

WAKEFIELD ADVISORY WORKING GROUP
WAKEFIELD PUBLIC SAFETY MEETING MINUTES

Date:	Thursday, January 21, 2021
Location:	Virtual "Zoom" Meeting
Time:	2:00pm
Prepared By:	Shane Nolan, LeftField

Name		Present
Jason Cohen	Permanent Building Committee	✓
Marc Moccio	Permanent Building Committee (non-voting)	✗
Philip Renzi	Permanent Building Committee (non-voting)	✓
Steven Skory	Chief, Wakefield Police Department	✗
Craig Calabrese	Deputy Chief, Wakefield Police Department	✓
Michael Sullivan	Chief, Wakefield Fire Department	✗
Joseph Bertrand	Chair, Permanent Building Committee	✓
Kevin McCaul	Wakefield Police Department	✓
Scott Reboulet	Wakefield Police Department	✓
Lynn Stapleton	Leftfield Project Management	✓
Shane Nolan	Leftfield Project Management	✓
Janet Slemenda	HKT Architects	✓
Any Dunlap	HKT Architects	✓

I. Construction Phasing

Shane Nolan advised that the purpose of the meeting is to look at a preliminary phasing plan. The final plan will be reviewed and agreed with the Construction Manager when they are brought onto the project. SH noted it is likely the project will need to be completed in 3 separate phases. Phase 1- First floor core including building entrance and dispatch Phase 2 - Three story addition and Police Department renovations and Phase 3- Sallyport addition and alterations at the rear of the Police Department. Phase 2 would need to be broken down into "mini phases" of "sub phases".

SN presented a proposed schedule by phase floor.

Phase 1:

- This phase will begin immediately with the construction notice to proceed. It is expected take 5-6 months. This will involve shutting down the main entrance to the Public Safety building. Other spaces that will be affected are Records, Prosecutor, Interview Room Fire Prevention. This sequence will all Dispatch to remain on the second floor during construction and move into it's new space without any disruption
- Alternatives to public entry to the building were discussed. It may be possible to use the Fire Dept. entrance off Princess Street. However, some type of door entry control will be required or means of limit public access to Stair 4 which leads to the Fire Dept. Living Quarters. Also noted there are 2 phones in the existing public entry/lobby, 1 for Police and 1 for Fire. These are used for the public to communicate with the appropriate department when they arrive at the building. Temporary means of communication will be

required. It was emphasized that any alternate public entrance needs to be clearly marked and that the safety of building users is paramount.

- The existing Community Room was discussed as a possible “swing space” for the affected/displaced rooms. The Community Room is used as the Towns Emergency Operations Center so will not be available to house displaced activities. The room is also used as a community meeting space but will not be used for that function during the construction period. The Community Room or the small Conference Room across the hall could be used as an interview room for members of the public to meet with Police Officers.
- Means of building access/egress for Police and Fire Departments was reviewed and deemed acceptable.

Phase 2:

- Phase 2 will be broken down into as many as 7 “mini phases”. Phase 2 will start simultaneously with Phase 1 and will take 12 months to complete.
- Phase 2A will include the 3-story addition to the Police Dept. The building structure will be constructed and made weather tight while Police operation continue within the existing building. Phase 2B to Phase 2G will require close coordination with Police Operations. Suitable “swing space” needs to be identified. The goal is to accommodate all disrupted operations within building. If that is not possible a separate trailer was mentioned. However, locating a trailer will present challenges due to the limited space around the property. The fitness room was also mentioned as a possible temp working space. It is not clear if the Fire Dept will allow this, but it should be explored. The phasing sequence as presented displaces, at a minimum the Detective unit – 1 Sergeant Detective, 3 Detectives, interview Room and Evidence Lab. Suitable space for these and other interrupted operations need to be explored. SN will send D/Chief Calabrese the floor plan to make up with the number of individuals working each building space to aid with putting together a temp space plan.
- The sequence discussed is as follows:
 - Phase 2 A New Addition 1st, 2nd, 3rd floor – 10 months
 - Phase 2B Renovated space for new Roll Call, Lunchroom, Janitor/Storage – 3months
 - Phase 2C Renovated space for new D/Chief, Conference Room, Future Office – 3 months
 - Phase 2D Renovated space for new Women’s Locker Room - 2 months
 - Phase 2E Renovated space for new Detective Unit, Interview Evidence Lab – 2 months
 - Phase 2 F Renovate space for new Sargent Office and Future Offices - 2 months
 - Phase 2G Renovate existing Women’s locker room - 2 months
- Building access for the construction crews, particularly for interior core renovations needs further review to ensure no workers have access to secure Police Dept. areas.

