

**Findings and Recommendations  
of the  
Lyndeborough Emergency Services Space  
Needs Committee**

**December 19, 2005**

**Prepared by**

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## Introduction

In September of 2005 the Lyndeborough Board of Selectman formed a committee to study the space needs of the three emergency services (Ambulance, Fire, and Police) serving the town of Lyndeborough. The committee consists of the following members:

Jim Button  
Dick Darling (Police Chief, Hollis)  
Jim Preftakes (chair person)  
Burton Reynolds  
Bob Rogers

## Scope

This committee should review the physical plant needs for emergency services (fire, police, and possible future ambulance) and develop a general building plan to meet the needs now and for the next 20 years.

The committee shall elect a chair and keep minutes of all meetings. All meetings shall comply with the provisions of NHRSA 91-A.

The committee shall prepare a written report to the Board of Selectman by no later than December 15, 2005. The report should include, but not necessarily be limited to:

1. Recommendations of the physical plant needs of emergency services.
2. Recommendations of possible use of present town buildings.
3. Recommendations of possible use of town-owned land.
4. Recommendations of general building(s) sizes and department configuration.
5. Recommendation of general location of building(s)
6. Comparison of estimated costs for viable plans.

## Approach adopted by the committee to addressing the charge

At the first meeting of the committee, Jim Preftakes agreed to chair the committee and Burton Reynolds agreed to keep the minutes of the meetings. Minutes will be submitted to Neil Cass, in the town office, on a weekly basis to become a part of the public record. Neil will also be posting the meeting time and place in compliance with NHRSA 91-A.

The committee agreed that the first step in this process should be to visit each of the existing emergency service facilities and interview the department heads as to the present condition and suitability of the facility for the task, and for their views on future space / facility needs for their departments. Meetings with each of the department heads were scheduled at their respective facilities for second meeting.

After completing the visits / interviews, the committee reviewed the information and underwent an assessment process in order to formulate the conclusions and alternatives that will be elaborated on in the balance of this report.

The committee wishes to point out that many variables influence the emergency services needs of the town, and the facilities that serve those departments. As such, our recommendations become less specific beyond 5 years, and very general beyond ten years.

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It is important to point out that the committee's charter does not include forming any evaluation of or recommendations for the operations of any of the emergency services departments. However it is important for the committee to understand how the departments function in order to assess their space needs. Anything in our findings that may be perceived as a recommendation for how the individual department functions is strictly related to our position on how to best approach the space needs issue.

It is also noted that the Town Offices, Highway Department and Central School were not included in the original charter but as we progressed it became clear that these departments also have a role in the emergency services provided to the town. Although the committee did not interview the department heads, consideration was given to their needs based on our understanding of their direct role and the interdependencies between all of the departments engaged in emergency services.

## Ambulance

### Department overview

Full time (24X7) ambulance service is provided for the town of Lyndeborough by the Wilton Lyndeborough Temple Volunteer Ambulance Association. The association is an independent entity serving the towns of Wilton, Lyndeborough, and Temple. The association was formed in the 1970's, operating out of a garage bay in the Wilton town hall. It was originally a totally volunteer operation.

Today the association has a full time paid director, Carol McEntee, and six Paramedics who are paid on a per-diem basis. The balance of the membership is volunteers at various levels of licensure. The Director indicated that the number of volunteers has decreased over the years, with the majority of the remaining volunteers coming from the town of Lyndeborough.

In the mid 1980's the association purchased current base, a commercial building and land on Rt 31 between Wilton and Lyndeborough. The 36 by 62 foot building was reconfigured to accommodate the following:

- A Vehicle bay adequate for housing two ambulances
- A meeting / training room
- Administrative office
- Restroom / shower facility
- Kitchenette
- Bunk room with sleeping accommodations for two
- Large storage and physical plant room in a dry basement

The facility is also equipped with a large emergency diesel generator with 275 gallons of fuel storage capacity.

### Site visit and interviews:

During our visit to the ambulance facility the Director indicated that the current facility is adequate for the current needs and is located such that it is approximately equidistant between the longest potential run to Temple or Lyndeborough with Wilton within those bounds. She also indicated that current trend indicates a drop in volunteer availability during the week day hours, creating a greater dependency on full

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time, paid staff. The current 6 Paramedics are paid on a per-diem basis; the volunteers are reimbursed at a flat rate per call.

### **Recommendations:**

#### **Immediate Needs:**

The ambulance facility is fully adequate for the present. There do not appear to be any immediate needs to mitigate.

#### **Out to five years:**

The Director indicates that over the coming years as the number of volunteers declines that provisions for sleeping quarters will have to be added to the existing building to accommodate a 7 x 24 paid staff. Currently there are two bunks available for those who either wish to stay at the facility during their twelve hour shift or to accommodate a duty team during hazardous weather conditions.

#### **Beyond 5 years:**

Although the committee does not anticipate any specific needs or major changes in the service between 5 and twenty years, this should be reconsidered if and when a new town emergency facility goes into the planning stages in 5-10 years. At that time, there may be a desire to allow space in a new facility to house an ambulance in town.

#### **Financial considerations:**

The Ambulance Board of Directors should be notified that if the need for major renovations and / or an addition is needed to accommodate the sleeping quarters described above is realized, and if funding will be requested from the member towns that they must communicate this need as far in advance as possible to allow the best financial alternatives to be considered. Also, if the financial need apportioned to Lyndeborough meets the criteria for inclusion in the Capital Improvement Plan (CIP) (amounts of \$20,000 or more), a request will need to be made to that committee recognizing that there is approximately a six year lead time needed to fit it into the Capital Improvement Plan to prevent a spike in capital spending.

#### **General Comments:**

The dedication of the ambulance staff is admirable, and the governing board has supported them well, but consideration should be given to more formal town input, including a town appointed member of the ambulance board.

The present service is an independent entity with which Lyndeborough contracts for services. There may be long-term benefits to a multi-municipal agency allowing opportunity for voter input.

## **Fire Department**

#### **Department overview:**

The current Lyndeborough Fire Department was organized in 1947 and stands today. The department is all volunteer and although membership has had ups and downs over the years, the current membership of 21 active members represents an "ideal" size for the current mission.

The current fire station was built in two stages on land provided to the town by the Sherman family. The land was deeded to the town with a provision that if the land is ever NOT used for a fire department, the

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land would automatically revert back to the current owner of the original parcel. In 1947-48 the original 30 by 40 foot building was constructed. The building consisted of two equipment bays, an upstairs space to be used for meetings and training, a single bathroom and a utility room.

In 1972 a 32 by 40 foot addition was added to house a new engine that was donated to the town. The new addition consisted of two equipment bays and an unfinished second floor space.

Over the years, the members have raised funds and refinished the upstairs over the older half of the station to provide a meeting area and kitchenette. Insulation, sheetrock and a 13 X 13 office for the officers has been added to the originally unfinished space over the newer half of the station. A hose tower was added in the early 80's to allow the wet fire hose to be hung and dried.

Over the years the emergency responsibilities of the fire department have grown from fire suppression to include many other activities such as providing a medical first response service, primary response responsibility for HAZMAT incidents, first response for auto accidents (medical response, fire suppression, and HAZMAT). The fire department forms the cornerstone for many of the emergency response plans for the town. These additional responsibilities have presented the department with many challenges in the form of equipment and training needs.

