This document was prepared by the Police Station Steering Committee to address questions we have been asked regarding the proposed Police Station on Main Street on social media and information sessions.

Frequently Asked Questions

Why do we need a new Police Station?

*The Atkinson Police Station was first the Universalist Church **built in 1842**; became the Rockwell School in 1949; and finally, the Atkinson Police Station in 1994. The building has asbestos and many other issues that are a health hazard for occupants. The building was built before the Civil War. It can not be rebuilt or expanded.*

In addition to the current building being only 3720 sq ft and the site being too small for expansion, the current Atkinson Police Station can no longer serve the needs of the police and the community it serves.

A needs assessment was done that was used to start the design phase. It's discussed here starting at 4:44.

Summary of current station deficiencies:

- *The **health and safety** of the officers that work there are at risk due to asbestos in multiple areas of the building. If disturbed, the asbestos can become airborne, potentially creating health issues for the occupants.*
- ***No Sally Port** for the safe drop off of prisoners*
- ***Booking area** lacks necessary safety features. The booking area is unsuitable, due to safety concerns, for the officers and people they are booking. Officers must handcuff suspects to a wall mounted bar, a practice that potentially increases liability to the town should a suspect be injured due to this practice. The booking area once again was deemed non-compliant when Federal Inspectors attached to the DOJ completed their biannual inspection. Doesn't comply with state and federal regulations governing persons in custody.*
- *No secure **interview area**, witness interview area, or victim interview area*
- *The current police station does not have **holding cells**. No secure lock up for adults, juveniles and those in protective custody. Officers must transport some suspects to Rockingham County facilities, thereby taking them away from responding to residents of Atkinson who may be in need.*
- *The vital police electronic equipment is exposed to **temperature fluctuations**, including high heat that can damage the equipment. It is expensive to repair and/or replace.*
- *The building is **not compliant with the Americans with Disabilities Act** (ADA).*
- *Current men's locker room lacks **shower and toilet facilities** Officers exposed to toxic chemicals, eye irritants, smoke, etc., **do not have a place to decontaminate**. This forces officers to go home and leaves Atkinson with fewer active patrols.*
- *No **female locker room***
- ***Parking** for visitors, employees, police vehicles, and equipment is inadequate; potentially exposing all to damage from people driving past the police station.*
- *No **vehicle maintenance** area*
- *No **building maintenance/cleaning** area*
- *Lack of **potable (drinkable) water***
- *Lack of **hot water** for building cleaning and sanitization*

- *Insufficient police **records storage area***
- ***Insufficient Armory** and weapons/ammunition storage*
- *Inadequate **Evidence Storage** area*
- *No **training, roll call or meeting rooms***
- *No **employee kitchen, lunch room or office areas***

Watch Chief Crowley's virtual tour of the current Police Station

Why do we need a Police Station accredited?

Accreditation reduces the liability of the community represented, police department and personnel as it requires best practices in policies, training, equipment, facilities, vehicles, officer wellness, hiring/retention among others. The building design takes the practices in public safety facilities as dictated by CALEA and applies it to the project. Their facility requirements are the best there is when it comes to station design/function. This does not mean we would be pursuing CALEA accreditation as that's a huge undertaking, but we will eventually seek state accreditation. There is no substitute for best practice when it comes to police facilities.

Designing to CALEA standard is mostly about organization. It doesn't add a lot to the actual building cost: many elements are directly tied to basic functioning of police operations. The areas that are more costly are booking/holding and evidence. Investing in these areas improves physical safety, occupant wellbeing, and lowers liability.

Will the new Police Station require more personnel?

No, but it will be built to accommodate growth for the next 30-50 years.

What is the cost?

The project has a "not to exceed" (NTE) cost of $9.4M which is inclusive of construction costs (hard costs) and costs of administration, design, engineering testing, technology, furniture, fixtures and equipment (FF&E), etc. (soft costs). The conceptual design estimated cost breakdown is in Attachment B.