Phase 3:

- Phase 3 will take 3-4 months and can be undertaken at any time during the construction period. It was suggested that it should be staggered with Phase 1 to minimize the number of work areas under construction at any one time. The Sallyport would not be usable during Phase 3. It is proposed that prisoners could be brought in through the door to the right of the Sallyport overhead doors and escorted around to the booking area. There is minor work to the cell areas, but this work can be completed without much disruption.

II. Site Logistics and Contractor Staging

It was noted that during the construction of the 3 story addition the contractor will need adequate space to locate concrete deliveries, crane operations and other necessary construction activities. The area on Union Street immediately in front of the Police Dept (to the left of the Main Building Entry) was reviewed as a

possible staging and lay down area. This would also serve as the location for contractor trailers. This would mean closing down a portion of the public Street for the duration of the project. It is unclear if the roadway opposite the island, adjacent to CVS, is a public Street. This could be used as a pass through and allow traffic to travel from Center Street to Princess Street. Parking, displaced from in front of the Police Dept. may be able to utilize the parking on the opposite side of Center Street. Its unclear if this parking is private, public or a combination of. The use of parking spaces at the Lincoln School was also discussed.

The area at the Sallyport would be partially inaccessible during Phase 3 of the project. The possibility of increasing the size of the curb cut was discussed. If this was done as an early work activity by the Construction Manager it would allow Police vehicles transporting prisoners to back right up to the access door. It would also accommodate trash pickup which occurs in the area.

III. Wakefield Environmental Sustainability Group

Joe Bertrand noted that a representative from the Wakefield Environmental Sustainability Group reached out to him to inquire about sustainable and energy efficient measures included in the Public Safety project. JB will invite the Environmental Sustainability Group to a future PBC meeting to discuss further.

Attachments: 01/20/21 Leftfield OPM Presentation

AGENDA

ADVISORY WORKING GROUP MEETING

WAKEFIELD PUBLIC SAFETY BUILDING – RENOVATIONS & UPGRADES

Thursday, January 21st, 2021 2:00PM

NOTICE OF MEETING

Permanent Building Committee Public Safety Building Advisory Working Group
January 21st, 2021 | 2:00 p.m.

