TOWN COUNCIL
WATERTOWN, CONNECTICUT

WEDNESDAY, JUNE 22, 2022

SPECIAL MEETING – 7:00 P.M.
AGENDA

WATERTOWN TOWN HALL
TOWN COUNCIL CHAMBERS
61 ECHO LAKE RD.
WATERTOWN, CT 06795

THIS MEETING WILL BE AN IN-PERSON MEETING AND WILL ALSO BE AVAILABLE VIA ZOOM IN LISTEN ONLY MODE

A LINK WILL BE POSTED ON THE DAY OF THE MEETING
PLEASE SEE WWW.WATERTOWNCT.ORG UNDER THE CALENDAR OF MEETINGS

1. Call Meeting to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. Public Comment.
5. Minutes.
   a. Regular Meeting- June 6, 2022
6. Chairman’s Report
   a. Correspondence.
7. Town Manager’s Report.
8. Subcommittee Reports.
   a. Consider a resolution setting the mill rate to levy taxes on personal property and real estate for Fiscal Year 2022-2023.
   b. Presentation on proposals from a prospective bidder regarding the proposed use of town property located at 37 DeForest Street.
   c. Discussion and possible action on bonding projects.
   d. Consider an appropriation from the General Fund in the amount of $12,500 for Police overtime. Funds have been received a Justice Administration Grant for police training.
   e. Consider an appropriation from the General Fund in the amount of $2,400 for Police law enforcement equipment. Funds received from Northwest Community Bank Foundation for the purchase of a mobile data terminal (laptop) for use by school resource officers.
   f. Consider approval of revised job description for the position of Assistant Tax Collector.
   g. Consider the establishment of an Executive Search Committee for the position of Deputy Chief of Police.
   h. Consider a resolution authorizing the transfer of funds between line items for Fiscal Year 2021-2022.

10. Executive Session.
   a. Pending Litigation – Carl C. Breiner, et al. vs. Town of Watertown, Tax Appeal
   b. Pending Litigation – 545 Main St., LLC vs. Town of Watertown, Tax Appeal
   c. Discussion regarding the sale of Town Property located at 37 DeForest Street.

   a. Consider acceptance of a bid for the purchase of town property located at 37 DeForest Street and authorize the Town Manager to execute documents for the purpose of the sale.

Written comments can be submitted in writing to towncouncil@watertownct.org
Or mailed to: Watertown Town Council
61 Echo Lake Road, Watertown, CT 06795
b. Consider authorizing a settlement agreement with Carl C. Breiner vs. Town of Watertown tax appeal.

c. Consider authorizing a settlement agreement with 545 Main St., LLC vs. Town of Watertown tax appeal.

TOWN OF WATERTOWN
YOU'RE INVITED
PUBLIC INFORMATIONAL MEETING

MAIN STREET IMPROVEMENTS
WARREN WAY TO FRENCH STREET

| 6:30 PM | WATERTOWN TOWN HALL  
61 ECHO LAKE ROAD  
WATERTOWN, CT  
06795 | TUESDAY  
JUNE 28  
2022 |

Join us and learn about the findings of the previous Road Safety Audit
Provide input on recommended operational and safety improvements

WWW.WATERTOWNCT.ORG | 860.945.5255

SCAN ME FOR MORE INFO
RESOLUTION

WHEREAS, on June 21, 2022 the Fiscal Year 2022-2023 budget was approved by referendum vote, and;

WHEREAS, the mill rate must be established to levy the taxes on personal property and real estate.

NOW THEREFORE BE IT RESOLVED, that the mill rate for the Fiscal Year 2022-2023 be _____ due and payable on July 1, 2022 for personal property taxes and the first installment of real estate taxes due on July 1, 2022 and the second installment on real estate taxes due on January 1, 2023.

Dated at Watertown, Connecticut this 22nd day of June, 2022.

___________________________
Jonathan Ramsay, Chair
Watertown Town Council

At a regular meeting of the Watertown Town Council held on Wednesday, June 22, 2022 the foregoing resolution was moved for adoption by Councilman/Councilwoman________________________. The motion was supported by Councilman/Councilwoman________________________.

Motion declared adopted.

___________________________
Susan King, Clerk
Watertown Town Council
RESOLUTION

WHEREAS, on June 21, 2022 the Fiscal Year 2022-2023 budget failed on June 21, 2022 by referendum vote, and;

WHEREAS, the mill rate must be established to levy the taxes on personal property and real estate.

NOW THEREFORE BE IT FURTHER RESOLVED, that since the budget vote failed on June 22, 2022, the mill rate will be set at ____ for the first installment of Real Estate taxes due and payable on July 1, 2022. A new mill rate for the entire year will be acted upon for personal property and real estate upon final referendum approval when that occurs with an adjustment for the difference in the taxes paid on the first installment of real estate taxes due on July 1, 2022.

Dated at Watertown, Connecticut this 22nd day of June, 2022.

Jonathan Ramsay, Chair
Watertown Town Council

At a regular meeting of the Watertown Town Council held on Wednesday, June 22, 2022 the foregoing resolution was moved for adoption by Councilman/Councilwoman_________________________. The motion was supported by Councilman/Councilwoman_________________________.

Motion declared adopted.

Susan King, Clerk
Watertown Town Council
Town Council Item 9 (c.)

Included:

1. EXISTING AND PROPOSED DEBT SERVICE AND DEBT GRAPH
2. LETTER FROM FIRE CHIEF ON LADDER 2
3. UPDATED MEMORANDUM FROM BOARD OF ED STAFF RE PRIORITY SEQUENCE OF CAPITAL IMPROVEMENT PROJECTS.
4. JACUNSKI HUMES – ANSWERS TO APRIL 18, 2022 PRESENTATION.
5. PROJECT RENDERINGS
6. SPACE NEEDS ASSESSMENT – COMMUNITY CENTER
7. SPACE NEEDS ASSESSMENT – POLICE DEPARTMENT
8. SITE ASSESSMENT
Town of Watertown
Existing & Proposed ($20 Million) Debt Service

Fiscal Year

$12,000,000
$11,000,000
$10,000,000
$9,000,000
$8,000,000
$7,000,000
$6,000,000
$5,000,000
$4,000,000
$3,000,000
$2,000,000
$1,000,000
$0

Proposed Debt Service
Existing Debt Service

Existing Annual Debt Service of about $7,200,000
## Existing & Proposed Debt Service

