

REPORT

Police Study Advisory Committee

To

Board of Selectmen
Town of Tuftonboro

November, 2014

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Referenced Documents


1. Planning, Designing and Constructing Police Facilities, The International Association of Chiefs of Police
2. Topographic Worksheet (wetland survey), White Mountain Survey Co, 2006
3. Construction Plans, addition to Tuftonboro Free Library, Ingram/Wallace Architects, 1990

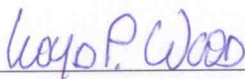
MISSION STATEMENT
Issued by BOS to Police Station Advisory Committee

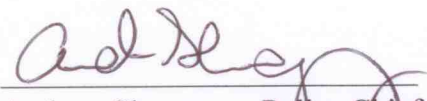
To research and recommend to the Board of Selectmen a proposal for a new police station. Recommendations should include location, type of facility, and estimated costs. Target deadline date is 01 November 14. The purpose is to allow the BOS, CIP, Bud Com and others to have proposed cost estimate so that we can determine the future capital improvement projects. Special attention should be directed to the possible use of the current Library building if that becomes available.

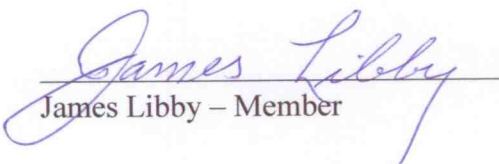
The Selectmen appointed the following to the Police Facility Advisory Committee

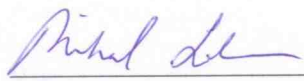

Robert Theve - Budget Committee
Chairman


Richard Cary - Architect
Vice Chairman


Lloyd Wood - Selectman


Andrew Shagoury - Police Chief
Secretary


James Libby - Member


Michael Lohne - Member

The committee elected Robert Theve Chairman, Richard Cary Vice Chairman, Chief Shagoury Secretary

No funds were available for consulting services, testing or inspection.

INTRODUCTION

The Police Facility Advisory Committee held its first meeting on August 13 and met a total of 13 posted meetings. In order to address matters of design, construction feasibility and cost, we invited Gary Goudreau, architect, and Andre Kloetz of Bauen Corporation to advise. Both had been the town's consultants on studies of the combined fire/police facility in 2011 and were familiar with the project requirements, options and town personnel.

The committee reviewed past studies of needs, design and construction cost as well as reference materials, some of which are listed following as Attachments to this report or Referenced Documents.

Site visits were made to three neighboring towns to observe their facilities and interview police officers. Our consultants are also familiar with these projects, and their observations were invaluable in understanding the specifics of the projects and also the dynamics of project development.

This study and report are the first step. If the recommendation of renovation of the existing library building is to be pursued, a more thorough evaluation of the building must be done, with a budget authorized by town meeting.

The committee expresses its sincere gratitude to Gary Goudreau and Andre Kloetz for their uncompensated donation of time and expertise to this work.

BACKGROUND ON POLICE DEPARTMENT AND STATION

The Department

The police department is currently staffed with 4 full-time officers and a part-time administrative assistant. There are four vehicles and a radar speed trailer. It has been staffed with four officers for over 10 years. There are not enough officers to cover 24 hours a day. If there were need for more officers, there is no place to put them.

The police department deals with many cases that require privacy. Juveniles need to have sight and sound separation from adults while at the station. Victims deserve respect and dignity.

The department is also responsible for providing animal control services.

The Station

The station was constructed in 1997. It is attached to the Town Offices at 240 Middle Road. It shares a common entrance with the Town Offices. It is approximately 1500 square feet. It has one office for the officers and administrative assistant. There are no dividers for privacy. The door is glass which provides no privacy. There is another office for the Chief which also is used for storage and file cabinets.

There is an unheated attached two bay garage. There is a small closet for evidence. There is a small storage closet.

The facility has been studied since 2004. It does not meet the Americans with Disability accessibility requirements. The Town's insurance provider has restricted the use of the facility because of the lack of segregation of the functions. We have to leave town when we arrest someone due to that restriction. It becomes even tougher if the arrest involves a juvenile as we cannot provide sight and sound separation as State and Federal law requires. The Department of Labor inspected the facility in 2014. They require us to keep the door locked at all times for safety.

An issue for evidence storage includes no place for larger items to be properly stored. The evidence room is too small to store our evidence. Evidence like firearms, drugs and jewelry should be stored separately. There is no way to segregate them within our closet.

The garage doors should be taller. The antennas for our mobile radios have been damaged by the doors. The garage is too narrow to open the doors on both sides of the vehicles. It is also too short to walk around both ends of a vehicle. As such it is no longer used to park vehicles. The garage is also used to store older records which only occasionally need to be accessed. It is used to store large equipment for the department.

The attic is not finished. It uses a pull down attic ladder for access. This is not a proper stairway that is safe for employees to regularly use.

The basement has some areas which we currently use for a locker, unsecured storage, and weights. The area has to be accessed through the town offices. The alarm for the basement is not controlled by the police department. That means evidence cannot be stored in the basement.

Because there is no secure booking area, we have to leave town for all arrests. It means we have to see if other facilities are available. If we could process our own arrests, we could do so quicker and more efficiently. We could enter the information into our computer as we are processing the arrest. Presently we have to write down the information at another facility and then return to enter it in our system.

Four previous studies or plans to meet police department needs were done between 2004 and the present. All concluded the facility needed to be larger to function properly as a police station. The current facility at best is an office with a small garage attached. A police facility has unique attributes and demands that distinguish it from a standard office. Some are more visible than others.

Areas which commonly see threats to the safety of employees and other occupants of the building are the garage, booking area and the entrance waiting area. The entry should be secured with bullet resistant walls. There should be a transaction window with bullet resistant glass. The entry is a good location for a public rest room and a safe room.

The walls of the garage where arrestees may be walked will have a durable wall finish that will not break when punched or kicked. Any items which could become weapons are secured away from any area a prisoner is walked.

Prior to processing a prisoner, the officer(s) secure all weapons. That prevents an arrestee from disarming an officer. This is usually done using lockers in the garage so the officer can watch the prisoner. There is usually a firearm unloading station and eye wash faucet in that general location.

The booking area where arrestees are processed will have a similar durable wall finish. The flooring will be able to be washed off easily. The doors will lock to prevent a person from escaping. The lights will have a switch that is not able to be shut off by an unauthorized person. It will either be switched outside the secure area or have a key switch. The area should have a means to secure a person under arrest if the officer has to briefly leave the room. The officer may need to let a bail commissioner in or get paperwork to complete the booking. This area will be audio and video recorded when an arrestee is present.

Adjacent to the booking room will be a toilet. It will be a durable design with a remote flush. This type is usually metal with a built-in sink. There will also be a room for bail commissioners and officers to talk to arrestees.

The video system needs to record audio and video of interviews. It also needs to record video of many areas of the interior and exterior of the building. This is done for safety and liability reasons. It also provides accountability. The construction would require sight and sound separation of several of the rooms for juvenile cases, witnesses, suspects and victims.

There would be a small secure area for the computer and video servers. It could be the size of a closet. This would have to be vented to prevent the equipment from overheating. Access would only be for limited number of employees for security of the system and accountability.

A common issue in police stations is storage space for records. A police department has to segregate several different types of records. The retention schedule for police records requires many be kept for a long time. This leads to many files accumulating over time.

Evidence needs to be segregated and stored with limited access. Areas for handling and securing evidence should be easy to clean and well ventilated in the event of spills. The evidence can include bodily fluids which may have to be stored in a refrigerator.

The lock system should be electronically controlled to track use of the facility. It also creates a log for accountability and allows easy changes to maintain security in the event an employee leaves or a key is lost.

POLICE FACILITY VISITATIONS

In an effort to better understand the functionality of police facilities, a subcommittee was formed to visit and interview appropriate personnel at the Meredith, Center Harbor, and Moultonborough Police Departments and review their facilities, which have been constructed recently. Criteria considered for review were critical space needs, design layouts, construction requirements, and the functionality of the facility. All three facilities had similar amenities and were constructed with areas ranging from 2,500 to 12,000 square feet with two of the departments in shared buildings with fire departments.

The primary design features of the facilities centered on a completely secured environment for police personnel, detainees, and the general public; the efficient, confidential and safe processing of juvenile and adult detainees; secured areas for both large and varied small evidence storage; appropriate space for staff and departmental administration including record retention and general storage. Each facility surveyed provided both positive and negative examples to solutions to their needs with the following observations relevant to appropriate design considerations. See Attachment #3 for proposed Tuftonboro space needs.

Control

The proposed facility should have a ballistic proof lobby area open to the public with access to a toilet and an interview/safe room. The entire departmental space should be access secured with video surveillance.

The sallyport/large evidence storage should adjoin the prisoner processing area, which would have a toilet and bail/interview room. In that prisoners are not detained over night, holding cells are not required.

Evidence / property storage should be under rigid control with ready access from prisoner processing.

Patrol and staff

Adequate locker, shower and toilet facilities for the department must be considered for current and future staffing. With space constraints, a unisex locker/shower room is an option.