Via Zoom: <https://zoom.us/j/96652196431?pwd=NjdETUdVYXVWSFpWRFFGNTI5N1ZVUT09>

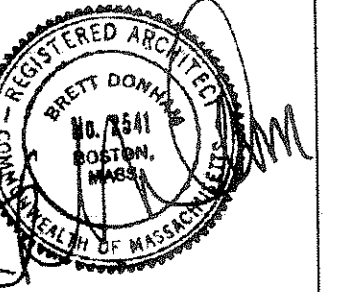
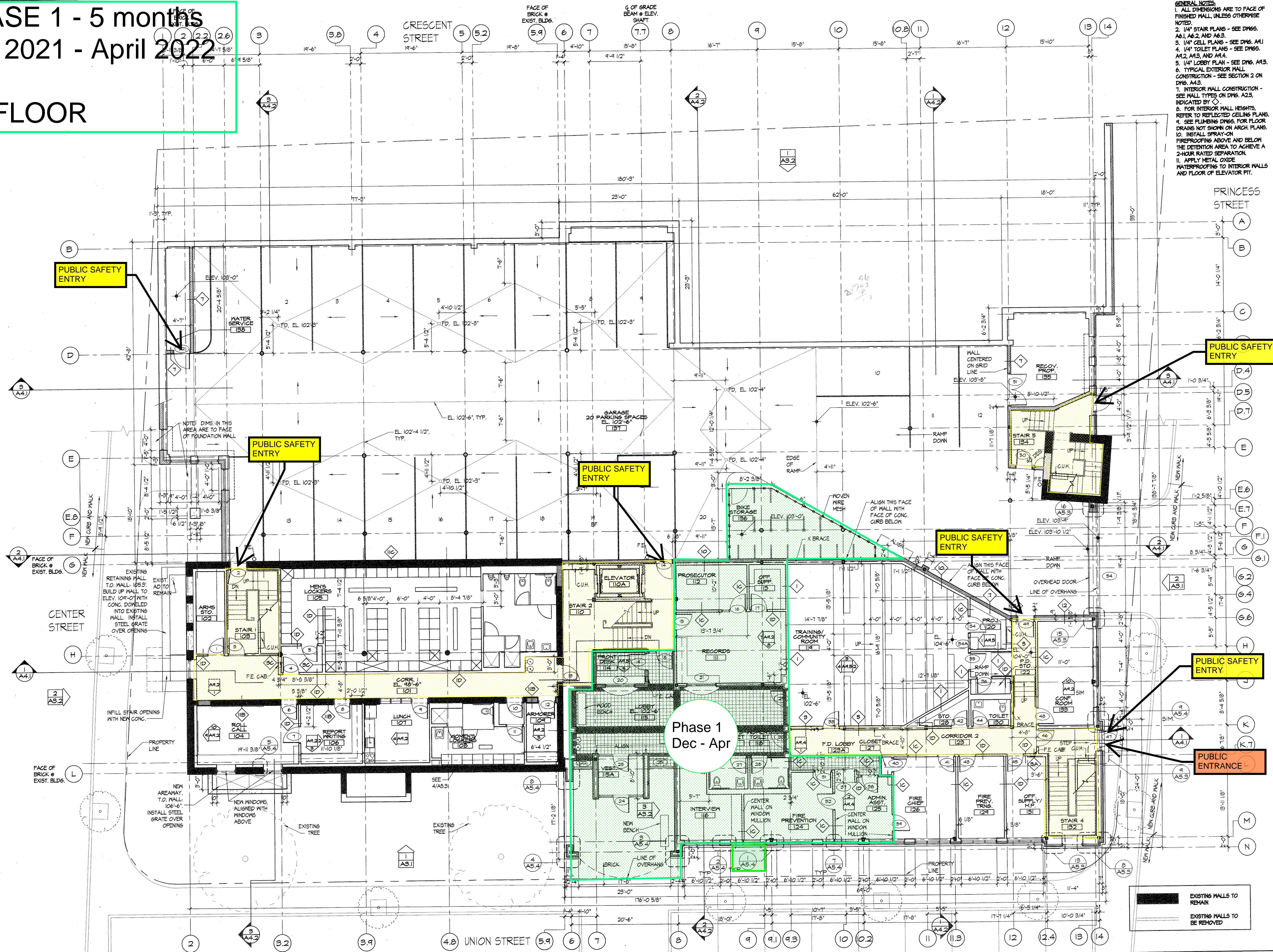
Consistent with the Governor's orders suspending certain provisions of the Open Meeting Law and banning gatherings of more than 10 people, this meeting will be conducted by remote participation to the greatest extent possible. The public may not physically attend this meeting, but every effort will be made to allow the public to view and/or listen to the meeting in real time. Persons who wish to do so are invited to click on the following link <https://zoom.us/j/96652196431?pwd=NjdETUdVYXVWSFpWRFFGNTI5N1ZVUT09>. If you do not have a camera or microphone on your computer you may use the following dial in number: 1-312-626-6799 Meeting ID 966 5219 6431 Passcode 210733. Please only use dial in or computer and not both, as audio feedback will distort the meeting. This meeting will be audio and video recorded.

1. Preliminary Phasing and Logistics Discussion

2. Any Other Business

PHASE 1 - 5 months
Dec 2021 - April 2022

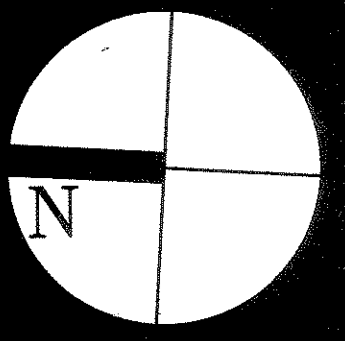
1st FLOOR



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ARCHITECTS
Boston MA 02111
68 Harrison Avenue
617 423 2939

FIRST FLOOR PLAN
WAKEFIELD PUBLIC SAFETY BUILDING
WAKEFIELD, MASS.