**Proposed $20 Million Issuance in July 2023**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Total Existing Debt Service</th>
<th>Annual Change</th>
<th>$20,000,000 Bond Issue</th>
<th>Total Proposed Debt Service</th>
<th>Gross Existing &amp; Proposed Debt Service</th>
<th>Less Special Benefit Water &amp; Sewer 2018 &amp; 2019 Bonds</th>
<th>NET Existing &amp; Proposed Debt Service</th>
<th>Annual Change</th>
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<td>2022</td>
<td>7,292,125</td>
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<td>-</td>
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<td>2023</td>
<td>7,220,438</td>
<td>(71,688)</td>
<td>-</td>
<td>80,000</td>
<td>80,000</td>
<td>7,300,438</td>
<td>132,390</td>
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<td>2024</td>
<td>6,992,425</td>
<td>(228,012)</td>
<td>-</td>
<td>347,000</td>
<td>347,000</td>
<td>7,339,425</td>
<td>171,919</td>
<td>7,167,506</td>
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<td>2025</td>
<td>6,230,478</td>
<td>(761,947)</td>
<td>500,000</td>
<td>637,000</td>
<td>1,137,000</td>
<td>7,367,478</td>
<td>167,542</td>
<td>7,199,936</td>
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<td>5,722,869</td>
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<td>815,000</td>
<td>611,000</td>
<td>1,426,000</td>
<td>7,148,869</td>
<td>163,164</td>
<td>6,985,705</td>
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<td>585,000</td>
<td>1,400,000</td>
<td>6,424,813</td>
<td>158,786</td>
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<td>(384,700)</td>
<td>815,000</td>
<td>559,000</td>
<td>1,374,000</td>
<td>6,014,113</td>
<td>154,695</td>
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<td>533,000</td>
<td>1,348,000</td>
<td>5,446,363</td>
<td>150,891</td>
<td>5,295,472</td>
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<td>3,059,638</td>
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<td>507,000</td>
<td>1,322,000</td>
<td>4,381,638</td>
<td>147,086</td>
<td>4,234,551</td>
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<td>2,619,865</td>
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<td>481,000</td>
<td>1,296,000</td>
<td>3,915,865</td>
<td>143,282</td>
<td>3,772,583</td>
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<td>455,000</td>
<td>1,270,000</td>
<td>3,816,923</td>
<td>139,478</td>
<td>3,677,445</td>
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<td>2,475,410</td>
<td>(71,513)</td>
<td>815,000</td>
<td>429,000</td>
<td>1,244,000</td>
<td>3,719,410</td>
<td>135,673</td>
<td>3,583,737</td>
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<td>2,008,415</td>
<td>(466,995)</td>
<td>815,000</td>
<td>403,000</td>
<td>1,218,000</td>
<td>3,226,415</td>
<td>131,869</td>
<td>3,094,546</td>
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<td>1,952,975</td>
<td>(55,440)</td>
<td>815,000</td>
<td>377,000</td>
<td>1,192,000</td>
<td>3,144,975</td>
<td>128,065</td>
<td>3,016,910</td>
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<td>1,166,000</td>
<td>2,909,265</td>
<td>124,280</td>
<td>2,784,985</td>
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<td>325,000</td>
<td>1,140,000</td>
<td>2,831,048</td>
<td>120,456</td>
<td>2,710,591</td>
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<td>(51,903)</td>
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<td>299,000</td>
<td>1,109,000</td>
<td>2,748,085</td>
<td>116,552</td>
<td>2,631,433</td>
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<td>810,000</td>
<td>273,000</td>
<td>1,083,000</td>
<td>2,670,353</td>
<td>111,328</td>
<td>2,559,024</td>
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<td>689,175</td>
<td>(898,178)</td>
<td>810,000</td>
<td>247,000</td>
<td>1,057,000</td>
<td>1,746,175</td>
<td>107,586</td>
<td>1,638,589</td>
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<td>810,000</td>
<td>221,000</td>
<td>1,031,000</td>
<td>1,704,725</td>
<td>103,844</td>
<td>1,600,881</td>
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<td>1,308,000</td>
<td>45,417</td>
<td>1,262,583</td>
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<tr>
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<td>-</td>
<td>(303,000)</td>
<td>810,000</td>
<td>169,000</td>
<td>979,000</td>
<td>979,000</td>
<td>43,907</td>
<td>935,093</td>
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<tr>
<td>2044</td>
<td>-</td>
<td>-</td>
<td>810,000</td>
<td>143,000</td>
<td>953,000</td>
<td>953,000</td>
<td>-</td>
<td>953,000</td>
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<tr>
<td>2045</td>
<td>-</td>
<td>-</td>
<td>810,000</td>
<td>117,000</td>
<td>927,000</td>
<td>927,000</td>
<td>-</td>
<td>927,000</td>
</tr>
<tr>
<td>2046</td>
<td>-</td>
<td>-</td>
<td>810,000</td>
<td>91,000</td>
<td>901,000</td>
<td>901,000</td>
<td>-</td>
<td>901,000</td>
</tr>
<tr>
<td>2047</td>
<td>-</td>
<td>-</td>
<td>810,000</td>
<td>65,000</td>
<td>875,000</td>
<td>875,000</td>
<td>-</td>
<td>875,000</td>
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<td>2048</td>
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<td>-</td>
<td>810,000</td>
<td>39,000</td>
<td>849,000</td>
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<td>-</td>
<td>849,000</td>
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<tr>
<td>2049</td>
<td>-</td>
<td>-</td>
<td>810,000</td>
<td>13,000</td>
<td>823,000</td>
<td>823,000</td>
<td>-</td>
<td>823,000</td>
</tr>
<tr>
<td>2050</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>70,210,498</strong></td>
<td></td>
<td><strong>20,000,000</strong></td>
<td><strong>8,552,000</strong></td>
<td><strong>28,552,000</strong></td>
<td><strong>98,762,498</strong></td>
<td><strong>2,807,760</strong></td>
<td><strong>95,954,738</strong></td>
</tr>
</tbody>
</table>

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*Note: Values are for illustrative purposes and do not represent actual financial data.*
June 21, 2022

To Whom it may concern,

I have been asked to estimate the cost of replacement for the Watertown Fire Department Ladder 2. Ladder 2 is currently 30 years old with replacement parts obsolete and/or unable to get in most cases when repairs are needed. NFPA recommends Fire Apparatus be replaced every 25 years.

If a new Ladder 2 was signed to be purchased today with the similar specifications of the current Ladder 2, I have been advised and researched that it would cost between $1.6 and $1.7 Million Dollars.

I believe at this point, with the department being fiscally prudent in specifications for a new Ladder 2 and barring any new drastic price increases due to the current economy, I estimate the following:

I am requesting $1.8 million dollars to replace Ladder 2, with this estimate good if signing a purchase contract within the next 6 months.

Respectfully;

[Signature]

David Bromley, Fire Chief
Watertown Fire Department

Cc; Mark Raimo, Town Manager
James Demarest, Deputy Fire Chief
Tuesday, June 21, 2022

Dear Mr. Mark Raimo, Mr. Jonathan Ramsay, and Town Council Members,

Please find attached an updated memo outlining in priority sequence, all capital improvement projects on behalf of all Watertown Public Schools.

Please note that since 2019-2020, the costs of the projects have increased due to a variety of factors that include, but are not limited to: contingency costs, increasing materials and labor costs, labor costs to begin projects, etc. It is also important to note that over the years, the schools have closely monitored the status and degree of need for each of these projects. As time has passed and projects have continued to age and go without repairs or replacements, priorities may have shifted. Certain projects may now take precedence over others.

### Increase of costs based on time lapse and increase in industry costs

<table>
<thead>
<tr>
<th>Year of Request</th>
<th>Original Capital Improvement Request in Dollars</th>
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</thead>
<tbody>
<tr>
<td>2019-2020</td>
<td>$10,450,000.00</td>
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<tr>
<td>2020-2021</td>
<td>$11,241,372.10</td>
</tr>
<tr>
<td>2021-2022 (Prior to January)</td>
<td>$12,250,000.00</td>
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<tr>
<td>Projected for FY 23</td>
<td>$16,180,940.29</td>
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</table>

As requested, the projected FY23 cost for all capital improvement projects has been reduced in the following manner:

1. All contingencies reduced to 2020-2021 levels
2. 1 project - Priority 9, Swift Middle School Roof Restoration has been eliminated ($2,520,000)

**Based on this reduction, the current request for Capital Improvement funds is now: $12,860,940.00**

Please find attached:
- A three year history of capital improvement requests and associated costs
- An updated memo with adjustments dated October 22, 2021
- An updated memo with adjustments dated, May 23, 2022 that clearly shows where reductions have been made

Thank you and if you have any questions, please do not hesitate to reach out directly to the Superintendent of Schools or the Director of Facilities and Security at any time.

