

**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

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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

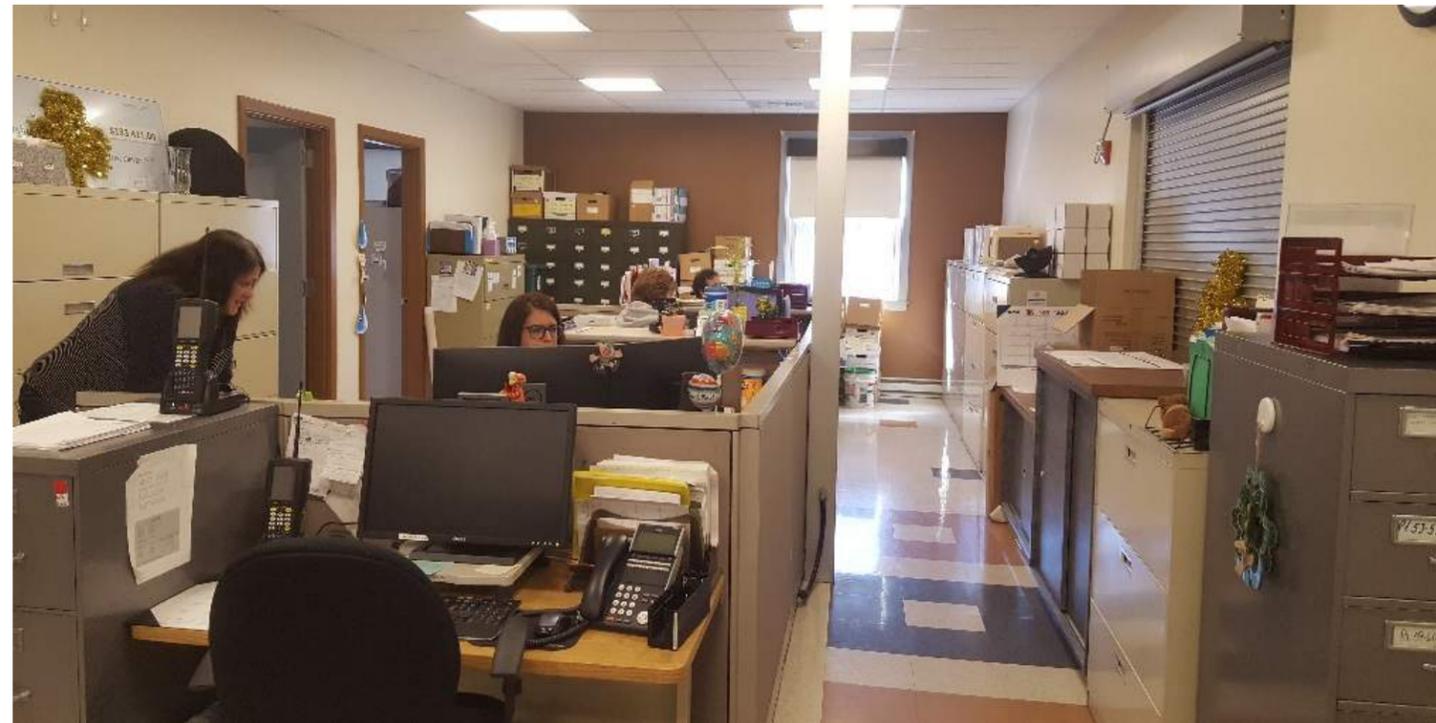
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# TOWN HALL

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# TOWN HALL

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PROGRAMMING

TOWN HALL

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<b>1. Public/Shared</b>	<b>5295 SF</b>
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
<b>2. Building Inspector/Planning</b>	<b>1730 SF</b>
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
<b>3. Town Clerk</b>	<b>870 SF</b>
3.01 Open Office	480 SF
3.02 Private Office	140 SF

<b>3. Town Clerk</b>	<b>870 SF</b>
3.03 Ballot / Voter Storage	250 SF
<b>4. Accounting/Retirement Board</b>	<b>690 SF</b>
4.01 Private Office	140 SF
4.02 Open Office	450 SF
4.03 Confidential Meeting Space	100 SF
<b>5. Treasurer</b>	<b>825 SF</b>
5.01 Office	145 SF
5.02 Open Office	680 SF
<b>6. Human Resources</b>	<b>290 SF</b>
6.01 HR Office	145 SF
6.02 Payroll Office	145 SF
<b>7. Assessor's Office</b>	<b>1215 SF</b>
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
<b>9. Board of Health</b>	<b>585 SF</b>
9.01 Private Office	145 SF
9.02 Open Office	360 SF
9.03 Secure Storage	80 SF
<b>10. School Department</b>	<b>5810 SF</b>
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