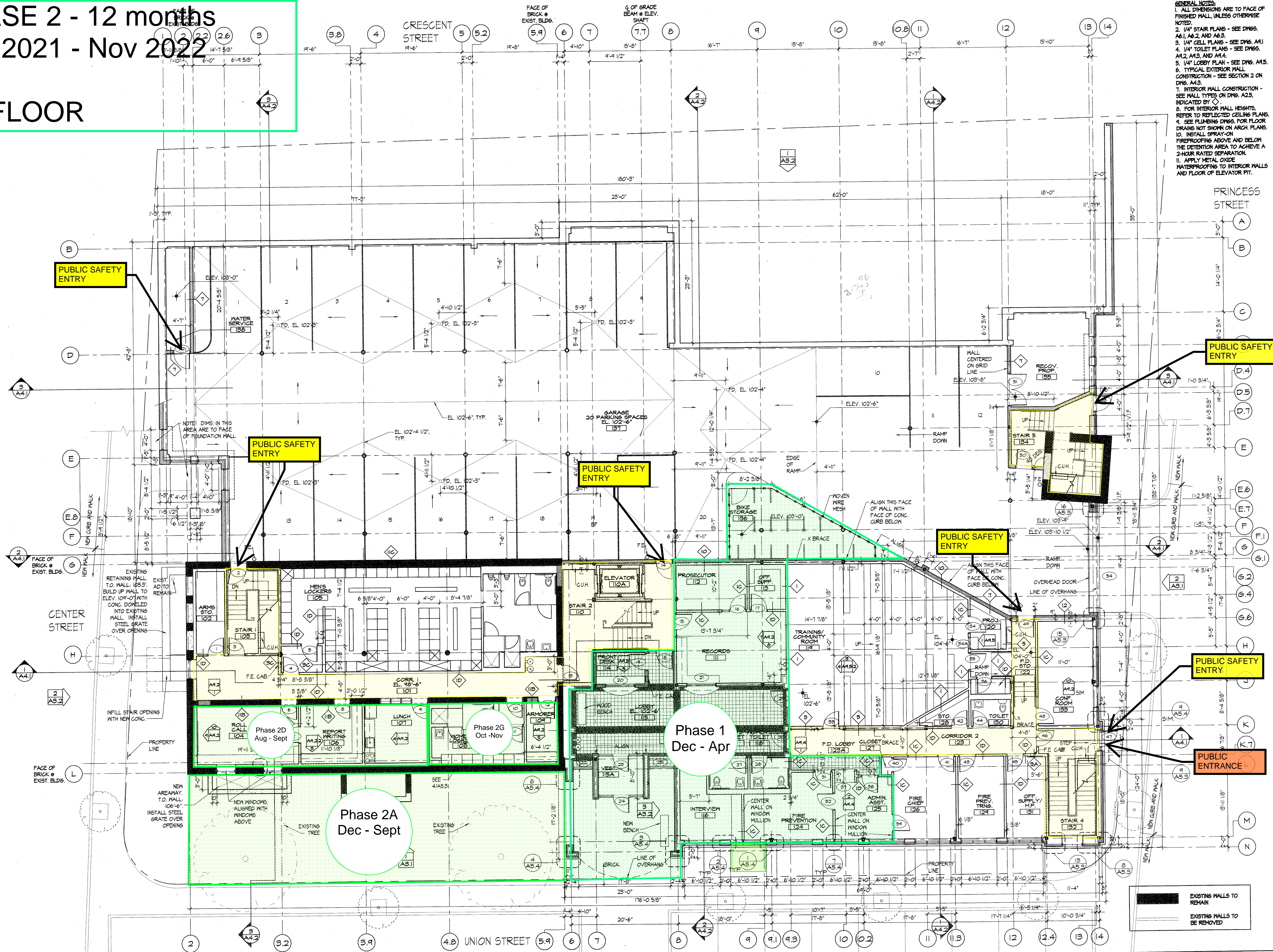
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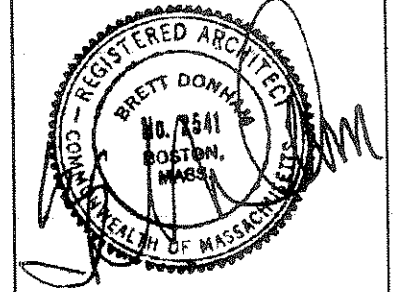
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PHASE 2 - 12 months
Dec 2021 - Nov 2022

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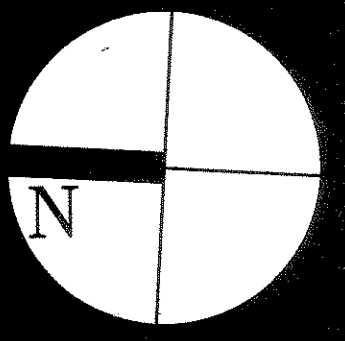
GENERAL NOTES:
1. ALL DIMENSIONS ARE TO FACE OF FINISHED WALL, UNLESS OTHERWISE NOTED.
2. 1/4" STAIR PLANS - SEE DWG. A6.1, A6.2, AND A6.3.
3. 1/4" CELL PLANS - SEE DWG. A4.1, A4.2, A4.3, AND A4.4.
4. 1/4" TOILET PLANS - SEE DWG. A4.5, A4.6, A4.7, AND A4.8.
5. 1/4" LOBBY PLAN - SEE DWG. A4.9.
6. TYPICAL EXTERIOR WALL CONSTRUCTION - SEE SECTION 2 ON DWG. A4.3.
7. INTERIOR WALL CONSTRUCTION - SEE WALL TYPES ON DWG. A2.3, INDICATED BY \diamond .
8. FOR INTERIOR WALL HEIGHTS, REFER TO REFLECTED CEILING PLANS.
9. SEE PLUMBING DWGS. FOR FLOOR DRAINS NOT SHOWN ON ARCH. PLANS.
10. INSTALL SPRAY-ON FIREPROOFING ABOVE AND BELOW THE DETENTION AREA TO ACHIEVE A 2-HOUR RATED SEPARATION.
11. APPLY METAL OXIDE WATERPROOFING TO INTERIOR WALLS AND FLOOR OF ELEVATOR PIT.



