

**Town of Freetown Police Sub-Committee**

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**Meeting Minutes – July 13, 2017**

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A meeting of the Freetown Police Sub-Committee was held on Thursday, July 13, 2017 at the Council on Aging, 227 Chace Road, East Freetown. Present: Chairman Lisa Pacheco, Mark Fornaciari, Paul Sadeck, Benjamin Levesque, Charles Sullivan, Robert Jose, Mary Rezendes-Brown and Police Chief Carlton Abbott. Also present: Taylor MacDonald & Rick Pomroy of Pomroy Associates (PA) and Andy Digiammo & Dan Tavares of Compass Group Architects (CGA). Michael McKeon of Kaestle Boos/CGA joins the meeting late. The meeting was recorded by Mr. Sadeck and FREECAM.

Chairman Pacheco calls the meeting to order at 5:35pm.

**Approval of Minutes from March 28 and May 11, 2017.**

VOTE: Motion (Fornaciari/Levesque) to approve as submitted, passed unanimously.

Chairman Pacheco turns meeting over to Mr. Digiammo. Mr. Digiammo presents three concepts for the Committee. All three share a goal of making the site an extension of Memorial Park, which is located across Memorial Drive. There is a pedestrian link and green space in front. The site is steep on the Memorial Drive portion and is much flatter on the Chace Road side, which means a visitor parking area to the front and staff parking area to the east portion of the building makes the most sense, with cruisers at the rear. All concepts have a public entrance on Memorial Drive and the police entrance on Chace Road. Concept 1 is one story and features a 6' - 8' retaining wall behind the building. Concept 2 is two stories and no retaining wall, taking advantage of the slope of the land, featuring a public entrance on the ground and a safe entrance on the second level. Concept 3 is described as a hybrid, primarily a one-story building, but with a walk-in attic on the second level. Concept 3 has a corner of the building under ground, with retaining walls coming from the building to deal with the slope. This attic space would not be public, it would be for storage and mechanical processes.

Mr. Pomroy suggests a pros and cons analysis on the three concepts, including the cost. Chief Abbott asks about basements. Mr. Digiammo briefly explains the economics of building upwards instead of downwards, saying Concept 3 is basically a basement in the attic. Mr. Jose speaks to the need of masonry construction for the reinforced portions of the station. Mr. Digiammo says the materials would vary based on the area of the building. He says he prefers concept 3, as it gives more "space for the buck". Mr. Jose also notes Concept 3 adds the potential to expand without having to build. Mr. McKeon notes that Concept 2 would require an elevator and two staircases, whereas the Concept 3, if there's no public access in the attic space, would only require one staircase.

Mr. McKeon goes through his programming procedure, to determine the size of the station required for the Department. He's run numbers on police departments and towns he's worked with and found Freetown's Police Department is right at the average size for number of residents, though with the requests CGA has gotten from the department and Committee, the building is a bit on the big side. Based on his data, most stations will have 640-650 sq. ft per officer, but this project, due to the large community room, is at 754 sq. ft per officer. Mr. McKeon notes that a number of the stations his data

comes from have out buildings, however, which decreases their programming space. Mr. McKeon says you could think of the attic space in concept 3 as the out building. He goes through other problems with his data set, saying it's not exactly comparing apples to apples. Mr. McKeon did another analysis with a meeting room the appropriate size for a station this size, for maybe 30 people. This brings the size per officer down to the average, in the mid 600s. This says to him the rest of the station is where it should be. Mr. Tavares says there's been 3 programming meetings with the Chief and the Department to this point, plus other internal meetings.

Chairman Pacheco and Chief Abbott speak to why we wanted such a large community room, which would be used for Selectmen's meetings, trainings, an emergency operations center, and more. Mr. Sadeck says it'd be a shame to get rid of the full size room so early. Chairman Pacheco speaks to how this needs to be a sellable project, though she would love to keep the big room. Mr. Jose believes 50 should be the absolute minimum we look at. Mr. Fornaciari thinks 50 would fit his training. The Committee agrees with planning for a capacity for 50 would be best at this time.

