

Campton Campus Design Committee Report

January 8, 2024

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In January 2023 Selectman Craig Engel was asked to form an ad hoc committee to conduct a needs-based assessment for the town campus located at Gearty Way. The campus includes the Town Hall, the Tax Collectors Office, the Fire Department Building, and the Highway Department.

As many may know a Library Committee has been working since 2014 in the hopes of building a new Library. The select board realized that more planning needed to be done by the board to ensure that the library physically fit on the campus while meeting the needs of all other departments/buildings currently on the campus.

The first meeting of the Campton Campus Design Committee (CCDC) took place on February 8, 2023. Committee members included Selectman, Craig Engel, Selectman, Mort Donahue, member, Charlie Wheeler)resigned in September 2023, Corey Davenport, Town Administrator, Member, Sherrill Howard, Member, Mary O'Brien, and Planning and Zoning Coordinator, Jade Hartsgrove.

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The CCDC crafted three questions.

- What do you need now?
- What will you need in 5 to 10 years?
- What will you need in 20 years?

We asked each person or group to focus on: infrastructure, work space, storage space, equipment, staffing and any other needs.

Meetings were held with all pertinent groups except the Town Clerk/Tax Collector and the Trustees of the Trust Fund.

The CCDC collated the feedback into a report which was presented to the Campton Select Board on January 8, 2023.

Attached are the findings and recommendations from the committee.

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- A needs based assessment is an evaluation of current and future needs
- A needs based assessment is not a commitment to any purchases or changes

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- 1) Personnel space and storage space identified as #1 need during the 2023 Campus Needs Based Assessment.
Current buildings barely accommodate current storage and personnel needs.

Recommendations

- Assess all on and off campus buildings for physical storage capability
- Incorporate personnel and physical storage needs into campus redesign process
- Move all processes as legally possible to electronic storage
- Identify and install software to improve efficiencies(reduce hard copy storage)

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2) Safety Issues: Assess and address (Annual inspection of all buildings by BOS)

Recommendations

- Fire House
 - Fire suppression system with cistern
 - Commercial grade ventilation hood in kitchen
 - Safety Ventilation throughout fire house
- Road Maintenance Building
- Town Hall
- Durgin Building
- Historical Society Building
- South Fire Station

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- 3) Inadequate space in the current campus design.
- Buildings barely accommodate current storage and personnel needs.
 - Buildings will not accommodate future needs: Fire Department, Police Department, Highway Department, Library and Solar Array

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3) Inadequate space in the current campus design.

Three Recommendations

- Acquire land that is contiguous with our current campus
- Redesign the current Campus
- Acquire Land not contiguous with current campus (Least Desired)

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3) Inadequate space in the current campus design.

Recommendation

- Acquire land that is contiguous with our current campus
 - Pike Industries - Schedule a meeting. Discuss what land is available.
 - Would they grant any land?
 - Is there land along the Pemi River that could be put into conservancy through the stewardship of the Campton Conservation Commission

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3) Inadequate space in the current campus design.

Recommendation

- Assess and redesign the current campus to meet our needs
 - Initial analysis of the Campus Map to scale indicates there is room to expand the Fire Department, the Town Hall, the Highway building, the Durgin building, and accommodate a library on campus.
 - Fire Department needs to double their inside capacity
 - Police Department needs more office space and a Sally Port
 - Highway Department needs more inside workspace and outside storage capacity
 - Library should be placed on campus
 - Any new buildings should have a roof facing south to allow for Solar Panel Installation
 - Recommend walking the campus to locate pins and accurately measure the current land available
 - Hire Dennis Mires from The Architect's Agency located in Manchester, NH to develop an updated site plan. Dennis worked on the site plan in 2008. He recently worked with Chief Foss on the Sally Port design. He would be interested in helping us with our needs.