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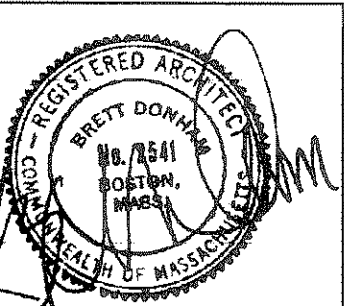
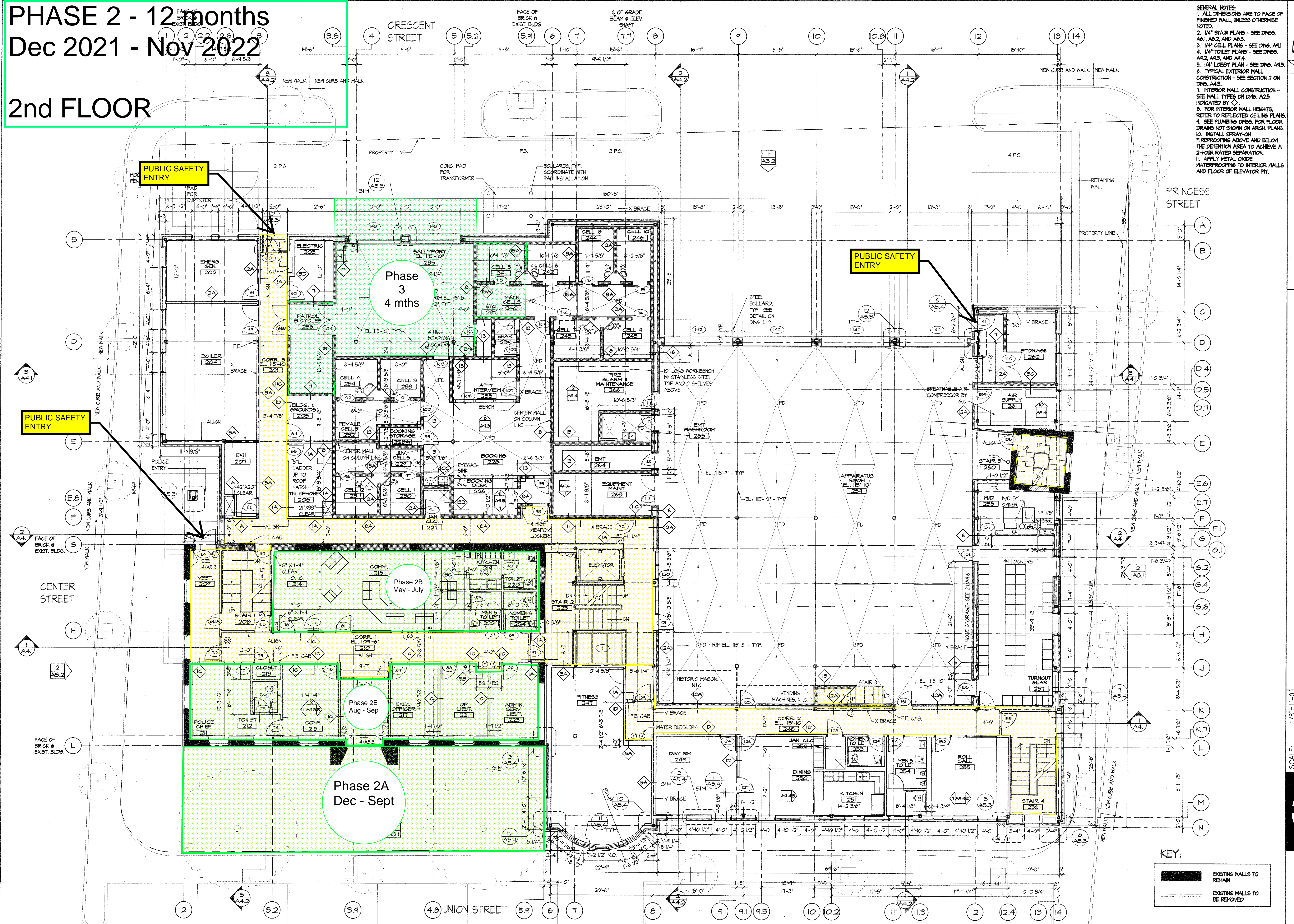
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DATE: 08.10.01
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PHASE 2 - 12 months
Dec 2021 - Nov 2022

