



## Facilities and Space Needs Committee

### Meeting Minutes

Monday, March 14, 2022

10:00 am

*This is a Hybrid meeting.*

*You are invited to a Zoom meeting.*

*Topic: Facilities and Space Needs Committee*

*Register in advance for this webinar:*

[https://ogunquitpd-org.zoom.us/webinar/register/WN\\_jlikZDwSyaAgE14iEFi\\_A](https://ogunquitpd-org.zoom.us/webinar/register/WN_jlikZDwSyaAgE14iEFi_A)

*After registering, you will receive a confirmation email containing information about joining the webinar.*

1. Call to Order 10:00 am
2. Roll Call - Present - Larry Carlson, Susan Alexandre, Jason Corbin(Zoom), Mary Anne Rush, Sheldon Drucker, Michele Tourangeau (Zoom), Borianna Dolliver, Ian Kaiser  
Non-Committee Attendees: Chris Logan (Context)
3. Review and Approve the Minutes - for March 7, 2022 motion by Sheldon Drucker; Second by Larry Carlson. Unanimously approved
4. Old Business  
Review and Discussion of First Draft of Space Needs Assessment - Summary Presentation by Chris Logan  
Comments and Questions from the floor:  
Mary Anne Rush - Clarification of Support Spaces as a 35% of space "standard" included in total area of facilities. Measured area of Dunaway Auditorium is approx. 6,000sf  
Sheldon Drucker - ADA Handicapped Facilities, such as ramp on west side of Dunaway appeared to be omitted  
Response from Chris Logan that such areas were included in general notes

Boriana Dolliver - questioned why space in Dunaway for activities like yoga and like programs were not addressed specifically, and if they were not feasible economically they could be deleted at the time of the final budget calculation

Response from Chris Logan - Phase II of report would address desired "wants" such as many requests from OPD as to items that are required versus desired options for non-essential spaces (e.g. physical training room), or whether there may be shared spaces between departments

Ian Kaiser - questioned whether draft report was a series of recommendations by Context for final allocation of spaces

Response from Chris Logan - that the draft report was not a recommendation and the final report may contain more or less space allocation in one or more buildings; and Context needed a sense from the F&SN Committee and the Town as to what may be acceptable as a project that would be approved.

Ian Kaiser - questioned whether 35% "standard" was an actual calculation or a projected figure to be included in a final recommendation.

Mary Anne Rush responded that the draft Space Needs report has Net Square Footage of 21,641 sf plus 35% of that number (7,574 sf) for walls, corridors and chases etc. which totals approximately 29,000 sf

Susan Alexandre - questioned whether the space requests of OPD assumed their exclusive use of their areas or whether some of their space (e.g. exercise and training) would be shared spaces with other departments or members of the public?

Chris Logan responded that Context required further responses from OPD as to their final needs and whether some of the items could be in shared spaces or whether some requested activities (such as a gym) could be found off campus.

Larry Carlson - pointed out that the area requested for a Fitness room or training area was 480 sf

Mary Anne Rush responded to Ian that there is approximately 15,000 sf in the Dunaway and approximately 8,300 sf at the OVS currently.

Chris Logan added that there would be outdoor space needs by OPD such as "sally port" for detainee access and privacy, as well as an evidence garage. He concluded that OPD currently does not have sufficient space to include the items they believe are legally required.

Ian Kaiser questioned whether Context speculated on sufficiency of areas projected for a 30 year period and what constituted the basis for their estimate.

Chris Logan indicated that Context relied upon their own experience designing police stations, interviews with Town staff and department heads and what legal requirements may be for hard record storage versus digitizing public records and the ability to serve the public by adding staff as the Town grows.

5. New Business

Summary of Assessment Reports on Dunaway and OVS

Mary Anne Rush requested Chris Logan share the actual summaries of the condition which Context formulated the as a basis for their report.

Chris Logan indicated that he had not received as of date the Hazmat and Civil Engineering results of the survey for the Dunaway and OVS.

Mary Anne Rush called for an Interim Meeting on Monday, March 21, 2022 at 9:00 am to consider a revised report and data.

6. Public Comments

Peter Kahn (in person) gave appreciation for the Committee's efforts to date and the posting of documents for the public.

7. Next Meeting - March 21, 2022 9:00 am

8. Adjourn - Motion - motion by Boriana Dolliver, Second by Ian Kaiser

Unanimous vote - adjourned 11:35

Minutes respectfully submitted by Sheldon Drucker

*\*Please note that every effort is made to capture the essence of the meeting in these Minutes; however, they are not an exact replication of all items discussed or comments made.*