



MEETING NOTES

HOLDEN PUBLIC SAFETY FACILITY

Main Street, Holden, MA

KBA # 02045.05

Prepared by: Paul McAndrew, Project Architect

Date: April 29, 2008

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SUMMARY

A meeting was held on April 22, 2008 at the Holden Fire Department to discuss the revised floor plans (dated 4/22/08) related the Fire Department (Upper Level).

PRESENT

Chief Jack Chandler	Fire Chief, Town of Holden Fire Department
Alex Belisle	Captain, Town of Holden Fire Department
Andy Miller	Firefighter/EMT/FD Communications Group, Town of Holden Fire Department
Sean Smith	Firefighter/EMT/FD Building Group, Town of Holden Fire 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:

Fire Department (Upper Level)

- Chief Chandler and others commented on proposed spaces, adjacencies, etc. that require further investigation by KBA:
Apparatus Bay and associated spaces:
 - Gear Locker Area: requires 50 lockers 24" wide x 20" deep.
 - Eliminate Hose Storage Room and add two 8'-0" long hose storage racks at rear of Apparatus Bay.
 - Spare Gear (Gear Master's) Room shall be 8'x10'-6" and can be located along outside wall of Apparatus Bay.
 - Compressor Room must accommodate a 3'-6" x 2'-10" compressor with doors opening 90 degrees.
 - SCBA Repair room shall contain a workbench and storage bins.
 - 4'-3"x3'-0" Fill equipment should be located in alcove off of Apparatus Bay.
 - Mechanics Room: storage shelves, tool storage, work bench, parts storage, water and exhaust required.
 - Extinguisher Storage: fill dry chemicals, air & water required.
 - Dirty Equipment Storage: spare engines, pumps, gas/oil storage.
 - "Clean Storage" and "Other Storage" can be located away from Apparatus Bay.
 - Eliminate exterior door to shower area (next to Hose Tower).
 - Locate Radio Room in Mezzanine (close proximity to Antennae Tower).

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Administration and Support Spaces:

- Add transom windows and/or sidelights along corridor to allow natural light into center of floor.
- Add coffee bar in corridor outside of offices.
- Conference Room shall accommodate 12 people.
- Delete closets in all Offices except for Chief's Office.
- Add sofa bed, filing cabinet and bookcase to Chief's Office.
- Add drawing storage system (flat files and rolls) to Fire Prevention Office.
- Secretary Area: 2 bookcases, work table, space for the equivalent of 20 file cabinets.
- Mailbox should be pass-thru type.
- Add security door at stair adjacent to Secretary's Area.
- Incorporate display/trophy cases in Stair.
- Waiting area needs space for filling out paperwork.
- Increase Pantry or Officer's Dorm by removing door into Day room.
- Relocate "EMS Storage" across from "EMS Records".
- Emergency Management Storage and SAFE Storage need to be larger than their current 50 SF.
- Men Locker Room requires 20 full time (18" wide x 24" deep) and 50 part time (12" wide x 18" deep) double tier.
- Female Locker Room quantities should be reduced.
- Locker Rooms: Reduce areas by appealing to local Code Official to allow non-handicapped access.

Existing Building

- Explorer and Association Offices and Storage can be located in Existing Building.

Site

- Relocate two hydrants to NE corner of property.
- Fire Dept requested parking for 24-30 cars in front of building for First Responders.