### **Site visit and interviews:**

Chief McQuade provided a tour of the facility to the committee and pointed out that all four of the department trucks do fit into the station. However there is not much room left over for equipment storage and no room for a forestry vehicle. The department used to have a forestry jeep provided by the state but turned it in when it was not longer possible to get replacement parts. They did not request a replacement due to space limitations in the existing station.

The Chief feels that the Fire Department can continue to function in the current facility for another 6 to 10 years if the following issues are addressed: (this list is not necessarily in priority order)

- 1) The station should have an independent emergency generator and transfer switch installed so that the station can continue to operate during power outages. Currently this is accomplished by pulling a generator off of one of the trucks and running essentials such the radios off an extension cord. This is not acceptable
- 2) The Chief pointed out that there is not adequate space in the existing station for many of the training exercises that the department has to provide to meet ongoing training requirements for the membership. In the summer months, they pull the trucks out onto the tarmac and use the truck bays but in the winter this is not an option because;
  - a. the trucks are too long to fit between the closed station doors and the edge of RT 31, creating a safety issue
  - b. the trucks can not be left outside in freezing weather too long without running or the pumps and plumbing will freeze
- 3) The training area upstairs is acceptable for many types of training but is too small where equipment is needed in the exercise
- 4) There is not adequate parking for the membership either for regular meetings or for emergency responses. They are limited to parking on the existing lot, an area ten feet from each side of the building and on the Library lot. Parking on the library lot causes issues when the library is open for business
- 5) There is not adequate street lighting near the station on Rt 31. Someone is going to be killed by a motorist while crossing the street from the library some night

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- 6) There needs to be a traffic control light that can be controlled from within the station to stop traffic while trucks are exiting from, or returning into the station. Currently a member has to stand on RT 31 and try to stop traffic to allow the trucks in an out. Many motorists do not stop!
- 7) Finish the upstairs meeting rooms by installing finished flooring and a permanent heat source to make them usable in the winter months
- 8) Replace the original windows with energy efficient ones to save energy and reduce operating costs
- 9) A second means of egress should be installed in the south side of the upstairs space if these spaces are to be safely used for meetings and training
- 10) The station will need a new roof within the next few years. There is already some leakage
- 11) Provide some means of controlling the humidity in the equipment bay area. Currently it is difficult to get the protective clothing and other equipment to dry in the existing space

The Chief indicates that a majority of the call volume continues to occur along the RT 31 and Center Road corridors in town. However, growth in the North and East of town will eventually raise the need for some permanent presence closer to those parts of town. Note: Some citizens on the north side of town have encountered issues with maintaining homeowners insurance since they live more than five miles from any fire station. As insurance companies continue to limit risks by tightening requirements, this could become a larger issue in town.

### ***Recommendations:***

#### **Immediate**

- 1) Install a sufficiently sized generator including provisions for a 5 day fuel capacity
- 2) Install a permanent heat solution in the upstairs meeting rooms
- 3) Install finished floor in upstairs meeting rooms
- 4) Install a system to dehumidify the building, particularly the vehicle and equipment bays
- 5) Improve outside lighting around station and parking areas
  - a. Replace existing street light with high output, energy efficient model
  - b. Install new street light on the existing utility pole at south end of station
  - c. Install a new daylight activated street / area light at back of Library parking light to illuminate the lot at night as this where most of the members have to park when responding to a call
- 6) Install a traffic control light that can be controlled from within the station. This will address a major safety problem at the current location

#### **2 – 5 years**

1. Install a second means of egress from upstairs meeting rooms
2. Replace windows with energy efficient units

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3. Replace the roof.
4. Establish a building committee to develop detailed plans leading up to a warrant to build a new building to serve as either a new central station or a substation somewhere more centrally located within the town.

### **Beyond 5 years**

Build a new central station or a substation suitable for housing fire (including a forestry vehicle), police and a provision for ambulance somewhere more centrally located in the town.

### **Financial Considerations:**

The current capital reserve fund for station renovations contains \$83,000. One option is to make the Selectmen “agents for the fund” on the March warrant to allow the improvements outlined in the report to be funded over time using these funds rather than impacting the operating budget. The other option is to develop a warrant for March 2006 and have the voters approve taking funds out of the account. This option requires that the costs be known for all of the work items to be completed.

When these projects are complete, an article to change the “purpose” of the fund should be placed on the ballot. It is not known whether the police / fire complex will ever come to be or where it would be located. More likely is at least a fire substation located in the Center. For this reason, the best name for the new fund would probably be the “Fire Substation” fund. The CIP shows no new money going into this fund until 2008. Between now and then, get agreement on the building specifics and develop cost estimates and a timeline so a more realistic capital reserve fund can be plugged into the CIP.

### **General Comments:**

## **Police**

### **Department overview:**

The Lyndeborough Police Department responds to calls for emergency service, suspicious activity, criminal activity, criminal investigations, motor vehicle accidents, medical calls, fire emergencies, rescue calls, etc. The department consists of a full time Chief, a full time Sergeant and six part time officers including a Prosecutor, Clerical officer and Patrol officers. The 2005 budget provided funds for 112 hours of coverage each week, which is not full 24x7 coverage, or 168 hours.

The Police Department is currently housed in one 17 by 20 foot room on the ground floor of Citizens Hall. This is an open room with no dividers for privacy. There is limited desk space which is shared among the officers. File space is limited and the space for evidence storage is very limited.

The department currently has three vehicles, two ATVs and a trailer, all of which are kept outside of Citizens hall in an unsecured area.

### **Site visit and interviews:**

The committee met with the Sergeant for a tour of the facility and a description of the typical duties performed by the department. The Sergeant also outlined the procedures for arresting and booking suspects in the current environment as well as the issues with proper storage of evidence. These two areas alone represent significant risk to the arresting officer and possibly to the suspect. It also leaves the

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town to liability. The other issue is the inadequate evidence storage which could lead to the inability to prosecute cases. Lastly, the current space does not provide for the required level of confidentiality, particularly with regard to juvenile cases, again exposing the town to undue liability.

The committee met with the Chief on several more occasions to discuss in more detail space conditions, current procedures, and requests and options to mitigate the problems.

The Chief indicates that there is a formal mutual aid agreement for emergency assistance with the Wilton Police Department and a good will agreement to share their facility for bookings. The State Police Troop B facility is another backup booking facility open to the town's use.