Privacy, security and work environment are important considerations relative to squad work stations/break rooms, armory, and office/conference areas. A space for physical fitness is not under consideration.

Department administration

Public reception must be available in the lobby area.

Adequate space for short and long term storage is critical to avoid the inconvenience and security issues with offsite storage.

For privacy and security, an office is necessary for the Chief of the Department and a conference room offers greater utility and future expansion capabilities.

Considering the demands being placed upon police departments for increased security and confidentiality, a new police facility must address the ongoing and future needs of the Tuftonboro community. The site visits have confirmed the committee's opinion that the floor plan design as presented in Attachment #1 for the renovation of the existing library building represents a realistic solution that satisfies the critical issues for an effective, code compliant police facility for the Town of Tuftonboro and, if necessary, allows for future expansion.

OPTIONS FOR NEW FACILITY

Three options have been studied:

- A. Expand the existing police facility at the town office site.
- B. Construct a new building on a town-owned site.
- C. Renovate the vacated library building.

Criteria:

Location

Accommodation of the space needs

Feasibility of construction in expanding or renovating existing buildings

30 year life cycle

Construction cost

Space Needs:

A "Space Needs Assessment" was prepared in 2010 for the proposed combined fire – police complex. Adjusted for a stand-alone facility, the committee has accepted a total of 3885 net square feet and 5050 gross square feet (gsf) and as a planning target (Attachment #3). This judgment has been validated by inspections of other neighboring facilities as discussed above and reference to standards set in "Planning, Designing and Constructing Police Facilities" published by The International Associations of Chiefs of Police.

Analysis:

A. Expand the existing facility at the town office site

The station should be located on Middle Road in proximity to other town buildings, but literal attachment to the town office is a disadvantage with respect to privacy, security and potential violence. A 2011 architectural study (Attachment #5) shows the existing footprint expanded south and west. In that study, existing bearing walls at the expansion are removed and all interior partitions are removed, necessitating restructuring the roof, with very little benefit or cost reduction for this retained space. Storage is relegated to a newly excavated basement, raising environmental concerns. Entrance to the new station should be separated from the town hall entry to mitigate the aforementioned privacy issues. Esthetically, the addition southward, as seen from the street, should extend the same sloped roof line, creating unnecessary attic space. The new footprint to the west would have a flat membrane covered roof. All mechanical and electrical systems would be new, achieving no cost advantage.

Site work: The expanded footprint would necessitate relocating the curbcut, southside parking and the driveway to the rear of the building. Pavement for existing parking at the rear extends onto the cemetery grounds, where future burial sites are committed. Future loss of that parking as well as from building expansion would leave expansion into the community garden as the only parking alternative.

Construction phasing: During an estimated period of at least six months, the police department must be moved to temporary quarters. Rental trailers may be acceptable for temporary classrooms, but the needs for booking, evidence security, communications and the myriad unique functions of police work would be seriously compromised and costly to provide in temporary quarters. Town office functions would likewise be inconvenienced during construction. Vacating the police space provides expansion for the town office should that be required in the future.

B. Construct a new building on a town-owned site.

The "Schedule of Town Owned Properties" in the 2013 Annual Reports lists 45 properties (Attachment #8). Of these, only three are considered by the committee to be appropriate locations in keeping with a central location and proximity to other town buildings.

238 Middle Road – town garden

220 Middle Road – Dearborn property, location of proposed new library.

191 Middle Road – Gould property, site of town recreation area and fire/rescue building.

Lacking a concept plan for a new building on a new site, the gross square footage of Option C was assumed for cost analysis.

Existing library	3900 gsf
Garage	<u>1024</u>
Total	4924 gsf

Advantages of this option:

- Lack of constraint in planning
- All new construction

Disadvantages of this option:

- Most costly
- New septic, utility service and parking required
- Possible controversy over site selection
- Disposition of vacated library building unresolved

C. Renovate the vacated library building.

The location, in the town center and proximity to other town buildings, is optimal.

The library building has been visually examined, and construction documents of the 1991 addition reviewed. The building appears to be in good condition and the staff and trustees report no problems. The roof is framed with trusses, permitting removal of interior partitions.

The existing library has a footprint of 3900 gsf. A 2011 study plan showed the garage (sallyport and large evidence storage) cut into the north end of the building, occupying 821 sf. (Attachment #4). The remaining area proved inadequate to house the desired program in the opinion of the Chief and the committee.

The Topographic Worksheet by White Mountain Survey delineates wetland areas on this and adjacent properties. There is no conflict for the modest garage expansion proposed below.

Committee Recommendation:

Retain the building shell and add a garage space (32'x32') at the east end, extending from the current meeting room, away from the street. Without being reduced by the garage-type spaces, the 3900 gsf footprint under the existing roof will accommodate the full program adequately, without being wasteful, and will not be in danger of obsolescence. Two back-to-back toilets will be retained. All other interior partitions shall be removed. New partitioning, ceilings, floor coverings, HVAC, shower, electrical service and emergency generator shall be provided. Fire protection not required. Septic system retained. A concept plan is shown in Attachment #1.

Cost comparisons of the three options are shown in the following Cost Tabulation.

The committee unanimously recommends the renovation and garage expansion of the vacated library building as best meeting the criteria at the lowest cost.

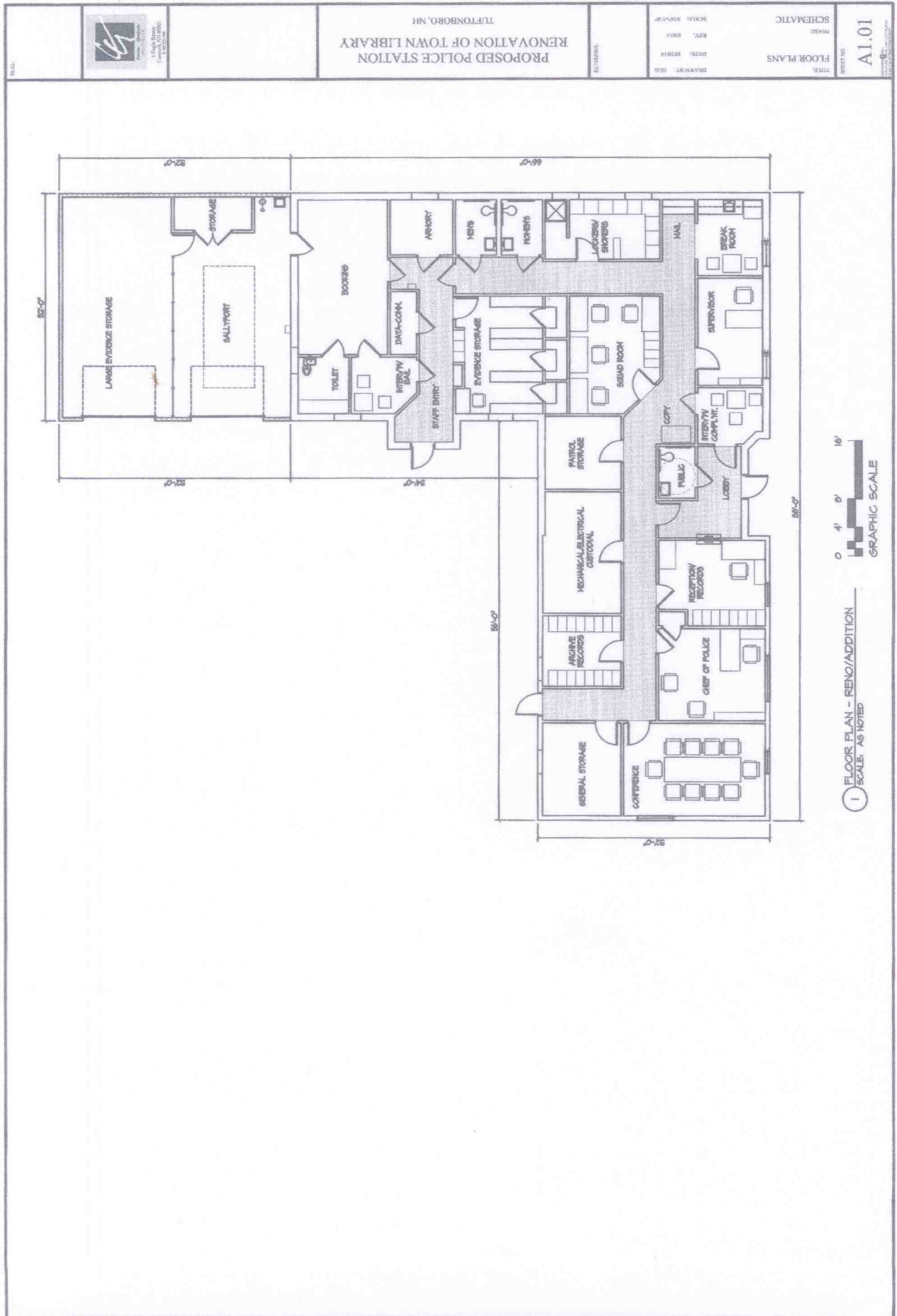
COST TABULATION

	Option A	Option B	Option C
	Renovate existing <u>library building</u>	Construct <u>new building</u>	Renovate existing <u>police station</u>
Bauen total	\$860,277	\$1,212,869	\$896,560
A/E fee @ 9%	74,447		77,587
A/E fee @ 8%		93,298	
Civil engin. fee	6,000	12,000	12,000
Relocation of PD			100,000
	<hr/>	<hr/>	<hr/>
TOTAL	\$940,724	\$1,318,167	\$1,086,147

Furniture not included; expected to be equal for each option.