The total bond cost is $8,400,000. Grant and other funding opportunities are being pursued to reduce the final cost.

The Atkinson tax rate is $14.50. $2.63 (18%) is the municipal tax or the tax used to fund the town. The other 82% of the tax rate is for county, state and schools.

The additional $ .40 for the Police Station bond would bring the municipal rate to $3.03 and Atkinson will still be the lowest municipal and overall tax rate in all surrounding communities. The estimated municipal tax impacts are:

Home Value	**$300,000**	**$400,000**	**$500,000**	**$600,000**	**$700,000**
25 Year Bond	$0.40 Impact $120/year	$0.40 Impact $160/year	$0.40 Impact $200/year	$0.40 Impact $240/year	$0.40 Impact $280/year
	$10/month	$13/month	$16/month	$20/month	$23/month

How does this get paid for?

Projects like this are funded with a Municipal Bond. Unlike conventional loans the interest rate is typically lower and the payments, and municipal tax rate impact, go down over time.

> ***The estimated municipal tax impact is $.40/1000, which equates to a $16/month tax increase for a $500K assessed home***

Municipal Budget Impact: ***Beginning in 2/2025****, payments of $780,000 begin, reducing by 2% yearly.*

Note: all the costs incurred to-date for conceptual design were paid for by Police asset forfeiture and ARPA funds.

Why weren't residents involved in the overall process?

Several Atkinson residents have asked the Police Station Steering Committee why there has not been more input from taxpayers regarding the Police Station planning process. The simple answer is the planning process for any municipal project is complicated, and getting individual citizens involved would make it impossible to manage.

Basically, in a municipal project of this size and scope, there are three major steps.

1 – Determine the needs of the project.
2 – Select the site that best suits those needs.
3 – Draft an architectural plan that best combines steps 1 and 2.

Each of these steps involves comprehensive research and analysis by experienced experts commissioned by the town who present their findings to a committee created by the Board of Selectmen (BoS). The committee then assesses that research and presents their recommendations to the BoS. If the BoS agrees with the committee's proposal, it then presents the project to the entire town for vote.

This is why cities and towns have councilors and selectmen. Decisions are more effectively made by small groups of elected officials rather than by entire towns. Delegating authority for separate parts of any decision-making process to select committees allows the town to conduct business more quickly and efficiently than if everyone was involved in every aspect of every decision. Committees like the Police Station Steering Committee are made up of subject matter experts who are also Atkinson residents and taxpayers. Since the taxpayers at-large have the final vote in the process, they are the ones who make the final decision either way.

At an appropriate time, those who may be impacted by decisions (abutters, etc.) are notified. The abutters of the Main St site chosen for the Police Station were notified in Sept, 2022 and invited to discuss any concerns with the Town Administrator.

The Police Station Steering Committee has attempted to go above and beyond what has previously been done with any other municipal projects (Fire Station, Library, school, etc.) by holding numerous information sessions in addition to the formal public hearings, inviting residents to tour the Police Station, and creating a Facebook group to share information about the project.

What is the role of the Police Station Steering Committee and what expertise do the members bring?

The Atkinson Police Station Steering Committee (PSSC) Mission is to oversee the process of building a 21st Century police station from design to project completion. The Steering Committee will ensure the Police Station meets the current and future needs of the police department; enables the APD to better protect and serve Atkinson residents; and is compliant with all accreditation requirements for a police station.

The Police Station Steering Committee members were appointed by the Board of Selectmen on 17 April 2023.

In addition to Co-Chairs Selectman Baldwin and Chief Crowley and Vice Chair Captain Fiset who have decades of policing experience, the PSSC members have over 130 years of combined experience in building, program/project management, finance, safety, security and leadership.

See Attachment A for PSSC member short bios

What are the key milestone dates?