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4) Issue with water source for the campus

- Current well location prohibits expansion of current campus. Both wells will have to be relocated
- Recommendations
 - Assess campus wells.
 - Connect the campus to village water
 - Drill new well(s)
 - Install water filtration system

Campton Campus Design Feedback Highway Department

	Current	5 Years	10 Years	20 Years
Infrastructure (e.g. buildings, roads, power supplies)	Current Shop (52' X 60')	Larger Shop (200' X 105')		
Workspace				
Storage Space	More Land			
Equipment	Smaller Trailer Stick Welder	10 Wheel Truck Loader		
Staffing	4 Full-time staff	6 Full-time staff within 5 years		
Other	New well or filtration system			
Summary 1.Enlarge Shop 2.New well or filtration system 3.Increase staff by 2028-2030				

2023 CCDC Feedback Fire Department

	Current	5 Years	10 Years	20 Years
Infrastructure (e.g. buildings, roads, power supplies)	Needs Prioritized 2) Fire Suppression System with cistern 3) Commercial grade ventilation hood in kitchen 4) Better Egress with evacuation plan 5) Shipping container training building	Needs Prioritized 1) Increase Station Size. Need 2-3 new bays, four more bedrooms, larger meeting rooms, two more showers and separate room to hang equipment with ventilation.		
Workspace				
Storage Space	Additional storage space with closing of Thornton substation			
Equipment			Want Ladder Truck Third Ambulance	

Campton Campus Design Fire Department Continued

	Current	5 Years	10 Years	20 Years
Staffing	Want: <ul style="list-style-type: none"> •Fire Prevention Division. •Fire Inspector with Office. • Floater to cover OT and vacancies. 	Need: <p>Three Full-Time Firefighters (1/shift)</p> Additional Administrative Assistant for Fire Prevention Division	Need: <p>3 FT FF's (1 shift)</p>	Need: <p>Add fourth shift</p>
Other	Add 1 floater to each of our 3 shifts, bringing the total on duty to 3 per shift. At some point we would do the same thing, add 1 per shift to each of our 3 shifts, bringing us to 4 per shift. This would allow us to handle 2 simultaneous medical calls or have 4 people on the initial scene of a fire or accident.			
Summary <ol style="list-style-type: none"> 1. Expand station to include: 3 new bays, 4 more bedrooms, two more showers, separate room to hang equipment with ventilation 2. Commercial Grade Ventilation Hood in kitchen 3. Have adequate ventilation of entire station 4. Increase staff by 2028-2030 5. New well or filtration system 				

2023 CCDC Feedback Police

	Current	5 Years	10 Years	20 Years
Infrastructure (e.g. buildings, roads, power supplies)	Sally Port to include: Secure booking room Separate Male/Female locker rooms			
Workspace				
Storage Space	Dry Storage space to include: Document storage Arrest files (store forever) Quartermaster storage of supplies			
Equipment				
Staffing	7 Full-time officers (Recommend 2.4 officers/1000 Population)			
Summary <ul style="list-style-type: none"> • Sally Port • Dry Storage Space • Office Space • Increase Staff as population grows 				

2023 CCDC Feedback Library

	Current	5 Years	10 Years	20 Years
Infrastructure (e.g. buildings, roads, power supplies)	Need a New Library with: Community Room open at night, Tutoring Rooms, Adequate Workspace, Technology for Staff and Public use, Quiet reading spaces Tables & Chairs, Additional shelving, space for newspapers and periodicals etc...			
Workspace	Currently limited to small desk			
Storage Space	3' x 4' closet too small			
Equipment	Limited technology			
Staffing	3 Part-time staff		Full-time staff with benefits	
Other				

Summary

- Library should be placed on campus
- Library design should be updated as discussed by Library Committee Member

2023 CCDC Feedback Town Administrator

	Current	5 Years	10 Years	20 Years
Infrastructure (e.g. buildings, roads, power supplies)				
Workspace				
Storage Space	#1 Priority Additional storage space			
Equipment	#2 Priority Replace HVAC system			
Staffing				
Other	#3 Priority Computers New Website New Servers	Office for Recreation Department in Town Hall.		