Refer to Bauen cost study for other items not included in the construction cost estimate.

All line items above are based on information available at this early stage of project development and are subject to future refinement.



ATTACHMENT #2

TOWN OF TUFTONBORO POLICE STATION BUDGET
 TUFTONBORO, NH
 CONCEPTUAL STUDY OF VARIOUS OPTIONS

BAUEN CORPORATION
 PO BOX 1621 MEREDITH, NH 03253
 OCTOBER 23, 2014

<u>DESCRIPTION</u>	<u>RENOVATE EXISTING LIBRARY BUILDING</u>		<u>CONSTRUCT NEW BUILDING</u>		<u>RENOVATE EXISTING POLICE STATION</u>	
	<u>TOTAL</u>	<u>\$ / SF</u>	<u>TOTAL</u>	<u>\$ / SF</u>	<u>TOTAL</u>	<u>\$ / SF</u>
GENERAL CONDITIONS	\$126,100	\$25.61	\$150,700	\$30.61	\$150,700	\$31.38
DEMOLITION	\$33,420	\$6.79	None	NA	\$11,640	\$2.42
SITEWORK	\$42,944	\$8.72	\$205,000	\$41.63	\$34,730	\$7.23
CONCRETE	\$20,283	\$4.12	\$49,515	\$10.06	\$45,052	\$9.38
MASONRY - Infill misc. openings	\$6,000	\$1.22	None	NA	\$18,768	\$3.91
METALS	\$4,500	\$0.91	\$6,500	\$1.32	\$6,670	\$1.39
WOOD AND PLASTICS						
Rough carpentry	\$47,584	\$9.66	\$115,000	\$23.35	\$104,900	\$21.84
Finish carpentry	\$18,300	\$3.72	\$18,300	\$3.72	\$8,970	\$1.87
THERMAL AND MOISTURE PROTECTION						
Foundation insulation	\$1,380	\$0.28	\$4,205	\$0.85	\$5,062	\$1.05
Siding and trim	\$9,524	\$1.93	\$53,470	\$10.86	\$23,600	\$4.91
Asphalt roofing	\$5,935	\$1.21	\$14,860	\$3.02	\$23,420	\$4.88
Insulation	\$5,096	\$1.03	\$13,900	\$2.82	\$8,960	\$1.87
Caulking, sealants, and misc. flashings	\$2,300	\$0.47	\$2,118	\$0.43	\$1,650	\$0.34
DOORS, WINDOWS, AND GLASS						
Doors, frames, b-lites, & hardware	\$36,950	\$7.50	\$36,950	\$7.50	\$22,241	\$4.63
Electronic key phobe system for PD	\$23,570	\$4.79	\$23,570	\$4.79	\$23,570	\$4.91
Aluminum entry and misc. glazing	\$8,980	\$1.82	\$8,980	\$1.82	\$2,875	\$0.60
Overhead doors	\$3,325	\$0.68	\$3,942	\$0.80	\$3,050	\$0.64
Access doors	\$450	\$0.09	\$450	\$0.09	\$450	\$0.09
Clad wood windows	None	NA	\$16,212	\$3.29	\$5,720	\$1.19
FINISHES	\$93,933	\$19.08	\$93,933	\$19.08	\$90,734	\$18.89
SPECIALTIES	\$8,600	\$1.75	\$8,600	\$1.75	\$5,970	\$1.24

EQUIPMENT AND FURNISHINGS

Appliances	\$1,500	\$0.30	\$1,500	\$0.30	\$1,500	\$0.31
Police personnel lockers	\$9,960	\$2.02	\$9,960	\$2.02	\$9,960	\$2.07
Bullet resistant sheets	\$5,895	\$1.20	\$5,895	\$1.20	\$5,895	\$1.23
Evidence lockers and pistol lockers	\$7,500	\$1.52	\$7,500	\$1.52	\$7,500	\$1.56
Cuff bench and holding cell	\$3,500	\$0.71	\$3,500	\$0.71	\$3,500	\$0.73
Transaction window w/ drawer	\$3,000	\$0.61	\$3,000	\$0.61	\$3,000	\$0.62
Window treatments	\$1,080	\$0.22	\$1,080	\$0.22	\$1,080	\$0.22
Wire mesh partitions	\$2,100	\$0.43	\$2,100	\$0.43	\$2,100	\$0.44
Cabinets, countertops, and shelving	\$18,730	\$3.80	\$18,730	\$3.80	\$18,730	\$3.90

MECHANICAL	\$148,000	\$30.06	\$154,000	\$31.28	\$104,580	\$21.77
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ELECTRICAL

General Electrical	\$76,000	\$15.43	\$82,000	\$16.65	\$82,000	\$17.07
Emergency Generator	\$27,250	\$5.53	\$27,250	\$5.53	Existing	NA
Phone system allowance	\$3,500	\$0.71	\$3,500	\$0.71	\$3,500	\$0.73

CONTINGENCY	\$20,000	\$4.06	\$20,000	\$4.06	\$20,000	\$4.16
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SUBTOTAL	\$827,189	\$167.99	\$1,166,220	\$236.84	\$862,077	\$179.49
FEE	<u>\$33,088</u>	\$6.72	\$46,649	\$9.47	\$34,483	\$7.18
TOTAL	\$860,277	\$174.71	\$1,212,869	\$246.32	\$896,560	\$186.67

NOTES AND CLARIFICATIONS:

No removal of hazardous materials included.
 Building permit fees by owner.
 Testing by owner
 Furniture by owner
 No sprinkler system included.
 No landscaping included.

SQUARE FOOTAGE:	Existing =	3,900	New =	4,924	Existing =	2,175
	New =	<u>1,024</u>			New =	<u>2,628</u>
	Total =	4,924			Total =	4,803

Tuftonboro, New Hampshire

Police Station Facility

Proposed Safety Complex Space Needs Assessment

9/22/2010

Area/Room Title	# of occ.	# of Rms.	Rm. Area	Subtotal	Program	Design	Variance
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Department Administration

Records/Reception	2	1	160 sf	160 sf		sf	sf
Chief's Office	1	1	200 sf	200 sf		sf	sf
Administration Total:				360 sf	360 sf	0 sf	sf

360

Control

Public Restroom (shared w/ FD)		01	0 sf	0 sf		sf	sf
Lobby (shared w/ FD)		01	0 sf	0 sf		sf	sf
Interview/Complaint Room	4	1	75 sf	75 sf		sf	sf
Juvenile Holding	4	1	75 sf	75 sf		sf	sf
Control Total:				150 sf	150 sf	0 sf	sf

+ 145

295

295

295

Patrol

Squad Room	5	1	200 sf	200 sf		sf	sf
Supervisor/Dpty Chief		1	140 sf	140 sf		sf	sf
Roll Call / Mail / Break Rm.	6	1	225 sf	225 sf		sf	sf
Armory		1	75 sf	75 sf		sf	sf
Weapons Cleaning (w/ Armory)		0	0 sf	0 sf		sf	sf
Patrol Total:				640 sf	640 sf	0 sf	sf

640

Toilets/Showers/Lockers

Male Toilets/Showers/Lockers	6	1	230 sf	230 sf		sf	sf
Female Toilets/Showers/Lockers	2	1	160 sf	160 sf		sf	sf
Toilets/Showers Total:				390 sf	390 sf	0 sf	sf

390

Investigative Division

Prosecutor	2	1	120 sf	120 sf		sf	sf
Investigative Total:				120 sf	120 sf	0 sf	sf

120

Storage - Department

Office Supply Storage		1	25 sf	25 sf		sf	sf
Quartermaster Storage		1	30 sf	30 sf		sf	sf
Patrol Eqmt. Storage		1	50 sf	50 sf		sf	sf
Active Records Storage		1	30 sf	30 sf		sf	sf
Archive Records		1	100 sf	100 sf		sf	sf
Storage Total:				235 sf	235 sf	0 sf	sf

235

Operations Support

Training/Conference (shared w/ FD)			0 sf	0 sf		sf	sf
Storage (shared w/ FD)			0 sf	0 sf		sf	sf
Operations Support Total:				0 sf	0 sf	0 sf	sf

200

Tuftonboro, New Hampshire

Police Station Facility

Proposed Safety Complex Space Needs Assessment

9/22/2010

Area/Room Title	# of occ.	# of Rms.	Rm. Area	Subtotal	Program	Design	Variance
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Prisoner Processing

