

Police Station Steering Committee Minutes September 7th, 2023

Members Present:

Bill Baldwin: Co-chair

Nick Fiset: Atkinson Police Captain and Vice-chair

Sam Butler: Secretary

Matt Casey

Karen Steele

Also present – Dave Williams: Director of Communications

The meeting began with the Pledge of Allegiance.

Old Business Review and Discussion

RFP

Member Casey indicated the RFP is drafted and ready to go. We are targeting 4 contractors with a few backups. RFP does not have to be made public. PSSC's next role is vetting and recommending the contractor to the BoS from those who apply. BoS will then make any hiring decision. The committee is targeting contractors with municipal experience. Don't want to have issues like we did with the library, etc. The committee agrees that Member Casey should ask Harriman to send out the RFP.

Police Station Video

Dave Williams informed the Committee that the video needs additional editing and reshoots. Will be 15-20 minutes long and finished sometime this month. Hopes to do reshoots next week. 80% there on picture lock. Chair Baldwin suggested we aim for a 9/21 finish date. Member Steele asks if we can do a shorter version. Mr. Williams suggested we decide that after we have a final product. Committee agrees that the video will be crucial to help inform residents prior to March vote.

Other Action Items

- Member Steele has had an initial discussion with TA John Apple about possible grants. Will also be discussing green issues with contractors and Harriman soon.
- The Committee still needs a list of the issues with the current police station. We should also discuss this with the Building Needs Committee.
- Need photos of neighboring police stations. We need to show the voters what the range of police stations is in neighboring and why Atkinson needs something better than the current very inadequate facility.

- Vice-chair Fiset has discussed installing flashing lights with DOT. DOT estimates it will cost \$200k minimum plus maintenance. DOT will not be involved. Chair Baldwin suggests Harriman should include this in the RFP. We will need two lights, plus signs for both lanes
- Elevator – Member Casey states that elevator installation will take 16-18 weeks. Options are hydraulic or traction. Traction is more expensive. Will be in RFP.
- Member Casey will ask Harriman when we can expect their schematic, which should be included in the RFP.
- Chair Baldwin indicates that the BoS is looking into whether the town can sell town property to help fund project costs. General discussion of possible fundraising initiatives even if they're small. BoS is also considering a warrant article in March to establish a Police Station expendable trust. Revenue from any property sales can be placed in the trust. The question was raised as to whether individuals can donate to the trust?
- Chair Baldwin to ask town counsel about signs and electioneering. Can the Police Assoc. be the fiscal agent?
- The Committee will revisit open house dates and locations at our next meeting.
- General discussion of need for good facilities in order to recruit and retain staff. Member Steele suggests we produce a selection of 1 minute videos for why people in town support the station.

Vice-chair Fiset moves to approve August 3rd minutes, seconded by Member Steele. Approved, 5-0-0.

Next three meetings will be October 5, November 2nd, and December 7th.

Secretary Butler to give minutes, agendas and meeting dates to Asst. TA Wesson and Communications Director Williams. He will also update the Budget Committee regularly on PSSC business. Chair Baldwin to do the same with the BoS and Planning Board

Secretary Butler moves to adjourn. Vice-Chair Fiset seconds. Approved 5-0-0.

Meeting adjourned at 7:02.