The Chief presented several proposals to the committee for space options; each incorporated the following functional areas:

- 1) **Chief's Office**....Certainly the Chief, as the head of the department, needs his own office, where he can meet with anyone and everyone who may need to speak with him/her. Most Chief's offices are not huge, but big enough to accommodate a desk, a computer table, a few stuffed chairs, and some other office furniture.
- 2) **Interview/Conference Room**.....There needs to be a space where victims, witnesses, and suspects can be interviewed, and their confidentiality be protected. Some consideration should be made to place this room in the schematics in such a way that it could have its own entrance. This is not necessary, but certainly desirable. It seems plausible that an Interview Room could double as a Conference Room, or perhaps some office space that would double as the Prosecutor's Office. This room should be as antiseptic as possible, since distractions like paintings, pictures, photos, and other "things" tend to distract from the interview process, particularly with children.
- 3) **Squad Room**....This room would serve as the "office/work space" of the patrol officers, and should be large enough to accommodate at least two officers, and their work stations, at the same time. This room also serves, in most departments, as a storage space for regularly used department forms that can be readily available for officers as they do their reports, and restock their brief cases.
- 4) **Evidence Room/Area**.....This space needs to be as secure as possible, since CHAIN OF CUSTODY is a huge issue with the courts. Officers during trial have to be able to prove that any evidence was stored in such a way, and in such a space, as to guarantee that no one could tamper with it. Cement block walls, with a steel door, is the way most departments handle this. With a department the size of Lyndeborough, the space could be of minimum dimensions. Either a part of this room, or a gun safe placed within this room, could serve the problem of firearm storage.
- 5) **File Storage**.....Since Police Departments are obligated to save criminal files for ever and ever, a DRY storage area needs to be provided that would also be secure. Security of files does not rise to the same level as evidence, but it is certainly important that only the police have access to this area.
- 6) **Reception Area**....There should be a lobby, where the general public can approach someone and state their business, and then perhaps be "buzzed in" to the interior of the station if that is necessary. Obviously, this area does not need to be very big, but is important. It is awkward and undesirable if people can come in off the street, and walk

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right into the interior of the station where confidential matters are being conducted and discussed.

- 7) **Garage/Sally port**.....A two bay (preferably a two and a half bay) garage should be a part of this project if at all possible. Since the station is not manned 24/7, the cruisers are particularly vulnerable to vandalism, and in a rural area like Lyndeborough, if their cruisers are out of commission, the Police Department is out of business.
- 8) **Armory** An area for the safe and secure storage of weapons and ammunition.
- 9) **Detention Area** A secure area where suspects could be safely detained during the booking process, including waiting for the bail officer to set bail. This area must be secure enough to prevent the suspect from breaking out or being broken out and yet provide for their personal safety. In the case of juveniles, this area must have provisions for privacy as well.
- 10) **Booking Room** Relatively small room where suspects could be safely “booked”. To help insure the safety of the booking officer and the suspect, this room contains only those articles necessary for the booking process. Any furniture must be constructed and secured in such a way to prevent it from becoming a potential weapon.
- 11) **Personal Storage Area** Provisions for the staff to store personal belongings such as coats, uniforms, etc.
- 12) **General Storage** The “mop and broom” closet type of storage necessary in any office space.

With the exception of item 7, the garage / sally port, the Police Department is attempting to accomplish all of the tasks outlined above in the current 17 by 20 foot space! This is neither practical nor safe for the officers, citizens there on Police business, or for the other town employees sharing Citizens Hall.

The committee arranged to tour the Wilton Police Department facility. The following information is taken from the minutes of the meeting / tour held at that facility:

The committee wanted to see what a modern facility included and the space allotted to various purposes. Wilton has 24 hour coverage, 6 full-time and 3 part-time officers for a population of 3,500.

Outline of building facilities:

- Phone on outside of building for emergencies when office is not open
- Entryway for waiting. Can't enter office area without being “buzzed” in
- Clerical person looks into entryway via bullet-proof glass.
- 4 offices, largest being 12X14 (chief, 2 sergeants, 1 officer)
- Records storage area plus additional storage upstairs
- 2 storage closets
- evidence room – should be alarmed separately and should have a “pass-thru” window
- mechanical room plus an electrical room for server, etc.

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- squad room is the officer's report writing room, mailboxes, work schedule board
- 6 lockers and a shower - keep weapons in their lockers along with uniforms, etc.
- small kitchen
- booking room has a cage
- off booking room are 2 cells
- beyond cell area is sally port large enough for 2 cars
- building has a monitoring system
- design is such that you could bring a person in for booking without having to enter the rest of the station premises
- use of booking area and cells by Wilton is light – would have ability to accommodate additional use
- upstairs is conference room/training area plus additional storage

Need but don't have:

- 1) generator so they have electricity when power is out
- 2) impound lot

After a careful review of the operation of the Police Department, their current call volumes, and current space allocation, the committee agrees that this department has the greatest current space need of any of the town emergency service departments. The committee recommends the phased implementation as detailed below.

### ***Recommendations:***

#### **Immediate:**

1. The Selectmen should move as quickly as practical to establish a formal written agreement with the Town of Wilton to use the Wilton Police Station for ALL bookings and short term detention. This is too important to rely on a 'good will' agreement and we would expect it to cost some money year over year which should be added to the annual Police operating budget. The motivation for this recommendation is based on several factors:
  - a. Suspects arrested in Lyndeborough are often arrested and booked by a single Lyndeborough officer without immediate back up available. This is a potentially dangerous situation for the officer, the suspect, and anyone else in the building at the time
  - b. The current facility is not only inadequate for bookings, but is dangerous in that there are too many objects in the room that can become weapons in the hands of a suspect
  - c. The current facility affords no privacy during the booking process, a real issue in the case of juvenile offenders
  - d. The current facility does not have a suitable place to detain booked suspects until bail can be established
  - e. The number of bookings in Lyndeborough does not justify building the special facilities necessary for safe and effective bookings

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- f. Apart from the Wilton facility, there is a booking and detention facility available to surrounding towns at the State Police Troop 'B' facility in Milford that could be used as a backup to the Wilton facility if that one was temporarily unavailable.
- g. Apart from having the proper physical facilities for booking and temporary detention, both Wilton and Troup 'B' would also provide the necessary backup personnel during the booking process.

### **Present to 5 years:**

The committee has looked at several options for providing a near term remedy to the Police space needs. These options include purchasing land and building a new Police station somewhere in town, renting commercial space configured to meet our needs, adding onto Citizens Hall.

We are proposing an addition to Citizens hall as the best all around solution that would address the space issue for up to ten years or more. Here are the primary reasons that we selected this option:

1. Building an addition onto Citizens Hall to accommodate most of the functions on the list above. This option could probably be realized in the near term and provide adequate space for the Police Department out to the point in time when a combined Police Station / Fire Substation project could be considered in the "beyond 5 year" time frame. Since the proposed addition is two stories, the upstairs half of the space would be available immediately to the town for other purposes. If the Police Department ever moved to a new location, the space being vacated could easily be reconfigured to meet other town office needs. A more comprehensive description of the proposed addition is included in Attachment A.
2. Renting space would only be an effective option for a very short term need and affords no long term return on the investment to the town.
3. A new building is not feasible at this time because the town does not own a suitable piece of land to locate it and there is no space in the Capital Improvement Plan (CIP) for such a project for several years. This option should be reserved for consideration along with a Fire substation project in the "beyond five year" time frame.
4. Out sourcing the entire Police operation to Wilton as a combined cooperative department. The committee feels that such a decision is beyond the scope of our charter. This option should be considered as part of a long term strategy, again in the "beyond five year" time frame.

The committee recommends that a new committee be formed within the next year or two to begin long term planning for the future of the Police Department and to engage in building planning process along with the Fire Department because any project of that scope will need several years lead time with the CIP.