- ✓ Feb, 2017 A **Building Study Committee** was formed to look at Police Dept needs and sites
  - Members were Police Chief Brackett, Fire Chief Murphy, Selectman Jason Grosky, Selectman Harold Morse, Town Administrator Alan Phair, Planning Board Chair Sue Killam, APD Lieutenant Fiset, and Academy Principal Kathy Dayotis.
- ✓ Mar, 2017 First meeting took place and the committee reviewed the current building
- ✓ Apr, 2017 A request was created for a new facility
- ✓ Jun, 2017 Committee accepted bids from Architectural & Engineering firms.
- ✓ Aug, 2017 Recommendation was made to the BoS to award Harriman Associates the project. The BoS approved and a site search took place
- ✓ 9 Apr 2018 Presentation on needs assessment and site recommendation to BoS
- ✓ 9 Sept 2022 Abutters of selected Main St location were notified by mail
- ✓ 7 Apr 2023 Deadline to submit applications for the Police Station Steering Committee
- ✓ 17 Apr 2023 **Police Station Steering Committee** members appointed by the BoS
- ✓ 24 May 2023 Open House Info Session
- ✓ 25 May 2023 Open House Info Session
- ✓ 27 May 2023 Open House Info Session
- ✓ 3 Aug 2023 PSSC votes to recommend Harriman to develop Design/Build RFP
- ✓ 2 Nov 2023 PSSC reviews Construction Manager (CM) RFPs
- ✓ 20 Nov 2023 Q&A with the three CM candidates.
  - The PSSC eventually selected Harvey, LLC as the CM.
- ✓ 27 Nov 2023 BoS vote on Construction Manager and Bond Counsel
- ✓ 13 Dec 2023 Open House Info Session
- ✓ 8 Jan 2024 Public Hearing on Bond
- ✓ 3 Feb 2024 Deliberative Session (Police Station warrant starts at 22:25)

- 2 Mar 2024 Open House Info Session
- 12 Mar 2024 Vote for Warrant Articles

Why was the Main St location picked?

A Building Study Committee was appointed by the Board of Selectmen in 2017 that included the Fire Chief, Police Chief, Planning Board Chair and others. The committee looked at 10 locations, including the current Police Station lot, East Rd, Town Hall, behind the Fire Station and a several others. Initial site evaluations were performed and blocking diagrams of building and parking requirements were overlaid on each site. After deliberating over traffic, safety, procurement concerns and considering lot size, public water availability and proximity to communications towers, the site on Main Street (Location: Map 17, Lot 11: 1.3 acres obtained via tax sale in 1967) was selected as the preferred location to develop. Due diligence of the Main Street site was performed by the Town's Civil Engineers, Keach-Nordstrom, to prepare a topographic survey and to dig test pits to define the location/depth of ledge. Utilizing this information, the team was able to make definitive recommendations about the extent of site preparation with regard to blasting, grading, and site improvements.

Chief Crowley and others have made it clear that Academy Ave is a bad location for a Police Station. There are good reasons you rarely see a Police Station near a school. In addition to the school traffic that can hinder an emergency response, there are significant safety concerns about having a Police Station anywhere close to an elementary school or even Town Hall.

> *"We do not want a registered sex offender, who has committed an offense against a child, to walk out of a building and be in sight of an Elementary School" – Chief Tim Crowley @ Deliberative Session*

The Main St location met all the needs and it is town owned so there is no additional cost to the project.

What is going to be done for Police Station traffic on Main St?

The last motor vehicle accident on that section of road was in 2012 (compare to 21 accidents at Academy and Maple). None since, even with a truck repair shop that had large vehicles entering and exiting into traffic However, we are looking at ways to address any safety concerns in the area, including having a flashing light with a system that only flashes when vehicles are exiting the facility.

Will the Police Station reduce speeding?

There is expected to be a reduction in speed going by that area as most people reduce their speed going by a Police Station.

Will there be a problem with vehicles entering and leaving from the left side?

Right egress is only for staff. APD advises it's much more important to have unimpeded egress. Cruisers don't enter or exit in haste so there shouldn't be a problem with cruisers entering and visitors exiting.

Can we build the station in phases?