Sincerely,

Dr. Villanueva

Luigi Velardi

https://docs.google.com/document/d/1oNx4bzyF8mwF0URn6BKMSN2xb200ju0OyfA7iRT-zFsl/edit
Prior to January 2023

WATERTOWN SCHOOLS OPERATIONAL PLAN 2021-2022
CAPITAL IMPROVEMENT PLAN

5 YEAR PLAN

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>CIP DESCRIPTION</th>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
<th>YEAR 4</th>
<th>YEAR 5</th>
<th>TOTALS</th>
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</thead>
<tbody>
<tr>
<td>JOHN TRUMBULL</td>
<td>Roof replacement low slope</td>
<td>$ 400,000.00</td>
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<td></td>
<td></td>
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<td>$ 400,000.00</td>
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<tr>
<td></td>
<td>Sloped roof replacement</td>
<td>$</td>
<td>$ 2,300,000.00</td>
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<td></td>
<td></td>
<td>$ 2,300,000.00</td>
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<tr>
<td></td>
<td>HVAC Equip Replacements</td>
<td>$ 75,000.00</td>
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<td>$ 75,000.00</td>
<td>$ 75,000.00</td>
<td>$ 75,000.00</td>
<td>$ 375,000.00</td>
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<td>Flooring Replacement/ Plan</td>
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<td>$ 250,000.00</td>
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<td>Boiler Plant Replacement</td>
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<td>$ 400,000.00</td>
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<td>JUDSON SCHOOL</td>
<td>Place Holder for roof replacement</td>
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<tr>
<td></td>
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<td>POLK SCHOOL</td>
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<td></td>
<td>HVAC Equip Replacements</td>
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<td>MIDDLE SCHOOL</td>
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<td>$</td>
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<td>Roof replacement or restoration</td>
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<td></td>
<td>$ 50,000.00</td>
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<td>HIGH SCHOOL</td>
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<td>Artificial Turf Replacement</td>
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<td>$ 50,000.00</td>
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<td>$ 200,000.00</td>
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TOTAL COSTS OF ALL CIP PROJECTS $ 1,800,000.00 $ 5,000,000.00 $ 4,150,000.00 $ 250,000.00 $ 1,050,000.00 $ 12,250,000.00
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<tr>
<th>LOCATION</th>
<th>CIP DESCRIPTION</th>
<th>YEAR 1 2022-2023</th>
<th>YEAR 2 2023-2024</th>
<th>YEAR 3 2024-2025</th>
<th>YEAR 4 2025-2026</th>
<th>YEAR 5 2026-2027</th>
<th>TOTALS</th>
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<td>Roof replacement slop slope</td>
<td>$660,000.00</td>
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<td>$203,389.70</td>
<td>$500,000.00</td>
<td>$155,450.00</td>
<td>$2,660,000.00</td>
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<td></td>
<td>Sloped roof replacement</td>
<td>$312,000.00</td>
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TOTAL COSTS OF ALL CIP PROJECTS $2,820,337.99 $10,437,152.30 $250,000.00 $153,450.00 $2,520,000.00 $16,180,940.29
## 5 YEAR PLAN

**WATERTOWN SCHOOLS OPERATIONAL PLAN 2022-2023**

**CAPITAL IMPROVEMENT PLAN**

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**TOTAL COSTS OF ALL CIP PROJECTS**

$ 5,650,000.00  $ 900,000.00  $ 2,300,000.00  $ 1,600,000.00  $ -  $ 10,450,000.00
To: Mr. Mark Raimo, Town Manager, Watertown Town Council, Board of Education

From: Alison Villanueva, Ph.D. Superintendent of Schools
       Gino Faiella, Facilities Manager

Date: Friday, October 22, 2021

RE: BOE Request for a Status Update of BOE Capital Improvement Items

Dear Mr. Mark Raimo, Chairwoman Rosa, and Members of the Town Council,

On behalf of the Watertown Board of Education, I am following up on a correspondence sent on Friday, July 23, 2021 regarding a Capital Improvement request for the Watertown Public Schools facilities in need of immediate attention. Outlined in that letter was a prioritized list of capital improvement projects phased over three years, clearly identified by urgency. The total amount required for the completion of all nine projects will total $11,241,372.10.

It is our responsibility to preserve and maintain all facilities in a fiscally responsible and timely fashion. It is our duty to maintain and upkeep a safe environment without hazards.

I have attached the original letter of request to this follow up correspondence.

Timelines for Bonding
Based on the original capital improvement repairs required to address the Watertown Public Schools grounds and buildings:

1. Has the town decided to bond for these projects?
2. If so, when will BOE capital improvement items be addressed in a Town Council meeting?
3. When will these items be put forward to a referendum for the community to vote?

Because many of the Board of Education capital improvement projects must move through the State of Connecticut, a substantial amount of time must be given prior to a project beginning for the State to prepare the project. As soon as we have the Town's timeline to complete the bonding process to complete these projects, we will move forward to begin repairing the school buildings involved.

Conclusion
The Watertown Board of Education is proud to serve the 2600 students and the families of Watertown by providing high quality education each and every day. I would like to thank you for your continued partnership and support of the Watertown Public Schools. We appreciate all that you do to make Watertown the vibrant community it is.

Sincerely,

[Signature]

Dr. Villanueva
To: Mr. Mark Raimo, Town Manager and the Watertown Town Council
From: Alison Villanueva, Ph.D. Superintendent of Schools
       VIA Gino Faiella, Facilities Manager
Date: Friday, July 23, 2021
RE: BOE Request for a Review of BOE Capital Improvement Items

Dear Mr. Mark Raimo and Chairwoman Rosa,

On behalf of the Watertown Board of Education, I would like to present an outline of the capital improvement plan projects that fill the facility related needs required by the Watertown Public Schools. As mentioned to the Town on February 2021, there are nine (9) urgent projects across the five school campuses that directly repair or remediate aging or damaged facilities.

The completion of all nine projects will total $11,241,372.10

The projects below have been prioritized based on urgency understanding that the Town of Watertown must consider the economic impact of the entire community. Below please find the BOE 2021-2022 Capital Improvement Plan (CIP) Project Budgets for your review and consideration.

Mr. Faiella, our Facilities Manager and I can be available at any time to provide contextual information and discuss the details of each project. Our email addresses:
faie1agi@watertownps.org; villanuevaal@watertownps.org.

Thank you and we look forward to hearing from you.

Sincerely,

Alison Villanueva                     Gino Faiella

signature

signature
The following Capital Improvement Plan Projects are ordered in priority sequence. It is important to note that although the projects are prioritized, they are all needed as soon as possible. Three levels of Urgency have been included to help identify the intensity of the need.

Level 1 - within 5-7 years; Level 2 - within 2-4 years; Level 3 - needed immediately

Capital Improvement Plan Total Expenses: $11,241,372.10

**PRIORITY 1. WHS Artificial Turf and Track Replacement - URGENT LEVEL 3**
(See AstroTurf Quotes)
Total Cost: $543,400 WHS Artificial Turf

- $325,000.00 Astroturf RootZone 3D3 Blend 52
- $41,000.00 Removal of Existing Turf
- $13,000.000 Removal of Existing Underlayment
- $115,000.00 New Resilient Underlayment
- $49,400.00 Contingency 10%

Total Cost: $451,000.00 WHS Track and Base

- $410,000.00 Track and Base
- $41,000.00 Contingency 10%
  - Includes allowance for $155/per ton of true and level for conditions unforeseen.

