



Brentwood Police Department

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January 21, 2020

Minutes from Wednesday, January 15, 2020 Police Facility Research Committee

Attendance: Chief Ellen M. Arcieri, Bob Mantegari, Kip Kaiser, Eric Kelly, Sergeant Dan Wicks, and Dick Chamberlain

Meeting commenced at 6:00 PM

- A motion was made to accept the September 30, 2019 meeting minutes. Motion was granted.

Discussed:

- Committee reviewed and discussed the latest draft of the conducted Needs Assessment study by Anthem Planning Inc. Several issues of concern mentioned;
 - The overall report was thin, and a request was made to tie in the facts and numbers together.
 - Some of the statements appear to be opinion but are written like facts.
 - Request for functional space recommendations based upon similar police department size with similar population and total number of officers. Request for 4-5 example police departments for comparison.
- Request will be made to Anthem Planning to revise and make additions based upon the above statements.
- Norwich University will be providing the final site and building project for the proposed police department on the property behind the fire department.
- Discussion of encumbering 2019 funds to complete necessary renovations to the existing PD.
- Discussion of necessary intermediate renovations to the PD. Kip Kaiser quoted an estimate of approximately \$40,000 to add a conference room, small storage room for records and files, and a bathroom.
- Presently, the PD lost its conference room to convert to the male locker room. The old male locker room had been converted to the female locker

room because the PD never had a female locker room. There is no conference room to meet with members of the public in a private setting or to hold any department or staff meetings.

- There is no records room due to the need to move the armory into the old records room. The armory is too small and cannot store the department's weapons inventory and ammunition. Presently, some of the ammunition must be stored in the evidence room which is too small to hold all the evidence.
- Discussion of upcoming \$75,000 warrant article to be placed in a capital reserve fund for architectural research for site and building design.

Motion to adjourn, motion granted.

7:05PM Meeting adjourned