

Subject: Police Station Blue Ribbon Committee meeting at Grange Building,
Minutes of meeting on December 10, 2007

List:

Members in Attendance (marked by ✓)	Guests in Attendance
✓ William Braun	Maureen Valente, Town Manager
✓ Derek Oram	Greg Carell, Carell Group, Architect
✓ Philip Connors	Peter Fadgen, Police Chief
✓ Matthew Murphy	Frank Riepe
✓ Michael Melnick	Lee Swanson
✓ Nicholas Palermo	
✓ Robert G. Stein	
✓ Thomas Scarlata	
✓ Anne Hollows	
✓ John Reutlinger	
✓ Joseph Sziabowski	

Minutes:

- 1) Meeting was called to order by M. Valente at 7:30 p.m. in the absence of newly appointed chair Bill Braun. Draft minutes were reviewed, and one item was amended, then they were unanimously approved for posting to Town website.
- 2) Members of the committee introduced themselves again.
- 3) Chairman Braun arrived at 7:40 and gave floor to architect Greg Carell.
 - a. G Carell specializes in public safety building projects
 - b. Police stations are designed around the different zones of activity, and each zone has a different level and type of security associated with it. For example, high security is needed in areas where those who have been detained/arrested are taken into the building, such as in sallyport, holding cell, booking area, etc. Areas where public will enter and does business have a different need. Area where witnesses and those filing complaints have a different need. Dispatch area has a different type of need – when everything else is building may fail, dispatch must continue workable and separate for the rest of the station activities (has power available, area is pressurized, etc). And so forth. The existing station has these zones of activity and security needs mixed together, in the wrong place, or insufficient.
 - i. No safe sallyport
 - ii. Hallway to booking area and cells used by multiple parties
 - iii. No holding cell (turned into offices)
 - iv. Areas for witnesses and complainants not separate from other zones
 - v. Technology is not in one secure place
 - vi. Evidence storage is vital to have right and it is scattered right now
 - vii. Other examples of security deficiencies
 - c. Systems in current station are bad:
 - i. Electrical systems inadequate – can't use necessary equipment at same time without power failure
 - ii. Terrible heating/cooling set up. Need space heaters in some areas, which causes power problems
 - iii. Lacks handicapped accessibility internally (stairs)

- iv. Septic – currently under driveway and old. Could be a problem
 - v. Windows can't close from inside, too old to repair because parts not made anymore
 - d. Current station is not right size for nature of police work
 - i. Not a matter of number of officers, but what they are doing now
 - ii. Was primarily law enforcement, now community policing is the standard
 - 1. Number of calls has jumped dramatically, as people call 911 and police for everything, not just emergencies.
 - 2. Police are more interactive with public and community
 - e. Town lacks an Emergency Operations Center
 - i. Room where all key personnel can gather: Selectmen, Town Manager, Police Management, Fire Management, DPW management, Board of Health management, town technology management, financial management, Schools management, LEPC, CERT, Council on Aging management, water department management, utilities (gas, electrical) etc. to “work” an emergency.
 - ii. Room that is outfitted with phones and computer hookups, Cable TV access, generator for power, kitchenette, etc. for assumed 72 hour emergency management responsibilities
 - f. Current Station lacks separate desks for each sergeant (5). These are middle management personnel who supervise staff.
 - g. Current station lacks area for patrol officers coming off patrol to write their reports.
 - h. Locker rooms are inadequate for officers, particularly female officers. Not big enough to store all their gear.
 - i. Site constraints on current site
 - i. Retaining wall to the rear
 - ii. Setbacks to conform to zoning
 - iii. Location of leaching field and water table
- 4) Discussion turns to events that prompted town to propose new station
- a. M. Valente recounts need for combined dispatch first event, leading to master facilities report and recommendation to build a new station rather than fix existing one.
 - b. G. Carell notes that “doing surgery” on an existing building is costly; you have costs to relocate the department during work and moving the dispatch center temporarily is particularly expensive. G. Carell notes these costs were not documented but can be (rental of swing space, moving costs, etc.)
 - c. Providing for future growth – new design provided for 2,000 sq unfinished space. M. Valente will find out the future build out information for Sudbury.
 - d. Mission given to G. Carell was to design building that would be adequate now and 50 years into future
- 5) G. Carell walks committee members through each work and security “zone” of the proposed 18,000 sf station he designed. Various questions generated during this:
- a. Quantifying amount of storage now and amount needed for evidence, records, etc.
 - b. Quantifying how much space sergeants need. When are they in building, when are they at desks, etc.
 - c. Quantifying number and types of cells. What is the minimum and what can be done for times of overflow? Is that when mutual aid is best used (e.g. can another town's be used at that time).
 - d. Dispatch area. Does it need to be as big? How will it be secure for employees?
 - e. Garage areas. Quantifying the need and activities that will occur there.
 - f. Lieutenants area – quantify what is needed, what exists now, compare the two
 - g. Conference Room – quantify when needed and why.
 - h. Can any of the above be combined to be multi-purpose?
 - i. Explanation of fitness room – is this standard in stations? What other options for employees to work out? Are police different from other town employees who might want to keep fit? If so, in what ways (e.g. carry weapons).
 - j. Can staff come up with certain minimum space requirements separate from that space which is deemed desirable for future growth or other justifications?
 - i. Space needed no matter size of town, police force staffing (basic program) and why?
 - ii. Space that is dependent on number of staff: e.g. patrol officers, male versus female, sergeants, lieutenants, administrative staff, etc.

- iii. Space that is added for future growth and why that amount (underlying assumptions)
 - iv. Other elements of the plan (e.g. emergency operations center, 2 bay garage) and what other alternatives exist for meeting those objectives besides building them as part of a police station
- 6) Other questions agreed upon by the committee to examine
- a. What would it generally cost per square feet to renovate the existing station?
 - b. What would it cost just to fix the code and structural problems at the existing station, but NOT to add any additional space. (NOTE: G. Carell says he can provide an estimate for this).
 - c. Could the town acquire either of the two parcels adjacent to the station? A. Holloway will look into their current assessed value and other information that might help committee develop estimate of cost to acquire and potential usability of them. P. Fadgen will talk to Bob Leupold, Health Director, to see what information exists on their septic capacity.
 - d. How much of the space in the \$8.2 plan was due to the “geometry” of the first floor. G. Carell says the program that is planned for the first floor MUST stay on the first floor.
 - e. What is the Town’s build out projection and what is source? M. Valente will find out.
 - f. Can the committee be provided with plans for current and \$8.2 plan at same scale to comparisons and understanding of relative size is eased? G. Carell can do this.
 - g. Why did the Town not consider adding onto the existing Fire Headquarters? G. Carell says doing surgery on an existing building is expensive and can cause complications for the existing building.
- 7) Next steps for Committee
- a. Meet on Wednesday, December 19th in Grange Building, 7:30 pm. M. Valente will reserve the room.
 - b. Plan to visit other police stations in comparable communities. Committee agrees on Wayland, Acton and Hopkinton. M. Valente will try to set up visit to Wayland.
 - c. G. Carell will bring to next meeting on the 19th
 - i. Estimates of just fixing the existing station
 - ii. Same scale plans of two stations (current and proposed)
- 8) Comments from Guests
- a. F. Riepe: Find a way to reuse and make the existing station work including look at abutting properties to add to land available.
 - b. L. Swanson: Make efforts to continue to use existing station. If build on Hudson Road site, look at combining two buildings, make exterior of both brick. He also noted there may be an Indian grave on this Hudson Road property.
- 9) Meeting Adjourned 9:45 pm

Respectfully Submitted by: Maureen G. Valente
Town Manager