**PRIORITY 2. WHS Roof Replacement - URGENT LEVEL 3**
(See Garland Quote and Hibbard & Rosa Architects Quote)
Total Cost: $4,531,500.00

- $4,100,000.00 Roof replacement only
- $215,000.00 Hibbard and Rosa Architects
  - Once they receive the greenlight from us they will let us know what the additional crane costs, etc. and how much reimbursed.
  - Time frame for scope of work will take two - three weeks.
- $410,000.00
  - Engineering Contingency of 10% is the industry standard to pay for the engineering, crane, and equipment costs not built into the overall service quote.

**PRIORITY 3. John Trumbull Primary School Low slope URGENT LEVEL 3**
(See Garland Quote: Restore Option)
Estimated Cost $400,000

- This project encompasses 26,000 square feet of roof space. For this low slope roof restoration, a thorough cleaning of the low slope section will take place, repairs will be made in the roof masonry as needed, and then the low slope roof will be coated with epoxy. The Roof Asset Management Report completed by the Garland Company explains that both the low slope roof and the sloped shingle section of the JTPS roof are showing signs of age and ultraviolet light exposure that are typical of a roof that has been in place for 22 years. An infrared scan of the entire roof showed that close to 3% of the roof system included areas of wet insulation. Sufficient
drainage has helped extend the life of this roof, but given the current leaks into the insulation, the roof should be restored. This project would have a 10-year warranty and can be renewed in the ninth year through 25-30 years.

PRIORITY 4. John Trumbull Primary School HVAC LEVEL 2
(See TriStar Service Inc. Quote)
Total Cost: $82,732.10

- $75,211.00 Option 1: Two new smaller heating only rooftop units and new ductwork.
- $7,521.10 Contingency 10%
  - Structural engineering and steelwork. Can only be completed after inspecting existing steel.

PRIORITY 5. Swift Middle Roof Maintenance LEVEL 2
(See Garland quote)
Total Cost: $27,500

- $25,000
  - Inspect and repair expansion joints; any field and flashing blisters; an open field and flashing seams.
  - Inspect and fill all pitch boxes.
  - Inspect, clean, repair, seal all masonry.
  - Infra-Red Thermal Scan to identify any presents of wet insulation.
- $2,500
  - Contingency 10%

PRIORITY 6. John Trumbull Primary Flooring Replacement LEVEL 2
Estimated Cost based on Square Footage: $500,000.00

- Calculated on a square foot basis. The existing floor is 22 years old, and the tiles are cracked or wearing away in a number of locations. The building set-up at JTPS allows this flooring project to be completed in stages so that there is minimal disruption to the daily operations of the school. This project has a 20-year lifespan.

PRIORITY 7. Swift Middle School Artificial Turf Replacement LEVEL 2
(See AstroTurf quote)
Total Cost: $415,240.00

- $320,000.00 AstroTurf Rhino Blend
- $43,000.00 Removal of Existing Turf
- $14,500.00 Removal of Existing Underlayment
- $37,740.00 Contingency 10%
This project includes removal of the existing turf field, installation of an AstroTurf synthetic turf system, and inlaid markings for soccer, baseball, softball, field hockey, and lacrosse. This project has a 20-year lifespan.

**PRIORITY 8. John Trumbull Primary School Sloped Shingle Section LEVEL 3**
(See Garland quote: Replace option)
**Estimated Total: $2,530,000.00**

- $2,300,000.00  Replace shingles option
- $230,000.00  Contingency 10%

Sloped Shingle Section of the Roof - Replace existing shingles with new shingles. This project encompasses 83,759 square feet of roof space. The new shingles on the sloped section section of the roof will be 30-year architectural shingles.

**PRIORITY 9. Swift Middle School Roof Restoration LEVEL 3**
(Quote to week of Feb. 8)
**Estimated Cost: $1,760,000.00**

- $1,600,000.00  Roof Restoration Option
- $160,000.00  Contingency 10%

This option involves a thorough cleaning, repairs as needed, stripping all joints and coating with a two part epoxy. Through wall penetrations, flashing and ductwork included. Includes 10 year warranty.

*All contingency amounts of 10% included based on industry norms.*
MEMORANDUM

DATE: Monday May 23, 2022
TO: Members of the Board of Education
FROM: Alison Villanueva, Ph.D., Superintendent of Schools
VIA: Mr. Luigi Velardi, Director of Facilities and Security
RE: 2022-2023 Capital Improvement Plan (CIP) Project Budgets UPDATE

The following Capital Improvement Plan Projects have been reviewed and re-ordered in priority sequence. It is important to note that although the projects are prioritized, they are all needed as soon as possible.

| Capital Improvement Plan Total Requested: | $12,860,940.29 |

**PRIORITY 1. WHS Roof Replacement** (See Garland Quote and Hibbard & Rosa Architects Quote) Urgency Level 3
Total Cost: $4,971,500.00

- $4,500,000 Roof replacement only
- $21,500.00 Hibbard and Rosa Architects
  - Once they receive the greenlight from us they will let us know what the additional crane costs, etc. and how much reimbursed.
  - Time frame for scope of work will take two - three weeks.
- $450,000.00

Engineering Contingency of 10% is the industry standard to pay for the engineering, crane, and equipment costs not built into the overall service quote.

**PRIORITY 2. WHS Artificial Turf and Track Replacement** (See AstroTurf Quotes)
Total Cost: $659,430 WHS Artificial Turf - Urgency Level 3

- $532,300.00 Estimated cost
- $19,350 2" Astroturf RootZone 3D3 Blend 52
- $88,500.00 Contingency 10%
- $53,000.00 Turf Maintenance Equipment (other Facilities uses)
Total Cost: $679,300.00 WHS Track and Base

- $590,000.00  Track and Base
- $8000.00  GeoTechnical Test
- $88,500.00  Contingency 15%
  - 1.5” Mill and Pave (mill and paving to be performed by others
  - Remove and Dispose of existing track surfacing
  - Installation of approximately 7,500 square yards of selected Rekorton track system
  - Track stripping per NFHS standards
  - Standard 5yr APT warranty
  - Prevailing wages
  - Cleanup and disposal of debris into Dumpsters
  - All athletic equipment to be supplied and installed by others
  - All work must be fully accessible at one mobilization, if not additional mobilization charges may apply

PRIORITY 3. Swift Middle School Artificial Turf Replacement (See AstroTurf quote)
Total Cost: $630,404.39 Urgency Level 3

- $550,744.90  Estimate
- $22,350.00  2” Astroturf RootZone 3D3 Blend 52
- $57,309.49  Contingency 10%
This project includes removal of the existing turf field, installation of an AstroTurf synthetic turf system, and inlaid markings for soccer, baseball, softball, field hockey, and lacrosse. This project has a 20-year lifespan.

PRIORITY 4. John Trumbull Primary School Low slope
Total Cost: $660,000 Urgency Level 3

- $550,00  Roof Estimate
- $110,000  Contingency 20%
This project encompasses 26,000 square feet of roof space. For this low slope roof restoration, a thorough cleaning of the low slope section will take place, repairs will be made in the roof masonry as needed, and then the low slope roof will be coated with epoxy. The Roof Asset Management Report completed by the Garland Company explains that both the low slope roof and the sloped shingle section of the JTPS roof are showing signs of age and ultraviolet light exposure that are typical of a roof that has been in place for 22 years. An infrared scan of the entire roof showed that close to 3% of the roof system included areas of wet insulation. Sufficient drainage has helped extend the life of this roof, but given the current leaks into the insulation, the roof should be restored. This project would have a 10-year warranty and can be renewed in the ninth year through 25-30 years

PRIORITY 5. John Trumbull Primary School Sloped Shingle Section (See Garland quote: Replace option)
Estimated Total: $3,850,000.00  Urgency Level 3

- $3,500,000.00  Replace existing shingles with standing seam metal roof system.
- $350,000.00  Contingency 10%

Sloped Shingle Section of the Roof - Replace existing shingles with new Standing Seam Metal Roofing system. This project encompasses 83,759 square feet of roof space. The new Metal roof on the sloped section of the roof will have a 30-year warranty but has a potential for lifetime system.

