

MEETING MINUTES



Project: **Belknap County Community Corrections**
Meeting #: 02
Date: June 18, 2015 2:00pm
Location: County complex- meeting room
NEXT MEETING SCHEDULED: - June 25, 2015 9:00am
Future Meetings: 6/25 9am, 7/2, 7/9, 7/16, 7/23, 7/30, 8/6, 8/13, 8/20

Present:

Comm. DeVoy, Admin. Ms. Deb Shackett, Eric Palson, Anthony Mento (SMP)
Supt. Dan Ward, Capt. Keith Gray Andre Kloetz, Greg Smith (Bauen)
Alternative Solutions Assoc.: Kevin Warwick, Ross
Cunningham

Not Present:

Dustin Muzzey

New Business:

Action:

2.1 Comm. DeVoy:

SMP

- Clarified a previous statement in mtg 01: the use / reuse of existing space: his goal would be to reuse where possible and not demo-remove structures unless necessary.
- Asked about a “green building” or separate biomass heating plant for the whole complex. SMP noted that natural gas is the least costly fuel source currently. Will review w/ mech eng. Mark Vincello
- Following program review / adjustments what is the new figures? Later SMP calculated 2 story program @ 23,800 sf. 1 story program @ 22,906 sf

2.2 SMP provided an update on the previous week’s efforts:

SMP

- On-site investigations with: Mech / Plumbing / Electrical, Structural & Civil Engineers. Estimator Bauen attended both sessions.
- SMP collected all the base plans and have drawn the existing conditions in C.A.D. Supplied to the team.

2.3 Building Program review: SMP presented a graphic program representing all the areas & rooms and the adjacencies. Team discussed each area in length:

- Question: does Property / Storage need to be next to treatment rooms? No response
- If we do a 2 story how would we divide it? Can men go below and women above? Kevin: we can make the program work if the costs show 2 story is less costly. Bauen stated two floors are economical only if they’re split somewhat down the middle. A small 2nd floor you will spend a lot on stairs, elevator, machine rooms etc. To be determined by cost.
- Dining space vs. eating in housing unit? In unit. Later decided to be a multipurpose room- for Indoor recreation or dining if needed. @ 1000 sf
- Contact visitation? No physical contact will be provided unless is therapeutic. Not In jail at all. Only video visitation in jail linked to comm. corrections.

- Lobby: needs to be larger and more illuminated than the lobby at the jail. Fold video visitation and the attorney / interview / video conferencing / meeting room into this lobby area saving space.
- Offices: 5 total: superintendent, admin assistant, case manager, program director, and community correction manager. 650sf
- Data room needs to be larger
- Staff training / conf room- to be shifted into the existing sally port area.
- Inmate program services- ok- Fitness room added
- Nursing locker room added to Custody Admin.
- Laundry wash area deleted- but laundry storage is required. Shared with property storage.
- Facilities workshop to be located in the vacated House of corrections. Small bench in mech. room.
- Mechanical room size to remain- 1000sf
- Bathroom/ showers: showers to be stainless steel very heavy duty.

- 2.4** Team discussed the pro's & con's of attaching the building or having it detached. All concurred attaching the new facility is more efficiencies, allows for fewer staff, will function better for medical services, food distribution. SMP to move forward with a connected facility.
- 2.5** SMP presented photographs of buildings to elicit response. Intent was to show more modern style reflecting a modern approach to corrections. Clear agreement that the modern building design was not desired for this community.
- 2.6** SMP asked "what's the message or words that come to mind when you think about how the facility should be seen to the public?"
- Hope, bright, cheery it looks like somethings going on.
 - Professional, strong secure safe
 - Integrated
 - Should look durable and will be there
- 2.7** SMP played a 3D animation of the existing building, site plan with generic building mass off the East side.