### **Beyond 5 years:**

The committee recommends that construction of a new Police facility be considered along with the new Fire Substation project in order to gain the greatest synergies for land acquisition, construction costs, etc. However, the committee also feels strongly that a thorough exploration of a cooperative Police Department with Wilton should be investigated as an alternative to any further new construction.

### **Financial Considerations:**

There is nothing in the current CIP to fund additional space for the department. But we feel strongly there is a need for more space and that need is immediate. There are two funding options: pay for it in one year or bond over several years. The more expensive the addition, the more unlikely funding it in one year

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becomes. A bond schedule for a three year and a four year bond assuming an \$180,000 cost is part of the report (Attachment C).

It should be noted that as currently designed, the CIP is basically flat for 2007-2010 and the plan usually calls for small increases every year so there is some room for limited additional spending without causing a more than usual tax increase due to capital spending. The other option is to either reduce or drop something currently planned for funding in the 2006 CIP.

### **General Comments:**

As noted, our choice is to propose an addition to Citizens Hall. While we have suggested an approximate size and estimated a cost, it will be left to others to develop a final plan with exact costs.

### **Town Offices**

The town offices located in Citizens Hall were not part of the original charter for the committee but there are a few factors that we feel should be mentioned in the context of the report.

In the case of a town wide emergency the town office would serve as the command center for the town. The Selectmen and the Lyndeborough Emergency Planning Committee (LEPC) would have to coordinate the several internal and external agencies responding to the emergency as well as issue official press updates. These activities would be best carried out from Citizens Hall provided that emergency power and communications could be maintained for the duration of the emergency.

Although the Central School is the designated evacuation site for the town, Citizens hall would serve as the overflow site.

### ***Recommendations:***

#### **Immediate:**

- 1) Install a sufficiently sized generator to provide enough power for all current needs plus additional capacity to accommodate the proposed addition, including provisions for a 5 day fuel capacity.
- 2) Install an uninterrupted power supply system (UPS) adequately sized and maintained to provide uninterrupted power to computers and communications equipment for the necessary period of time required for the emergency generator to startup and begin to provide power to the building. These systems provide a secondary benefit of filtering out voltage spikes common on the electrical supply system during the summer thunderstorm season that can damage or destroy computers and communications equipment.
- 3) Install emergency radio and cellular phone capabilities so that Citizens Hall could function as the emergency command center for the town during an emergency.

#### **Present to 5 years:**

No specific recommendations.

#### **Beyond 5 years:**

If the Police Department moves to a new facility in the future, that space could be reconfigured to accommodate town office needs and possibly the Lafayette Artillery and their cannon.

## **General Comments:**

The Lyndeborough emergency management plan should be reviewed annually and updated if needed.

## **Highway Department**

The Highway Department is located in a separate facility on Locust Lane on the site of the old Glass Factory Quarry. The facility consists of one block and frame building approximately 45 by 85 feet that provides two bays closed in, heated and used as a shop, a construction trailer parked in one of the open bays, used as an office, and three additional open bays used for salt and other storage. There is also a new metal building adjacent to the existing building which provides closed shelter for the vehicles. There is both gas and diesel fuel storage on site. Sand and other construction materials are stored on the lot near the buildings. The Highway Department has a 5,000 watt generator which is adequate to power the shop, trailer, water pump, fuel pumps and building heat, and radio equipment. Currently the Highway Department is the ONLY town facility that can run completely on generator power and maintain full communications capabilities.

The Highway Department was included in this report because that if the roads can not be kept open during an emergency, none of the other emergency services will be able to function.

## ***Recommendations:***

### **Immediate:**

No specific recommendations.

### **Present to 5 years:**

No specific recommendations.

### **Beyond 5 years:**

No specific recommendations.

## **General Comments:**

## **Lyndeborough Central School**

The Lyndeborough Central School (the school) serves the community in multiple roles. The one of primary interest to this committee is the role as the primary designated emergency shelter for the town in the event that parts of the town might have to be evacuated during an emergency situation. The use of the school under these conditions falls under the jurisdiction of the LEPC but this committee wishes to point out the following items that we see as space related.

- 1) Even though a generator has been purchased to provide emergency power to the school, it has not been installed.
- 2) In the case of an emergency that would require housing residents of the town for an extended period of time (a day or more), the school does not have adequate facilities to store or prepare meals for the people seeking shelter there.

***Recommendations:***

**Immediate:**

Get the generator that is currently sitting in storage at the Highway department installed and operational, including storage for five days of fuel.

**Present to 5 years:**

Direct the LEPC to work with the school board to include a kitchen renovation and food storage area into the up-coming school addition project. The additional expense should be a very small percentage of the overall project cost, and FEMA grant funding may be available to offset a portion of the expenses.

**Beyond 5 years:**

No specific recommendations.

**General Comments:**

While the School Board has been considering a new school, on a new site, they have made the decision to remain at the current site. This removes the option of some town departments moving to the current school building.

## **Summary and General Observations**

After reviewing all of the information provided, the committee would like to point out that each of the departments involved directly or indirectly with emergency services for the town of Lyndeborough has done an outstanding job of utilizing the space available to them. In some cases, more than others, the department's space needs require immediate attention. The situation with the Police Department is the direst and should be addressed first as outlined above.

The town does not currently own any piece of property in town suitable for a Fire Department Substation or Police Department building. Any future building projects MUST include land acquisition in a suitable location for the purpose of the building. For example, a Fire Department substation should ideally be located more to the geographical center or northeastern part of town for maximum coverage.

The following is a summary of the detailed information presented in the preceding sections:

### **A. Land Acquisition**

The report encourages the Selectmen to look for opportunities to purchase land or lots that would be well situated to serve fire and police. Enactment of RSA 41:14-a would give the Selectmen the authority to acquire land or buildings. We would encourage placing such an article on the 2006 warrant. A further step would be getting approval to spend a set amount of money for such a purpose. There is no cost to this provision as the cost would come about only when the Selectmen invoked the purchase process allowed under RSA 41:14-a and expended funds. Having the authority to act and having at least some funding would place the town in the position of being able to act expeditiously instead of waiting until next town meeting or asking the court for a special meeting. Attachment D contains the text of RSA -41:14 a and c.

### **B. Emergency Management**

The Central School is our designated site for housing a group of townspeople in an emergency. That facility is in need of the improvements outlined in the report to be a functional location in this regard. Where the school is currently looking to renovate a portion of the building and put on an addition, this is the perfect time to incorporate these emergency services needs into the plan. These costs would simply be part of the bond.

### **C. Ambulance**

When we spoke with the Director, she felt a modest addition might be needed in the future. The Ambulance Board should be placed on notice that if they do need an addition and if they will not be funding it from either donations or fees but rather from at least some public funds, they should communicate this need as far in advance as possible to allow the best financial alternatives to be considered. Also, if it meets the criteria for inclusion in the Capital Improvement Plan (that would be a cost to Lyndeborough of \$20,000 or more), a request will need to be made to that committee recognizing that there is an approximate 6 year lead time needed to fit it safely into the plan so it will not cause a spike in spending.

## **D. Fire Department**

The current capital reserve fund for station renovations has \$83,000 in it. One option is to make the Selectmen “agents for the fund” on the March warrant to allow the improvements outlined in the report to be funded over time using these funds rather than operating budget monies. The other option is to develop a warrant for March 2006 and have voters approve taking funds out of the account.