PRIORITY 6. John Trumbull Primary School HVAC (See TriStar Service Inc. Quote)
Total Cost: $105,702.50  Urgency Level 3

- $94,275.00  Two new smaller heating only rooftop units and new ductwork.
- $9,427.50  Contingency 10%
  ○ Structural engineering and steelwork. Can only be completed after inspecting existing steel.

Total Cost: $97,687.70  Urgency Level 3
- $75,100  Replace 2 existing Roof tops
- $7,510  Contingency 10%
- $13,707  Replace existing heat tracing on hot water piping
- $1,370  Contingency 10%

PRIORITY 8. Swift Middle Roof Maintenance (See Garland quote)
Total Cost: $54,762.50  Urgency Level 2

- $47,750
  ○ Inspect and repair expansion joints; any field and flashing blisters; an open field and flashing seams.
  ○ Inspect and fill all pitch boxes.
  ○ Inspect, clean, repair, seal all masonry.
  ○ Infra-Red Thermal Scan to identify any presents of wet insulation.
- $7,012.50
  ○ Contingency 15%

PRIORITY 9. Swift Middle School Roof Restoration
Total Cost: $2,520,000.00 (Future Project)  

- $2,100,000.00  Roof Restoration Option
- $420,000.00  Contingency 20%

This option involves a thorough cleaning, repairs as needed, stripping all joints and coating with a two part epoxy. Through wall penetrations, flashing and ductwork included. Includes a 10 year warranty.
PRIORITY 10. Security Camera Replacement and Upgrade at WHS
Total Cost: $4,000,000 Urgency Level 2
- $5,000 Per External Camera
- $3,000 Per Internal Camera

PRIORITY 11. Judson School Boiler #3 and Isolators
Total Cost: $30,739.10 Urgency Level 1
- $20,581 Replace cracked sections to existing Boiler
- $8100.00 Isolators
- $2,058.10 Contingency 10%

PRIORITY 12. John Trumbull Primary Flooring Replacement
Estimated Cost based on Square Footage: $500,000.00 Urgency Level 1

- Calculated on a square foot basis. The existing floor is 22 years old, and the tiles are cracked or wearing away in a number of locations. The building set-up at JTPS allows this flooring project to be completed in stages so that there is minimal disruption to the daily operations of the school. This project has a 20-year lifespan.

PRIORITY 12. John Trumbull Primary Boiler Plant System Replacement
Total Cost: $153,450.00 Urgency Level 1
- $137,500.00 Supply and Install 2 new Boilers and Burners
- $200.00 Electrical Fees
- $13,950.00 Contingency 10%

PRIORITY 13. JUDSON BOILER BURNER REPLACEMENT
Total Cost: $67,964.60 Urgency Level 1
- $61,786.00 Supply and Install 3 new burners.
- $6178.60 Contingency 10%

*All contingency amounts of 15%-20% included based on industry norms.
June 3, 2022

Mr. Mark Raimo, Town Manager
Watertown Town Hall
61 Echo Lake Road
Watertown, CT 06795

Re: Proposed Police Headquarters / Community Center
0 Nova Scotia Hill Road
Watertown, CT

Dear Mr. Raimo:

Based upon my April 18, 2022 presentation to the Town Council regarding the above referenced project, I have received several questions / suggestions that I can offer the following clarifications:

Questions:

Question: Have you considered combining the programs for PD / Community Center into one (1) facility in lieu of separate facilities as proposed?
Response: No. The space needs for PD / Community Center represent very divergent programmatic needs that should be contained within their own facility. It may be true that combining both programs into a singular facility may result in some efficiencies of cost, but the resulting facility would be compromising and confusing for occupants, public participation, identity, security, confidentiality, and circulation. Providing separate facilities, in my opinion, would be the most prudent way to serve the public, personnel, detainees, and provide for the needs of each facility.

Question: My understanding is that the current desire from Park & Rec is for the Community Center to be all on one floor (for convenience, etc.). Are there any financial advantages / disadvantages to making the Community Center two floors? (Add stairs and elevator, save on foundation, roof, etc.)
Response: You can approach this response based upon two (2) conditions: “Programmatic Needs” and “Cost Effectiveness”. Programmatic Needs of the Community Center require accessibility to all functions. This can be accomplished on two floors given the use of stairs, ramps, and elevators. Some programmatic needs of the Community Center also consist of large spaces with higher ceilings (Central Meeting Room, Gymnasium) which could not easily accommodate a floor above.
The most cost effective method of achieving a two story facility would be providing a “basement” and “main floor” condition since foundations must extend into the ground. The current site does not lend itself to an economical “basement” condition due to apparent ledge and adjacent wetlands. Given the site conditions, a two story, above grade facility would be the most cost effective option. Based upon historical data on construction costs, a one story, slab on grade facility would be comparable in cost to a two story, above grade facility. This is based upon required gross square footage additions required for vertical circulation (stairs / elevators) and added expenses of elevated floor slabs. A reduced roofing area would result from a two-story solution, but would not offset costs increases for the items noted above.

A one story facility has been recommended based upon occupant needs and convenience. Further floor plan development during the Schematic Design phase may revise this approach if cost savings do not hamper programmatic needs and convenience.

Question: Is there available space on the property to ensure both buildings have full generator backup power? How many generators might be needed? Where might they be located?

Response: Yes. The space needs for PD and Community Center both contain requests for emergency power to maintain their facility during power outages. The PD generator is to maintain public safety functions and the Community Center generator is to provide the community with an emergency shelter facility. Each generator location (total of two) is being proposed as an exterior, pad mounted, emergency generator with weather enclosure, acoustic controls, and associated double-walled, diesel fuel storage tank. The use of diesel is preferred as each location needs an on-site, uninterruptable fuel supply (FEMA / ACCREDITATION). Each generator will be placed in close proximity to the building’s main electrical switchgear / automatic transfer switch to save on expenses. The property has adequate space to accommodate this site requirement.

Question: Is there adequate storage already included in the estimated square footage of the buildings? Would there need to be additional storage that is not already included in the space needs assessments? Any additional exterior storage (sheds, garages, etc.)? If so, where might they be located?

Response: Excellent question, because after occupancy a common theme expressed by many is “not enough storage”. To the best of our ability and based upon experience in these building types, the Space Needs Assessments for each facility has identified storage needs for various uses. I can convey that our involvement with Watertown Human, Social & Leisure Services has also stressed the need for adequate storage and a comparison based upon current storage areas.
A Storage Outbuilding is being proposed at the Police Headquarters to provide for requested storage in a more economical way. Further plan development during Schematic Design will result in solutions that can be further vetted to determine if adequate storage is being provided.

**Question:** What is the distance from the main parking lot to Veteran’s Park driveway? Is it (or will it be) relatively flat to walk from one to the other? Any large obstacles related to wetlands / terrain?

**Response:** The overall distance from the proposed main parking lot to the Veteran’s Park drive is approximately 680’ (0.12 miles). The proposed new roadway will need to gain approvals through Planning & Zoning and Conservation Commission / Inland Wetland Agency (CCIWA). The concept would be to provide a relatively flat surface area (roadway and sidewalks) for vehicles, bicycles, pedestrians to utilize while preserving the natural habitat and providing the least impact on existing wetlands.