Mr. McKeon goes over some highlights and room features of the program he's come to after speaking to the Police Department. Mr. McKeon's proposal has a net program area of 11,685 square feet, and a net gross adjustment of .4 (to account for walls and other dead space) brings the total to 16,385 square feet.

Mr. Pomroy says at this point in the process, they like to see a buy-in from the Committee, to show the designers that they are on the right track. He notes the size of the new facility compared to the existing is staggering, but it goes to show how inefficient the existing facility is. The designers need guidance early on. Chairman Pacheco thinks we are going down the right path, but thinks it's very important that the community knows what's going on the whole time as well.

Mr. Sadeck wouldn't want to take any shortcuts on this. Shortcuts were taken when the current station and here we are. He is concerned with leaving people behind when getting people on board, no matter how hard we try. He doesn't want to take shortcuts but doesn't want to be building a Taj Mahal either. It needs to look like it belongs in our community.

Mr. Jose asks about the community room, asking how big that should be. Mr. Pomroy suggests asking the designers to place it in a way that it can be expanded if we wanted to. Mr. Jose speaks to the room in Swansea's station, which can be locked off from the station entirely, functioning almost as it's own entity. The Committee agrees that the capacity as discussed at the last meeting is still what they are looking for.

VOTE: Motion (Jose/Fornaciari) to proceed sizing the Community Room with seating for 70 and training for 50, passed unanimously.

Mrs. Rezendes-Brown suggests visual displays to promote the project, not just Facebook or a website. Mr. McKeon suggests writing letters to the editor, because people still read those. The Committee likes that idea. Lisa thinks between the Police Facebook page and the Town Facebook page, a lot of people read that. Mr. Jose suggests documenting deficits with the current Police Station. Lisa says we can have something ready for the Fall Special Town Meeting. Mrs. Rezendes-Brown thinks people need to know how bad the current station is, as she didn't even know before they took their tour.

Mr. Sullivan asks about combining certain rooms that Mr. McKeon spoke of in his room features presentation. Mr. McKeon says there were a few rooms that could be incorporated with others to save

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square footage, so his number doesn't have to be quite so high. They would try to save space where they can. Mr. Sullivan asks about utilizing the Community Room as expansion space if necessary down the line, Mr. Tavares says they can plan for that. Mr. Pomroy says the team is open to questions at any time, but suggests a vote if the Committee is comfortable with the space needs assessment.

VOTE: Motion (Jose/Fornaciari) to approve the draft space needs assessment as presented, with a 50-table meeting room that will allow for 70 people seated, passed unanimously.

Mr. Pomroy asks if Chief Abbott is comfortable splitting operations between two floors. Chief Abbott says he is uncomfortable with that. The Committee is in agreement with Chief Abbott.

VOTE: Motion (Levesque/Fornaciari) to remove concept 2 from consideration, passed unanimously.

Mr. Digiammo says CGA's next step would be a rough floor plan to show the space. They will present this to the Committee at their next meeting, scheduled for July 27th at 5:30.

Finally, Mr. Pomroy has been in contact with Kelly Engineering, who are doing the site engineering. The Committee previously approved Kelly Engineering to go beyond their contract for wetlands flagging, which will cost an additional \$1,800. In addition, CGA's site engineers, Garcia Galuska Desousa, need more information regarding elevations for drainage and also appropriate locations for a well. This will cost an additional \$7,500 for Kelly Engineering to do this work. Mr. Pomroy thinks this would be a very wise investment. Mr. Jose wants to see exactly where the Committee is, dollar wise, now that we have the OPM, designer and site engineering going, before approving this. Mr. Pomroy and Lisa will get that out tomorrow morning, but given the phased nature of the project, the money is available now. This site engineering work needs to be done before geotechnical work can begin.

VOTE: Motion (Jose/Fornaciari) to approve the additional \$7,500 for Kelly Engineering, contingent on the funding being available in the appropriated funds, passed unanimously.

At 7:25pm, motion (Fornaciari/Sullivan) to adjourn, passed unanimously.

Respectfully submitted,



Timm McIntosh, Senior Clerk