<b>10. School Department</b>		<b>5810 SF</b>
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
<b>11. Town Manager</b>		<b>1110 SF</b>
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
<b>12. SELCO</b>		<b>3375 SF</b>
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

<b>12. SELCO</b>		<b>3375 SF</b>
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
<b>13. DPW</b>		<b>4040 SF</b>
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
<b>15. Building Services</b>		<b>1260 SF</b>
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

<b>15. Building Services</b>	<b>1260 SF</b>
15.05 Mach Room.	455 SF
15.06 Sprinkler/Janitor Room	60 SF
<b>16. Vertical Circulation</b>	<b>510 SF</b>
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:

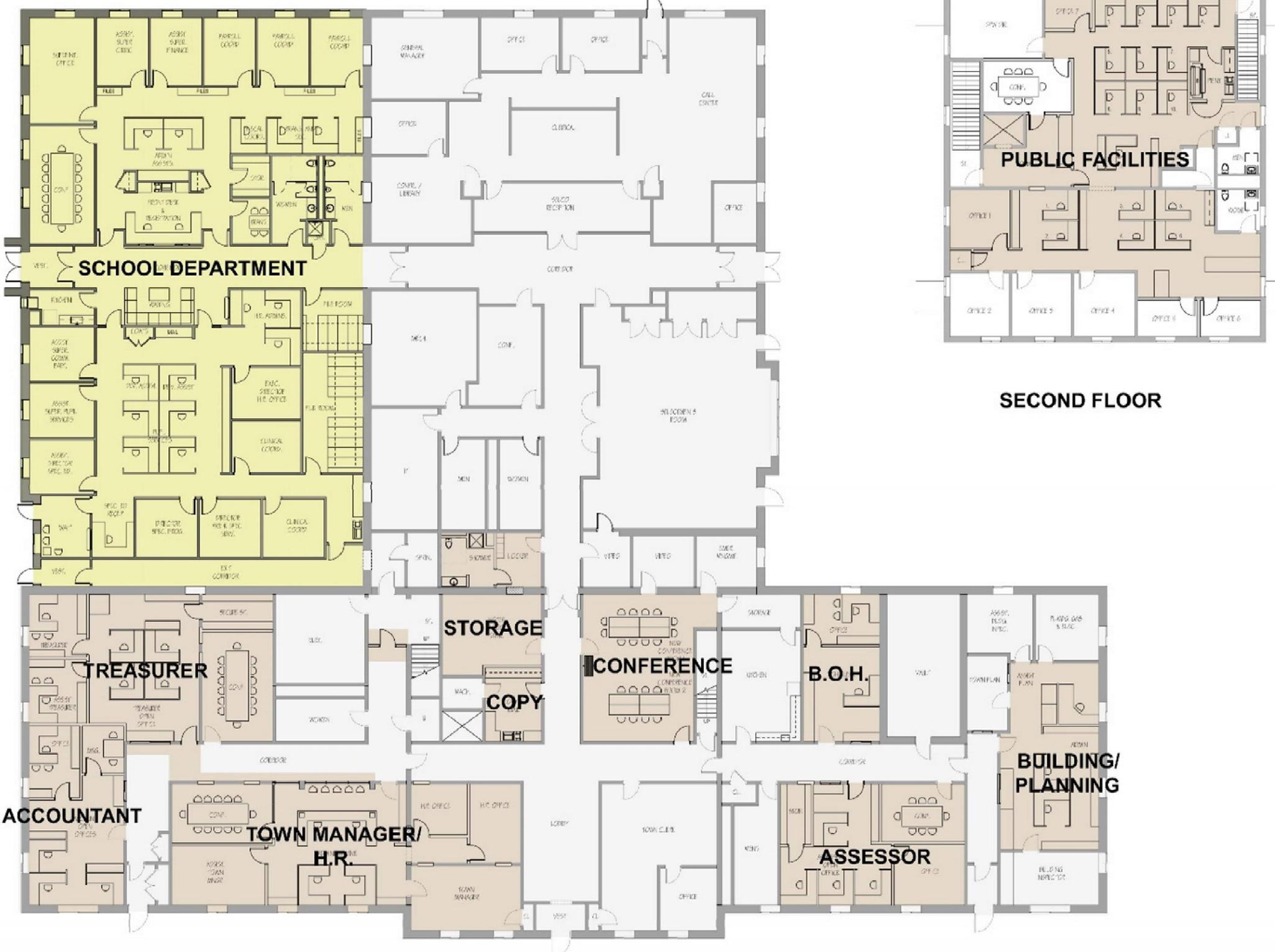
- Vulnerability Preparedness
- Green Community
- Systems Efficiency
- Synergy between co-located Town Departments
- Parker Road re-use
- 2017 Renovation of Public Facilities



# 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

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THANK YOU!