

MEETING NOTES

Police Station Blue Ribbon Committee

Location: Grange Building

Date: January 16, 2008

Prepared by: Tom Scarlata

Present: Members	Guests:
William Braun Derek Oram Philip Connors Michael Melnick Nicholas Palermo John Reutlinger Robert G. Stein Thomas Scarlata Joe Sziabowski	Greg Carell, Carell Group, Architect Chief Peter Fadgen, Sudbury Police Department

1. The meeting notes from December 19, 2007, reviewed, minor corrections requested, and accepted.
2. Station Visits
  - Chief Fadgen will contact the Hanson Police Chief to arrange a site visit on Saturday January 19<sup>th</sup> at 3:00 PM to tour Hanson's new police station.
  - It was suggested that Maureen Valente contact the Hanson Town Manager to advise he/she of our visit.
  - The Hopkinton Police Chief indicated that Saturday's are not good days for visits because they are short handed with staff. The Hopkinton Police Chief indicated that Greg Carell could lead a tour on a Saturday. A site visit is tentatively planned for Saturday January 26<sup>th</sup> at 9AM.
3. Bill Braun stated that the objective of tonight's meeting is to have the PSBRC generally agree on the correct size of a new or renovated police station.
4. Greg Carell presented a single level scheme that is approximately 14,400 SF. The design was being presented for the first time to both the PSBRC and the Police Chief. Greg provided 11 x 17 inches copies to the committee.

Greg indicated that he took comments made by the PSBRC and follow-up meetings with the Police Department to see where the program could be reduced.

The revised design, called Design Study A, featured the following:

- A reduced training/meeting room for 50.
- 3 male, 1 female, and 1 juvenile holding cells
- A two bay garage (that could be designed as an "add-on". The Police have requested at least one garage bay which is needed to store an impounded car.
- Single bay sally port. Greg and Chief Fadgen explained that the garage cannot double as a sally port. The sally port is a secure space that needs to be free of tools, stored materials etc.
- A combined records storage and record clerk space.
- A small office for fire arms licenses and town vendor licenses is provided. Room is used to photograph applicants, interview, complete paperwork, etc.

- A larger technology room. Previous design had a small technology space that did not provide room for growth.
  - An Operations Space that houses a shared office, a sergeant's office (for up to five sergeants), report writing space, and squad roll call room.
  - Lockers for 39 male, 9 female and 15 reserve officers. This provides for current staff and minor growth.
  - The plan provides the needed public/private separation as well as a separation between the Operations/Administration and prisoner handling areas.
  - The design allows for a potential 8,000 SF of growth in the attic space.
  - Building is approximately 75 feet deep by 160 feet long. The plan was developed without taking the site into consideration. The single story plan would need to be revised depending on the site.
5. It was clarified that the Family Conference space is used to meet with individuals, vendors, and other parties outside of the secure areas of the station. The room is often used for transfers of children between hostile parents and social service workers.
6. The Meeting Room can be used as an emergency operations center. The emergency operations center would be set up to allow Police, Fire, Civil Defense, Red Cross, and Utility companies to work in a common space in the event of a natural disaster, severe storm, etc. Communications equipment would be set up for all to use; outside of the secure areas of the police station.
7. The Meeting Room would be also used for department training and public meetings. The space would be offered to training companies. Companies would charge other departments to attending classes, Sudbury police would not be charged in lieu of rent.
8. Nick Palermo volunteered to prepare a list of items that are needed today, that weren't contemplated 20 years ago. For example, 911 systems, juvenile cells, etc.
- It was suggested that the list also include spaces and equipment that have been lost as demands on the station have grown. For example, a separate sally port.
9. In general, the Committee liked the revised scheme/approach. Further reduction of the footprint is still desirable. Chief Fadgen noted that the design generally works; minor "tweaking" of details is needed.
10. The meeting room is still a question. The use and need are understood, the size is still a question.
11. The PSBRC requested that Greg Carell continue to look at the design and develop the most compact/cost effective plan possible. This may include a two story scheme.
12. Bill Braun will contact Maureen and the Selectmen to provide a status report on the PSBRC's work.

The next meeting is scheduled for Thursday January 24<sup>th</sup> at 7:30PM at the Grange Building. Agenda shall be:

- Review of Building Size
- Review of 1 or 2 story schemes
- Costs
- Discussion of Hanson Site Visit.