The facility is small enough that it isn't particularly suitable to save money by staggered completion phases. This would not be a cost-saving measure. Labor and infrastructure costs will only go up over time.

Why is the façade brick like Town Hall?

Benefits of brick include resiliency and better physical protection. Low maintenance – no painting. All materials recommended are intended to outlast the 25-year bond life.

Note: the town has had major siding issues with all three recent building projects – Library, Fire Station, and Timberlane PAC.

How is the building and site being hardened or protected?

Police Stations need protection – the design includes bollards to prevent a vehicle from driving into the building; bullet proof glass/windows.

What is the fence made of?

Budgeted for white vinyl 6' high fence as a good neighbor approach.

Will there be sirens and lights from cruisers going on calls?

This issue is handled by the APD's current policy of not testing sirens at the station at night. Light spillage can be controlled by LED lights and indirect pole lighting options. The perimeter fence will also block light.

Atkinson is one of the safest communities in NH. Why do we need to do this now?

The APD is proud to maintain our designation as one of the safest communities and we are trying hard to keep it that way; however, Atkinson is growing and crime is increasing in our surrounding communities. Those communities are much better staffed than Atkinson; thus, eventually, the bad actors will move to communities like ours with a lower risk of getting caught. We are currently understaffed and surrounding communities are luring our candidates with better pay, bonuses and modern facilities. We have a significant challenge with recruiting and retaining officers.

What are the hours APD operates?

The Atkinson Police Department is the only 24x7x365 department in Atkinson. While the dispatch only operates 0800-1600, officers are always on patrol. Officers will return to station to process suspects, write reports, conduct interviews, conduct investigative research, decontaminate when necessary and perform many other duties.

How are you going to deal with parking with limited space?

There is more than enough parking for visitors and special events. See Attachment C.

How will snow removal be handled?

ATK DPW will handle snow plowing/removal. Pitch is away from back of building with catch basins.

What will happen to the current Police Station?

That is for the BoS to decide and not within the purview of the PSSC.

Attachment A – Police Station Steering Committee

Sam Butler

Retired.

- *14 Years experience as a banker and Fixed Income Trader*
- *Member, Atkinson Budget Committee*
- *Alternate, Water Resources Committee*
- *Member, Town Clerk/Tax Collector Committee*

Dave Cacciotti

- *25+ years Occupational Safety and Health Management (includes building safety compliance, plan reviews, NFPA, OSHA, NEC, ACA, ANSI standards, etc)*
- *22+ years retired US Air Force (15 of which were as a military policeman)*
- *Master's Degree in Leadership*
- *Member, Atkinson Emergency Management Committee*

Matt Casey

- *Over 30 years designing and building major infrastructure and institutional buildings ranging from $1M to over $2B*
- *Current VP of Preconstruction/Estimating Northeast for a Heavy Civil/Water/Wastewater Treatment Contractor*
- *Bachelor's Degree - Civil Engineering, minor in Architectural Engineering*

Bob Connors

- *Over 40 years of experience in information technology, project/program management, homeland/national security, intelligence and emergency preparedness*
- *Corporate global security executive for a $75B corporation*
- *Former member of FEMA National Advisory Council; Joint Counterterrorism Assessment Team Advisory Panel; US Chamber of Commerce National Security Task Force; and Massachusetts Anti-Terrorism Advisory Council*
- *Program manager for veteran and wounded warrior support. Partnered with Freedom Calls, Operation Homelink and Wounded Warrior Project and led teams that raised over $600K*
- *Adjunct Professor, Master of Science in Homeland Security Studies at Endicott College*
- *BS Criminal Justice/Homeland Security & Counterterrorism*
- *Leadership programs at the National Defense University College of Information and Cyberspace and Naval Postgraduate School Center for Homeland Defense & Security*
- *Vice Chair, Atkinson Zoning Board of Adjustments (appointed in 2015)*

