



Police Station Blue Ribbon Committee

Voted by the Sudbury Selectmen on November 13, 2007

Mission

It is the intention of the Selectmen, in creating the Police Station Blue Ribbon Committee to provide a mechanism for thoughtful and public review of the best alternatives for dealing with the problems of the Town's current police station. The Blue Ribbon Committee is expected to develop a draft report by January 31, 2008 that could be the basis of an article to be submitted by the Board of Selectmen for consideration by the 2008 Town Meeting. This is a committee that will meet intensively (i.e. weekly) during the next two to three months in order to meet this ambitious mission.

Responsibilities

The Committee will examine the prior planning that went into the proposed \$8.2 million police station that was rejected by voters at the October 16th special election to determine what, if any, alternatives can be presented to Town voters. These options may range from repairs and renovation of the existing station all the way to construction of a new station at the proposed site on Hudson Road or other possible sites in the Town. Specifically, the tasks of the committee shall be:

1. ***Review the information showing the needs of the Town and the Sudbury Police Department for a modern and properly-sized facility.***
2. ***Review the various alternatives for addressing these facility needs***
3. ***Recommend to the Board of Selectmen viable alternatives to address these needs.***

In completing these tasks, the Board has determined that the following elements are essential to any recommended alternative:

- All site alternatives must have the future capacity for additions to the station in the future.
- All design alternatives must comply with minimum standards and codes for police stations (e.g. cell configurations, ADA requirements, etc.
- All design alternatives shall include a combined dispatch operation with the Police Station.
- Building security and the safety of the employees who work in it and the safety of those who visit the building shall not be compromised.
- The building shall be as energy efficient and sustainable as possible.

Draft Timetable (tasks to be done by this date)

November 13, 2007	Interviews, appointments by Board of Selectmen
November 30, 2007	First meeting(s) held, plans reviewed with architect and permanent building committee, Police Department
December 21, 2007	Draft report prepared with recommendation for whether there should be a submission of an article to the April 2008 Annual Town Meeting by the Selectmen
January 31, 2008	Final report and recommendations made to Selectmen

Membership Requirements and Expectations

Members of Police Station Blue Ribbon Committee shall be appointed by the Selectmen and have eleven (11) voting members. The Committee shall include two members from the Permanent Building Committee, one from the Capital Improvement Planning Committee and eight at large members, with at least two of these members having experience with construction, architecture, law and sustainable design or past experience on a committee overseeing the design and construction of a major facility. At least one member shall have professional experience working with police departments. All Committee members shall be expected to educate themselves as necessary to address issues associated with modern police work. Most importantly, the Board is looking for people with an open mind and willingness to work diligently to develop the best possible study of this important issue. All appointments are until April 2008.

The Chief of Police or his designee shall be an ex-officio member of the Blue Ribbon Committee.

The Board of Selectmen shall designate a Chair for this Committee. The Committee shall elect a Clerk from among its members. The Clerk shall insure that full minutes and a list of members in attendance are kept of each meeting and promptly submitted to the Blue Ribbon Committee for approval, filing with the Town Clerk, and posting to the Town's website.

Minimum requirements for all applicants: Must be a registered voter of the Town of Sudbury. Preference will be given to residents having resided in the Town at least three years before appointment. Preference will be given to applicants who demonstrate a history of attendance at past Town Meetings or service on Town committees. Preference will be given to applicants who can demonstrate knowledge of Sudbury town government and recent governmental initiatives. Applicants must be available and willing to attend the majority of scheduled meetings.

Staffing Assistance

The following staff of the Town of Sudbury will be available on an occasional basis as time permits and the Town Manager approves: The Chief of Police or his designee. No other Town financial resources are currently available to support the work of the Committee.

Compliance with State and Local Laws and Town Policies

The Police Station Blue Ribbon Committee is responsible for conducting its activities in a manner which is in compliance with all relevant state and local laws and regulations including but not limited to the Open Meeting Law, Public Records Law, and Conflict of Interest Law, as well as all Town policies which affect committee membership. In particular, all appointments are subject to the following:

- **The Code of Conduct for Selectmen Appointed Committee.** A resident or employee who accepts appointment to a Town committee by the Board of Selectmen agrees that he/she will follow this code of conduct.
- **The Town's Email Communication for Committee Members Policy.** Anyone appointed to serve on a Town committee by the Board of Selectmen agrees that he/she will use email communication in strict compliance with the Town of Sudbury's email policy, and further understands that any use of email communication outside of this policy can be considered grounds for removal from the Committee by the Selectmen.
- **Use of the Town's Web site.** The Police Station Blue Ribbon Committee will keep minutes of all meetings and post them on the Town's web site. The Committee will post notice of meetings on the Town's website as well as at the Town Clerk's Office.