2023 CCDC Feedback Planning/Zoning

	Current	5 Years	10 Years	20 Years
Infrastructure (e.g. buildings, roads, power supplies)				
Workspace				
Storage Space				
Equipment	Cloud Permit software- In Progress			
Staffing				
Other	Mapping Training – In Progress	Assistant		

2023 CCDC Feedback HR/Welfare/Finance

	Current	5 Years	10 Years	20 Years
Infrastructure (e.g. buildings, roads, power supplies)	NH Food Bank Food Pantry - Baptist Church.			
Workspace				
Storage Space				
Equipment	Payroll Automated Program In Process			
Staffing		1 New Staff		
Other	Payroll 50% HR - 25% Welfare - 25%			

2023 CCDC Feedback Emergency Management Director

	Current	5 Years	10 Years	20 Years
Infrastructure (e.g. buildings, roads, power supplies)	Emergency Shelter located at the Campton Elementary School. Town Hall Community Room is the emergency response room	Town Community Room		
Workspace				
Storage Space		Dry Storage		
Equipment	Needs 1) 20 Cots 2) Portable Partitions 3) Storage Trailer (8' X 12')			
Staffing				
Other				

Summary

- Electronic capability built into the Town Hall. The system should be tested annually
- Develop a Town wide Emergency Response Plan. Make available online with hard copies in office.
 - Include chain of command and communication plan should be developed and implemented
- Emergency Management training should be completed by the EMD and Deputy

2023 CCDC Feedback Parks and Recreation

	Current	5 Years	10 Years	20 Years
Infrastructure (e.g. buildings, roads, power supplies)	Summer Camp Wants to do: More Programs: Local Concert Series Adult Programs like Bus Trips to Boston			
Workspace	Office for Recreation Department in Town Hall. Building with fields - National Forest Location			
Storage Space				
Equipment	Van/Mini-Bus to transport children to fields Equipment for field days			
Staffing	Priority - 1 More Staff Currently High School and College Workers			
Other	2023 - 40 children enrolled. Budget will increase as more children enroll. Enrolment fees should help cover expenses.			

Summary

- Create an office for the parks and recreation department
 - Redesign the selectmen's meeting room to allow for one additional office
 - Change the hall bathroom to an office
- Add a full-time staff
- Field(s) with storage capacity
- Van/Mini-Bus to transport children/adults

2023 CCDC Feedback Historical Society

	Current	5 Years	10 Years	20 Years
Infrastructure (e.g. buildings, roads, power supplies)	Repairs Needed Chimney, Window sills, Building needs caulking and painting, Building sills need repair, Electrical needs work			
Workspace				
Storage Space				
Equipment				
Staffing	Currently have 10 volunteers. Need more			
Other	Oil furnace serviced annually Local Boy Scouts do an annual project Have volunteers from High School Annual visit for third grade students			

Summary

- Historical Society building needs work
- Historical Society needs more volunteers
- Campus Committee discussed with Society possibility of having building inspected, individual projects identified with cost and, as they wish, present as future town warrant articles.

2023 CCDC Feedback Cemetery

	Current	5 Years	10 Years	20 Years
Infrastructure (e.g. buildings, roads, power supplies)				
Workspace				
Storage Space				
Equipment	Identify equipment currently used and plan for replacement.			
Staffing	Succession planning Hire landscaper to maintain cemetery lawn			
Other	#1 Priority Plot Survey remaining property			

2023 CCDC Feedback Town Treasurer

	Current	5 Years	10 Years	20 Years
Infrastructure (e.g. buildings, roads, power supplies)				
Workspace				
Storage Space	Document Storage			
Equipment				
Staffing	Third Treasurer to sign documents. (Potential to replace someone retiring)			
Other				