



S T A F F M E E T I N G N O T E S

HOLDEN PUBLIC SAFETY FACILITY

Main Street, Holden, MA
KBA # 02045.05
Prepared by: Corrine Siena, KBA

Date: June 24, 2008
Page: 1 of 4

SUMMARY

A meeting was held on June 24, 2008 at the Holden Police Department to discuss plan layout, furniture and equipment needs and potential interior finishes.

PRESENT

Chief George Sherrill	Police Chief, Town of Holden Fire Department
Sgt. David Armstrong	Town of Holden Fire Department
Marie Carvon	Administration, Holden Police Department
Johanna Adams	Computer Project Coordinator, Holden Police Department
Michael Braley	Patrolman/ Court Liaison
Albert R. Bourget	Detective, Holden Police Department
Rick Hogan	Sergeant, Holden Police Department
Gregg	Patrolman Holden Police Department
Janet Bournet	Patrolman Holden Police Department
Melissa Parker	PSA, Holden Police Department
Michael Sendrowski	Animal Control Officer, Holden Police Department
Tommy Walsh	Animal Control Officer, Holden Police Department
Todd Costa	Job Captain, Kaestle Boos Associates, Inc. (KBA)
Paul McAndrew	Project Architect, Kaestle Boos Associates, Inc. (KBA)
Corrine Siena	Interior Designer, Kaestle Boos Associates, Inc. (KBA)

COPIES

Attendees	
Chris Lucchesi	Chairman, Holden Public Safety Facility Building Committee
Brian Bullock	Town Manager, Town of Holden
Michael McKeon	Principal, Kaestle Boos Associates, Inc. (KBA)
Dan Tavares	Principal, Kaestle Boos Associates, Inc. (KBA)

DISCUSSION

KBA presented Design Development (DD) furniture plans and casework elevations to staff members.

Administration Office

- The Admin desk and counter are approved.
- Ms. Carvon took KBA on a tour of her current work space to assess the filing and storage needs.
- The typewriter station on the back counter will be used.
- A small table top copier/printer should be located at the storage area counter.
- Ms. Carvon currently does ID kits and the Public Interview room may be an appropriate area for this task.
- A high window from the conference room to allow for natural light and privacy would be appreciated.



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Page: 2 of 4

Records

- The Records Office will be utilized by a full time employee.
- A 4-drawer file will be needed.
- A dedicated printer will be needed.
- Ms. Adams currently works on a lap top computer; a CPU hanger will not be needed at her station.
- Shelving for binder storage will be needed.
- Some office supply storage will be needed.
- The door to Dispatch could be an issue as people would be walking directly behind Ms. Adams. There should be a connecting door; the adjacency to the work station should be looked at.
- Ms. Adams does several computer based tasks that require concentration. She feels that facing the window to the Lobby will be a distraction. An "L" shaped workstation would allow for her to both face the window when necessary and face a wall for computer based tasks.
- A small patron ledge will be needed at the window for the public to fill out forms.
- Ms. Adams would like to see panic buttons placed in several locations esp. in the interview rooms and in the area designated for firearm applications.
- Ms. Adams suggested the radios be broadcast over the speakers that can be turned on and off; she would like to see this feature in her office, the report writing area and the Break room. Ms. Adams feel this feature is especially important in the records rooms as she would be aware of a potentially important event and then be able to help the dispatcher answer related calls coming in.
- Ms. Adams is not sure where the firearms applications will be taken. This room will need a computer, fingerprint scanner, digital camera and a blue wall as mandated by the state for the photograph's background.

Court Liaison

- Should have access to the Records Office at all times.
- Vending machines are used as fund raisers. Mr. Braley would like to see a few added into the Community Room or outside.

Detectives

- All of the files shown will be needed.
- The tables in the interview rooms (except for the interview room near the Holding Area) should not be secured to the floor. The rooms should be a flexible as possible so that when interviewing children the environment is comforting to them.
- A centrally located copier was requested.
- Generally the detectives use the LEEPS station in the dispatch area.

Animal Control

- Files will be needed in the office.

Detention Area

- The Intox. Machine (breathalyzer) should not be located near the sink. The machine is very sensitive and could be inaccurate if alcohol is confiscated and disposed of in the sink. Also hand washing with alcohol base products is not allowed near the machine.



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Page: 3 of 4

- A separate counter area should be installed for the Intox. Machine possible across from the sink area in processing.
- The personal property lockers should be larger than 12"x12" and vented. They will need to hold prisoner shoes, coat and personal items.

Sergeants Office

- The current office has a TV for local information.

Dispatch

- KBA went over the plans and elevations for the dispatch area. No additions or deletions were suggested by the staff.
- KBA submitted the estimate for four dispatch consoles and lazy susan to the PD for use associated with the grant application.
- Dorm style refrigerator in break area

Report Writing Area

- There should be more open form storage and less closed upper cabinets.

Mail Area

- The duty bag storage cubbies should be larger than shown.
- The lower storage area will be deleted.
- Fifty-four (54) mail box units is an appropriate quantity.

Break Room

- The Chief requested that the following appliances be included in the Break Room: oven, cooktop with hood, full refrigerator, dishwasher. It was discussed that the inclusion of these appliances will reduce the cabinet and counter space.

Hub Area (Intersection of Corridors 1106 & 1104)

- A general use copy machine and shredder should be located beneath the windows at Roll Call. Or another central location where all staff has access 24/7.
- A scrolling message board should be located above the angled wall at Roll Call.

Roll Call

- A TV should be added to the Roll Call room.
- The centrally located copy machine could be placed in Roll Call?

Weapons Cleaning

- A small gun rack will be needed to house approximately 2 shotguns/ rifles and 4 handguns.

Evidence Receiving

- KBA gave the Holden Police Department a cut sheet showing several different evidence locker arrangements. The department will choose an arrangement and notify KBA.
- Dorm style refrigerator.



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Page: 4 of 4

General Information

- The existing Cruiser Maintenance marker board should be relocated centrally. Outside of the Roll Call room would be a good location.
- The only rooms that need to have radio piped into the speakers are the Fitness room, Break Room and Report Writing Area.