Karen Steele

- *20+ years of Project Management experience*
- *25+ years of experience with RFQ/RFP & technically directing consultants' work*
- *BS Mechanical Engineering*
- *BA Psychology*
- *Masters of Manufacturing Management (MBA + MS Industrial Engineering)*
- *Certified Project Management Professional (PMP)*

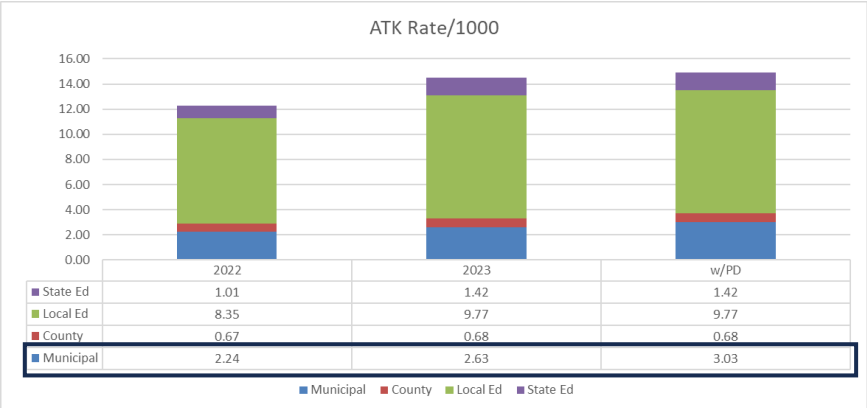
Attachment B – Estimated Costs

Town of Atkinson NH, Police Department
Concept Project Budget - 2022 Update

HARRIMAN
08 December 2022

I. CONSTRUCTION	base bid 2022		base bid 2018		delta
Building Area (in Gross Square Feet)	12,309		12,861		-552
Construction Cost (per PCM estimate)		7,119,514		4,730,183	2,389,331
Site (including markups)		1,526,868		678,307	848,562
Building (including markups)		5,592,645		4,051,876	1,540,770
Escalation	Fall 2023: 8%	569,561	Fall 2018: 3%	141,905	427,656
			Fall 2023: 33%	1,540,770	Approximation
Alternate 1 - Add Future Expansion Space		133,349		0	
TOTAL		**$7,689,075**	In 2018 dollars	**$4,872,089**	**2,816,986**
			In 2023 dollars	$6,412,859	1,276,216
II. ADMINISTRATIVE COSTS					
Land		0		0	
FF&E (budget)	33% Escalation	85,000		65,000	20,000
Owner Costs (Project Representative)		50,000		50,000	0
Security & IT (budget)	$7/SF	86,163		120,000	-33,837
Insurance/Legal		5,000		5,000	0
Bid Contingency (5.0%)		384,454		243,604	140,849
Construction Contingency (5.0%)		384,454		243,604	140,849
TOTAL		**$995,071**		**$727,209**	**$267,862**
III. FEES & SERVICES					
Architect/Engineer					
Basic A/E Services					
Schematic Design (15%)	90,827		63,690		
Design Development	121,103		84,921		
Construction Documents	242,206		169,841		
Bidding and Negotiation	30,276		21,230		
Construction Administration	121,103		84,921		
Total Basic Services Architect/Engineer	7.5% Fee	605,515	8.3% Fee	424,603	180,912
Credit for completed design work		-32,600			
Additional Services Fees (based on const contingency)		26,912		20,219	6,693
FF&E Fee		7,055		5,395	1,660
Permitting Allowance (State & Federal sitework)		10,000		15,000	-5,000
A/E Reimbursable		18,165		12,738	5,427
Survey/Soils/Borings	33% Escalation	6,500		10,000	-3,500
Special Inspections		10,000		5,000	5,000
Commissioning	33% Escalation	6,500		5,000	1,500
Miscellaneous Costs (budget)		0		10,000	-10,000
Testing and Balancing		15,000		15,000	0
TOTAL		**$673,047**		**$522,955**	**$182,692**
GRAND TOTAL		**$9,357,192**		**$6,122,253**	**$3,267,540**