2nd FLOOR



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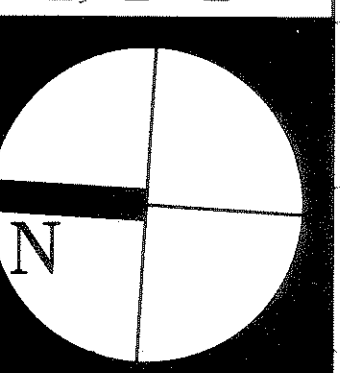
SECOND FLOOR PLAN
WAKEFIELD PUBLIC SAFETY BUILDING
WAKEFIELD, MASS.

SCALE: 1/8"=1'-0"

DRAWN BY: DCJ

DATE: 08.10.01


REVISED:

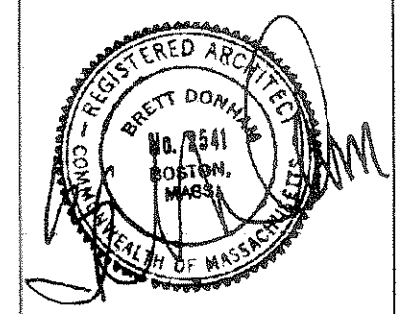


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PHASE 2 - 12 months
Dec 2021 - Nov 2022

3rd FLOOR

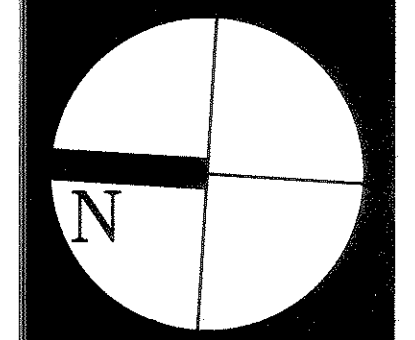
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 - 2. 1/4" STAIR PLANS - SEE DNGS. A6.1, A6.2, AND A6.3.
 - 3. 1/4" CELL PLANS - SEE DNGS. A4.1, A4.2, A4.3, AND A4.4.
 - 4. 1/4" TOILET PLANS - SEE DNGS. A4.5, A4.6, A4.7, AND A4.8.
 - 5. 1/4" LOBBY PLANS - SEE DNGS. A4.9, A4.10, AND A4.11.
 - 6. TYPICAL EXTERIOR MALL CONSTRUCTION - SEE SECTION 2 ON DNGS. A4.9.
 - 7. INTERIOR MALL CONSTRUCTION - SEE MALL TYPES ON DNGS. A2.5, INDICATED BY .
 - 8. FOR INTERIOR MALL HEIGHTS, REFER TO REFLECTED CEILING PLANS.
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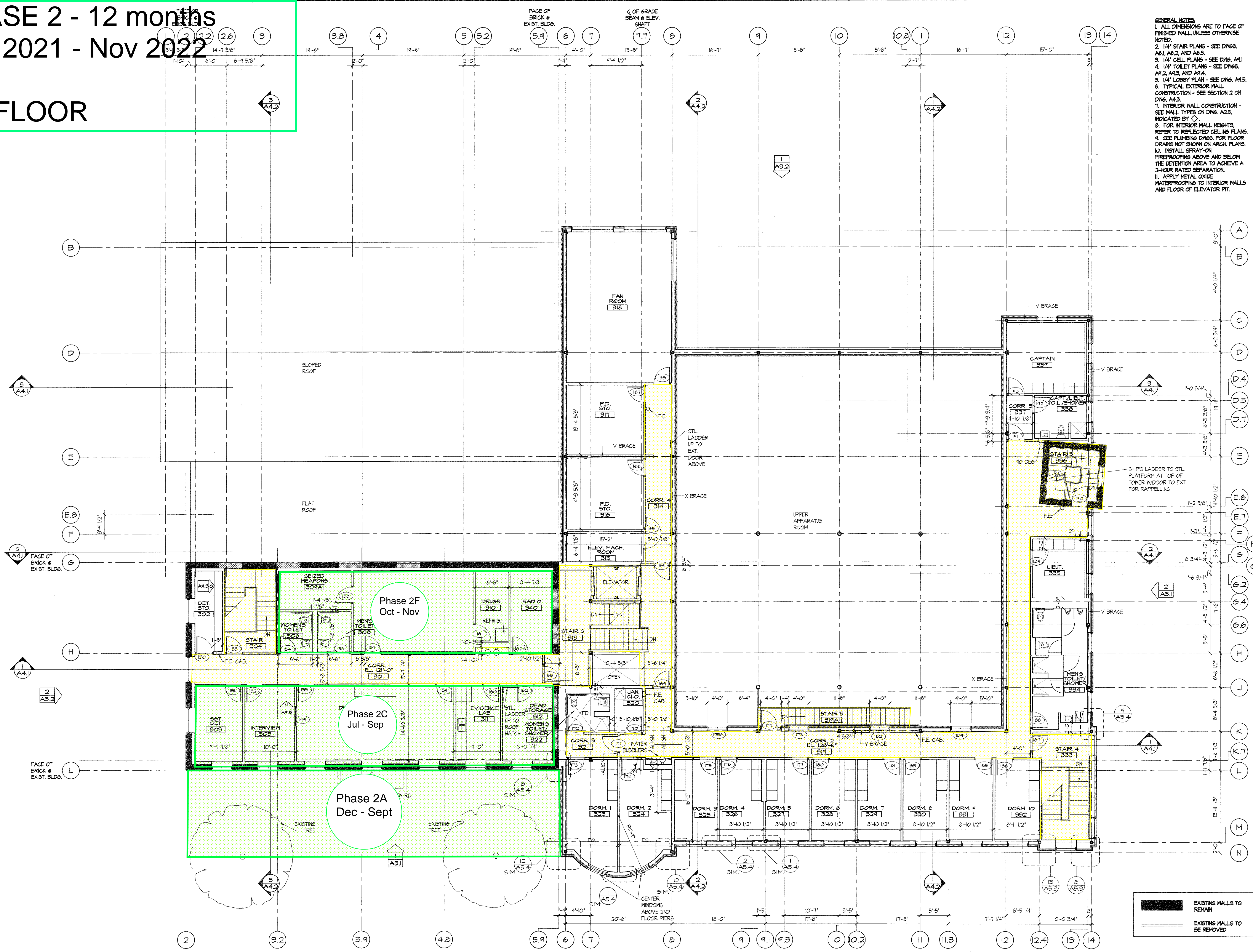
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THIRD FLOOR PLAN
WAKEFIELD PUBLIC SAFETY BUILDING
WAKEFIELD, MASS.

