

Town of Newbury
Public Safety Complex Committee

~ MINUTES ~

Present: Dep Chief John Lucey, Martha Taylor, Curtis Walton, Sam Joslin & Sgt Patty Fisher

DATE: July 3, 2013

PHASES OF THE PROJECT

GOAL: To design & build a public safety complex for the Town of Newbury that will house the Newbury Police Department, Newbury Fire / Protection 2 and Emergency Management with space and resources to accommodate both agencies needs for the next 50 years while renovating the pre-existing building to accommodate Town Hall services.

1. Deficiency Report
2. Feasibility Report
3. Design Phase
4. Construction & Renovation Phases

PENDING ACTION ITEMS:

ACTION: Tracy to reach out to West Newbury and obtain a copy of their RFQ (Aug '13)

ACTION: Tracy to obtain survey of properties (Aug '13)

ACTION: Tracy to look into coordinating cost of project with retiring debt (Aug '13)

ACTION: Tracy to look into ownership vs lease with NFD (Aug '13)

ACTION: NFD and NPD to create their own in-house list of building deficiencies (Aug '13)

NEW ITEMS

COMPLETED: CSS came and obtained measurements and pictures.

ATTACHMENT: CSS MEMO Minutes from June 25th

ACTION: Each agency complete their specific Program Questionnaire and attach their own in-house deficiencies lists (DUE 07/17)

ATTACHMENT: Dep Chief obtained a list of building items needed in order to NPD to obtain accreditation. This will be attached to the PD's Questionnaire.

ACTION: Curtis to obtain a list of

Town of Newbury
Public Safety Complex Committee

CONSIDERATIONS / QUESTIONS FOR FUTURE

ACTION: Speak with Merrimac Valley Planning to figure out the Towns projected population

Q: In the feasibility study, are we incorporating the cost of renovating the basement to be acceptable for Town Hall use.

NEED: To make sure water & sewer are brought into the area for both Town Hall and new building.

NEXT MEETING: Wednesday, July 70th @ 8AM

CSS Architects Inc.



107 Audubon Road
Building 2, Suite 300
Wakefield, MA 01880

Tel: 781-245-8400
Fax: 781-245-9372
Email: css@cssarchitects.com

Memo

To: File
From: John Savasta

PROJECT: **Conditions Report and Recommendations for the Existing Police, Fire and Emergency Management Departments**

ATTENDEES:
Sam Joslin
John Savasta

Town of Newbury
CSS Architects Inc. (CSS)

Date: 25 June 2013

SUBJECT: **Kick off Meeting Meeting on 25 June 2013**

EMAILED WITH ATTACHMENT

On 25 June 2013 Sam Joslin and John Savasta met to discuss the above-referenced project. The following was noted:

1. **Police Department:** The Newbury Police Department is presently located below the town offices. The entry is from Morgan Avenue. There is no sally port, thus all access is thru the dispatch area. Two trailers are located west of the town offices/police station. They serve as office space for the Chief, Captain and other officers. There are presently 12 people in the department. The police department monitors the Seabrook Power Plant emergency response events.
2. **Fire Department:** The Fire Department is located west of the Police Department and has ample land to accommodate a new multi-use building.
3. **Town Offices:** The town offices are operating in very tight spaces and consideration for acquiring space in the lower level should be considered.
4. **Emergency Management:** The Emergency Management is off site. J. Savasta did not visit the Emergency Management space at the time of the meeting.
5. **General Conditions:** Presently all four spaces are dysfunctional and antiquated. The deficiencies within the spaces make it difficult to maintain a level of efficiency and departmental functionality.
6. **Lifeguard Equipment:** Lifeguard equipment will need to be considered for inclusion in the Fire Department area.
7. **Newbury Population and Area:** The population of Newbury is approximately seventy-five hundred people and the land area is twenty-seven square miles. The town is experiencing residential growth.
8. **Conditions Report:** The conditions report will address the present conditions for the mechanical and electrical equipment and the conditions of the existing spaces. The report will also make recommendations to resolve the disfunctionalities and deficiencies which will include a scenario to combine the police, fire and EMA departments within a single structure. An approximate square footage will be included and a preliminary project construction cost will also be included.