**Question:** Do you foresee any large issues related to utilities for this property (electric, gas, water, sewer, etc.)?

**Response:** No. The surrounding utility infrastructure available to the property currently includes electric, water, sewer, and storm water. The site currently has a fire hydrant located on the property at the intersection of Nova Scotia Hill Road and Buckingham Street. Buckingham Street is currently supplied with 3-phase electric service supplied through overhead lines and pole mounted transformers. No natural gas utility is currently available to the site.

It would be the intent of the development to extend electrical, water, fire service, sewer, and storm water all underground to the proposed building sites. Pad mounted exterior transformers will be required at each building for power needs.

If gas service is desired it could be supplied through on-site propane, or inquire with the natural gas supplier if extensions of existing infrastructure is feasible. Further plan development during Schematic Design will result in solutions that can be further vetted to determine if any issues related to utilities exist.

**Suggestions:**

**Suggestion:** It think it would be a good idea to have a spare set of underground conduit going from the Police Department building to the Community Center, another going toward the radio tower location as a future to the possible Fire Department Building, and possible cell tower. This would prevent having to dig up driveway or parking down the road.

**Response:** I concur that installing spare conduit is a cost effective approach for future infrastructure planning and can be effectively incorporated into the design.
Suggestion: I think the area where they plan on having the radio tower should be expanded just in case down the road they decide to put in a cell tower.

Response: I might clarify that, as far as I am aware, the tower location is being proposed for public safety needs only at this point and not involving future cellular carriers. Cell tower locations will need further applications and approvals through the State of CT, Siting Council.

Suggestion: I think it would be worthwhile to looking at the size of dispatch center. Right now the plan calls for three (3) stations. I think we should plan for six (6) more in case we ever do decide to regionalize. We don’t have to equip all stations just have the room big enough to accommodate. Not knowing the layout or location of dispatch center within the building. Besides just having window to the lobby area, I think it would be good to have visibility to see the outdoors, not be enclosed behind 3 walls. Who’s to say that we don’t go with Northeast CMED. Maybe we could team up with surrounding towns that touch our borders (ex. Thomaston, Bethlehem, Woodbury, Middlebury). We share our new Building Inspector with Thomaston and I know they are pleased to be able to share services.

Response: The Space Needs Assessment has identified the Dispatch Center needs for three (3) active, redundant, ergonomic consoles with environmental controls within an area of 580 square feet. Any expansion of this area can be accommodated if desired. Regionalizing dispatch functions is the desire of the State of CT to reduce their PSAP infrastructure costs, but this effort is not currently being state funded to assist municipalities with construction costs.

The Space Needs Assessment has also identified the need for controlled natural light for dispatch staff.

I trust that satisfies your request to review and respond to submitted questions and suggestions related to our Site Assessment for the Watertown Police Headquarters and Community Center. I will be available to discuss these further with the Town Council at their meeting on Monday, June 6, 2022.

Very Truly Yours,

[Signature]

Brian W. Humes, AIA, LEED AP
Jacunski Humes Architects, LLC
Space Needs Assessment
for the
Watertown Community Center
Watertown, CT

June 2021

Prepared By:

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ARCHITECTS, LLC
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BERLIN, CONNECTICUT
860-828-9221  FAX 860-828-9223
Space Needs Assessment
for the
Watertown Community Center
Watertown, CT

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GENERAL INFORMATION

Date: June 2021

Department: Watertown Human, Social & Leisure Services

Address: 61 Echo Lake Road
Watertown, CT 06795

Primary Contacts: Lisa Carew, Director
(860) 945-5246 (T)
(860) 945-4734 (F)
carew@watertownct.org

Community Area: 29.50 square miles total
(29.0 square miles of land)
(0.5 square miles of water)
SPACE NEEDS ASSESSMENT
WATERTOWN COMMUNITY CENTER

1. Public

   a. Vestibule
      1. Air-lock vestibule
      2. Walk off mat
      3. Automatic opening doors

   b. Public Lobby / Waiting
      1. Access to Administrative Staff Offices, Toilet Facilities, Family Toilet
      2. Sitting area for waiting / reading, comfortable furniture
      3. Public house phone (1)
      4. Display monitors for information and wayfinding
      5. Display Case
      6. Pamphlet Rack / Display table
      7. Tackboard
      8. Electronic kiosk (1) for member registration upon entering / exiting

   c. Thrift Shop / Marketing Store
      1. Shelving and display tables
      2. Cashier’s station
      3. Slatwall display
      4. Adjacent to Public Lobby
      5. Ability to secure area to restrict access after hours

2. Administrative Offices

   a. Public Reception / Registration Area
      1. Waiting area for four (4), minimum
      2. Public reception counter area with two (2) registers, handicap accessible
      3. Public computer workstation (kiosk) for registration (1)
      4. Poster cases for public displays and events
      5. Wall mounted monitor for public information / events
      6. Lockable cash drawer(s)
      7. Duress alarm near cash drawer(s)
      8. Adjacent to Public Lobby, Central Office Space / staff workstations

Square Footage

<table>
<thead>
<tr>
<th>Vestibule</th>
<th>100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Lobby / Waiting</td>
<td>400</td>
</tr>
<tr>
<td>Thrift Shop / Marketing Store</td>
<td>250</td>
</tr>
<tr>
<td>Public Reception / Registration Area</td>
<td>280</td>
</tr>
</tbody>
</table>
b. Administrative Assistant  
1. Workstation for one (1)  
2. File storage  
3. Bookshelving  
4. Vision panel to Director, Central Office  
5. Adjacent to Director  

200

c. Director
1. Workstation for one (1)  
2. In charge of Recreation, Parks, Social Services, Senior Services, Crestbrook Golf Course / Restaurant, Food & Fuel Bank  
3. Conference table seating for four (4)  
4. Visitor’s chairs for two (2)  
5. File storage  
6. Bookshelving  
7. Line of sight to Central Office, Social Services, Senior Center Coordinator  
8. Adjacent to Conference Room, Administrative Assistant, Central Office  

300

d. Social Services Office
1. Workstation for one (1)  
2. File storage  
3. Bookshelving  
4. Storage cabinets  
5. Line of sight to Director  
6. Adjacent to small, discreet waiting area  

275

e. Senior Center Coordinator
1. Workstation for one (1)  
2. File storage  
3. Bookshelving  
4. Storage cabinets  
5. Line of sight to Director  
6. Adjacent to small, discreet waiting area  

275

f. Assistant Director
1. Workstation for one (1)  
2. File storage  
3. Bookshelving  
4. Storage cabinets  
5. Private area when necessary
g. **Central Office Space**

1. Workstations for nine (9): Assistant Director (1), Administrative Assistant (1), Bookkeeper (1), Recreation Supervisor / Aquatics Director (1), Special Events / Farmer's Market (1), Seasonal staff (1), Senior Services Dispatcher (1), Senior Services Clerical (1), Future (1).
2. File storage
3. Bookshelving
4. Storage cabinets
5. Open office plan
6. Area near Dispatcher for drivers to log in / log out
7. Adjacent to Public Reception, Director / Senior Center Coordinator

h. **Storage Room**

1. Storage of office supplies / inventory / meeting minutes files
2. Lockable
3. Adjacent to Administrative Offices

i. **Conference Room**

1. Conference table seating for up to twelve to fourteen (12-14)
2. Adjacent to Reception / Clerical, Director

j. **Workroom**

1. Office supplies storage cabinets
2. Laminating equipment
3. Mail equipment / sorting
4. Bulk paper storage
5. Paper shredder
6. Sink
7. Adjacent to Central Office Space