SCALE: 1/8"=1'-0"
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DATE: 08.10.01
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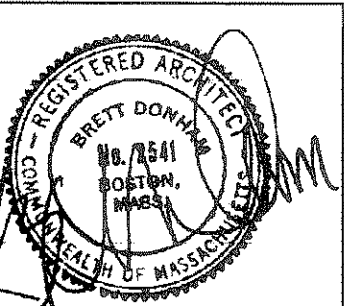
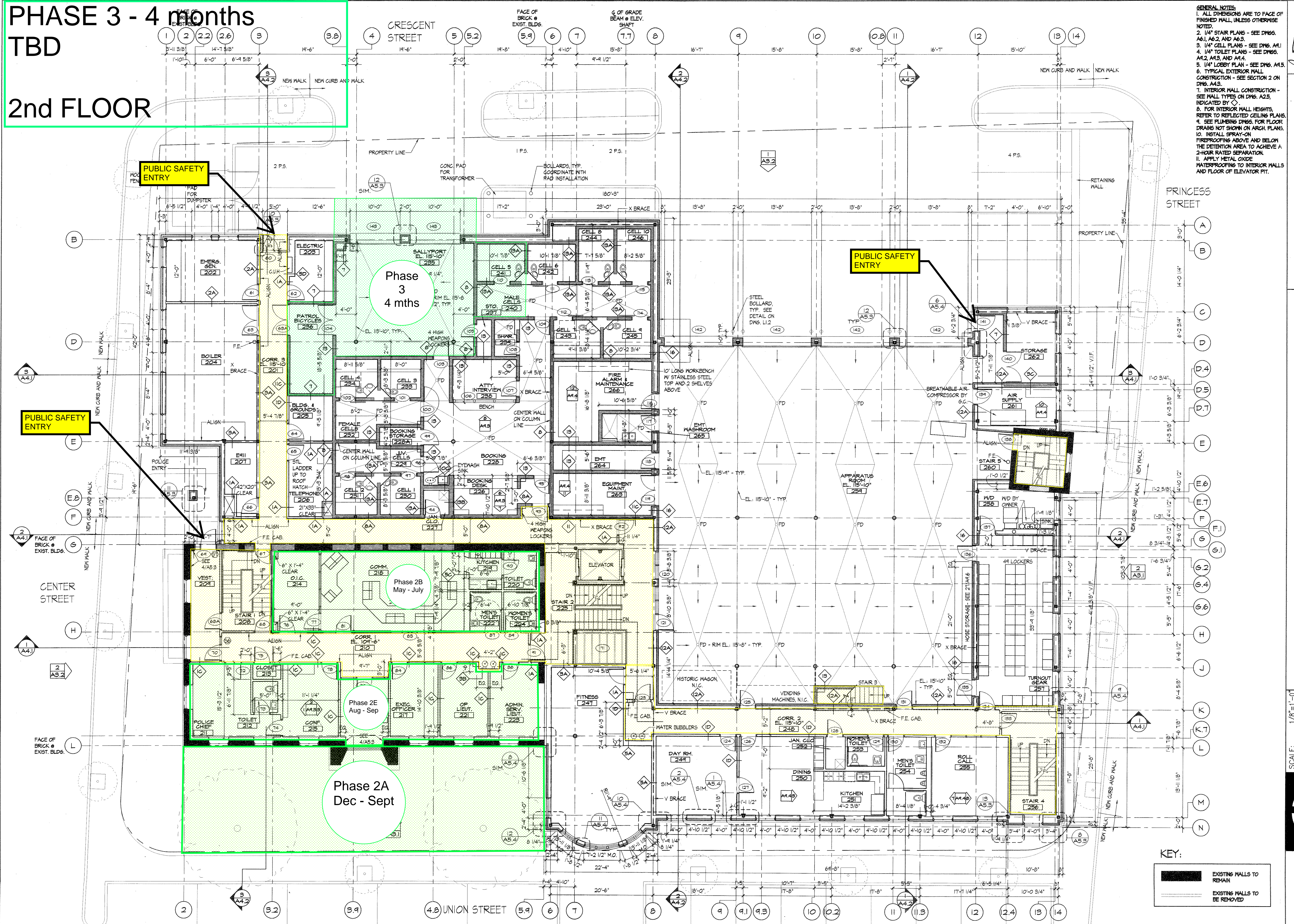


