

SOUTHBOROUGH PUBLIC SAFETY COMPLEX

Meeting Notes – Feasibility Study
09 November 2015

Present:	Al Hamilton John Lyons Peter Goodney Brennan Barry Jason Malinowski Michael Moorehead John Wood Danny Martins Mark Sadowski Joe Mauro Ken Paulhus Mark Purple Jeff Shaw Ellen Light	Chair, Public Safety Study Committee Clerk, Public Safety Study Committee Member, Public Safety Study Committee Southborough Fire Department Southborough Fire Department ToS Fire Chief ToS Police Chief ToS Town Administrator Principal, Donham & Sweeney (D&S) Project Mgr, Donham & Sweeney (D&S)
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Distribution:	Public Safety Working Group Mark Purple Jeff Shaw Ellen Light	via –Al Hamilton ToS Town Administrator D&S D&S
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The Committee reviewed & approved minutes of past meeting.

Review of Space Needs Study Second Draft:

1. Second draft has been updated with space diagrams. Some room SF has been adjusted accordingly.
2. Chief Mauro has reviewed the First Draft, forwarding his comment to D&S. D&S will review further revisions with both Chief Paulhus & Chief Mauro following the meeting.
3. Staffing projections were reviewed. A. Hamilton questioned the staffing projections in comparison to Town population predictions. The discussion included review of increased call volume, the increase of higher density condos, and which staff members would create the need for additional space. D&S will review spatial cost of individual staffing.
4. After discussion of the size of Fitness (1.7), the Committee voted to plan that space for police & fire only.

5. Size of other spaces discussed will be reviewed by users for reconsideration:
 - a. Dispatch: Two main dispatchers, with potential for a backup person
 - b. Animal control: the need for a salaried position(s) v. a contracted position(s)
 - c. Sally port: two vehicles or a single vehicle

Review of Site Fit Options

1. The Committee voted to demolish the garage portion of the police station.
2. The need for a side yard variance will be added to all impacted options.
3. The Committee discussed options for fire department temporary facilities. Options for offsite locations will be investigated by Town Administrator.
4. More detail for location of exterior site equipment will be added to plans for next review (eg., emergency generator)
5. Site drainage: Approximate size and location of underground infiltration chamber will be reviewed. Septic easement to be considered. DPW to do perc tests.
6. The Committee voted to eliminate Cordaville Road site from further discussion, based on shared access road and impact on response time, site grading issues, wetlands, relocation of existing transfer station.
7. ToS to review land options with St. Marks before Thanksgiving.
8. Committee members to submit comments on handout to D&S within the next week.
9. The next meeting will focus on revised site diagrams, grading, site equipment, & revised parking, with a high level budget overview for each scheme.

The next meeting will be Monday, November 23 at 6 PM.