3. **Volunteers**

a. **Volunteers**

1. Workstations for two (2)
2. File storage
3. Adjacent to Administrative Offices

b. **Storage Room**

1. Storage of marketing signs, equipment
2. Adjustable shelving

4. **Break Room**

a. **Break Room**

1. Table seating for twelve to fourteen (12-14).
2. Kitchenette with microwave, sink, refrigerator/freezer, storage cabinets
3. Bottled water dispenser, bottle storage casework
4. Trash / recycling containers
5. Natural light
5. **Central Meeting Room**

a. **Central Meeting Room**
   
   2,250
   
   1. Seating capacity for 200 minimum at chairs only (150 at tables / chairs)
   2. Ability to partition into three (3) smaller Meeting Rooms
   3. Hard surface flooring
   4. Electrically operated, acoustic folding partitions
   5. Audio visual presentation equipment
   6. Projection screen
   7. Independent sound system with speakers, volume control, wireless microphones.
   8. Lighting on dimmers, varied lighting levels
   9. TV / Display monitors
   10. Movable tables and chairs
   11. Coat storage
   12. Bingo capability
   13. Adjacent to Public Lobby

b. **Furniture Storage**
   
   200
   
   1. Storage of portable tables and chairs
   2. Double door access to Central Meeting Room
   3. Secure storage of audio / visual head-end equipment
   4. Directly adjacent to Central Meeting Room

c. **Bingo Equipment Storage**
   
   150
   
   1. Storage of Bingo equipment and supplies
   2. Double door access
   3. Directly adjacent to Central Meeting Room

d. **Emergency Management Storage**
   
   150
   
   1. Storage of emergency management supplies and equipment (cots, blankets, food rations, water, charging stations, etc.)
   2. Adjacent to exterior entrance / Central Meeting Room
6. **Kitchen**

a. **Kitchen**

   1. Commercial kitchen (Health Department compliant)
   2. Microwave(s)
   3. Refrigerator / Freezer(s)
   4. Warming oven(s)
   5. Serving counter with roll-up doors to Central Meeting Room
   6. Handwashing sink and triple wash sink
   7. Range / Griddle
   8. Overhead exhaust hood, makeup air, and fire suppression above heating elements
   9. Dishwashing equipment
   10. Trash containers
   11. Pantry storage area(s)
   12. Direct, grade level access to exterior for deliveries / loading
   13. Suitable for use by Cooking Classes, Caterers, Meals-on-Wheels Program
   14. Adjacent to Central Meeting Room

7. **Social Services Food Bank**

a. **Social Services Food Bank**

   1. Commercial Refrigerator (1)
   2. Commercial Freezers (2)
   3. Commercial Ice-Maker (1)
   4. Floor drain
   5. Filtered water supply to ice-maker
   6. Adjacent to Kitchen, exterior door for loading / unloading of food supplies

8. **Activity / Meeting Room**

a. **Activity / Meeting Room**

   1. Seating for twenty to twenty five (20-25) at round tables
   2. Coat storage
   3. Hard surface flooring
   4. TV / Display monitor
   5. Markerboard

9. **Arts & Crafts / Activity Rooms**

a. **Arts & Crafts / Activity Rooms**

   Two (2) @ 400

   1. Hard surface flooring
   2. Storage cabinets
   3. Markerboard
   4. Tackboard
   5. Flexible instructional space
   6. Handwash sink / countertop area
   7. Large soaking sink(s) / countertop area
   8. Adjacent to Arts / Crafts Supply Storage Room
10. **Arts / Crafts Supply Storage Room**
   a. Arts / Crafts Supply Storage
      1. Adjustable shelving for supply storage
      2. Double door access for large equipment needs
      3. Lockable
      4. Adjacent to Arts & Crafts / Activity Rooms

11. **Teen Room**
   a. Teen Room
      1. Game room setting for use by youth / young adults
      2. Ping-pong table, foosball, game tables, etc.
      3. A/V equipment
      4. TV / Display monitor, Wii equipment

12. **Game Room**
   a. Game Room
      1. Card table seating for twenty (20)
      2. Game storage cabinets
      3. Adjacent to quiet functions within the facility

13. **Billiards Room**
   a. Billiards Room
      1. Space for four (4) billiard tables and casual waiting/viewing
      2. Acoustic separation from other functions

14. **Computer Room / Learning Center**
   a. Computer Room / Learning Center
      1. Computer workstations for twelve (12) for PC / Laptop access
      2. Wireless networking for computers / printers
      3. Printer station

15. **Living Room / Reading Room / Library**
   a. Living Room / Reading Room / Library
      1. Comfortable seating areas for conversation / reading / quiet study
      2. Fireplace
      3. Bookshelving
      4. Puzzle table
      5. Natural light
16. Counseling / Exam Rooms

a. Counseling / Exam Rooms  Two (2) @ 80  160
   1. Confidential room for in-person counseling / medical exams
   2. Sink for handwashing
   3. Countertop and cabinet storage
   4. Acoustic separation from adjacent spaces

17. Medical Supply Storage

a. Medical Supply Storage  100
   1. Storage of medical equipment and supplies (defibrillators, CPR training aids, PPE’s, etc.)
   2. Adjustable storage shelving
   3. Adjacent to Administrative Offices

18. Gymnasium

a. Gymnasium  8,500
   1. Main basketball court, sized to High School use standards (84’x50’)
   2. Two (2) practice courts perpendicular to main court
   3. Mesh divider screen between practice courts
   4. Suspended basketball equipment to support all court configurations
   5. Wood gym flooring with game lines
   6. Wall padding at perimeters
   7. Bottle filler, accessible
   8. Electronic scoreboard
   9. Bleacher seating for spectator use during activities on main court, accessible, one-side of Gym only
   10. Platform for presentation use on opposing wall as bleachers, accessible
   11. Adjacent to Public Entry / Lobby, Exercise / Aerobics Classrooms, Toilets

19. General Storage

a. General Storage  800
   1. Storage of department equipment and supplies
   2. Storage of bulk supplies and recreational equipment
   3. Seasonal storage equipment
   4. Storage of all recreation equipment, balls, uniforms, nets, etc.
   5. Adjustable storage shelving
   6. Adjacent to Exterior Entrance, Gymnasium
20. **Concession / Vending Area**
   a. **Concession / Vending Area**
      1. Vending machines for drink / snacks / waters / etc.
      2. Storage cabinets, lockable, for inventory
      3. Adjacent to Gymnasium

21. **Exercise / Cardio Room**
   a. **Exercise / Cardio Room**
      1. Rubber flooring suitable for fitness equipment
      2. Stationary fitness equipment (treadmills, stairmasters, etc)
      3. Free weight racks for barbells
      4. Mirrored wall surface
      5. Bottle filler, accessible
      6. TV / Display monitor, wall mounted

22. **Aerobics Classroom**
   a. **Aerobics Classroom**
      1. Sized for classroom instruction for twenty-five (25) at each session
      2. Rubberized flooring suitable for exercising
      3. Wall mounted bar for stability
      4. Mirrored wall surface
      5. TV / Display monitor, wall mounted for distance learning / training