Processing w/ holding bench		1	245 sf	245 sf		sf	sf
Interview/Bail	2	1	65 sf	65 sf		sf	sf
Toilet Room	1	1	45 sf	45 sf		sf	sf
Prisoner Processing Total:				355 sf	355 sf	0 sf	sf

355

Evidence & Property

Receiving/Processing		1	95 sf	95 sf		sf	sf
General Storage		1	200 sf	200 sf		sf	sf
Drug Storage		1	25 sf	25 sf		sf	sf
Weapons Storage (cage)		1	25 sf	25 sf		sf	sf
Evidence & Property Total:				345 sf	345 sf	0 sf	sf

345

Sallyport

Sallyport Stalls		2	235 sf	470 sf		sf	sf
Storage		1	50 sf	50 sf		sf	sf
Sallyport Total:				520 sf	520 sf	0 sf	sf

720

720

Storage - Utility

Custodial w/ Storage (share w/ FD)			0 sf	0 sf		sf	sf
Communication/Tel-Data (share w/ FD)			0 sf	0 sf		sf	sf
Elevator Mach. Rm. (future) (share w/ FD)			0 sf	0 sf		sf	sf
Mech/Elec. (w/ compressor) (share w/ FD)			0 sf	0 sf		sf	sf
Utility Storage Total:				0 sf	0 sf	0 sf	sf

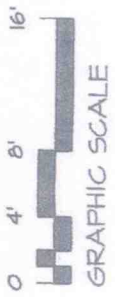
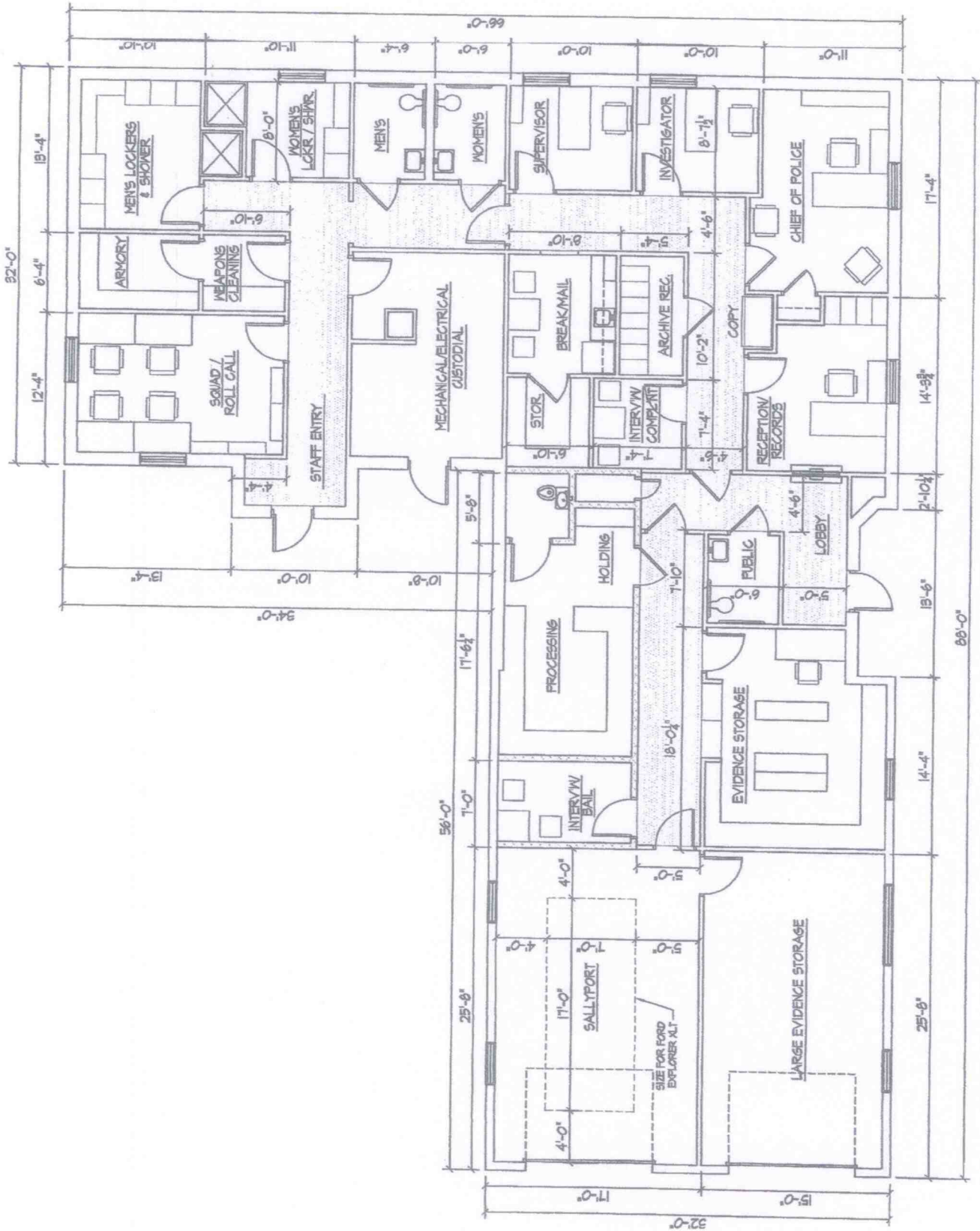
existing
225

Net to Gross Adjustment

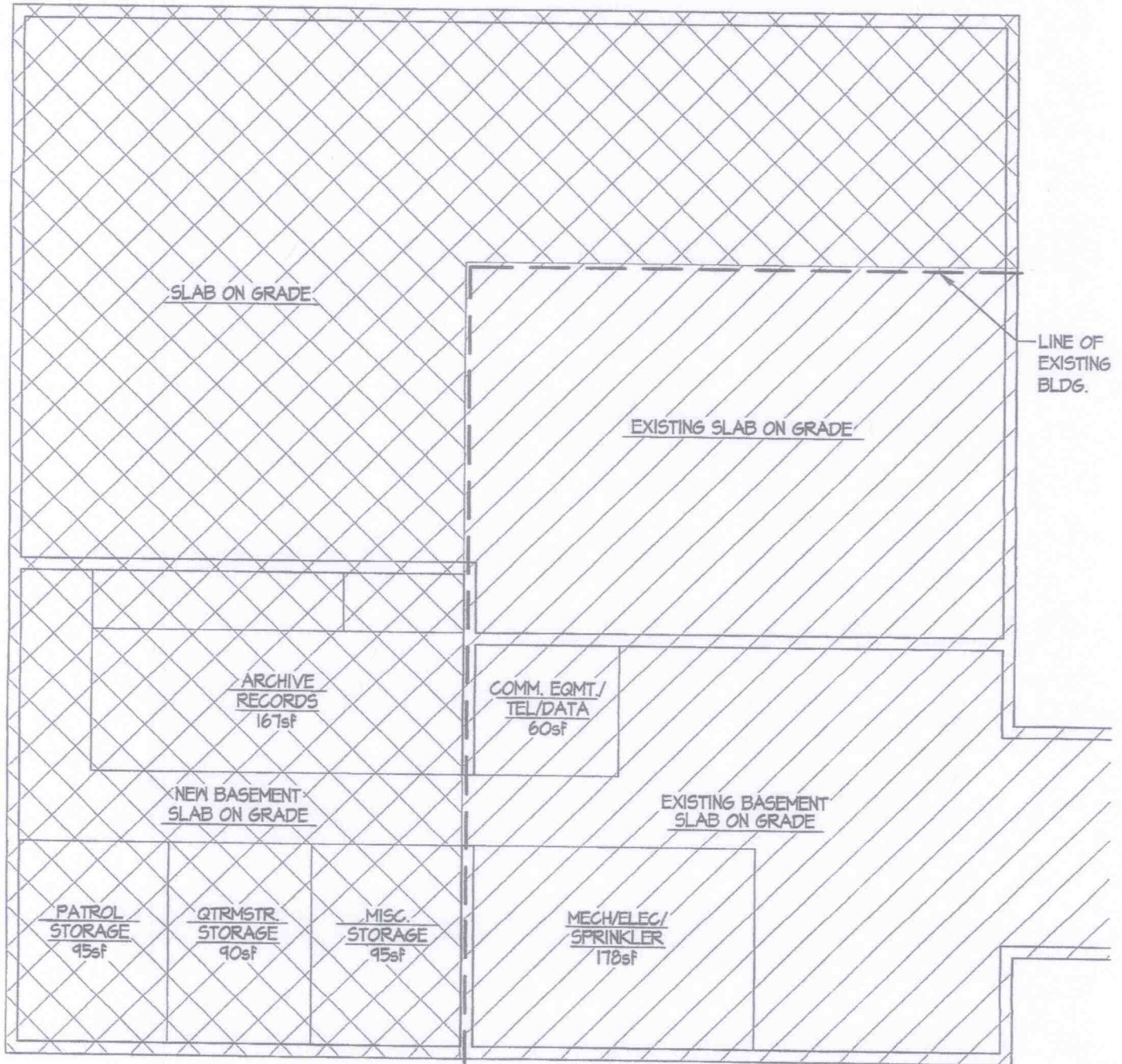
Total Net Area				3,115 sf		sf	sf
Net to Gross Adjustment (Net Area x 0.30)				935 sf		0 sf	sf
Total Area:				4,050 sf		0 sf	sf

