



MEETING NOTES

HOLDEN PUBLIC SAFETY FACILITY

Main Street, Holden, MA

KBA # 02045.05

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SUMMARY

A meeting was held on April 16, 2008 at the Holden Municipal Light Department to discuss the revised floor plans (dated 4/16/08) related the Police Department (Lower Level).

PRESENT

Chief George Sherrill	Police Chief, Town of Holden Police Department
Michael McKeon	Principal, Kaestle Boos Associates, Inc. (KBA)
Paul McAndrew	Project Architect, Kaestle Boos Associates, Inc. (KBA)

COPIES

Attendees	
Chris Lucchesi	Holden Public Safety Facility Building Committee
Brian Bullock	Town Manager, Town of Holden
Bob Mitchell	Fire Facility Programming Specialist, Mitchell Associates Architects
Dan Tavares	Principal, Kaestle Boos Associates, Inc. (KBA)

DISCUSSION

The following items were discussed regarding the proposed development of a new public safety facility, not necessarily in the order presented:

Police Department (Lower Level)

- Chief Sherrill commented on proposed spaces, adjacencies, etc. that require further investigation by KBA:
 - Exterior windows in Exercise Room. Set high to allow for equipment to be placed on the wall surface.
 - Exterior windows in Break Room.
 - Exterior windows in Detectives Room. Set high to allow for privacy and security.
 - Add window between Detectives and an Interview Room to accommodate the requirements for a "Non-status Offender" room.
 - Corridor width (adjacent to Interview/Observation Rooms) needs to increase due to out-swinging doors.
 - Add 2nd door to Holding Area.
 - Ventilation required in both Weapons Cleaning/Storage and Evidence Lab.
 - Direct access from Dispatch to Archives is required.
 - Incorporate Animal Control Office into revised floor plan.
 - Place MIRCS equipment in the Public Interview Room.
 - Add bulletproof package drop box between Dispatch and Lobby.
 - Patrol Sgt's space should have direct visual access to Lobby.
 - A space is required to store uniforms, etc. Possible location is existing building?
 - Install bookcase/shelf system in the Report Room or the Roll Call room for magazines/books.
 - Prisoner release location (between the buildings) is still under review.
 - Move Remembrance Garden to east elevation adjacent to Main Entry.
- KBA forward cuts of proposed Police locker with perforated top to Chief Sherrill.
- KBA forward photo of bullet resistant glass to Chief Sherrill.

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