

DRAFT
Town of Montville
Public Safety Building Committee

MEETING
Thursday, June 3, 2010 at 6:00 p.m.
Montville Town Hall, Council Meeting Room

1. Call to Order.

Chair Jack Platt called the meeting to order at 6:02 p.m.

2. Roll Call.

The following were present: William Bucko, Lt. Leonard Bunnell, Sgt. Michael Collins, Chris Ida, Jon Leonard, Paul Lewis, and Jack Platt. Also present were Dave King of Kaestle Boos Associates, Inc., Town Planner Marcia Vlaun (6:19 p.m.) and Town Council Chair/Board Liaison Donna Jacobson (6:47 p.m.). Ray Coggeshall, Dave Jetmore, and John MacNeil were absent from the meeting.

3. Pledge of Allegiance.

4. Remarks by the Public Relating to Agenda Items (three minute limit).

None

5. Approval of Minutes—May 27, 2010.

Motion: **That the Committee approves the minutes of May 27, 2010, as written.**

Proposed by: Paul Lewis

Seconded by: Len Bunnell

Vote: Carried unanimously

6. Correspondence.

None

7. Old Business.

None

8. New Business.

a. Workshop with project architect—Kaestle Boos.

D. King handed out to the Committee a revised public safety building site plan based on comments from the last meeting and from emails he received. The revised site plan was discussed as follows:

1. Parallel parking on each side of the building along the access lane—five (5) spaces on the south side and seven (7) spaces on the north side
2. Number of parking spaces required (100)
3. Number of handicap spaces required (3)
4. Overflow parking and 2nd access to Route 32
5. Location of flag pole in front of building

6. Rear parking will be controlled with signs for 'authorized parking only'

D. King reported that the floor plan was reworked to accommodate comments from the Committee at their last meeting and from police personnel. Revisions to the floor plan and hand out for the same were discussed as follows:

1. Addition of immovable counter in lobby
2. Relocated door to Public Interview Room
3. Reception area now moved to outer wall of lobby
4. Addition of a unisex restroom between the Executive Officer and Chief Executive Officer rooms
5. Reconfigured Communication Center to include desk counter, four (4) workstations and a workstation that connects to the Patrol Sergeant's Office
6. Proposal to change connector to Patrol Sergeant's Office to wall of fire-rated glass
7. Addition of toilet in Prison Area
8. Rehabbed the Detention Area:
 - Include male and female cells
 - Relocate juvenile cells making them unobservable by others—must be kept in a holding room and not cells
 - Reworked the prisoner processing and booking area for officers
 - Added a common room for interviews
 - Making booking room accessible from sally port
9. Youth SRO Office enlarged
10. Relocated fitness room and laundry room so officer-related areas are in rear of building
11. Traffic Storage room enlarged
12. Break Room is relocated to opposite side of hallway
13. Training Officer Room is now adjacent to Training Room
14. Installation of sink in Janitor's closet

These proposed revisions will increase the size of the building by 1,000 square feet. Additional questions and comments by the Committee were as follows:

1. How many seats will the conference room hold (12)
2. Where will the boat be stored
3. Does the site plan have allowance for a generator
4. Should not the Records area be changed to Public Reception and the Internal Reception changed to Administrative Area
5. Parking for visitors utilizing the Community Room
6. Overflow parking liability issue on adjacent property
7. Impound/Storage area for vehicles involved in pending court cases
8. Rational for paving Impound/Storage area
9. Relocation of tower lease area—to prevent access of vendors to Impound/Storage area

10. Dimensions for armory—to be forwarded to D. King
11. Gun safes and protocol/practicality for same
12. Time frame for referendum
13. Finalization of Town budget may be extended--affect on public safety building project.
14. Information to public about project—speaking at civic groups—Kaestle Boos will take care of informational brochures for distribution to the public

9. **Approval of bills.**

This item was tabled until the special meeting of June 10 as Committee members C. Ida and L. Bunnell left early.

10. **Remarks by the Public (three minute limit).**

None

7. **Remarks by Committee members.**

None

8. **Remarks by Town council Liaison.**

None

9. **Adjournment.**

The meeting ended at 7:13 p.m.

Respectfully submitted by,

Jack Platt, Chair

Gloria J. Gathers, Minutes Clerk

Approved: _____