3885
1165

5050



1 FLOOR PLAN - EXISTING LIBRARY
SCALE: AS NOTED 3/400 65F

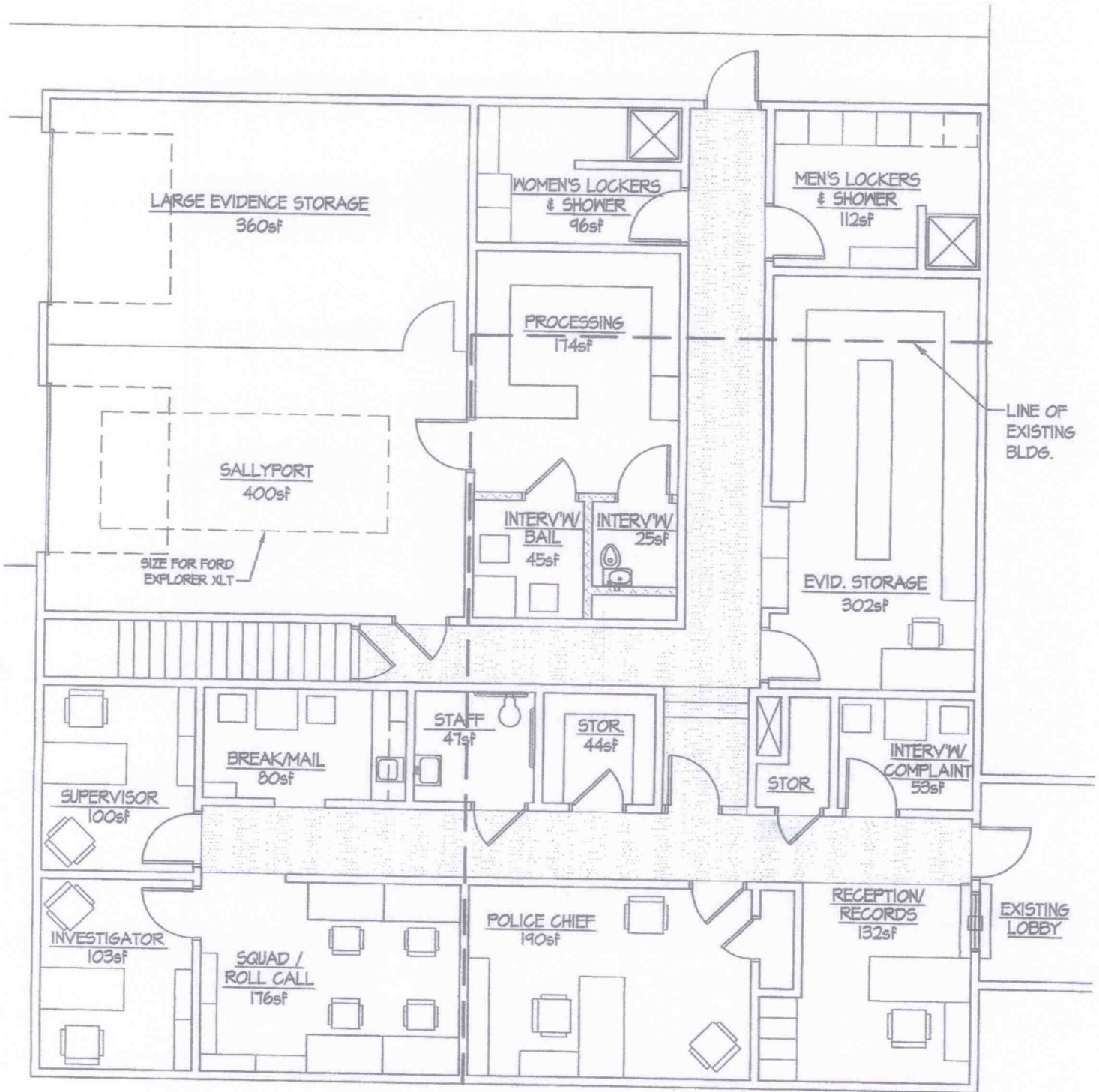


1 BASEMENT PLAN - RENOVATED POLICE STATION
SCALE: $\frac{1}{8}" = 1'-0"$ 713 SF

0 4' 8' 16'



GRAPHIC SCALE

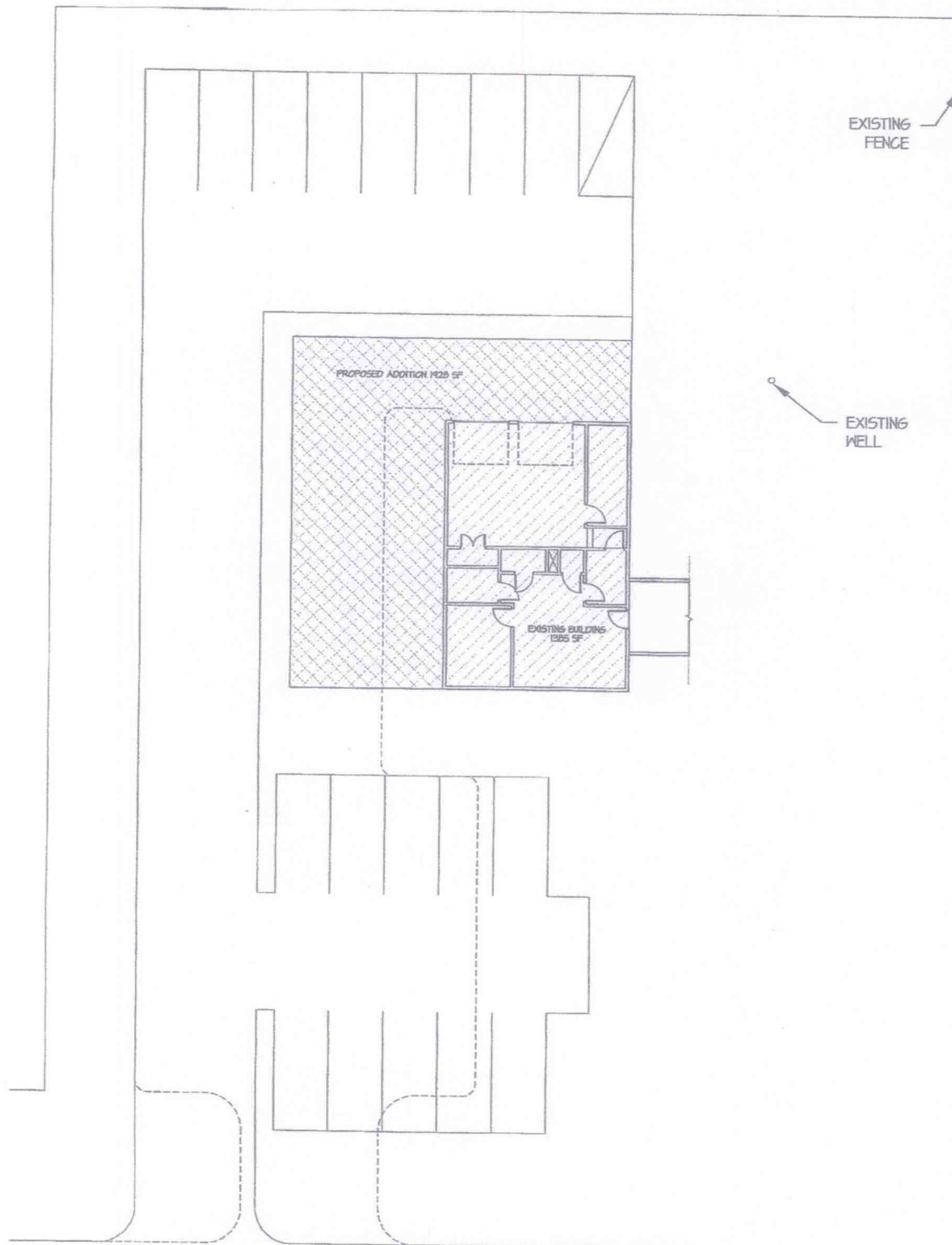


2 FLOOR PLAN - RENOVATED POLICE STATION
SCALE: $\frac{1}{8}" = 1'-0"$ 3300 GSF

0 4' 8' 16'



GRAPHIC SCALE



3 SITE PLAN - RENOVATED POLICE STATION
SCALE: 1/8"=1'-0"





Bow Brook Place
46 Donovan Street
Concord, NH 03301-2624

(603) 225-2841
(800) 698-2364

www.nhprimex.org

Fax Numbers

Claims
(603) 228-3833

Education & Training
(603) 228-3905

Member Services/
Finance & Administration
(603) 226-6903

Risk Management Services
(603) 228-0650

July 23, 2007

Mr. Andrew Shagoury, Police Chief
Tuftonboro Police Department
PO Box 98
Center Tuftonboro, NH 03816

Dear Chief Shagoury,

It was my pleasure to meet you during my brief visit to Tuftonboro on July 23, 2007. We spoke about a number of risk management items, mostly associated with the present police facility.

