

MEETING MINUTES



Project: **Belknap County Community Corrections**
Meeting #: 04
Date: July 2, 2015 9:00am
Location: County Complex - Meeting Room
NEXT MEETING SCHEDULED: - July 8, 2015 2:00pm
Future Meetings: 7/8, 7/21 (Conference Call), 7/22, 7/30, 8/6, 8/13, 8/20

Present:

Comm. DeVoy, Admin. Ms. Deb Shackett,	Jason LaCombe, Anthony Mento,
Supt. Keith Gray, Dustin Muzzey (Belknap County)	Charlie Veysey (SMP)
Kevin Warwick (Alternative Solutions Assoc.)	Mark Vincello (WV Engineering Associates)
	Greg Smith (Bauen)

Not Present: Ross Cunningham (Alternative Solutions Assoc.)

New Business:

Action:

- 2.0** SMP presented a CAD floor plan of the new community corrections addition off of the existing sally port. **SMP**
- 2.1** Supt. Keith Gray: **SMP**
- Confirmed existing door numbers within existing facility.
 - Provided existing condition report of the failing doors and frames in the annex (1978).
- 2.2** Team discussed the level of upgrades to the existing site; paving, parking, curbing etc. **TEAM**
- Admin. Deb Shackett expressed concern with the current state of jail staff parking area, seasonally becomes problematic (dirt lot). Parking at rear by maintenance building should be paved alongside of existing road.
 - Connection of the existing lower parking lot to the new main entrance of the corrections facility.
 - Supt. Keith Gray addressed safety concerns in regards to proximity of public parking to new corrections building.
 - SMP provided a draft letter to the city of Laconia. Deb Shackett to place onto county letterhead, sign and submit to D.P.W.
 - Dustin Muzzey expressed the need to rebuild existing sheriffs parking area.
 - Some staff concern about how close the public can drive to the building. Team should consider small barriers where possible. The existing conditions will be addressed latter.
 - SMP noted that the City of Laconia zoning has no parking requirements. Team will calculate parking amounts based on needs.
 - Area of new pavement for parking will be shown as an alternate.
- 2.3** Mark Vincello – WV Engineering Associates reported on the existing jail equipment and the proposed systems for the new community corrections building. **WV**
- New building will need new 400,000 BTU boiler, new condensing gas boiler is preferred by Dustin Muzzey.

- Domestic hot water is intended to be served off of existing boiler, new main and circulation pump will be needed.
- Existing electric instantaneous water heater below existing house of corrections wing to be replaced with forced hot water from the main boiler.
- Possibly upgrade electrical service to 1000 amp from 600. Add new transfer switch and possible new generator within new mechanical room.
- Dustin asked that WV stick with open source DDC system with Belimo controls and utilize Pro Controls of Bow NH.
- New sprinkler for corrections facility will 'T' off existing within the existing correctional wing (1914) and serve new building.
- Corrections grade fixtures and systems only in new men's, women's, and fitness area of new corrections facility.
- Dustin Muzzey confirmed that the existing ducts throughout the 1987 jail addition had been cleaned in September of 2011. The annex and older areas were not.
- Renovation of jail will provide new ventilation in areas where none is currently present.
- Provide an alternate price for adding a cooling coil to the existing HVAC system to accommodate cooling within existing 1978 annex, the team is not currently tasked to add any cooling into existing jail.
- Retrofit existing quarantine room to have negative pressure so air will continually exhaust out of the space. No vestibule will be added.
- Existing control room will function as the shift supervisor's location, for use as line of sight/visual of inmates. Space will house similar monitors cloned from the new control room housed in the new addition. New control room will have control board for operations of all doors, cameras and intercoms.
- Video arraignment will be housed in the existing jail.
- Comm. DeVoy requested that WV Engineering Associates estimate the potential increase of the new heating and cooling systems for the proposed 7/22 meeting with the commissioners.

- 2.4 Dustin Muzzey **SMP**
- Concerned with snow removal at new corrections yard.
- 2.5 SMP presented two different 3D models that showed conceptual ideas of new building's massing, form and style. **SMP**
- The consensus of the committee was that the gabled roof model seemed to fit better with the existing buildings on site. SMP will respond to the goals of this meeting and show more options to further refine the design.
- 2.6 Meeting with commissioners tentatively set for 7/22 with a phone conference call anticipated for 7/21. The goal is to update the board of commissioners on the plan, program & overall idea of the project. Comm. DeVoy stated Kevin Warwick will need to refine the staffing plan and WV to provide a heating & cooling analysis on the anticipated cost increases of operating the new building. **TEAM**