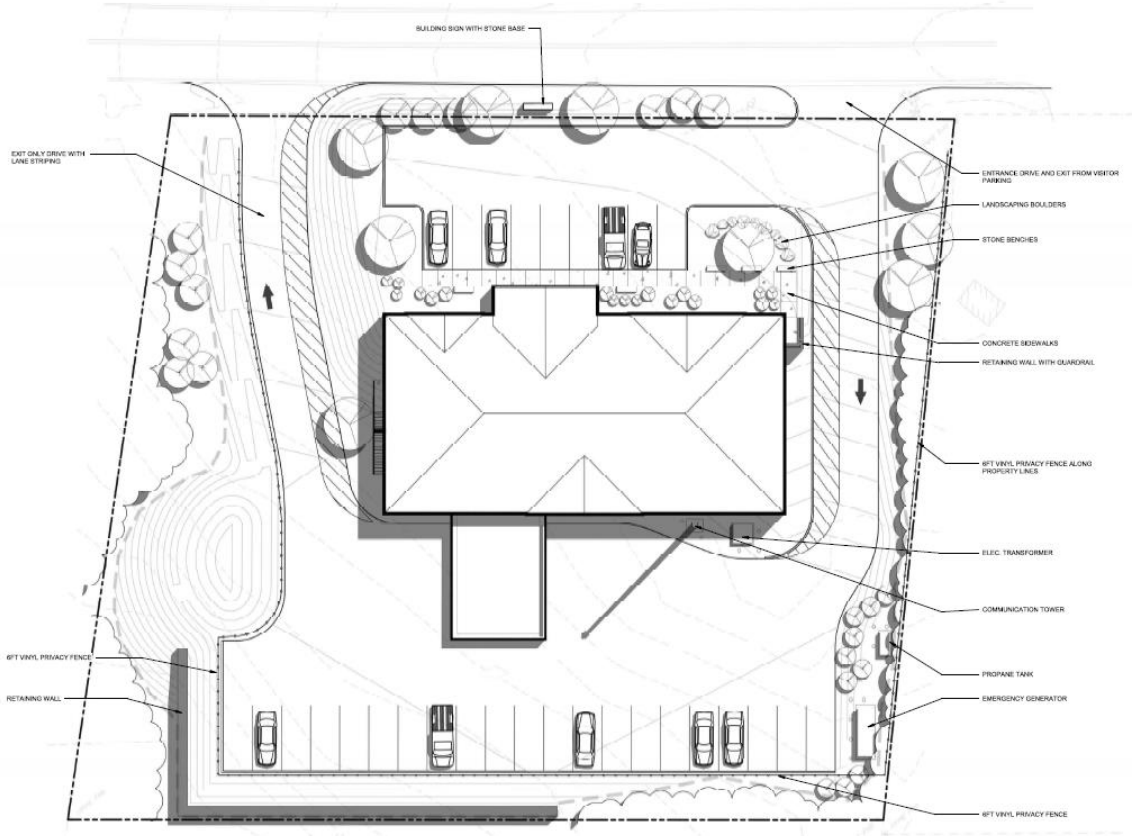
~4% of site costs is for clearing and prep'g the site.