This option is fine if we are sure of the costs involved.

When these projects are complete, an article to change the “purpose” of the fund should be placed on the ballot. It is not now known whether the police/fire complex will ever come to be and if it does where it will be located. More likely is at least a fire substation in the Center. For this reason, the best name for the new fund would probably be fire substation. The CIP shows no new money going into this fund until 2008. Between now and then, get agreement on the building specifics and develop a cost estimate and timeline so a more realistic capital reserve fund can be plugged into the CIP.

## **E. Police Department**

There is nothing in the current CIP to fund additional space for the department. But we feel strongly there is a need for more space and that need is immediate. As noted, our choice is to propose an addition to Citizens Hall. While we have suggested an approximate size and estimated a cost, it will be left to others to develop a final plan with exact costs. There are two funding options: pay for it in one year or bond over several years. The more expensive the addition, the more unlikely funding it in one year becomes. A bond schedule for a three year and a four year bond assuming a \$180,000 cost is part of the report. It should be noted that as currently designed, the CIP is basically flat for 2007-2010 and the plan usually calls for small increases every year so there is some room for limited additional spending without causing a more than usual tax increase due to capital spending. . The other option is to either reduce or drop something currently planned for funding in the 2006 CIP.

## Attachments

### Attachment A: Proposed use of space in addition

The following list of spaces proposed for the Police Department addition are intended to key to the schematic drawing of the proposed floor space illustrated Attachment B. Note that the purpose of this list and that the drawings in Attachment B is to show proposed addition to Citizens Hall meets the space requirements of the Police Department in a reasonable and cost effective manner. *These drawings ARE NOT suitable for construction bids. A separate building committee must develop a detailed set of building requirements and drawings to be used for that purpose.*

#### First Floor

- 1) **Reception Area**....A lobby, where the general public can approach someone and state their business, and then perhaps be "buzzed in" to the interior of the station if that is necessary. The primary purpose is to prevent people from coming in off the street, and walk right into the interior of the station where confidential matters are being conducted and discussed.
- 2) **Chief's Office**....A separate office for the Chief where as the head of the department, he can meet with anyone and everyone who may need to speak with him/her. The Chief's offices should be large enough to accommodate a desk, a computer table, a few stuffed chairs, and other similar office furniture.
- 3) **Interview Room / Prosecutor's Office**....Provides a space where victims, witnesses, and suspects can be interviewed and their confidentiality protected. The Interview Room may also be used as the part time Prosecutor's Office.
- 4) **Squad Room**....This room serves as a multi-purpose space satisfying the following needs for a department of our size;
  - a. **Office/Work Space** Provides a work space for the patrol officers, and should be large enough to accommodate at least two officers, and their work stations, at the same time. This room also serves as a storage space for regularly used department forms that can be readily available for officers as they do their reports, and restock their brief cases.
  - b. **Armory** A gun safe located in this room will provide for the safe and secure storage of weapons and ammunition.
  - c. **Personal Storage Area** Individual steel lockers will provide the officers secure space to store personal belongings such as coats, uniforms, etc.
- 5) **Conference Room** This is a multi-purpose space intended to serve the following purposes:
  - a. A space for the Chief to hold department meetings.
  - b. General meeting room available to the staff to meet with vendors or members of the public for any reason. Prevents the need to bring members of the public or suspects into the squad room. Also provides the Chief an area to meet with groups too large to fit comfortably in his office.

## Lyndeborough Emergency Space Needs Committee Report

- c. Over flow interview room when an incident involves multiple suspects or when suspects must be separated for any of a number of reasons.
- 6) **General Storage** The “mop and broom” closet type of storage necessary in any office space.
- 7) **Evidence Room.....**This specially constructed room provides a secure storage space for evidence, helping to insure the CHAIN OF CUSTODY. A gun safe should be included in this room for the safe storage of potentially dangerous evidence such as guns, explosives, or drugs. In the event that someone breaks into the room, the safe provides a second line of defense against the loss of these dangerous items. This room should be specified to be of masonry construction, including the ceiling, and fitted with a heavy duty steel door that closes and locks automatically. A pass through should be provide to allow evidence to be deposited into the room without the need to open the room door.
- 8) **File Storage.....**Provides a secure area separate from other town office file areas for the storage of criminal files. If / when this space is exhausted, additional space on the second floor of the addition could be partitioned off to provide additional file storage space.

### **Second Floor**

Initially the second floor of the addition is intended to be left in a semi-unfinished state. It will be accessible from doorways installed at the back of the existing stage on the second floor of the hall. A door and stairway to the outside are proposed in the initial plan to satisfy the life safety requirement for a second means of egress. The formal building committee may wish to incorporate the stairway into the interior space of the Police Department though. The initial construction should include finished drywall interior, insulation, heat, fire suppression (sprinklers), necessary lighting, and perimeter electrical service to meet existing building codes

### **Reuse of existing space now occupied by the Police Department**

The existing 17 by 20 space should be reconfigured to provide a conference room available to the public and the town office employees to conduct meetings, a town office file room which will allow the existing files to be moved out of the current building inspectors office so that he can have enough space to operate efficiently, and a storage closet.

### **Garage**

The committee recommends construction of a detached garage large enough to house Police vehicles, including the ATVs. We feel that is very desirable to protect the town’s investment in these vehicles from the elements and the potential for theft or vandalism. If this garage were to be built, one bay of the garage should be separated for the others to provide secure storage for a Fire Department forestry vehicle.

A major obstacle to constructing this garage is both the additional cost and possible lack of space on the existing Citizens Hall lot to accommodate it. Please refer to the plot plan in Attachment E for details.

### **Estimated Costs**

The total construction cost of the proposed 26 by 40 feet, or 1040 square feet per floor addition and renovations to Citizens hall would be about \$180,000 dollars. Attachment C indicates the current bond rates and two possible payment schedules, including the impact to the tax rate, if a bond were raised next year for this project.

The following assumptions are important when considering how the price was arrived at:

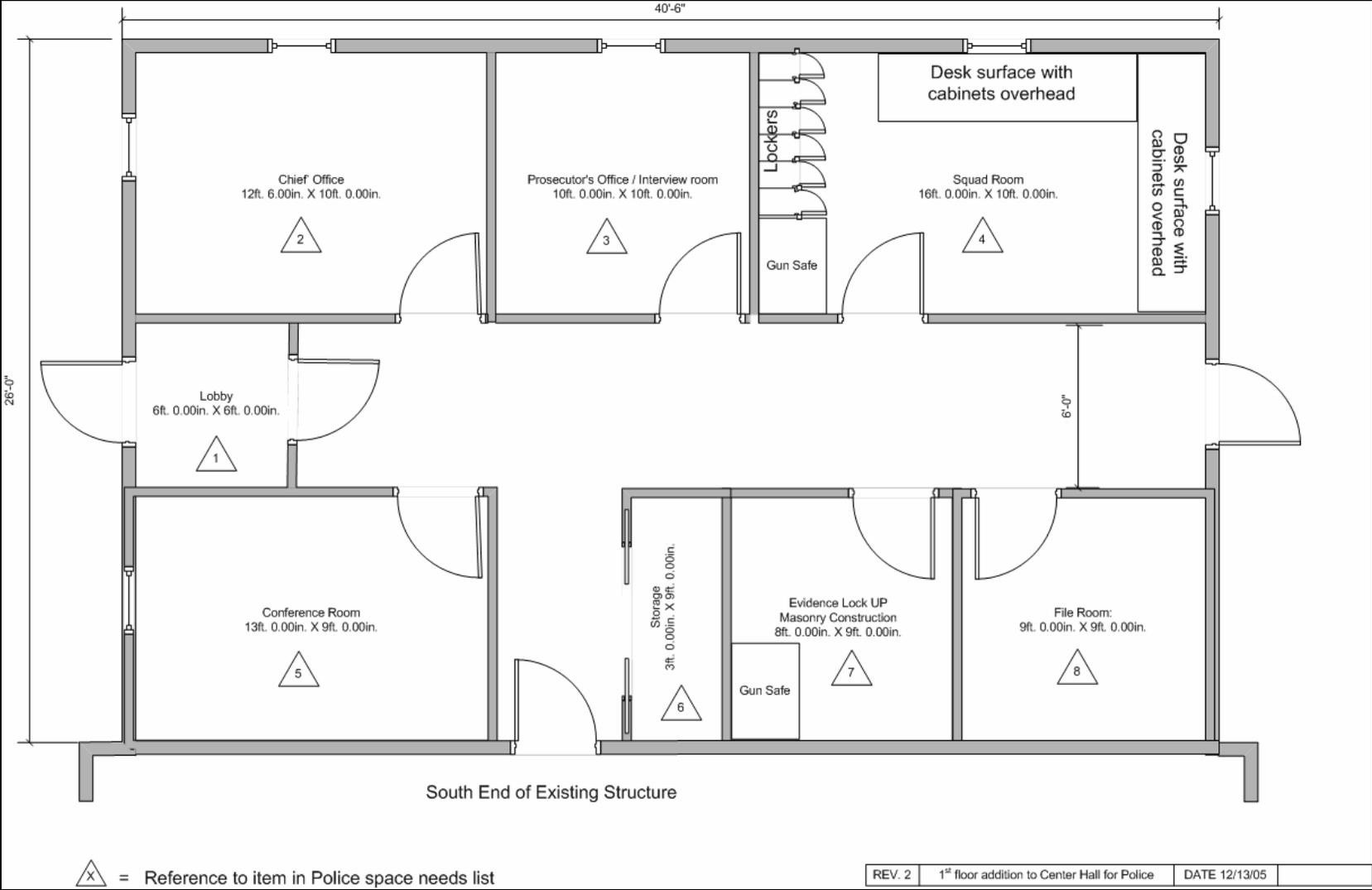
- 1) The proposed addition will fit on the existing lot and not require the purchase of any additional property.

## Lyndeborough Emergency Space Needs Committee Report

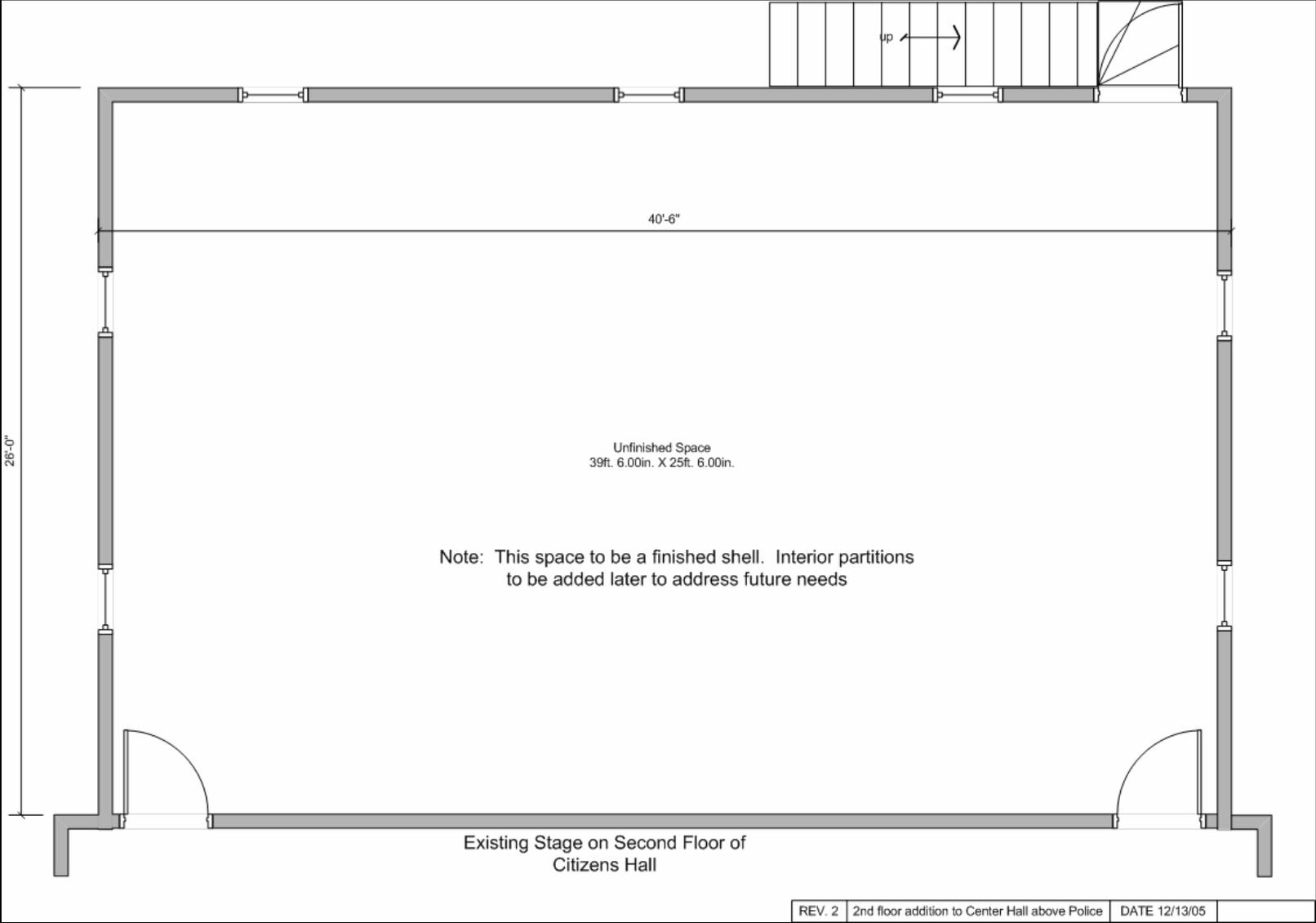
- 2) The addition will be constructed “slab on grade” off of the south end of the existing Citizens Hall building and will require little or no additional excavation. The possibility of incorporating a basement into the design was discussed but the committee felt that the issues with ledge and ground water under the existing building make a basement not practical. However the building committee that is ultimately responsible for detailing this project may wish to revisit this option.
- 3) The addition will tie into existing utility services in the current building.
- 4) Because the upstairs of the addition will be an open “shell” with minimum finish, a cost ration of 75% or ~\$126/ft is attributed to the ground floor and 25% or ~\$42/ft to the second floor.
- 5) The required renovations to the existing space that will be vacated by the Police will cost no more than \$5,000.
- 6) The addition will be designed so that there are no interior load-bearing walls. This will allow for an inexpensive reconfiguration if and when the Police Department moves to a different location sometime in the future.
- 7) The cost of acquiring the necessary additional land and construction of the proposed garage is NOT part of this estimate.

