



Memorandum

To: Hudson Department Heads

Date: May 13, 2013

Project No.: 12045.00

From: Ralph Willmer, FAICP

Re: Town of Hudson Master Plan –  
Community Facilities

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**Police Department:**

1. How many staff members do you have for your facility? What is the breakdown of staff (i.e. full or part-time)?
2. Describe your facilities, age and the current condition, including any recent upgrades, energy efficiency improvements, etc. How many buildings are managed by the Department (Headquarters and Substations, if applicable)?
3. How many holding cells are located in the Town? Is this number adequate for the Towns' needs?
4. Provide the amount and types of additional equipment under your management (i.e. response vehicles).
5. Does your Department have a Capital Plan for major expenses or a Master Plan for future expansion of facilities or provided services? Please provide VHB with a copy of the Master Plan if one is adopted.
6. Can your Department meet the current demand for services and anticipated future needs?
7. In general, what are the types and how many service calls received over the last year? (optional)
8. Do you have any additional recommendations or suggestions?

**Fire Department:**

1. How many staff members do you have for your facility? What is the breakdown of staff (i.e. full or part-time)?
2. Describe your facilities, age and the current condition, including any recent upgrades, energy efficiency improvements, etc. How many stations are managed by the Department?
3. Provide the amount and types of additional equipment under your management (i.e. response vehicles).

4. Does your Department have a Capital Plan for major expenses or a Master Plan for future expansion of facilities or provided services? Please provide VHB with a copy of the Master Plan if one is adopted.
5. Can your Department meet the current demand for services and anticipated future needs?
6. How many service calls were received over the last year and what is a monthly average? (optional)
7. Are there issues with access to certain neighborhoods?
8. Do you have any additional recommendations or suggestions?

**Public Works:**

1. How many staff members do you have for your facility? What is the breakdown of staff (i.e. full or part-time)?
2. Describe your facilities, age and the current condition, including any recent upgrades, energy efficiency improvements, etc. (i.e. buildings, sewer and water mains, roadways).
3. Provide the amount of additional equipment under your management (i.e. trucks, cars, etc.).
4. Please list the key issues and priorities for each division of DPW (Public Administration, Parks/Cemeteries/Forestry, Streets, Water, and Sewer).
5. Please describe the water supply system, sources, and capacity.
  - a. What are current efforts to upgrade the wells per Town meeting articles?
6. Please describe the wastewater system and capacity of the wastewater treatment facility.
  - a. What is the status of the Comprehensive Wastewater Management plan, and can a copy be provided to VHB?
  - b. What is the status of sludge treatment proposal?
7. Please provide maps of the water and wastewater system.
8. Does your Department have a Capital Plan for major expenses or a Master Plan for future expansion of facilities or provided services? Please provide VHB with a copy of the Master Plan if one is adopted.
9. Can your Department meet the current demand for services and anticipated future needs?
10. Does the Town offer any curbside pickup of solid waste/recycling (or is this done through third-parties)? Fees associated with this?
11. Do you have any additional recommendations or suggestions?

**Library:**

1. How many staff members do you have for your facility? What is the breakdown of staff (i.e. full or part-time)?

2. Describe your facilities, age and the current condition, including any recent upgrades, energy efficiency improvements, etc. How many buildings are managed by the Library?
3. How many books are in circulation with the Library?
4. Provide the amount and types of additional equipment under your management (i.e. vehicles).
5. Does your Department have a Capital Plan for major expenses or a Master Plan for future expansion of facilities or provided services? Please provide VHB with a copy of the Master Plan if one is adopted.
6. Can your Department meet the current demand for services and anticipated future needs?
7. Do you have any additional recommendations or suggestions?

**School District:**

1. How many people are employed by the School District? What is the breakdown of staff (i.e. teachers, administration, etc.)?
2. How many students per grade are registered in the School District?
3. What is the student to teacher ratio for the District?
4. Describe your facilities, age and the current condition, including any recent upgrades, energy efficiency improvements, etc. How many buildings are managed by the School District?
5. Provide the amount and types of additional equipment under your management (i.e. vehicles and buses).
6. Does the District have a Capital Plan for major expenses or a Master Plan for future expansion of facilities or provided services? Please provide VHB with a copy of the Master Plan if one is adopted.
7. Can the District meet the current demand for services and anticipated future needs?
8. Do you have any additional recommendations or suggestions?

**Division of Recreation:**

1. How many seasonal employees are typically hired?
2. Are there any recreation programs that are typically run each year, that are not included on the website?
3. Describe your facilities, age and the current condition, including any recent upgrades, energy efficiency improvements, etc. (not necessary for park facilities since that is in the Open Space and Recreation Plan – focus on department buildings/offices).
4. How many fields are lighted? Are the lights owned and maintained by Hudson Light & Power? Are any timers or photocell sensors used to reduce electricity use?
5. What capital improvements are planned in the near future?

6. How is maintenance responsibilities addressed?
7. Is there any specific maintenance standards established for the department or regularly scheduled maintenance plan in place?
8. Do you have any additional recommendations or suggestions?

**Town Hall:**

1. Is the Town Hall facility considered to be adequate at the current time? In the future?
2. What needs exist currently or in the future for additional office or meeting space?
3. Are there any issues pertaining to long-term document storage?