Next Steps:

- J. Savasta to email a designer services proposal to S. Joslin.
- J. Savasta to schedule a date for measuring the building.
- J. Savasta to provide S. Joslin with space needs questionnaires for each department.
- J. Savasta to provide a project schedule for S. Joslin's review.

Attachment: Project Schedule

Cc: K. Savasta, CSS
C. Clocher, CSS

26 June 2013
Conditions Report and recommendations for the existing
Newbury Police, Fire and Emergency Management Department

Study Format

The study will include the following:

- Prefix and Methodology
- Executive Summary and Overall Assessment
- Existing Conditions Narrative
- Evaluation and Recommendations
- Budget (Construction and Development)
- Existing Condition Floor Plans and Photographs
- Next Steps

Attachments: Conditions reports, building program, existing condition floor plans, and photographs.

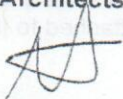
The basic services will include five bound copies of the final report, travel to and from the site, printing, faxes, e-mails, and regular mail and two (2) meetings with designated individuals, existing conditions floor plans, and photographs of existing conditions.

For the above services CSS Architects Inc. proposes a lump sum fee of nine thousand nine and fifty dollars and zero cents (\$9,950.00).

If we proceed with this proposal as our agreement a signature line for acceptance will need to be added to this letter proposal.

If you have any questions please call at your convenience.

Very Truly Yours
CSS Architects Inc.



John J. Savasta, AIA



Members of the American Institute of Architects and USGBC
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P 781.245.8400 • F 781.245.9372 • css@cssarchitects.com • www.cssarchitects.com



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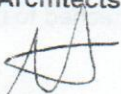
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John J. Savasta, AIA

Accepted by:

Signature _____

Print Name _____

Date _____



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Police Department

Town of Newbury, MA

PROGRAMMING QUESTIONNAIRE

PROJECT:	PREPARED BY:
NAME:	DATE:
DEPARTMENT:	DATA REVIEWED AND APPROVED BY:
SUBDIVISION:	DATE:

It is important that each item in the questionnaire be answered on the basis of actual requirements:

What is necessary to properly perform a specific task?
Does this differ from present conditions?

A. **FUNCTION**

Briefly explain the primary function of this Department or Subdivision.

Are there any conditions which make it difficult to perform this function?

D. **PERSONNEL FUNCTION**

List the job titles in the same order as in Section C.
Describe briefly and specifically the tasks of each and to who they report.

A.	
B.	
C.	
D.	
E.	
F.	
G.	
H.	
I.	
J.	
K.	
L.	
M.	
N.	
O.	
P.	

STORAGE

Give size or lineal feet, number of shelves and type of items to be stored.

Type	Present Qty.	Expansion	Description	Comments
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Storage				
Cabinet				
Overfile				
Storage				
Used				
Book/				
Binder				
Shelving				
(Open)				

EQUIPMENT

Examples of equipment to be listed; copy machine, terminals, control units, microfiche, microfilm, postage meter, audiovisual equipment, chalkboards, tackboards.

Type	Present Qty.	Expansion	Mfg./Model No./Size	Primary User

Emergency Management Agency
Town of Newbury, MA
PROGRAMMING QUESTIONNAIRE

PROJECT:	PREPARED BY:
NAME:	DATE:
DEPARTMENT:	DATA REVIEWED AND APPROVED BY:
SUBDIVISION:	DATE:

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Agency Tour Checklist for Accreditation

