

**LYNDEBOROUGH BOARD OF SELECTMEN
WORK SESSION MINUTES
September 29, 2010**

I. CALL TO ORDER

Acting Chairman Byam called this meeting to order at 6:30 p.m. on Wednesday, Sept. 29, 2010 at Citizens' Hall.

Those persons present were as follows:

Members

Present: Arnie Byam, Donnie Sawin, (Steve Brown was traveling on business)

Staff

Present: TA Jim Bingham, OIC Kevin Maxwell

Recorder: Jim Bingham

This work session was called to discuss the plans for the Police Department addition, including what functions needed to be addressed supported by this facility and how the space would be divided to address these functional requirements.

Selectman Byam asked Officer Maxwell what he needed in the PD space. Officer Maxwell stated that we need to come with a plan that meets our needs without being too extravagant he understands that it needs to be acceptable to the voters during this difficult economic period. The plans shouldn't be so frugal as to plan for a space that could be obsolete in 5 or 7 years.

Kevin listed the following needed identifiable spaces:

- Supervisor's office – for privacy/confidentiality
- Officer work area
- Clerk work area – secure but not so impersonal that it offends the residents
- Evidence Room – 8x8 or 10x12 for storage of evidence
- 2 + Bay garage for police vehicles and some equipment storage
- Public Reception area – small

There was discussion about bathrooms, storage and evidence rooms, an Emergency Operations Center, and a holding and processing area. Questions about how many bathrooms were needed and whether a shower and lockers for the officers is necessary. Do we plan for privacy in the bathrooms if our police force became COED? The town has had female officers in the past. Do we have a separate unisex bathroom for arrested persons and how to keep security in such instances.

The reception and foyer area needs to be secure but not so much as to be too impersonal for the residents of a small town.

A second floor to the building was discussed. Do we need it? A second floor would not add that much to the total cost. It could provide badly needed general storage and it would stabilize the main building. If the second floor had office space it may require an elevator or lift to comply with ADA regulations.

Other topics of discussion were about whether a basement makes sense and what the cost increase would be and sprinkler systems, heating systems and possible grant money available to help defray the costs. One of the residents attending the session suggested a basement would help with storage etc.

TA Bingham and Selectman Sawin will contact Police Standards and Training and PDs in nearby towns to get samples of efficient floor plans for the number of square feet anticipated in this addition.

Discussion of options to finance ended the session with the board looking at bonding vs. CRP and warrant article. The expected construction of this addition is 2 to 3 years from now.

Selectman Byam made a motion to adjourn, seconded by Selectman Sawin. Motion passed 2-0.

The Work Session was adjourned at 8:30 p.m.

Date: Oct. 5, 2010
Jim Bingham, Recorder

Steven M. Brown, Chairman

Arnold A. Byam, III

Donnie Sawin