**Attachment B:**

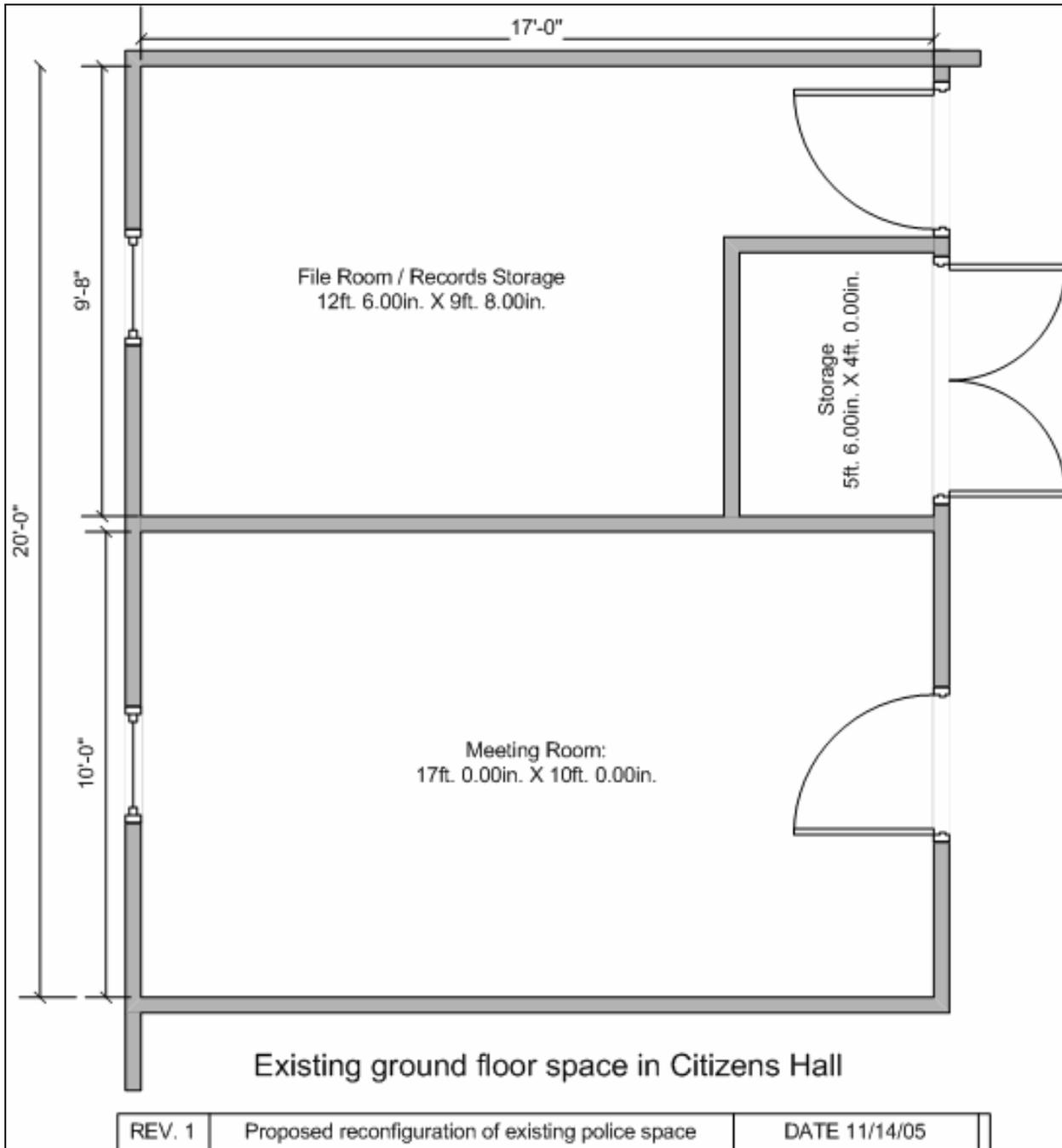
**Proposed 1st floor plan for Citizens Hall addition**



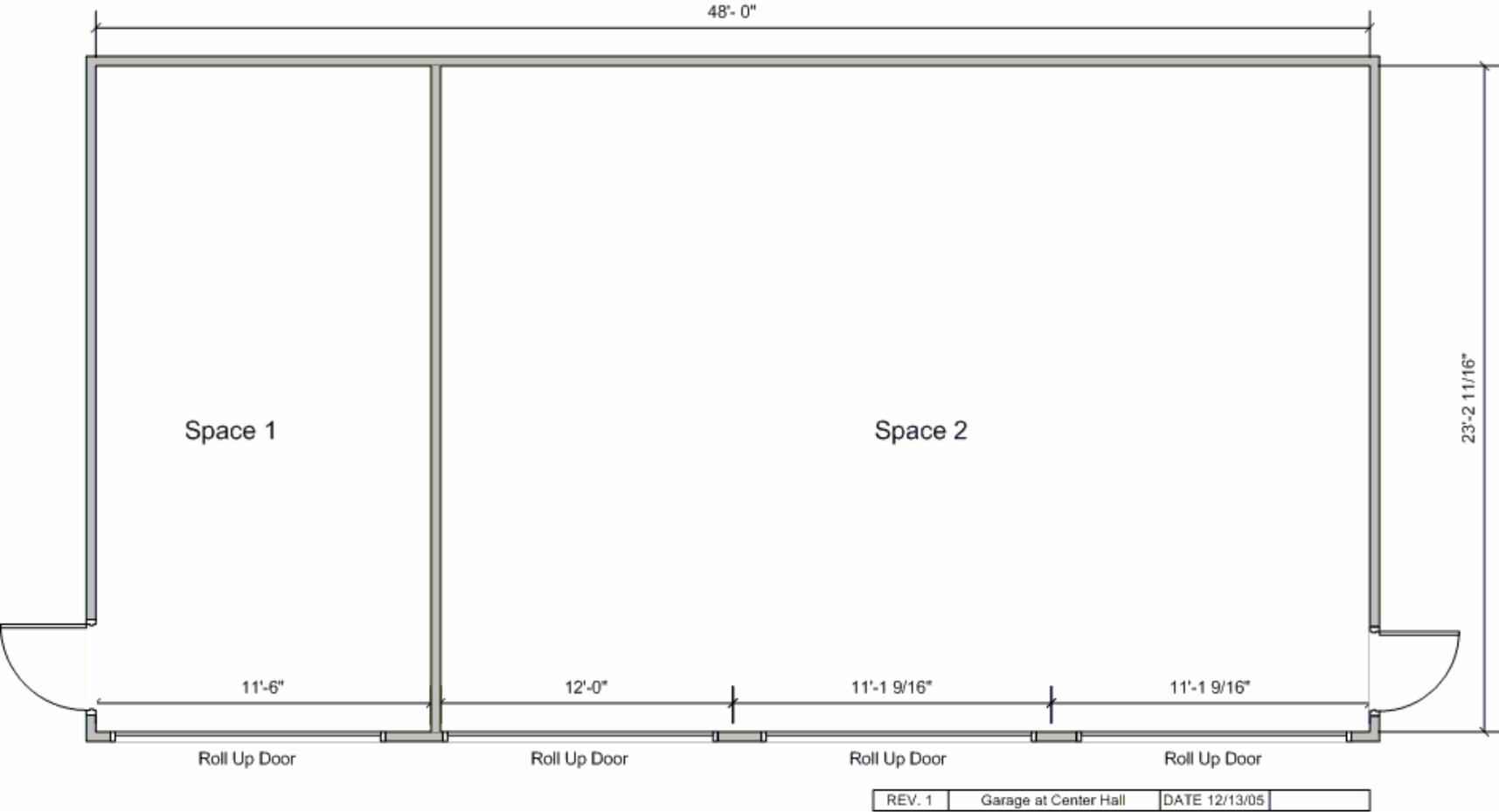
**Proposed 2nd floor plan for Citizens Hall addition**