Massachusetts Police Accreditation Program

Agency: _____

Assessor: _____ Date: _____



COMMUNICATIONS

81.2.2	Continuous two-way communications capability between the communications center and officers (full and part-time officers) on duty (e.g. portable radios)	C	<input type="checkbox"/> Take-home <input type="checkbox"/> Assigned at beginning of shift
81.2.8	Immediate playback capability of: <input type="checkbox"/> emergency telephone conversations: Yes No <input type="checkbox"/> radio transmissions: Yes No Continuous recording during playback/ phone ? Yes No Continuous recording during playback/ radio ? Yes No Secure storage of recordings ? Yes No	C	Playback demonstrated by: Location of recordings: How secured:
81.3.2	Availability of Generator in the event of a power failure to ensure continued operation of communication equipment: Yes No	C	Location of generator: Frequency of Inspections: When <i>tested at full load</i> ?
81.1.2	<input type="checkbox"/> Current FCC License <input type="checkbox"/> Access to FCC's Rules and Regulations	M	Expiration Date: Demonstrated by:
81.2.1	24 hour, toll-free emergency telephone service : <input type="checkbox"/> Voice telephone access: Yes No <input type="checkbox"/> TTY telephone access: Yes No	M	Emergency Telephone Number:
81.2.5	Communications personnel have immediate access to: <input type="checkbox"/> Officer-in-Charge <input type="checkbox"/> duty roster of all personnel <input type="checkbox"/> residential phone number of all agency personnel <input type="checkbox"/> map of service area <input type="checkbox"/> officer status indicators <input type="checkbox"/> phone numbers for external/emergency services <input type="checkbox"/> tactical dispatching plans	M	How or where is each accessible? _____ _____ _____ _____ _____ _____
81.2.9	Participation or access to Local/State/Federal CJIS	M	In-house <u>or</u> through another agency:
81.2.13	Monitoring of Security Alarms	M	Yes No
81.3.1	Security measures for the Communications Center: <input type="checkbox"/> limited access to communications center <input type="checkbox"/> steps taken to protect equipment <input type="checkbox"/> availability of back-up resources <input type="checkbox"/> steps taken to secure <i>transmission lines</i> <input type="checkbox"/> steps taken to secure <i>antennas</i> <input type="checkbox"/> steps taken to secure <i>power sources</i>	M	Protective Measures Bullet resistant glass in areas of public access. Locked doors to communications center. Security for Equipment Cameras, fences, location of equipment
81.2.15	Emergency Medical Dispatching (EMD)	O	Yes No
81.3.3	Separation of emergency and non-emergency lines	O	Emergency Phone # Non-Emergency Phone #
81.3.4	Multi-channel radio capability on a joint public safety frequency	O	Frequency:
42.1.1	Detective's on-call duty roster	O	Location of roster:
55.2.1	Victim/Witness Referral Information	O	

