



TOWN OF SHREWSBURY

100 Maple Avenue
Shrewsbury, Massachusetts 01545-5338

MINUTES July 13, 2020

Important Notice: Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the **Police and Municipal Campus Building Committee** will be conducted via remote participation to the greatest extent possible. All meetings and hearings listed in the agenda will also be done so through remote participation. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the town's website, at www.shrewsburyma.gov/coronavirus. For this meeting, members of the public who wish to listen or watch the meeting may do so by dialing [1 314-474-2205] and entering the following pin: [302 590 432#]. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the town's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

Present: Patrick Pitney, Maurice DePalo, Kristen Las, Keith Baldinger, Hollie Lucht, Kevin Anderson, Joseph Mauro, Justine Snyder.

Absent: Patrick Collins

Also Present: Kevin Mizikar, Town Manager, Matt Salad, Tecton Architects, Jeff McElravy, Tecton Architects, Kevin Griffin, CMS, Inc.

1. Call to Order

Mr. Pitney called the meeting to order at 6:05pm and read the remote participation script verbatim.

2. Approve Minutes of June 29, 2020

On a motion by Ms. Las, seconded by Mr. DePalo, on a roll call vote, Mr. DePalo – yes, Ms. Las – yes, Mr. Baldinger – yes, Ms. Lucht – yes, Mr. Anderson – yes, Mr. Mauro – yes, Mr. Pitney – yes, the Committee unanimously voted to approve the minutes of June 29, 2020.

3. Presentation of Police Station, Town Hall, and Senior Center Programming, Design Process and Campus Layout Concepts

Mr. Salad and Mr. McElravy of Tecton Architects reviewed a presentation on the programming and conceptual design of Town Hall. The Committee discussed the conceptual designs related to the shortage of storage and meeting space. The Architect team discussed that the proposed design changes will meet the current and future needs of document storage.

4. Discuss Reoccurring Meeting Schedule

The Committee discussed a recurring meeting schedule. The Architect team discussed the upcoming design process and input that would be needed from the Committee. The Committee discussed meeting within the next couple of weeks and setting a bi-weekly meeting schedule moving forward.

5. Adjourn

On a motion by Mr. DePalo, seconded by Mr. Mauro, on a roll call vote, Mr. DePalo – yes, Ms. Las – yes, Mr. Baldinger – yes, Ms. Lucht – yes, Mr. Anderson – yes, Ms. Snyder – yes, Mr. Mauro – yes, Mr. Pitney – yes, the Committee unanimously voted to adjourn at 7:21pm.

Tecton
ARCHITECTS

SHREWSBURY, MA

POLICE STATION & MUNICIPAL CAMPUS PROJECT

7.9.20

RECAP FROM JUNE 15 & JUNE 29, 2020

June 15, 2020

- Team introductions
- Review of the study process
- Existing Conditions of the
- Police Department
- Police Station Programming

June 29, 2020

- Review Police Station Conceptual Design
- Present Census and staffing data
- Town Hall overview
- Masterplan Conceptual Design
- Police Station Programming
- COA existing conditions
- COA Programming
- COA Conceptual Design

Items to address

Police Department

- Regionalization of Dispatch?
- How has COVID-19 / Pandemic response been incorporated into the design?
- How has the design been refined to address the current protests?
- How is facility security being addressed?
- What emergency services will be covered by Dispatch and what is the intent and provisions for the back up Emergency Operations Center (EOC) at the Community Training Room.?

COA

- Can we add an exterior egress door at the Main Hall West exterior wall?
- Can we create a more open façade at the East elevation of the Main Hall?
- The new drop off / vestibule and reception should be appropriately designed to present itself as the main entry and be welcoming.
- Lounge / soft seating should be shown to indicate the extent of occasional seating in the center of the building
- Investigate if there is any space to be reclaimed by the large (former) Main Entry Vestibule

Town Hall

- The new conceptual plan does not appear to address the need for large public meeting space.