### Proposed Reuse of Existing Police Space in Citizens Hall



**Proposed Garage at Citizens Hall**



**Attachment C: Bond Estimates**

**Four Year Bond**



**NHMBB**  
NEW HAMPSHIRE MUNICIPAL BOND BANK

LEVEL PRINCIPAL

4 YEAR ESTIMATED DEBT SCHEDULE FOR

TOWN OF LYNDEBOROUGH

2004 ASSESSED VALUATION: \$124,811,930

ESTIMATED YEARLY INCREASE: 0%

DATE PREPARED: 12/05/2005

BONDS DATED: Spring 2006 08/15/2006

INTEREST START DATE: 205 Days 07/20/2006

FIRST INTEREST PAYMENT: 02/15/2007

NET INTEREST COST: 4.2470%

DEBT YEAR	PERIOD ENDING	PRINCIPAL OUTSTANDING	PRINCIPAL	RATE	INTEREST	TOTAL PAYMENT	FISCAL YEAR TOTAL PAYMENT	ASSESSED VALUATION	EST. TAX RATE INC.
	02/15/2007				\$4,356.25	\$4,356.25			
1	08/15/2007	\$180,000.00	\$45,000.00	4.250%	3,825.00	48,825.00	53,181.25	\$124,811,930	0.43
	02/15/2008				2,868.75	2,868.75			
2	08/15/2008	135,000.00	45,000.00	4.250%	2,868.75	47,868.75	50,737.50	124,811,930	0.41
	02/15/2009				1,912.50	1,912.50			
3	08/15/2009	90,000.00	45,000.00	4.250%	1,912.50	46,912.50	48,825.00	124,811,930	0.39
	02/15/2010				956.25	956.25			
4	08/15/2010	45,000.00	45,000.00	4.250%	956.25	45,956.25	46,912.50	124,811,930	0.38
TOTALS			\$180,000.00		\$19,656.25	\$199,656.25	\$199,656.25		

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E-MAIL: nhmbb@aol.com • WEBSITE: www.nhmbb.org

Lyndeborough Emergency Space Needs Committee Report

Three Year Bond



NEW HAMPSHIRE MUNICIPAL BOND BANK

LEVEL PRINCIPAL

3 YEAR ESTIMATED DEBT SCHEDULE FOR

TOWN OF LYNDEBOROUGH

2004 ASSESSED VALUATION: \$124,811,930

ESTIMATED YEARLY INCREASE: 0%

DATE PREPARED: 12/05/2005

BONDS DATED: Spring 2006 08/15/2006

INTEREST START DATE: 205 Days 07/20/2006

FIRST INTEREST PAYMENT: 02/15/2007

NET INTEREST COST: 4.2480%

DEBT YEAR	PERIOD ENDING	PRINCIPAL OUTSTANDING	PRINCIPAL	RATE	INTEREST	TOTAL PAYMENT	FISCAL YEAR TOTAL PAYMENT	ASSESSED VALUATION	EST. TAX RATE INC.
	02/15/2007				\$4,358.25	\$4,358.25			
1	08/15/2007	\$180,000.00	\$60,000.00	4.250%	3,825.00	63,825.00	68,181.25	\$124,811,930	0.55
	02/15/2008				2,550.00	2,550.00			
2	08/15/2008	120,000.00	\$60,000.00	4.250%	2,560.00	62,550.00	65,100.00	124,811,930	0.52
	02/15/2009				1,275.00	1,275.00			
3	08/15/2009	60,000.00	\$60,000.00	4.250%	1,275.00	61,275.00	62,550.00	124,811,930	0.50
TOTALS			\$180,000.00		\$15,831.25	\$195,831.25	\$195,831.25		

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## **Attachment D: RSA 41:14-a & RSA 41:14-c**

### **TITLE III TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES**

#### **CHAPTER 41 CHOICE AND DUTIES OF TOWN OFFICERS**

##### **Selectmen**

##### **Section 41:14-a**

##### **41:14-a Acquisition or Sale of Land, Buildings, or Both. —**

I. If adopted in accordance with RSA 41:14-c, the selectmen shall have the authority to acquire or sell land, buildings, or both; provided, however, they shall first submit any such proposed acquisition or sale to the planning board and to the conservation commission for review and recommendation by those bodies, where a board or commission or both, exist. After the selectmen receive the recommendation of the planning board and the conservation commission, where a board or commission or both exist, they shall hold 2 public hearings at least 10 but not more than 14 days apart on the proposed acquisition or sale; provided, however, upon the written petition of 50 registered voters presented to the selectmen, prior to the selectmen's vote, according to the provisions of RSA 3 9:3, the proposed acquisition or sale shall be inserted as an article in the warrant for the town meeting. The selectmen's vote shall take place no sooner then 7 days nor later than 14 days after the second public hearing which is held.

II. The provisions of this section shall not apply to the sale of and the selectmen shall have no authority to sell:

- (a) Town-owned conservation land which is managed and controlled by the conservation commission under the provisions of RSA 36-A.
- (b) Any part of a town forest established under RSA 31:110 and managed under RSA 31:112.
- (c) Any real estate that has been given, devised, or bequeathed to the town for charitable or community purposes

**Source.** 1994, 197:3. 1997, 38:1. 2001, 187:2, eff. Sept. 3, 2001. 2005, 80:1, eff. Aug. 6, 2005.

**TITLE III  
TOWNS, CITIES, VILLAGE  
DISTRICTS, AND  
UNINCORPORATED PLACES**

**CHAPTER 41  
CHOICE AND DUTIES OF TOWN OFFICERS**

**Selectmen**

**Section 41:14-c**

**41:14-c Adoption Procedure. —**

I. Towns may adopt the provisions of RSA 41:14-a at any duly warned meeting. Once adopted, these provisions shall remain in effect until specifically rescinded by the town at any duly warned meeting.

II. Towns with 10,000 or more inhabitants may adopt the provisions of RSA 41:14-b at any duly warned meeting. Once adopted, these provisions shall remain in effect until specifically rescinded by the town at any duly warned meeting.

**Source.** 1994, 197:3. 2001, 187:3, eff. Sept. 3, 2001.

