

MEETING NOTES

Police Station Blue Ribbon Committee

Location: Sudbury Grange Building, 326 Concord Road

Date: December 19, 2007

Present: Members	Guests:
William Braun Derek Oram Philip Connors Michael Melnick Nicholas Palermo Robert G. Stein Thomas Scarlata Anne Hollows Joe Sziabowski	Greg Carell, Carell Group, Architect Rick Glavin, Sudbury Police Department

1. The meeting opened with Greg Carell presenting the proposed building plan and existing building plans drawn at the same scale.
2. Greg Carell presented a comparative program analysis of the existing and proposed stations. The following was noted:
 - a) Conference Room. Existing is too small. Proposed will accommodate 12 people.
 - b) Chief's Office: Proposed has been sized to accommodate files and a future clerk.
 - c) Records Storage: Typically 300 active and 300 dead files are on site. The active and dead files are currently commingled.
 - d) Office-In-Charge: A work space central to the facility is needed for the shift sergeant. The shift sergeant is a rotating position. Office will contain a desk, computer. Space is 10x12 (could be smaller)
 - e) Sergeant's Office: This is a common office that will provide desk space for 5 sergeants. Each sergeant will have their own desk.
 - f) Office in Charge space is attached to the Dispatch.
 - g) Records Clerk Office: This office needs public access (transaction window). Office provides copies of records, firearms licenses, etc. Proposed is 150 SF (could be slightly smaller)
 - h) Shared Office: Proposed space is used by the D.A.R.E Officer, School Liaison. Police have up to 4 specialty officers.
 - i) Report Writing: Provides 4 workstations for patrolmen. Patrolmen do not have desks.
 - j) Armory: Contains lockers for guns, ammunition, and other weapons. Space must be secure. Space contains a loading/unloading device. Proposed space would contain a small workbench to clean and repair weapons. 150 SF would be minimum size for space.
 - k) Detective Reception: Was included in program but in proposed design.
 - l) Public "Family" Conference": Located outside of the secure police spaces. Used to meet with press, vendors, and used to meet with families and private conferences.
 - m) Interview Rooms: Within secure space: Rooms have one-way mirror capability.
 - n) Booking and Intake areas:
 - Safety is primary concern
 - Holding area is secure space to hold a prisoner outside of the booking area
 - The booking area contains photographic and fingerprinting equipment
 - Separate holding space provides better security and safety when the police are dealing with multiple prisoners.
 - Greg strongly suggested that the Committee view holding and booking areas in other stations.

- o) Holding Cells: Proposed station has 3 male, 2 female, and 1 juvenile cell. Cells segregated by sex and age are required by law. A matron space is required for female cells. Committee requested that Greg C and the police determine how small the cells can be.
 - p) Sally Port: This garage bay allows a cruiser to pull into a secure space, and transfer a prisoner to and from the cruiser.
 - q) Fleet Garage: These bays would allow the police to keep a vehicle undercover during snow storms; also available for storage. Fleet is currently 11 vehicles and 1 motorcycle.
 - r) Meeting Training Space: Provides meeting space for 60 people. Allows police to have on-site training and to host training programs for other Departments. Space can also be used as surge space during emergencies and for public meetings. Space has stepped floor similar to an auditorium.
 - s) Lockers: Proposed provides space for 40 male and 10 female officers. Lockers are wardrobe style to allow hanging uniforms on hangers. Space is also provided for On-Call and reserve officers. These officers receive standard 12 x 12 inch lockers. There are currently 8 or 9 retired officers that work on traffic control, etc.
3. At the request of the Committee, Greg C. prepared an estimate for upgrading the current police station. The estimate covers code compliance and physical plant repairs only (no additions). The estimate is \$2,017,505.

To add a second floor of 5,000 SF, an additional \$2.9 million would be required.

To add a first floor addition of 1,000 SF, and reworking 30% of the first floor, an additional \$1.3 million would be required.
4. Philip Connors suggested the following:
 - a) Reduce the life expectancy of the renovated/new station from 30-40 years to 15 to 20 years
 - b) Eliminate space for future expansion
 - c) Pursue reduction of cell block requirements such as the matron space (may require appeal to State)
 - d) Reduce size of Chief's Office
 - e) Reduce Fleet Garage (could be added later)
 - f) Slightly reduce each program space
5. It was noted that the number of arrests per year is not a reflection of the needs of the police station. Proactive police reduce the number of arrests. The police in Sudbury act as clearing house for information and communications.
6. It was noted that the building should not be designed to a set figure (\$) - the Committee needs to be convinced that what is being proposed is needed and why.
7. Bill Braun has suggested that a sub-committee Task Force be established to work closely with the police to review the program.
8. The Committee has requested data on per capita spending on police in Sudbury and other communities.
9. Anne Hollows noted that the lot between the existing station and Raymond Road is 0.93 acres, owned by a real estate trust, and has an assessed value of \$338K.
10. Visits to other police stations were again suggested. Greg C. suggested the new station he designed in Hanson, MA which is 14,000 SF. Tom Scarlata suggested looking at other police stations that have been renovated to understand if the renovations meet the needs of the given department and see how program needs are accommodated in renovated structures.

January 5th has been suggested for police station visits.
11. Next meeting date needs to be determined.

Respectfully submitted by Tom Scarlata