



Building Committee

Building Committee Meeting
Thursday, September 20, 2012 @ 8:00 A.M.
Caucus Hall Conference Room
Town Hall, 260 Commercial Street, Provincetown, MA 02657

Minutes of Meeting

Members Present: Thomas Coen, Chairman
Donald Murphy
Kevin Shea
Sheila McGuinness, Alternate, voting
Richard Murray joined via phone at 8:23 AM after technical problems

Excused absence: Leif Hamnquist

Others present: Sharon Lynn, Town Manager
Richard Waldo, Deputy DPW Director

Recorder: Pam Hudson

Chairman Coen called the meeting to order at 8:14 AM.

Agenda Item #1: Approval of Minutes

Don Murphy moved to approve the minutes of the August 27, 2012, meeting. Kevin Shea Seconded. **Yea 3, Nay 0, Abstain 1**

Don Murphy moved to approve the minutes of September 13, 2012. Discussion: Sheila McGuinness stated that a few things under #2 weren't captured, namely, that she had suggested that the Animal Control Officer share an office and that Evidence Processing and Cybercrime areas be closer or combined.

Don Murphy moved to approve the minutes as amended. Kevin Shea Seconded. **Yea 4, Nay 0, Abstain 0**

Agenda Item #2: Continue evaluation of the police station building requirements

Main Level:

Kevin Shea: first reaction to the plan presented as the Lower Level – the problem is that there are two entrances, one EOC and one public. Every station the committee visited had only one entrance. Two will be confusing. Would like to see a centralized lobby.

Don Murphy: agreed. Would like to see a single user friendly interface

Tom Coen said he had the same reaction. There should be an EOC entrance off the lobby.

Kevin Shea: the architect should be asked to pull the entrances together. Let's get the lobby working so that it's clean and simple.

Sheila McGuinness: it also looks like there is no window to dispatch on the currently designed vestibule.

All agreed that there should be one lobby with all four functions available from there.

The EOC (Emergency Operations Center):

There was discussion of the EOCs in other towns.

Kevin Shea said that he would give up space in the EOC.

Sheila McGuinness: If we are looking to downsize, she is still unconvinced that the EOC and Roll Call Room need to be separate. If the EOC is in use, there are other spaces for roll call. She really questions the need for two spaces.

Don Murphy: These two rooms should be side by side. Instead of "giving up" something, maybe they could be combined.

The problem is that there are things in the roll call room that they don't want the public to see.

Kevin Shea: They should be separate. Roll Call is critical to the operations of the Police Department. Trying to make the Roll Call Room multipurpose is interfering with the good functioning of the department.

Sharon Lynn: That is where they congregate, their "living space". They eat there they pass information from one shift to the next.

Sheila McGuinness: The EOC is a more intermittent and less useful space. We've had emergencies before and muddled through somehow.

Tom Coen: If Roll Call is used for EOC then the public would have to be allowed into a non-public space.

Discussion continued along the same lines for a few more minutes.

Shiela McGuinness: There will be public spaces at the VMCC.

Rick Murray: agrees that both spaces are needed. If there is no publicly accessible space in the building, then we have a PR problem. We can save a lot of space in the break room and the EOC.

Don Murphy: The Chief is the only one that can define the need for an EOC room.

Kevin Shea: On the field trip we saw that the EOC is used only rarely.

Tom Coen: would like to see how many times per year we need to have coordination with outside agencies or all hands on deck, like during the Pan Mass challenge or Carnival.

Kevin Shea: It's a classroom layout. When are they ever going to train 36 people? It should be sized for training fewer people and be used for emergencies.

Don Murphy: How do you determine the size?

Chief Jaran entered the room at 9:00 A.M.

Kevin Shea: Even if you cut it in half it's bigger than the roll call room.

Tom Coen: suggested that the Chief make a list of situations where a large number of people need to be briefed.

Chief Jaran: When you open an EOC, it's open for a long time – usually 6 – 8 hours before an event. There you could be there for up to 24 or more hours.