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PHASE 3 - 4 months TBD

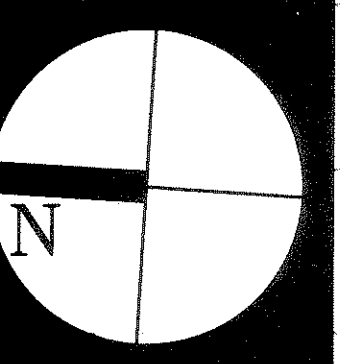
2nd FLOOR



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SECOND FLOOR PLAN
WAKEFIELD PUBLIC SAFETY BUILDING
WAKEFIELD, MASS.

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A2.2

WATER SERVICE [140]

GARAGE [135]

RECOV. PROP. [138]

STAIR 5 [ST5]

TOILET [114]

OIC [115]

GARAGE STORAGE [116]

STAIR 1 [ST1]

UP

DN

STAIR 2 [ST2]

UP

DN

ELEVATOR [ELEV]

FIREARMS LICENSING [118]

KITCHENETTE [114]

DISPATCH [113]

LOBBY [123]

TRAINING/COMMUNITY ROOM [128]

PROJECTOR [127]

CONF. ROOM [137]

STAIR 4 [ST4]

UP

STAIR 3 [ST3]

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LEGEND:

- BUILDING SERVICES
- FIRE SERVICE POINT
- STAFF SUPPORT
- OPERATIONS
- ADMINISTRATION
- STAFF OFFICES
- FUTURE GROWTH

ROOMS AND AREAS:

- EMER. GENERATOR (230)
- BOILER (245)
- ELECTRIC (251)
- IMPOUND BAY (234)
- SALLY PORT (235)
- STORAGE (236)
- CELL (242)
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- STORAGE (237)
- MALE CELLS (241)
- CELL (246)
- CELL (245)
- INTERVIEW (239)
- SHWR (240)
- STOR (238)
- BOOKING (238)
- FIRE ALARM & MAINT. (271)
- EMT (269)
- WASHROOM (270)
- EQUIPMENT MAINT. (268)
- BOOKING DESK (223)
- JANITOR (224)
- CELL (227)
- CELL (228)
- TEL/DATA (233)
- JUV. CELLS (227)
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PROPOSED THIRD FLOOR PLAN