The present facility does have some shortcomings from a risk management perspective. And while you have made some improvements, we would agree that more should be done if the department and the town wish to be more proactive in managing risks associated with law enforcement operations.

By way of example, the current facility lacks separation of administrative staff from arrestee processing areas. Moreover, the arrestee processing area does not provide measures for temporary detainment or officer weapon lock-up. It is also recognized that the floor is carpeted which can be problematic from a blood and body fluid decontamination perspective.

You indicated that you and the board have been discussing both short and long term improvements and I would recommend that those conversations continue. A particular element of consideration that you described is a temporary holding cell. I have spoken with staff in our coverage's department and they indicate that there would be no additional costs associated with a holding cell. However, as we discussed, there are risk management considerations here too.

I have enclosed a rather generic list of officer safety considerations in police facilities. While this list is not comprehensive it can serve as a thought tool as you and the board consider improvements.

As always, I welcome the opportunity to help guide your risk management efforts and I invite your calls at any time.

Sincerely,

David A. Witham
Sr. Risk Management Services Consultant
Extension 126

DAW/

cc: Jeanie Forrester, Town Administrator

enclosure: Officer Safety Considerations in Police Facilities



OFFICER SAFETY CONSIDERATIONS IN POLICE FACILITIES

The following is a list of some basic officer safety considerations in the construction of new police facilities and/or the rehabilitation of existing facilities. By no means is this a comprehensive list of items to consider, but these are important elements affecting officer safety.

National and state standards on law enforcement accreditation also provided guidance on elements to consider in the design of police facilities, and should be referenced before any construction begins.

COMMUNICABLE DISEASE / SANITATION

Since police personnel commonly encounter blood and bodily fluids, measures for disinfection of facilities and personnel, particularly in detainee processing areas, need consideration. Among some important attributes are:

- A separate area for disinfecting equipment and personnel. This area should be well lit with adequate ventilation, floor drains and a hands-free operable sink(s). All drains should flow to a sanitary sewer system and should not contaminate other areas of the station.
- Selection of materials in detainee processing and holding areas that can be easily cleaned and disinfected. Non-porous, molded surfaces are highly recommended. The installation of appropriate floor tiles to facilitate drainage is also important.

SECURED LOBBY

Measures to control public access to communications and administrative areas of the station are needed. Typically, this is best accomplished by limiting public access to the facility via a secured lobby area. This area would have a method to conduct business without bring personnel into direct contact with the visitor. A customer service window constructed of bullet resistant glass is one such alternative. Consideration should also be given to penetration resistant products in construction of the lobby, as well as the creation of a pleasant, non-threatening environment



DETAINEE PROCESSING AREA

Measures to protect officers involved in detainee processing are very important since this can be a high-risk activity. An appropriate processing area should include the following for the benefit of officer safety.

- Establishment of a separate, unobstructed path of travel from the cruiser parking area to the processing area/room. This path of travel should not expose the officer or the detainee to members of the general public, non-sworn support personnel, or items that could contribute to injury should the detainee become violent (i.e. stairways, extraneous items). Cruiser "sally ports", and secured doors from the processing area into the remainder of the station and to the outside are also important. The processing area should also be constructed with penetration resistant products that would resist damage during a confrontation.
- Construction of counters, seating and cabinetry so to limit the likelihood of injuries should a struggle or confrontation occur in the area. Rounded edges on counter tops, secured, rounded benches and fixed, flush cabinetry are examples of some strategies that should be considered.
- Methods to control detainees while officers' process needed paperwork.

SYSTEM SAFEGUARDING

Communications are a critical component in law enforcement activities and in officer safety, and as such, need to be protected.

Back-up for vital equipment such as radios, computers and lighting are paramount. Typically, this is best provided for with an alternate power source such as a generator with an automatic transfer switch and start-up.

Additionally, radio towers, antennas need safeguarding from vandalism. Lines should be sheathed, and whenever possible, run below grade. Antennas/communication towers should be protected with fencing or placed out of reach.

WEAPONS RETENTION SYSTEM

A weapons retention system (weapon lock-up) should be immediately available throughout the station, but particularly in proximity to detainee processing area. Such a system would allow for the officer's weapon to be secured before detainee processing begins.

GUIDELINES FOR CONSTRUCTION OF A NEW POLICE DEPARTMENT

Some applicable and acceptable standards for the construction of new police facilities are as follows:

1. There are very few state or federal standards for the construction of police stations, but there are lots of lessons learned from prior experience of many agencies that can aid in the planning process.
2. A major factor you need to worry about is compliance with the various building codes and fire codes, and the Americans With Disabilities Act (ADA). The building must be fully accessible for both handicapped employees, handicapped complainants, and anyone under arrest who has a handicap. This involves attention to entrances/exits, corridors, holding cells, dispatch area, etc.
3. A police station should be located where it is easy for the public to find, with signs at various locations directing them to it. There should be secure off-street parking for cruisers and employees' personal vehicles, a secure impound lot for seized vehicles being temporarily held, and ample visitor parking. It should not be in the middle of an area where ingress and egress of emergency vehicles poses a hazard. On the other hand, if there is a substantial business or downtown district where loitering or street crime is a problem, it might be wise to keep the station in the downtown area in order to increase or maintain police presence in that area.
4. The police station should be built with an eye to the future. This means it should be built large enough for the size of the force anticipated five to ten years after construction, and with future expansion capability as to site, heating system, etc. One rule of thumb is to build a facility that has at least 375 square feet per employee, again based upon the number of employees expected five to ten years from now.
5. If the building is to have a temporary holding facility it should be as "suicide-proof" as possible, i.e., no dangerous protrusions a prisoner could use to hang him/herself on, video and audio monitoring of cells at the dispatch area, electronic locks with manual key override in the event of a power failure, etc. Sight and sound separation should be provided for juveniles (a federal requirement), separate accommodations for juveniles who are status offenders (runaways, etc.) rather than delinquents, and separate accommodations for female prisoners. There should be fireproof bedding, rugged toilet and sink facilities, ample room and good lighting, and an emergency fire escape plan.
6. The public entrance should be secured with electronic door locks and bullet-resistant glass, yet have a customer-friendly appearance with settees, magazine racks, etc., for people who are waiting to see someone. Exterior windows should be far enough off the ground to prohibit unauthorized access, the perimeter and lobby should be monitored by

video at the dispatch center, and windows should be opaque so that people in the building are not potential targets.

7. Police cruisers should be able to enter the booking area from a sally-port via electric overhead door. The booking area should be secure, and monitored by video from the dispatch area. Gun lockers should be provided, and secure locations for both the temporary and long-term storage of evidence and contraband that allows for inventory control and alarms. Provisions should be made for photography, fingerprinting, and Intoxilyzer testing, and access to holding cells. There should be a panic alarm for any officer who comes under duress during the booking process.
8. There should be one or more private, secure and soundproof interview rooms, with video monitoring capability. There should be work areas where officers can write reports. There should be a segregated area for the Juvenile Officer to talk with juveniles and their parents without exposure to adult criminals.
9. The Chief's office and a conference room should be outside the normal traffic flow and adequate for his/her administrative duties, including private counseling of employees.
10. The Dispatch area should be quiet and well-heated and cooled, with ample room for two dispatch positions at peak times, and access to a bathroom. There should be 24-hour access to the records area and an office for the Shift Commander. There should be an emergency backup power source, and utilities should come into the building from beneath the ground.
11. There should be office space for other command personnel, and for the Detectives.
12. There needs to be ample storage space for supplies and equipment.
13. There should be a training room adequate for department meetings and training sessions.
14. When built or at some future time, provision should be made for male and female lockers and showers, and an exercise room including both weight and aerobic exercise equipment.
15. There needs to be both public and "employee only" toilet and washroom facilities.

These guidelines have taken into account the standards of the Commission on Accreditation for Law Enforcement Agencies, Inc., in case the department at some future time wishes to become accredited.

MEMO: Police Station

Date: 5/11/2004

To: Public Safety Building Committee

From: Chief Andrew Shagoury

A. Present Police Building:

1. Constructed in 1997
2. Attached to Town Offices (overall size: 45'x30')
3. Rooms:
 - a) Chief's Office (14'x11')
 - b) Main Office (14'x18.5')
 - c) Kennel: currently used for town office trash (7'x17')
 - d) Garage (23'x21')
 - e) Bathroom (7'x7')
 - f) Closet 1: evidence-(3'x5')
 - g) Closet 2: storage-(3'x9')
 - h) Booking Room: currently used for files (9'x7')
 - i) Attic
 - j) Basement
4. HVAC
 - a) Forced hot water
 - b) 2 ceiling fans, Main Office and Chief's Office
 - c) Portable air conditioner placed in Main Office window during summer
 - d) Garage-no HVAC
 - e) Basement- no HVAC
 - f) Attic- no HVAC
 - g) Main office gets too hot due to furnace in basement.
 - h) Window AC results in uneven in getting temperature through the station and noise. It also occasionally freezes up in summer due to long on cycles at night.
5. Garage
 - a) No heat
 - (1) Sometimes too hot to use in summer
 - (2) Often too cold to use for most of the winter
 - b) Not finished
 - (1) Non-metallic sheathed wires exposed in violation of National Electric Code.
 - (2) Electrical boxes were spaced for sheetrock which was never completed.