EXISTING FACILITIES & SITE ASSESSMENT

TOWN HALL

REFER TO PAGE 17 OF THE
REPORT

General Deficiencies:

- Limited Storage
- Insufficient meeting space
- Cramped workspace due to staff growth
- Workspaces separated from their Department due to space limitations
- Energy inefficiency



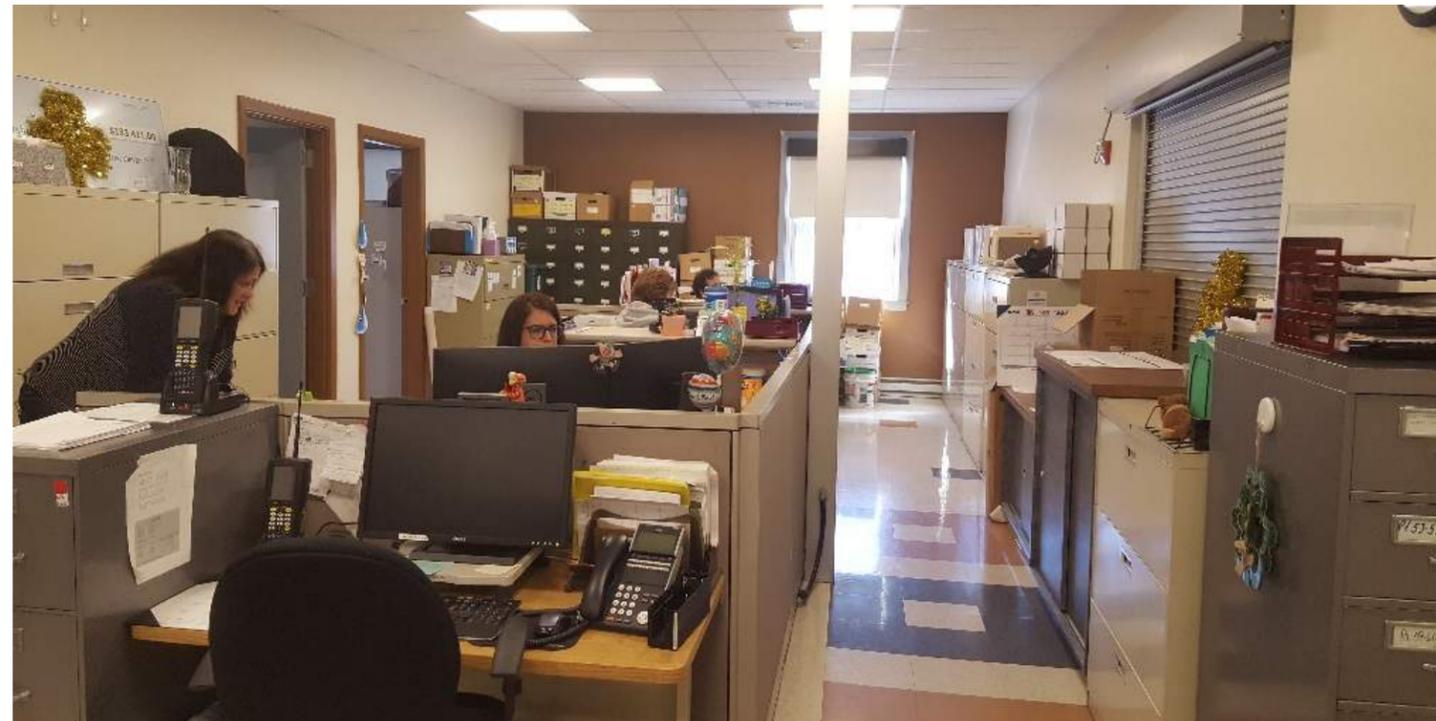
TOWN HALL

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PROGRAMMING

TOWN HALL

REFER TO PAGE 97 OF THE REPORT

1. Public/Shared	5295 SF
1.01 Northwest Vestibule	80 SF
1.02 Northeast Vestibule	80 SF
1.03 West Vestibule/Entry	80 SF
1.04 South Vestibule	80 SF
1.05 North Lobby	430 SF
1.06 South Lobby	385 SF
1.07 Selectman's Room	1560 SF
1.08 Kitchen	360 SF
1.09 Storage Room	120 SF
1.10 Video Room	100 SF
1.11 Conference Room	265 SF
1.12 Shared High Density Storage	475 SF
1.13 Conference Room	265 SF
1.14 Female Toilet Room	145 SF
1.15 Female Toilet Room	145 SF
1.16 Female Toilet Room	145 SF
1.17 Female Toilet Room	145 SF
1.18 Male Toilet Room	145 SF
1.19 Male Toilet Room	145 SF
1.20 Male Toilet Room	145 SF
2. Building Inspector/Planning	1730 SF
2.01 Waiting Area	200 SF
2.02 Private Entry/Vestibule	80 SF
2.03 Open Office	800 SF
2.04 Office	145 SF
2.05 Office	145 SF
2.06 Office	145 SF
2.07 Conference Room	215 SF
3. Town Clerk	870 SF
3.01 Open Office	480 SF
3.02 Private Office	140 SF