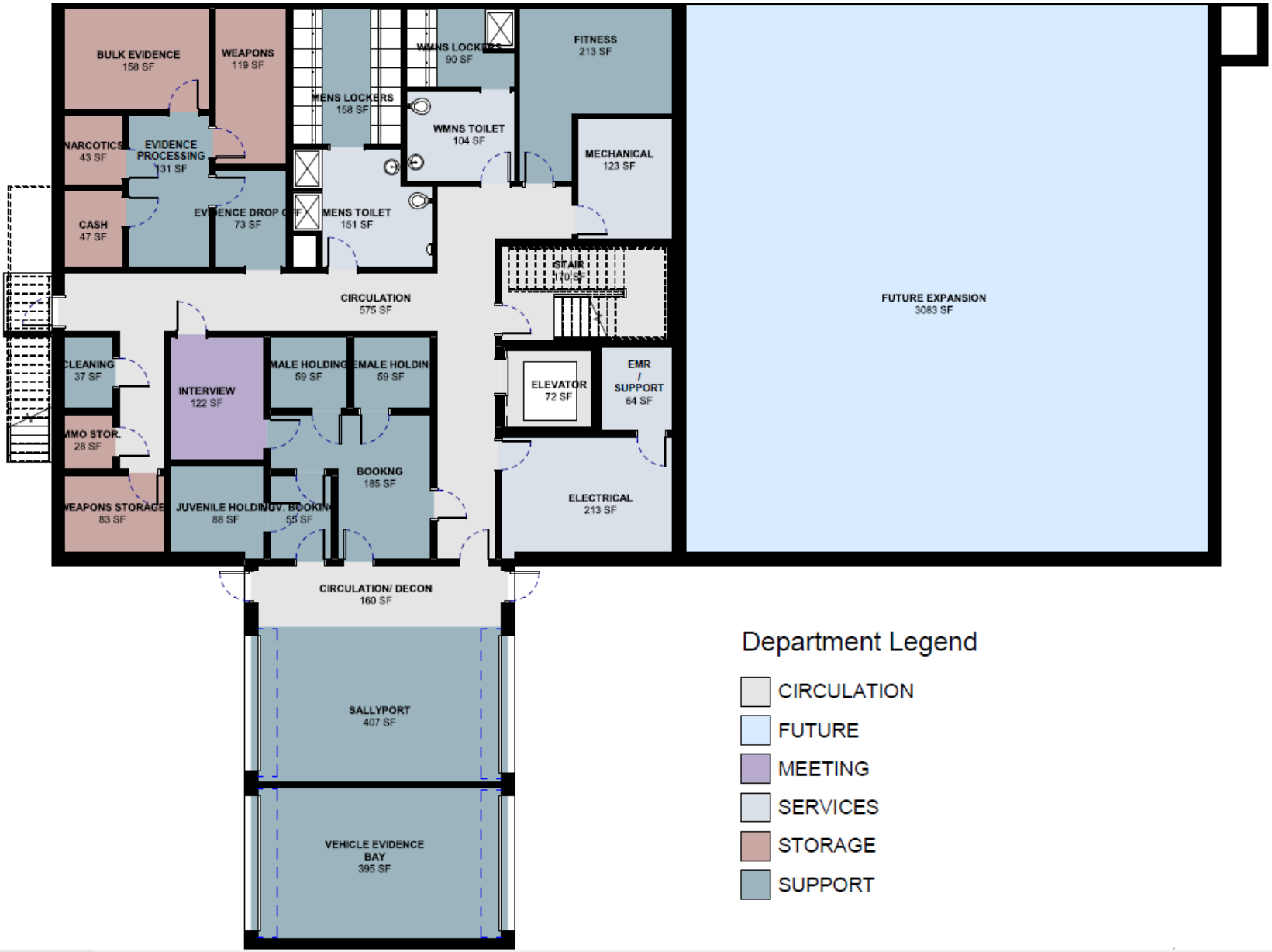
	2022	2023	w/PD
State Ed	1.01	1.42	1.42
Local Ed	8.35	9.77	9.77
County	0.67	0.68	0.68
Municipal	2.24	2.63	3.03

The bond only impacts the municipal rate. This will cause the municipal rate to increase by an estimated $.40/1000 or $16/month for a $500K home.