- c) Too short
 - (1) Antennas hit doors and rest against doors.
 - (2) All the cruisers can fit in the garage.
 - (3) The antennas hit the doors.
 - (4) Ideally the doors should have been one panel taller to fit taller vehicles.
 - d) Too small
 - (1) The garage should have been 4-6 feet deeper from the doors.
 - (2) The Crown Victorias (sedans) are long enough that only one end can be accessed at a time.
 - (3) Tahoes are shorter and are easier to fit in.
 - e) Water off roof
 - (1) Doors fill with water
 - (2) Ice builds up by doors
6. Flooring
- a) Main Office is carpet over wood sub-floor
 - (1) Could allow bodily fluids to be absorbed
 - (2) If contaminated with bodily fluids, area would have to be cut out and disposed as biohazard waste.
 - (3) Police stations usually have nonporous surfaces in many areas.
 - b) Bathroom is vinyl floor
 - c) Booking room (filing area) is vinyl floor
 - d) Garage is unsealed concrete
7. Telephone System
- a) Present
 - (1) Fax line
 - (2) Modem line
 - (3) Two other lines shared with three phones
 - (4) Uses Town Office System
 - b) Issues
 - (1) Voice mail system doesn't work well due to both departments using one system. It has a period of silence while it rings. Many people hang up during silence thinking they were disconnected.
 - (2) Should have phones on each desk
8. Security System
- a) Present
 - (1) Alarm system monitored for fire, smoke, burglary and low temperature

- (2) Uses same system as Town Office but separated so it can be armed without the Town Office being armed.
- b) Issues
 - (1) Alarm boxes have no room for expansion
 - (2) Should have at least three more zones to properly secure building
 - (3) It is theoretically possible to gain entry to the building without triggering the alarm

9. Security

- a) Main door is mostly glass
 - (1) Easy to enter
 - (2) No privacy for victims, officers or juveniles
 - (3) When Town Office is open, people can see in
 - (4) Even when it is closed, it is possible to see part of the office
- b) Windows
 - (1) Too low and large openings on the side towards Middle Road
 - (2) Not bulletproof
 - (3) Due to heat, are open many times at night with only screen to keep anyone out
- c) Entry
 - (1) No secure foyer or waiting area
 - (2) People walk in the middle of cases
 - (3) No place for people to wait
 - (4) Only station I know of without a secure foyer
 - (5) Cases:
 - (a) Discussing privileged juvenile matters and people walked in. This shows a potential liability issue due to unauthorized release of information.
 - (b) Taking a road rage complaint and had other participants walk in and started loud argument in station. This shows a potential liability issue if a party comes to the station for protection and was assaulted could be considered failure to protect.

10. Main Office Issues

- a) HVAC-see above
- b) Flooring-see above
- c) Electrical
 - (1) No generator power for outlets
 - (2) Generator does not start automatically or transfer automatically
 - (3) Wiring in basement can be changed to power outlets
 - (4) Needs another circuit because when the printer and or AC starts the computer goes to battery power

- d) Wall Space-need more room for
 - (1) Bulletin board space
 - (2) Right to know/MSDS station

11. Evidence Room

- a) It was a closet converted by putting a lock on door
 - (1) Wooden shelves could be problem with biohazard waste
 - (2) Too small
 - (3) Poorly ventilated
- b) No dedicated room in original plans
- c) Idea was for a wire partitioned area for securing items
 - (1) Basement-problems with security, access and humidity
 - (2) Attic-problems with security, access and HVAC
- d) Some evidence was in attic and in desks
- e) Should have:
 - (1) Separate vaults or secure areas for
 - (2) Firearms
 - (3) Money
 - (4) Drugs
- f) More small refrigerators
 - (1) Temporary evidence storage in office
 - (2) Long term storage in evidence room

12. Storage Closet

- a) Presently contains
 - (1) Office Supplies
 - (2) Books
 - (3) Training equipment
 - (4) Uniforms
 - (5) Evidence collection supplies
- b) Adequate for office supplies and evidence collection supplies
- c) Need more room for other items

13. Chief's Office

- a) Contains
 - (1) Desk
 - (2) Computer hutch
 - (3) Two file cabinets
 - (4) Firearms vault
 - (5) Ammunition
- b) Only room that can be used for interviews

14. Booking area

- a) In original plan was too small and no handicap access from garage
- b) Now used for
 - (1) File cabinets

- (2) Office supplies
- (3) Access to attic
- (4) Microwave
- (5) Refrigerator (food and evidence in it in violation of OSHA)
- (6) Coffee pot

15. Attic storage

- a) Used for
 - (1) Old files rarely accessed
 - (2) Evidence boxes
 - (3) Surplus storage
 - (4) Seasonal items
 - (5) Equipment boxes
- b) Issues
 - (1) Not secure
 - (2) Accessed by attic stairs
 - (3) Labeled only for residential use
 - (4) Steep with limited handrails making them hard to use with heavy or bulky items
 - (5) Possible liability exposure for worker injuries/workers compensation

16. Basement

- a) Area under office for police use
- b) Furnace and oil tank in this area
- c) No way to secure
- d) Possible humidity issue
- e) Used for
 - (1) Weights
 - (2) Spare tires
 - (3) Storage

17. Miscellaneous

- a) Poor traffic flow
 - (1) Layout issue
 - (2) Due to lack of storage
- b) Exit doors too close to each other
 - (1) Doors
 - (2) Foyer
 - (3) Booking area to garage
 - (4) Fire or incident in one spot could preclude use of either door to exit

B. Future considerations

1. Privacy as presently there is
 - a) None for victims
 - b) None for interviews
 - c) None for juveniles
 - d) None for officers/employees
2. Armory room
 - a) Security for firearms and ammunition
 - b) Flammable liquid storage cabinet
 - c) Eyewash station
 - d) Firearms clearing station
3. Traffic Flow
 - a) Officers/employees
 - b) Public
 - c) Arrests/detainees
4. Booking area
 - a) Original area inadequate
 - b) Presently done at Carroll County Jail
 - (1) Carroll County not required to book for us
 - (2) Belknap and Strafford County do not generally do booking
 - (3) Policy could change in the future
 - (4) Requires officer leave the Town for extended period of time
 - c) Holding cell for short term security detention
5. Larger garage
6. Impound area
 - a) Presently use garage at station or wrecker service
 - b) Could be an evidentiary issue if not secured
 - c) Carroll County Association of Chiefs of Police have tried to get the County to place one on county land near the jail
7. Break room
8. Entry/foyer with waiting area
9. Interview room
 - a) Plain walls and minimal furnishings
 - b) One way mirror on one wall
 - c) Wired for audio and video recording
 - d) Soundproofing so others can not eavesdrop

10. Training room with AV set up
11. More workstations, phones and computers
12. Locker rooms with showers
13. Weight and Exercise room

Memo: 2011 update to 2004 Station memo

Date: 02/01/2011

To: Board of Selectmen

From: Chief Andrew Shagoury

A. Changes

- a. Built in air conditioner has addressed problems with window unit.
- b. Roof run-off has been alleviated with gutter over garage door.
- c. Emergency pull station on corner of building

B. Problems that need to be addressed still

- a. Employee/citizen safety due to unsecure entrance
- b. Lack of privacy and liability for victims and juvenile cases
- c. Lack of soundproofing people in entry people can eavesdrop on conversations
- d. Carpeted floor with bio-hazardous waste
- e. Carpet lifting and could be a trip hazard
- f. Lack of storage-we are using boxes to store files as there is no more room for file cabinets
 - i. Records must be retained under Municipal Records laws
 - ii. Inefficient to find records
- g. Electricity
 - i. Not enough outlets for computers and equipment chargers-using extension cords
 - ii. May require additional panel
 - iii. No generator back-up
- h. Evidence area
 - i. Too small
 - ii. Not ventilated
 - iii. Not segregated due to lack of sufficient space
 - iv. New laws may create greater liability for Town due to storage
- i. Parking
 - i. Traffic flow can be difficult
 - ii. Have had two cruisers backed into while parked at our station
 - iii. Full when meetings are being held

C. Proposal

- a. Addresses present and future needs
- b. Does not add personnel
- c. Will help keep officers in town more
- d. More efficient for work
- e. Safer for
 - i. Public
 - ii. Victims
 - iii. Employees
 - iv. Has room for future expansion-it will have some space not finished unless needed, example-some lockers will wait until officers added