3. Town Clerk	870 SF
3.03 Ballot / Voter Storage	250 SF
4. Accounting/Retirement Board	690 SF
4.01 Private Office	140 SF
4.02 Open Office	450 SF
4.03 Confidential Meeting Space	100 SF
5. Treasurer	825 SF
5.01 Office	145 SF
5.02 Open Office	680 SF
6. Human Resources	290 SF
6.01 HR Office	145 SF
6.02 Payroll Office	145 SF
7. Assessor's Office	1215 SF
7.01 Director's Office	145 SF
7.02 Open Office	800 SF
7.03 Conference Room	190 SF
7.04 Storage Room	80 SF
9. Board of Health	585 SF
9.01 Private Office	145 SF
9.02 Open Office	360 SF
9.03 Secure Storage	80 SF
10. School Department	5810 SF
10.01 Private Entrance/Vestibule	80 SF
10.02 School Department Lobby	1200 SF
10.03 Superintendent Office	280 SF
10.04 Admin Assistant	145 SF
10.05 Assistant Super. Curriculum and Instruction Office	145 SF
10.06 Admin Assistant	145 SF

10. School Department		5810 SF
10.07	Assistant Super. Finance and Operations	145 SF
10.08	Open Office	800 SF
10.09	Assistant Super. For Community Partnerships Office	145 SF
10.10	Open Office	330 SF
10.11	Assistant Super. For Pupil Services	145 SF
10.12	Assistant Director of Special Education Office	145 SF
10.13	Clinical Coordinator Office	145 SF
10.14	Clinical Coordinator Office	145 SF
10.15	Director of Specialized Programs Office	145 SF
10.16	Director of Pre-K - 4 Special Services Office	145 SF
10.17	Open Office	450 SF
10.18	Executive Director of HR Office	145 SF
10.19	Admin Assistant	145 SF
10.20	Admin Assistant	145 SF
10.21	Conference Room	310 SF
10.22	Copy/Supply	160 SF
10.23	High Density Storage	170 SF
11. Town Manager		1110 SF
11.01	Town Manager Office	280 SF
11.02	Assistant Town Manager	180 SF
11.03	Admin Office	360 SF
11.04	Conference Room	190 SF
11.05	Waiting Area	100 SF
12. SELCO		3375 SF
12.01	Private Entry/Vestibule	35 SF
12.02	Reception Waiting	255 SF
12.03	Private Office	140 SF
12.04	Call Center	400 SF
12.05	Admin/Financial Manager Office	165 SF
12.06	Reception Office	175 SF

12. SELCO		3375 SF
12.07	Mar. Electrical/CATV Manager Office	160 SF
12.08	Open Office	860 SF
12.09	Private Office	140 SF
12.10	Eng. Manager Office	155 SF
12.11	Admin Assistant	75 SF
12.12	Clerical Office	150 SF
12.13	General Manager Office	360 SF
12.14	Conference Room/Library	305 SF
13. DPW		4040 SF
13.01	Lobby	180 SF
13.02	Public Grounds Office	145 SF
13.03	DPW Director's Office	145 SF
13.04	Parks Department Office	145 SF
13.05	Parks and Cemetary Office	145 SF
13.06	Town Engineer Office	145 SF
13.07	Public Buildings Office	145 SF
13.08	Business Management Office	145 SF
13.09	Water and Sewer Office	145 SF
13.10	Engineering Open Office	960 SF
13.11	Admin Open Office	960 SF
13.12	Conference Room	310 SF
13.13	Break Area	200 SF
13.14	Male Restroom	65 SF
13.15	Female Restroom	65 SF
13.16	Print Area	100 SF
13.17	Janitor Closet	40 SF
15. Building Services		1260 SF
15.01	Utility Closet	45 SF
15.02	Janitor Closet	25 SF
15.03	Electrical Service Room	350 SF
15.04	Town IT	325 SF

15. Building Services	1260 SF
15.05 Mach Room.	455 SF
15.06 Sprinkler/Janitor Room	60 SF
16. Vertical Circulation	510 SF
16.01 Stair #2	180 SF
16.02 Stair #1	240 SF
16.03 Elevator Machine Room	40 SF
16.04 Elevator	50 SF