The EOC would include the Fire Department, EMS, the Town Manager, DPW. Keep in mind, too, that we have a regional shelter so we are coordinating two communities. Trainings: Many trainings include multiple towns. When not in use for these purposes, it should be open to the public. In an emergency we will be cut off from the rest of the Cape – we are it.

Don Murphy: Emergency being the main purpose of the room, how many people does it need to accommodate?

Chief: The other towns all had an EOC pretty much the same size. That should be a good indicator.

Sharon Lynn: In regards to Sheila's point that we've made it through before – Last year 15 – 20 people met to plan for Hurricane Irene in Town Hall. Due to meetings and other uses of the rooms, we had to keep moving from room to room.

Chief: When you enter and EOC you do not leave for the entire event. You need to have people together, not scattered all over town in various buildings.

Don Murphy: The Emergency Room needs to accommodate 20 people. If we make it larger to accommodate public meetings, we'll shoot ourselves in the foot.

Kevin Shea: Whatever we choose, we will have to defend it.

Tom Coen: suggested that the word "emergency" be dropped and call it "operations center".

The Chief: reviewed some of the many state mandated trainings that take place, sometimes with multiple towns attending.

Discussion continued about the number of seats in the room. The Chief is ok with 24. Rick Murray agrees with cutting the EOC by 20% and with making the vestibule more user-friendly.

Records Room:

There is only one records clerk. The Chief would like to see senior citizen volunteer from the tax program assist with simple questions from the public.

There was a discussion of the number of workstations needed in the records room. The Prosecutor works hand-in-hand with the records clerk, but does he/she necessarily need a separate work station? Would one desk and one service window work?

The records need to be secured at night. The volunteer would be vetted and be able to assist the records clerk. The records room should open off the lobby.

Shiela McGuinness feels that the second desk can be eliminated.

Tom Coen suggested having a second desk instead of a second window space.

Dispatch Area:

Rick Murray: The third dispatch could be moved and the interview room could be put in that space.

Chief: That is the dispatch coordinator. He/she doesn't need a separate room, just place for records storage and a work station. We would use three dispatch stations throughout the season. We could have two consoles and a third work station.

Kevin Shea: in favor.

Tom Coen: agrees if not compromising functionality.

Parking Department:

Chief Jaran: Parking department should be separate from the police functions.

Tom Coen: It should not have a claustrophobic feeling in the vestibule.

Rick Murray: It could be a more open space by removing partitions

Tom Coen: It could have a separate entrance.

Chief Jaran: The parking person should have proximity to the dispatch area for safety reasons as they deal with a lot of difficult people.

Tom Coen asked whether the schedule should be changed. Don Murphy and Sheila McGuinness both felt that the committee is making good progress.

Rick Murray left the Meeting at 10:03 A.M.

Second Floor:

Chief Jaran: liked the layout in Harwich.

Tom Coen: asked whether we can get away with three cubicles and one shared workspace.

Chief Jaran: said there will be a Detective Sergeant and three detectives. We can eliminate one workspace.

Kevin Shea: We need more space for cybercrime. All agreed.

Chief Jaran: The evidence processing area should be off the detective suite.

There was discussion of the location of evidence.

Tom Coen: It would be good to have the detectives closer to the patrolman area. Do we actually need three floors?

Everyone: liked the administration area in Harwich.

Shiela McGuinness: asked where the copiers are located.

Don Murphy: questioned the need for multiple copiers. The Chief stated that the Courts require hard copies.

Shiela McGuinness: questioned the number of kitchenettes.

Don Murphy: distributed an email from Jim Howland, chairman of the Dighton Police Station Building Committee (copy attached).

Agenda Item #3: Prepare for meeting with the architects on October 4th:

(No discussion).

Agenda Item #4: Update the Committee's plans, as necessary.

(No updates).

Agenda Item #5: Public Statements:

(None).

The meeting was adjourned at 10:30 A.M.
Respectfully submitted, Pam Hudson, recorder.

List of documents reviewed:

1. *Draft Minutes*
2. *Police Station Schematic Designs*

Next Meeting:	Thursday, October 4 th @ 5:00 pm
Adjourn:	5:25 pm
Minutes by:	Tom Coen

Approved by  on October 5, 2012
Thomas Coen, Chair