- f. "Investigator" room
 - i. No plans to add any officers
 - ii. Can be used to interview people and discuss cases
 - iii. Can be used for status offense juveniles (they cannot be held in locked areas)
- g. Evidence preparation area
 - i. To package and label evidence before securing it
 - ii. To do some processing of evidence
 - 1. Fingerprinting
 - 2. Photographing
 - 3. Impression recovery
 - iii. Will save time with State lab reports (current backlog over a year)
 - iv. Safety due to use of chemicals
 - 1. Ventilated
 - 2. Eye wash station
 - 3. Keeps chemicals (example fingerprint powder) away from work stations and desks
 - a. Safer for officers
 - b. Safer for equipment
- h. "Roll call" room
 - i. Actually should be called break room
 - ii. It has a small kitchenette
 - iii. Keeps meals away from computers/work spaces
 - iv. Meeting room when other agencies need to discuss cases
- i. Sallyport/garage
 - i. Can maintain vehicles in winter
 - ii. Can hold large evidence
 - iii. Protects equipment
- j. Locker room
 - i. Prepares for the time when officers are not on call with take home cars.
 - ii. Takes some jackets and equipment out of cars
 - iii. Means an officer can have a spare uniform at office in case of damage. Now we have to go home to change.
 - iv. Also able to clean up if exposed to bodily fluids
 - v. Prevents exposing their families to hazards
- k. Public lobby
 - i. Security of personnel
 - ii. Attached interview room is a "safe" room if someone needs to lock themselves in.
 - iii. Privacy of victims and juveniles in building
- l. Prisoner processing
 - i. Provides secure area to handle booking
 - ii. Room to interview and have bail commissioner meet
 - iii. Near an exterior exit so arrestees won't pass victims in lobby
 - iv. Safer for arrestees, officers and victims

- v. More efficient use of officer time-they can start reports while processing-presently they write information on paper then return to station to write report

SCHEDULE OF TOWN OWNED PROPERTY ATTACHMENT #8

	Location:	Property ID #:	Assessed Value:
	Wawbeek Road (End of Road)	13-1-10	\$3,200.00
	Lake Road Access	14-1-26-1	\$635,400.00
	Melvin Wharf	14-1-32	\$517,400.00
	Melvin Fire Station, Land & Building	14-2-29	\$110,700.00
	Cow Island	25-2-140	\$800.00
	Cow Island, Beach Lot	25-2-2	\$241,100.00
	Melvin Island, 1/2 Interest	27-2-1-A	\$304,750.00
	Parkhurst Bentley Conservation Property	28-2-5	\$174,800.00
	Middle Road	30-1-3	\$60,000.00
10	Sodom Road, Highway Garage	30-3-4	\$234,300.00
	Great Meadows	31-1-10	\$1,800.00
	Great Meadows	31-1-3	\$17,600.00
	Great Meadows	31-1-4	\$47,000.00
	Great Meadows	31-1-6	\$14,900.00
	Great Meadows	31-1-7	\$48,000.00
	Landfill & Transfer Station	32-2-15	\$379,800.00
	Landfill	32-2-16	\$13,400.00
	Cow Island, Center of Island	38-1-1	\$164,900.00
20	* 19 Mile Bay Recreation Area, Lamprey Lot 36,57	40-4-4	\$1,204,000.00
	Union Wharf	40-5-15	\$569,100.00
	Union Wharf Road	41-3-3	\$70,500.00
	* 238 Middle Road - Garden	42-1-15	\$96,400.00
	Union Wharf Road - 7400 small	42-2-28	\$56,000.00
	Union Wharf Road - too small	42-2-39	\$24,100.00
	* 220 Middle Road Dearborn	42-2-5	\$168,500.00
	* Library, Land & Building / Davis Field	42-3-2	\$711,000.00
	Cemetery	43-1-3	\$78,000.00
	* Piper House, Town Office Land & Buildings	43-1-4	\$548,000.00
	Lot 2 Tuftonboro Colony	43-2-2	\$72,700.00
30	Town House, Land & Building	43-2-50	\$257,600.00
	? Tuftonboro Colony 1.75 Ac	43-2-61	\$66,300.00
	? Tuftonboro Colony 2.0 Ac	43-2-9	\$87,000.00
	? Old Woods Road inaccessible	44-1-13	\$50,400.00
	? Mountain Road - 27 Ac across from Carriage	46-3-9	\$69,600.00
	? 188 Mountain Road - 2.6 Ac	46-3-13	\$69,400.00
	Mirror Lake Fire Station, Land & Building	51-2-36	\$90,600.00
	Ernest Piper Lot / Gov. Wentworth Highway	51-3-26	\$33,000.00
	Mirror Lake, ROW	52-1-29	\$62,000.00
	* 191 Middle Road GOULD	55-2-6	\$1,764,000.00
40	Tractor Shed / Mountain Road, Land & Building	59-1-17	\$21,900.00
	Libby Trust, Gov. Wentworth Highway	63-1-22	\$118,400.00
	Banfield Piper Lot, Lang Pond Road inaccessible	65-1-1	\$57,000.00
	Sandy Knoll Road 30 Ac inaccessible	67-1-2	\$106,100.00
	68 Brown Road	68-1-5	\$69,800.00
45	17 Beechwood Drive inaccessible	70-1-20	\$95,000.00

TOTAL ASSESSED VALUE:

\$9,586,250.00

~~44-1-13 - Old Woods Road~~ 40 2 Ac

ATTACHMENT #9

New Hampshire Population Forecast by Municipality: 2013

County/County Subdivision	<u>2010</u>	<u>2015</u>	<u>2020</u>	<u>2025</u>	<u>2030</u>	<u>2035</u>	<u>2040</u>
Belknap County	60,088	60,671	62,678	64,460	65,852	66,796	67,269
Alton town	5,250	5,527	5,943	6,112	6,244	6,333	6,378
Barnstead town	4,593	4,863	5,258	5,407	5,524	5,603	5,643
Belmont town	7,356	7,524	7,873	8,096	8,271	8,390	8,449
Center Harbor town	1,096	1,124	1,178	1,212	1,238	1,256	1,264
Gilford town	7,126	7,129	7,296	7,503	7,665	7,775	7,830
Gilmanton town	3,777	4,072	4,474	4,602	4,701	4,768	4,802
Laconia city	15,951	15,320	15,015	15,442	15,775	16,002	16,115
Meredith town	6,241	6,252	6,407	6,589	6,731	6,828	6,876
New Hampton town	2,165	2,229	2,347	2,413	2,466	2,501	2,519
Sanbornton town	2,966	3,102	3,316	3,410	3,483	3,533	3,558
Tilton town	3,567	3,530	3,572	3,674	3,753	3,807	3,834
Carroll County	47,818	48,377	50,115	51,945	53,484	54,522	54,997
Albany town	735	755	793	822	846	863	870
Bartlett town	2,788	2,741	2,750	2,850	2,935	2,992	3,018
Brookfield town	712	748	802	831	856	873	880
Chatham town	337	368	409	424	437	445	449
Conway town	10,115	10,616	11,367	11,782	12,131	12,367	12,475
Eaton town	393	390	395	409	421	430	433
Effingham town	1,465	1,523	1,616	1,675	1,724	1,758	1,773
Freedom town	1,489	1,543	1,631	1,691	1,741	1,775	1,790
Hart's Location town	41	42	44	45	47	47	48
Jackson town	816	778	755	783	806	822	829
Madison town	2,502	2,706	2,978	3,086	3,178	3,239	3,268
Moultonborough town	4,044	3,665	3,345	3,467	3,570	3,639	3,671
Ossipee town	4,345	4,275	4,291	4,448	4,579	4,668	4,709
Sandwich town	1,326	1,304	1,308	1,356	1,396	1,424	1,436
Tamworth town	2,856	2,953	3,117	3,231	3,326	3,391	3,421
Tuftonboro town	2,387	2,440	2,547	2,640	2,719	2,771	2,796
Wakefield town	5,078	5,367	5,784	5,995	6,173	6,293	6,348
Wolfeboro town	6,269	6,163	6,183	6,408	6,598	6,726	6,785
Cheshire County	77,117	77,128	78,052	79,085	79,861	80,381	80,471
Alstead town	1,937	1,890	1,866	1,890	1,909	1,921	1,923
Chesterfield town	3,604	3,557	3,551	3,598	3,633	3,657	3,661
Dublin town	1,597	1,625	1,672	1,694	1,711	1,722	1,724
Fitzwilliam town	2,396	2,476	2,587	2,621	2,646	2,664	2,667
Gilsum town	813	814	824	835	843	849	850
Harrisville town	961	880	809	819	827	833	834
Hinsdale town	4,046	3,938	3,874	3,926	3,964	3,990	3,994
Jaffrey town	5,457	5,326	5,257	5,326	5,379	5,414	5,420
Keene city	23,409	23,332	23,531	23,842	24,076	24,233	24,260
Marlborough town	2,063	2,045	2,052	2,079	2,100	2,113	2,116
Marlow town	742	723	712	722	729	733	734