

## **WT Police Station Study Committee**

### Meeting Minutes

7/8/10 Howe's House

*Present:* Norman Perry, John Christensen, Dan Rossi, Susan Wasserman, Beth Toomey; ex. Off. Jeffrey Manter, Richard Knabel

*Next meeting:* 7/20/10, 4:00 PM, location to be announced, likely Howe's House

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### **General Organizational Business**

1607 meeting called to order by Chair Wasserman. Selectman Knabel reviews steps necessary to comply with the changes in the Open Meeting Law. Reminds PSSC of the Charge from the Selectmen, the budget available, and the process and the reports envisioned and expected. Use the WT Space Needs Committee as a model.

### **Election of Officers**

A slate of Wasserman, Chair and Christensen, Secretary was nominated and elected.

### **Criteria: general discussion**

Although this committee expects to focus on the appropriate site, the overall footprint of the building to stand on it is an essential consideration.

Perry distributed a "Space Needs Analysis Checklist", extracted from the Police Facility Planning Guide (pdf) published by the International Association of Chiefs of Police.

PSSC expects to take a 20-year outlook for the final result. In that time, the County operation of the jail is an open question. Best practices may change. To avoid expensive retrofitting, the long-term view requires that the space be of sufficient size for growth and change, and with built-in flexibility.

### **Criteria: specific examples**

Space is considered by Net, which includes spaces for named operations: Interview Room, Office space, Evidence room. The Gross includes corridors, entry areas, etc.

1. Critical infrastructure require specific response times of PD.
2. The infrastructure when holding cells are called for would be expensive to retro-fit.

### **Prospective sites**

Considered list from Space Needs Committee of Town-owned land. Agreed that appropriate owned land would take preference, but an otherwise excellent site should not be eliminated on that basis alone. Agreed to establish a standard map to use during deliberations and presentations based on the MVC map.

Considerations

- |                            |  |
|----------------------------|--|
| 1. Big enough              | 5. Garage for cruiser/evidence               |
| 2. Security                | 6. Potential for easy expansion/modification |
| 3. Visibility              | 7. Good Neighbors                            |
| 4. Accessibility to public | 8. Parking                                   |

### **Action items for next meeting**

Review results of Space Needs Committee

Critically review the "Space Needs Analysis Checklist" from IACP

Obtain map copies from MVC

Look for sites not yet considered

### **Future actions**

Visit other police facilities

Prospective-site visits

Meeting adjourned at 5:10

Respectfully submitted

John Christensen