HOLDING FACILITY

72.2.1	Minimum conditions: <input type="checkbox"/> toilet <input type="checkbox"/> drinking water <input type="checkbox"/> wash basin or shower <input type="checkbox"/> bed (bench) and bedding (fire-retardant blankets)	C	Date on which the Holding Facility was last inspected by the Department of Public Health:
72.3.1	Fire detection and suppression equipment in the holding facility: ___ smoke detectors ___ sprinklers ___ hoses ___ fire alarms ___ fire extinguishers	C	Did agency arrange to have the Commission's <i>Fire Detection and Suppression Report</i> form completed to determine which equipment listed on the left is required by state building code? Yes No Date on fire extinguisher's Inspection Tag:
72.3.2	<input type="checkbox"/> Emergency evacuation plan is posted <input type="checkbox"/> Emergency exit signage	C	Location of posting: Exit signage? Yes No
72.4.1	Secure storage for officer's weapon	C	Location(s) of Weapon lockers:
72.4.3	Key Control <input type="checkbox"/> Location of manual keys <input type="checkbox"/> <i>Limited access</i> to manual keys <input type="checkbox"/> Availability of master or spare keys in emergency	C	Location of keys: How limited: Location of master and/or spare keys:
72.4.8	<input type="checkbox"/> Audio system in holding cell areas: Yes No <input type="checkbox"/> Video system in holding cell areas: Yes No	C	
72.4.9	Alert Systems for officers to use: ___ Panic buttons on wall ___ Officer's portable radio ___ Audio system in Holding Facility ___ Video system in Holding Facility	C	
72.5.1	Secure storage of (personal) property taken from detainees Are there provisions for large items? Yes No	C	Location: How secured:
72.5.3	Sight and sound separation in holding cell areas: <input type="checkbox"/> Males <input type="checkbox"/> Females <input type="checkbox"/> Juveniles	C	
72.6.2	First-aid kit in holding facility	C	Location:
72.7.1	Detainee's Rights: <input type="checkbox"/> Confidential access to attorneys <input type="checkbox"/> Access to a telephone <input type="checkbox"/> <i>Signage IF</i> telephone conversations are monitored or recorded	C	Designated space for attorney visits: Location of signage:
72.8.1	Detainee Monitoring Systems: <input type="checkbox"/> Face to face <i>observation</i> at least every 30 minutes <input type="checkbox"/> Face to face <i>count</i> of all detainees at least once each shift	C	
72.1.3	Safeguarding detainee's records from unauthorized disclosure	M	How is access to records restricted:
72.5.6	Space arrangements for group arrests exceeding the capacity of the holding facility (booking and holding)	M	
72.6.4	Posted access to medical services/prevalent languages	O	Location:

PROCESSING and TEMPORARY DETENTION

71.1.1	Rooms or areas designated as: ___ Booking rooms (agency books the detainee at its facility and transports to another for holding) ___ Processing rooms (detainee is brought to agency for initial processing and/or partial booking and is transported to another facility for booking and holding) ___ Multiple Booking rooms (agency has a booking room <i>off-site</i> (i.e. outside the agency's headquarters facility). ___ Other:	C	NOTE: These standards do not refer to Holding Facilities (addressed in Chapter 72) or Interview and Interrogation Rooms (addressed in Standard 42.2.10).
71.3.2	Immovable objects used to secure detainees are designed and intended for such use (bars, rings, etc. to which handcuffs may be secured)	C	
71.3.3	<input type="checkbox"/> Weapons control (weapon lockers?) <input type="checkbox"/> Panic/duress alarms (or portable radios) <input type="checkbox"/> Audio devices to monitor detainees? <input type="checkbox"/> Video devices to monitor detainees?	C	
71.4.1	Minimum Conditions: <input type="checkbox"/> access to water <input type="checkbox"/> access to restrooms	C	
71.4.2	<input type="checkbox"/> Plan for fire evacuation <input type="checkbox"/> Plan for fire suppression	C	

PATROL

41.3.1	Patrol vehicles have emergency lights and siren	C	
41.3.5	Availability of protective vests: ___ Individually issued ___ Tactical vests in all patrol vehicles ___ Other:	C	
70.4.1	Safety barriers in transport vehicles separate driver from detainee	C	
70.4.2	Modifications to rear compartments of transport vehicles: ___ deactivation of power to: ___ windows ___ doors ___ removal of: ___ window handles ___ door handles ___ grates over windows ___ interior door panel other:	C	Windows: Doors:
41.1.3	Special Purpose Vehicles	M	List:
41.3.7	Computerized mobile data access? Yes No	M	
41.3.8	In-car, Audio/Video Recording Systems? Yes No If yes, data security and storage	M	Secure location of stored data:

CENTRAL RECORDS

82.1.1	Central Records (HARD COPIES) such as: <u>court/prosecution records, sexual assault records, etc.</u> <input type="checkbox"/> Physical security <input type="checkbox"/> Controlling access <input type="checkbox"/> Accessibility to operations personnel after hours	C	How secured: How limited: How accessible:
82.1.6	Security of Central Records COMPUTER Systems <input type="checkbox"/> Secure storage of media, tapes, disks, drives	M	How secured:

JUVENILE RECORDS

82.1.2	Juvenile Records: <input type="checkbox"/> Methods to distinguish Juvenile Records <input type="checkbox"/> Retention of Fingerprints <input type="checkbox"/> Retention of Photographs <input type="checkbox"/> Physical security of confidential information <input type="checkbox"/> Controlling access to confidential information <input type="checkbox"/> Disposition of records after reaching adult age <input type="checkbox"/> Expungement when ordered by the court	C	_____ _____ _____ _____ _____ _____ _____ _____
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RECORDS - MISCELLANEOUS

42.2.7	Confidential Informant Files: <input type="checkbox"/> inclusion in master file? Yes No <input type="checkbox"/> securely filed? Yes No	C	File location:
52.1.2	IA records are maintained in a secure area	C	File location:
42.1.6	Intelligence Information: <input type="checkbox"/> secure storage? Yes No	M	File location:
43.1.2	Active Vice, Drug and OC Investigative files: <input type="checkbox"/> securely filed? Yes No <input type="checkbox"/> separate from central records? Yes No	M	File location: How secured:
74.1.2	Records on the execution or attempted service of legal process documents are maintained	M	File location:
82.3.4	Completed traffic citations are stored in a secure area	M	File location: How secured:
32.1.7	Selection Materials are securely stored when not being used (e.g. background investigation files, tests, score sheets, test results)	O	File location: Locked files? Yes No
34.1.3	Promotional Materials are securely stored	O	File location: How secured:

PROPERTY and EVIDENCE CONTROL

84.1.1	Extra security measures for items such as: <input type="checkbox"/> Cash - <input type="checkbox"/> Weapons - <input type="checkbox"/> Jewelry - <input type="checkbox"/> Drugs - <input type="checkbox"/> Evidence requiring refrigeration -	C	
84.1.2	<input type="checkbox"/> Property and evidence is stored in designated, secure areas: Yes No <input type="checkbox"/> Access to property storage areas is restricted to authorized personnel: Yes No <input type="checkbox"/> Secure storage is available for large items (on-site or off-site): Yes No	C	How many have access (Who)? Bikes: Impounded vehicles: Other:
84.1.3	Secure (temporary) facilities are available when property room is closed for: <input type="checkbox"/> evidentiary property <input type="checkbox"/> non evidentiary property (e.g. found property)	C	Location(s):
84.1.4	Controlled substances, weapons, or explosives used for training or investigative purposes are secured.	C	Secure Location: _____ None currently in agency for use.
84.1.5	Records reflect status of <u>all</u> property held by agency	C	Case numbers of Random Samplings: <input type="checkbox"/> Weapon: <input type="checkbox"/> Drugs: <input type="checkbox"/> Found Property <input type="checkbox"/> Other:

MISCELLANEOUS

11.1.2	Organizational Chart: <input type="checkbox"/> is dated: Date on Chart: _____ <input type="checkbox"/> is accessible to all personnel	C	How is it accessible?
42.2.10	Designated rooms for interviews and interrogations	C	Designated Room(s):
46.1.2	All Hazard Plan	C	Location:
46.3.2	Relaying terrorism-related intelligence/information <input type="checkbox"/> Does agency have phone number for Fusion Center or JTTF?	C	Phone #:
17.5.3	Does agency store property? Yes No (e.g. radios, batteries, gas masks, handcuffs, batons, radar, cameras, surveillance devices, etc.)	M	If Yes, location:
21.2.2	Job descriptions are available to all personnel	M	How available:
61.1.12	Availability of RMV's Immediate Threat Forms	M	Location:
83.2.4	Access to supplies and equipment for processing scenes (fingerprints, photography, sketches, collection and preservation of evidence)	M	
52.1.4	Complaint Procedures are available to the public	O	How available:
61.4.4	Availability of Traffic Safety Educational Materials to the public	O	How available: