

FACILITIES REVIEW COMMITTEE

2/8/23 Presentation to Select Board & Fin-Com

FACILITIES REVIEW COMMITTEE

Committee Members

- Glenn Trindade (Vice Chairman & Selectboard Representative)
- Brian Cowan (Member & Financial Committee Representative)
- Cindy Sullivan (Member & School Committee Representative)
- Karen Nowicki (Member & Capital Improvement Planning Committee Representative)
- Larry Muench (Member)
- Mark Robinson (Member)
- Tim Harris (Chairman)

FACILITIES REVIEW COMMITTEE

COMMITTEE MISSION

- Analyze all Town of Medway Facilities to determine their current condition to determine short-term and long-term needs
- Consider current & future staffing requirements
- Account for updated and projected operational requirements
- Prioritize needs of facilities as well Town priorities
- Provide Facility Recommendations
- Provide Preventative Maintenance Recommendations

FACILITIES REVIEW COMMITTEE

WHAT WE HAVE DONE.....

1. The Facilities Committee formed July 2021
2. The Facilities Committee Reviewed 3rd party Consultant report (GLR Report dated 1/23/21) previously prepared
3. The Facilities Committee completed on site reviews of all facilities with representatives of each department.
4. The Facilities Review Committee conducted interviews of all building Managers & primary stakeholders
5. The Facilities Review Committee prepared consolidated notes for each Facility
6. The Facilities Review Committee has prepared a PHASE I Assessment Report to address the Fire Station, Police Station and Town Hall facilities
7. The Facilities Review Committee continues to assess all other Town of Medway Properties. This information will be included within supplemental reports.

FACILITIES REVIEW COMMITTEE

FIRE STATION: CURRENT CHALLENGES

1. Facility was built in 1990
2. **In 1990 when the Facility was built, there were no full-time staff, a part time Chief and Administrative Assistant and 25 on call Firefighters & EMT**
3. **Today, there is a full time Chief and are 22 full time Firefighters and full-time Administrative Assistant**
4. Space to accommodate current & future staffing
5. Facilities for Male & Female staff members
6. Material & Equipment storage
7. Location is not central to Town

FACILITIES REVIEW COMMITTEE

POLICE STATION: CURRENT CHALLENGES

1. Facility was built in 1991
2. **In 1991 when the Facility was built, there were 15 full-time officers**
3. **Today, there is a full time Chief and 25 full time Officers, 6 full-time Dispatchers and 1 Administrative Assistant**
4. Space to accommodate current & future staffing
5. Facilities for Male & Female staff members
6. Equipment storage
7. Material storage
8. Evidence storage
9. Holding Cells (separate for male, female and youth)

FACILITIES REVIEW COMMITTEE

TOWN HALL: CURRENT CHALLENGES

1. Space to accommodate current & future staffing
2. Space to accommodate offices for Town Department Heads
3. Inadequate conference rooms (size & quantity)
4. Limited capacity of Sanford Hall to accommodate large meetings that include the public as well as joint sessions
5. Building Envelope needs repair
6. Mechanical Electrical Protection systems

FACILITIES REVIEW COMMITTEE

FIRE STATION: COMMITTEE FINDINGS & RECOMMENDATIONS:

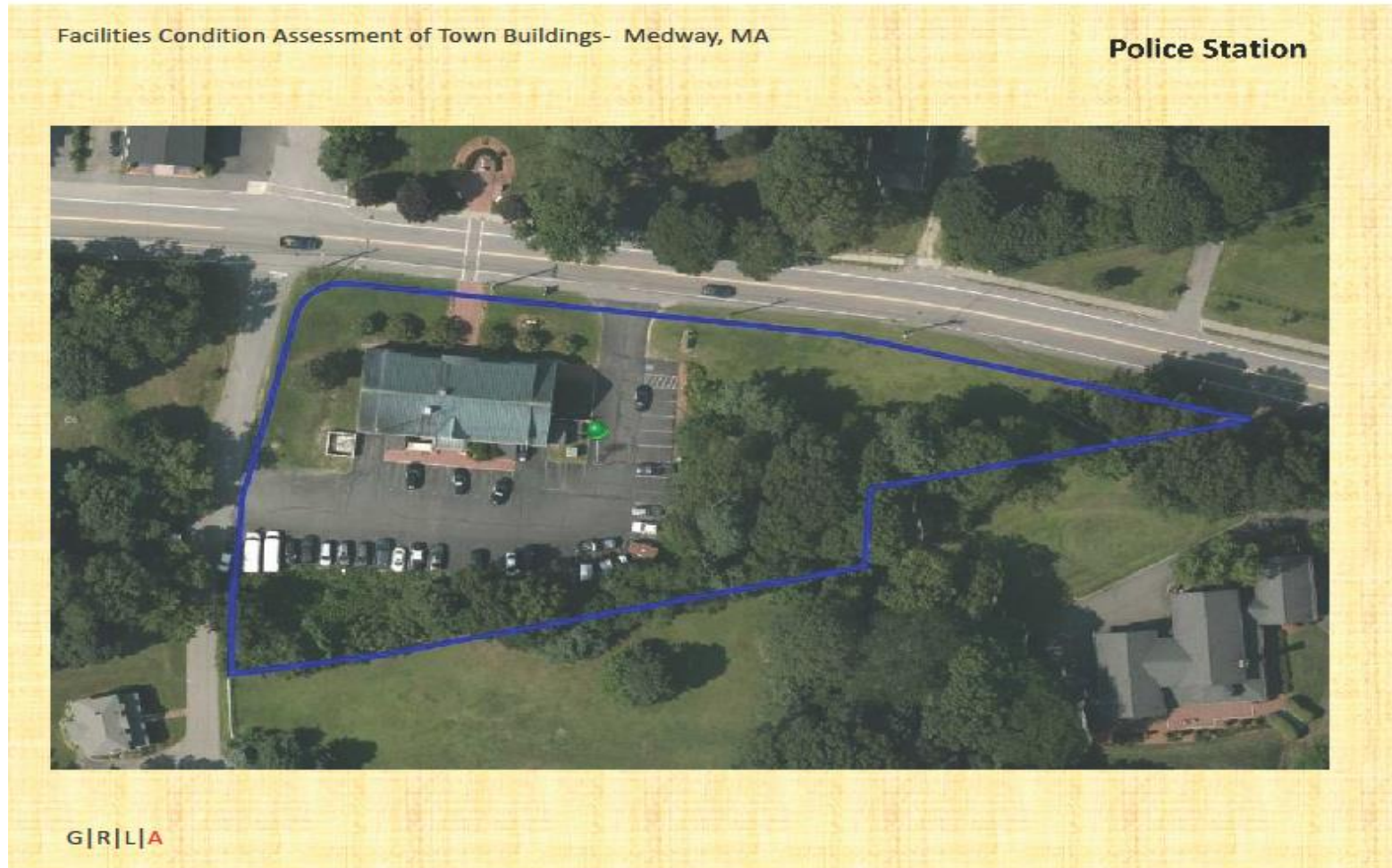
1. The short-term priorities clearly indicate the need for the construction of a new Fire Station to replace the existing Summer Street facility.
2. The Facilities Review Committee has determined that a new Facility should be constructed in a central location in Town that will provide proper facilities to account for current and future growth.
3. The Facility Review Committee also recommends that the Town commence with initial studies to determine site location and lay-out and a central location within Town.
4. The Facilities Review Committee also recommends that the Town consider selling the existing property where Fire Station # 1 currently exists as it is a valuable Commercial Real Estate property that will garner tax revenue for years to come (\$1M + tax revenue)
5. The Facilities Review Committee also recommends that the Town consider the removal of Fire Station # 2 (located behind Town Hall)

FACILITIES REVIEW COMMITTEE

POLICE STATION: COMMITTEE FINDINGS & RECOMMENDATIONS:

1. The Facilities Review Committee has determined that the existing Facility located in its current location should be expanded and renovated to:
 - a. account for expanded force and support staff
 - b. storage
 - c. prisoner compliance, evidence chain of custody requirements and weapons storage
2. The Facilities Review Committee recommends that the Town commence with initial design studies of the existing property to further develop plans to construct an addition and renovation of the existing Police Station in phases
3. Renovation of the current 9,000 SF station and a 10,000 SF addition

FACILITIES REVIEW COMMITTEE



FACILITIES REVIEW COMMITTEE

TOWN HALL: COMMITTEE FINDINGS & RECOMMENDATIONS:

1. The Facilities Review Committee has determined that the existing Town Hall located in its current location does not provide sufficient workspaces for staff and meeting spaces.
2. The Facilities Review Committee has determined that it is not feasible to efficiently renovate the existing Facility.
3. The Facilities Review Committee has determined that the current Town Hall cannot be expanded due to site constraints.
4. The Facilities Review Committee has determined that the Current Town Hall can be renovated but renovations will not satisfy needs for expanded staff, meeting spaces, and department spaces. These additional spaces are critical to provide an efficient workspace.
5. Complete necessary maintenance & repairs (Building Envelope, Mechanical Electrical Plumbing & Fire Protection systems) etc.

FACILITIES REVIEW COMMITTEE

TOWN HALL: COMMITTEE FINDINGS & RECOMMENDATIONS (Continued):

6. The Facilities Review Committee has determined that a new Facility should be constructed in an alternate location that will provide proper facilities to account for current and future growth.

7. The Facilities Review Committee recommends that the Town commence with initial design studies at an alternate location to develop feasibility studies & plans to construct a new Town Hall and potentially a new Fire station optimizing budget

8. The Facilities Review Committee also recommends that the Town consider repurposing the existing Town Hall Facility for other public needs or uses.

FACILITIES REVIEW COMMITTEE

EXECUTIVE SUMMARY:

1. The Facilities Review Committee has determined that the overall Assessment and short-term priorities clearly indicate the need for an expansion and renovation of the existing Police Station.
2. The Facilities Review Committee has determined that the overall Assessment and short-term priorities clearly indicate the need the construction of a new Fire Station to replace the Summer Street facility.
3. The Facilities Review Committee has determined that the overall Assessment and long-term priorities clearly indicate that the provision of a New Town Hall should be considered.
4. The Facilities Review Committee recommends that Fire Station # 2 be decommissioned and demolished.

FACILITIES REVIEW COMMITTEE

EXECUTIVE SUMMARY: (continued)

5. The Facilities Review Committee recommends that an updated Preventative Maintenance Program (PMP) be prepared for each facility
6. The Facilities Review Committee recommends that all testing of systems including those required to be performed by a 3rd Party be tracked and monitored for each facility.
7. The Facilities Review Committee recommends that a plan be developed to manage the various Town Facilities
8. The Facilities Review Committee recommends that a study be performed to evaluate the feasibility of a combined municipal facility versus stand alone facilities.

FACILITIES REVIEW COMMITTEE

NEXT STEPS

1. Distribution of Phase 1 Assessment
2. Open Houses for Police, Fire & Town Hall
3. Develop & Finalize Phase 2 Assessment
4. Develop detailed Preventative Maintenance programs