Net SF: 27,095 SF

Gross SF (25% Net to Gross): 33,869 SF

Total SF (8% Inefficiency): 36,036 SF

CONCEPTUAL DESIGN

TOWN HALL

Design Considerations:

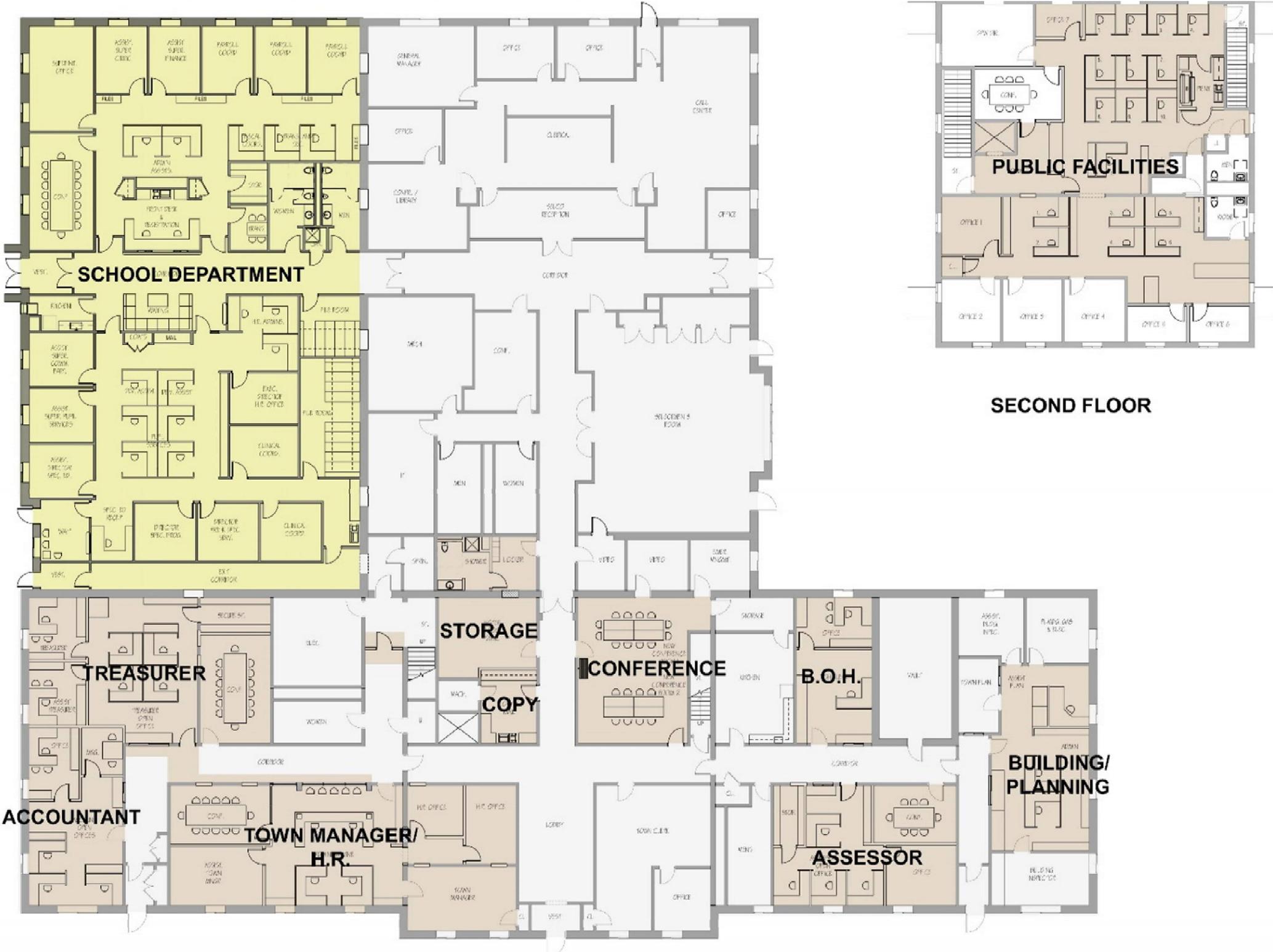
- Vulnerability Preparedness
- Green Community
- Systems Efficiency
- Synergy between co-located Town Departments
- Parker Road re-use
- 2017 Renovation of Public Facilities