Attachment C – Conceptual Designs




RECORDS FILING 125 SF
RECORDS STAFF 71 SF
CS 47 SF
DISPATCH 100 SF
LOBBY 241 SF
TOILET 58 SF
TOILET 65 SF
TRAINING RM SUPPORT 186 SF
COMMUNITY MEETING ROOM 916 SF
RECORDS WORK AREA 55 SF
STAFF TOILET 62 SF
COMMUNICATIONS 75 SF
SOFT INTERVIEW 80 SF
TRAINING STORAGE 35 SF
STOR. 19 SF
DT STORAGE 98 SF
IDF CLOSET 25 SF
CUST. 23 SF
CIRCULATION 806 SF
INVESTIGATIONS 231 SF
HARD INTERVIE 106 SF
SERVER ROOM 128 SF
STAIR 179 SF
WAITING 76 SF
FT ADMIN 78 SF
TOILET 66 SF
RADIO 56 SF
TOILET 78 SF
TOILET Redundant Room
CAPTAIN 160 SF
WORK AREA 230 SF
OPERATIONS BRIEFING 89 SF
PATROL STORAGE 147 SF
ELEVATOR 98 SF
REF
BREAK/ LUNCH/ MAIL 326 SF
LEGAL 245 SF
SHARED SHIFT COMMAND OFFICE 228 SF
SHARED PATROL OFFICER AREA 162 SF
REPORT WRITING 226 SF
ADMIN CONFERENCE 243 SF
CHIEFS OFFICE 202 SF
Department Legend
CIRCULATION
MEETING
OFFICE
SERVICES
STORAGE
SUPPORT


BULK EVIDENCE
158 SF
WEAPONS
119 SF
MENS LOCKERS
158 SF
WMNS LOCKERS
90 SF
FITNESS
213 SF
NARCOTICS
43 SF
EVIDENCE PROCESSING
131 SF
WMNS TOILET
104 SF
MECHANICAL
123 SF
CASH
47 SF
EVIDENCE DROP OFF
73 SF
MENS TOILET
151 SF
STAIR
110 SF
CIRCULATION
575 SF
FUTURE EXPANSION
3083 SF
CLEANING
37 SF
INTERVIEW
122 SF
MALE HOLDING
59 SF
FEMALE HOLDIN
59 SF
ELEVATOR
72 SF
EMR / SUPPORT
64 SF
AMMO STOR.
26 SF
BOOKNG
185 SF
WEAPONS STORAGE
83 SF
JUVENILE HOLDING
88 SF
GOV. BOOKIN
55 SF
ELECTRICAL
213 SF
CIRCULATION/ DECON
160 SF
SALLYPORT
407 SF
VEHICLE EVIDENCE BAY
395 SF
Department Legend
CIRCULATION
FUTURE
MEETING
SERVICES
STORAGE
SUPPORT

Attachment D – Space Needs Gap Analysis

Space / Area Description	Exist Current Area	2018 Net Area Required (sf)	2037 Anticipated Future Area (sf)	Total Net Area Required (sf)	Delta Between Exist and Required Area (sf)	% Deficiency
1.0 Administration	361	1,002	0	1,002	(641)	64%
2.0 Records	95	288	0	288	(193)	67%
3.0 Communications	84	288	0	288	(204)	71%
4.0 Patrol	740	2,036	72	2,108	(1,368)	65%
5.0 Training	488	1,100	0	1,100	(612)	56%
6.0 Investigations	0	456	0	456	(456)	100%
7.0 Property & Evidence	132	428	0	428	(296)	69%
8.0 Legal - Prosecutor	0	164	0	164	(164)	100%
9.0 Common Facilities	551	1,174	60	1,234	(683)	55%
10.0 Other General-Specialty Areas	576	762	122	884	(308)	35%
11.0 Facility Support	138	460	0	460	(322)	70%
12.0 Parking - Fleet						
Total Net Square Footage	3,165	8,158	254	8,412	(5,247)	62%
Net to Gross Factor	1.175	1.40				
Total Gross Square Footage	3,720	11,421	356	11,777	(8,057)	68%
Total Required Parking Area	10,400	13,400	0	13,400	(3,000)	22%
Required Site Amenities	-	6,205	0	6,205	-	-
Required Site Setbacks	-	4,654	0	4,654	-	-
Total Required Site Area	-	35,681	0	35,681	-	-
Total Required Acreage	0.5	0.9	0	0.9	(0.43)	46%