 22,906 sf fits between the jail and the Eversource utility right of way.
- 2.5** SMP presented a 3D massing animation that showed: **SMP**
- How the new single story addition would connect off the jail;
 - How the addition fits in the available area;
 - The access road & parking could be run.
- 2.6** Per Comm. DeVoy request in the 6/18/15 meeting, SMP presented a plan showing the areas of the jail to be repurposed. The proposed new uses for the medium / maximum security population are: Office space for jail staff, programing / classroom, attorney / client meeting, video arraignment room, suicided holding cell as req. by the ACA, possibly relocate the existing library. Existing master control to be reused for the shift supervisor. Existing entry vestibule and lobby will be retained for staff entry, self- reporting and attorney entry. Existing sally port converted to training. Ross noted clear signage will be necessary to denote the various entry points. **SMP**

- 2.7** Ross spoke in support about the proposed plan because of efficiencies of use and the positive effect on the staffing plan. He felt the staff has had the opportunity to weigh in on the needs, and from his perspective the requests are reasonable. **BC**
- 2.8** Supr. Gray asked about entry access for pre-trial offenders and the self-enter offenders. Ross suggested retaining the existing access to the jail. Complete site signage will be required. **BC**
- 2.9** Committee discussed and decided: based on efficiency and an operational stand point for a 1 story building. **BC**
- 2.10** Video visitation booths: Ross suggested at a minimum of 4 stations. **SMP**
- 2.11** Jail renovation Prioritization list: **BC / SMP**
- SMP provided a list of items that are needed to renovate the jail. These came from the previous engineering report dated 10/6/2010, staff comments, and SMP / Engineering observations;
 - Renovation list is not budgeted to be included in the \$7 mil amount earmarked for the Community Correction Center;
 - Comm. DeVoy asked to number the items by importance;
 - Ross suggested the items related to the security sub-contractor: ie doors, frames, locks should be broken out as a separate line and considered as an add to the community correction project. Maintaining consistency of trades and responsibility.
 - SMP noted this task was not in the original RFP or scope of services, but recognizes the effort is required.

<p>Jail renovation– partial list</p> <ul style="list-style-type: none"> • Replace rotted / rusted door frames & doors • Replace existing doors / locks retrofit to electric • Skylight replacement • Roof membrane replacement • CMU crack repair, non-structural / cosmetic / sealant & paint • Brick pointing- 1890 gym section • Glass block replacement at entry 	<ul style="list-style-type: none"> • Retrofit HVAC ceiling grilles • Selective restroom repairs- rust / rot • Janitor rooms / interior repairs / wall tile • New bunk beds • Concrete floor refinish • Old gym cupola roof repair • Old jail fence replacement • Parking / curbing / utilities
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