CAMPUS MASTERPLAN

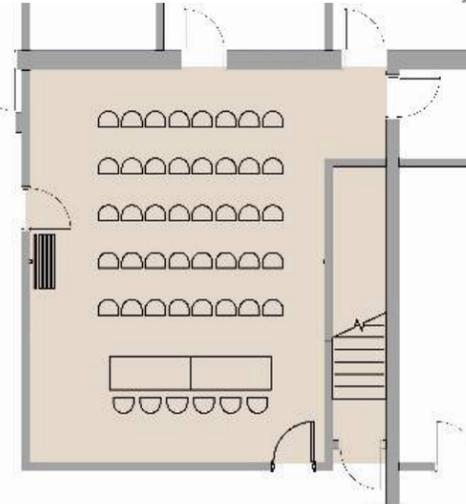


TOWN HALL CONCEPTUAL CONSIDERATIONS

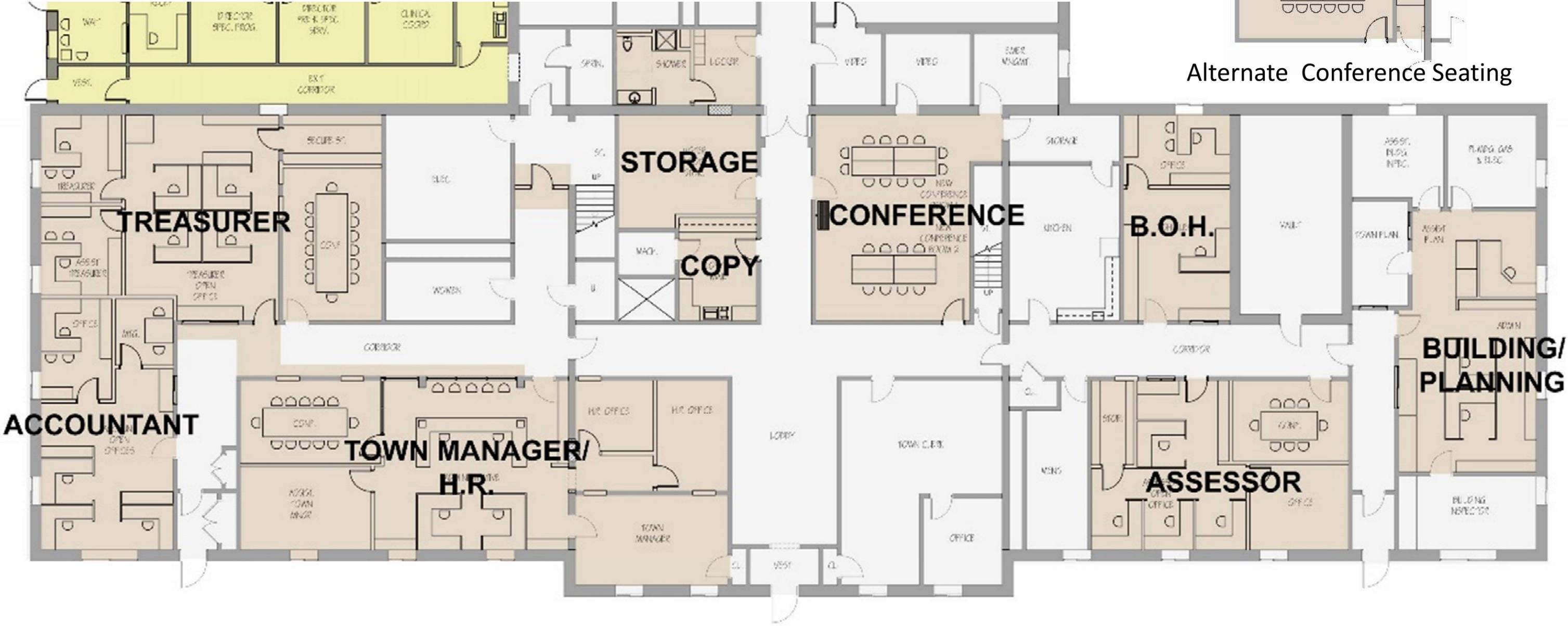


SECOND FLOOR

TOWN HALL CONCEPTUAL CONSIDERATIONS



Alternate Conference Seating



CONTINUING FORWARD

Next Steps:

- Address Committee Comments
- Elevation Design
- Cost Estimating (by August 2020)

Discussion Items:

- Building Committee Role
- Frequency of meetings

Tecton

ARCHITECTS

THANK YOU!