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Center Harbor Building Committee
July 9, 2008

Introduction:

A Space Needs Committee (SNC) made up of a group of Center Harbor residents recently finished an evaluation of the Town space resources. One of the interim recommendations to alleviate issues at the Municipal Building has been completed (renovation of the former Fire Department members room into a temporary Police office) and now the Board of Selectmen would like to start to implement the next phase of improvements outlined by the SNC.

The primary issue outlined by the SNC was the lack of an adequate police facility. Currently, the Center Harbor Police Department (CHPD) does not comply with professional standards due to this lack of appropriate space. In addition, when arrests are made, the CHPD must rely on surrounding communities to share their facilities, which is a tenuous situation at best. In addition, by moving the CHPD to a new location, it will free up more facilities for other functions in the existing Municipal Building. The Board of Selectmen is forming the Building Committee to address this situation.

Charge:

The charge of the Center Harbor Building Committee (BC) will be to perform two main functions:

Phase I: Determine an appropriate location for a new Center Harbor Police Department space. This could be addition to the existing Municipal Building or a completely separate building on a different piece of property.

Phase II: Develop a final design for the new Police Department Offices that can be taken to bid and brought to Town Meeting.

Tasks:

The following are some of the rudimentary tasks that should be done as you begin to carry out your charge:

1. Appoint a Chair and Secretary to run the meetings and take appropriate minutes. The Board of Selectmen has budgeted administrative support to facilitate the administrative functions such as note-taking and the distribution of documents.
2. Meet twice a month.
3. Review the Space Needs Committee final report.
4. Meet with Chief Chase as needed to define the needs of a modern Police Department.
5. Hire an architect to facilitate the process of site selection and final design.
6. Have a final proposal ready by January 1, 2010 for inclusion in the 2010 Town Meeting.

Being on a committee such as this can be challenging and takes a commitment to see the project through to completion in a timely fashion. The Board of Selectmen appreciates your willingness to participate.