23. **Locker Rooms**
   a. **Male Toilets / Lockers / Showers**
      1. Locker storage (1/2 height) for up to ten (10), padlock use, mesh fronts
      2. Locker bench seating
      3. Toilet / sink area
      4. Showers, individual stall / changing areas, two (2) total, one (1) accessible.
      5. Access control to locker / shower area
      6. Adjacent to Gymnasium / Recreational uses
   b. **Female Toilets / Lockers / Showers**
      1. Locker storage (1/2 height) for up to ten (10), padlock use, mesh fronts
      2. Locker bench seating
      3. Toilet / sink area
      4. Showers, individual stall / changing areas, two (2) total, one (1) accessible.
      5. Access control to locker / shower area
      6. Adjacent to Gymnasium / Recreational uses
24. Toilets and Custodial Services

a. Janitor Closets
   1. One per floor (minimum)
   2. Floor sink
   3. Custodial supply storage
   4. Cart storage
   5. Equipment storage

b. Toilet Facilities
   1. Public use facilities to be provided per code/occupancy, handicap accessible
   2. Public facilities adjacent to Public Lobby 2 @ 250 500
   3. Public facilities adjacent to Recreational Uses See Locker Rooms
   4. Family Toilet Room with changing stations 2 @ 70 140
   5. Call-for-aid stations in single use toilet rooms
   6. Handicap accessible designs

25. Circulation

a. Corridors / Stairs
   w/in net to gross
   1. Single-story facility preferred (no stairs)
   2. 48” clear width (code min.), 60” minimum clear width preferred

26. Mechanical

a. Boiler Room
   280
   1. Two boilers (min), preferred
   2. High efficiency, full condensing boilers preferred
   3. Condensate filter with PH meter
   4. Hot water storage
   5. Floor drains

b. HVAC Equipment
   300
   1. Ducted supply and returns
   2. High efficiency filters, pumps, and motors
   3. VAV boxes with DDC controls
   4. Zoned systems throughout facility
   5. Host computer for monitoring and diagnosis of temperature control systems

c. Electrical Room
   150
   1. Main switchgear equipment for service entrance
   2. Panelboards, sub-panels, and circuits
d. Emergency Electrical Room

1. Automatic transfer switch
2. Emergency power panels and circuits
3. Diesel fired generator on exterior pad mount (see site needs)

e. Fire Suppression

1. Fully sprinkled facility according to NFPA 13 standards
2. FM 200 fire suppression within data rooms
3. Sprinkler control valve assembly and backflow preventer
4. Fire Department Siamese connection at designated location
## SPACE NEEDS SUMMARY

### Summary Sheet

<table>
<thead>
<tr>
<th>Watertown Community Center</th>
<th>Square Ft. required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public</td>
<td>750</td>
</tr>
<tr>
<td>Administrative Offices</td>
<td>3,155</td>
</tr>
<tr>
<td>Volunteers</td>
<td>230</td>
</tr>
<tr>
<td>Break Room</td>
<td>320</td>
</tr>
<tr>
<td>Central Meeting Room</td>
<td>2,750</td>
</tr>
<tr>
<td>Kitchen</td>
<td>550</td>
</tr>
<tr>
<td>Social Services Food Bank</td>
<td>250</td>
</tr>
<tr>
<td>Activity / Meeting Room</td>
<td>500</td>
</tr>
<tr>
<td>Arts &amp; Crafts / Activity Rooms</td>
<td>800</td>
</tr>
<tr>
<td>Arts &amp; Crafts Supply Storage Room</td>
<td>400</td>
</tr>
<tr>
<td>Teen Room</td>
<td>500</td>
</tr>
<tr>
<td>Game Room</td>
<td>500</td>
</tr>
<tr>
<td>Billiards Room</td>
<td>800</td>
</tr>
<tr>
<td>Computer Room / Learning Center</td>
<td>300</td>
</tr>
<tr>
<td>Living Room / Reading Room / Library</td>
<td>400</td>
</tr>
<tr>
<td>Counseling / Exam Rooms</td>
<td>160</td>
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<tr>
<td>Medical Supply Storage</td>
<td>100</td>
</tr>
<tr>
<td>Gymnasium</td>
<td>8,500</td>
</tr>
<tr>
<td>General Storage</td>
<td>800</td>
</tr>
<tr>
<td>Concession / Vending</td>
<td>250</td>
</tr>
<tr>
<td>Exercise / Cardio Room</td>
<td>500</td>
</tr>
<tr>
<td>Aerobics Classroom</td>
<td>625</td>
</tr>
<tr>
<td>Locker Rooms</td>
<td>800</td>
</tr>
<tr>
<td>Toilets and Custodial Services</td>
<td>840</td>
</tr>
<tr>
<td>Vertical Circulation</td>
<td>w/in net to gross</td>
</tr>
<tr>
<td>Mechanical</td>
<td>955</td>
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</table>

**Total Net Square Footage**                                      **25,735**

Net to Gross Factor for Gymnasium (x 1.10)                        **850**

Net to Gross Factor for all other spaces (x 1.35)                 **6,000**

**Total Gross Square Footage Required**                           **32,585**
EXTERIOR CONSIDERATIONS

a. **Building Orientation / Sustainability**
   1. Main Entrance to be South / Southeast facing to take advantage of solar gain / minimize icing conditions in winter
   2. Take advantage of sustainable solutions for rainwater runoff, solar gain, power generation, etc.
   3. Roadway connection to adjacent Veteran’s Park property
   4. Roof structure(s) to support solar panels (future)

b. **Public Parking**
   1. Total number of spaces preferred = Two Hundred (200) preferred to support building occupancy
   2. Handicap parking spaces = code designed minimum, van accessible
   3. Covered vehicle drop off area for bus loading / unloading (14’ clearance)

4,500

b. **Staff Parking**
   1. Total number of spaces required = Ten (10), minimum

4,500

d. **Fleet Vehicles Parking**
   1. Designated parking for Senior Vans, two (2) total
   2. Electric charging station

880

e. **Flagpoles**
   1. USA
   2. State
   3. Internal halyard
   4. Ground mounted lighting

f. **Signs**
   1. Building identification at roadway and on building
   2. Illuminated
   3. Conforms to Local Zoning regulations

5. **Lighting**
   1. Lighting in public areas, roadways, parking areas, and sidewalks
   2. Illuminated entry locations
   3. Lighting coordinated with CCTV locations
   4. Night sky compliant
   5. Energy Star compliant, LED fixtures
h. Handicap accessibility
   1. Entire facility / parking / site amenities to be handicap accessible
   2. Handicap accessibility to all points of public entry

i. CCTV Cameras
   1. Color, multi-sensor cameras preferred to monitor site and points of entry
   2. Weatherproof housings
   3. Pole mounted away from structure to control points of entry
   4. Recording equipment within facility and monitored at Administrative Offices / Police Department

j. Plant Material
   1. Minimize grass areas and required lawn maintenance
   2. Low ground cover preferred
   3. Decorative trees not to conflict with snow storage locations
   4. Low water usage plantings preferred

k. Dumpster Enclosure / Trash Collection
   1. Number of dumpsters required = One (1) general trash, one (1) recycling container, minimum
   2. Fenced enclosure with gate
   3. Concrete pad for rodent control

l. Snow Storage
   1. Provide snow storage capacity adjacent to paved areas

m. Exterior Hose Bibb Locations
   1. Provide varied locations around building
   2. Exterior wash down locations at Fleet Vehicle parking

n. Emergency Generator
   1. Diesel fueled generator preferred
   2. 72 hour day tank, minimum
   3. Automatic transfer switch in Emergency Electrical Room
   4. Weatherproof enclosure on concrete pad
   5. Sized for 100% load of facility

o. Patio / Picnic Area / Courtyard
   1. Outdoor sheltered seating / dining area for public / staff use
   2. Adjacent to Kitchen / Central Meeting Rooms / Sports Activities
p. Outdoor Sports Activities 4,000
1. Splash Pad / Water Feature
2. Outdoor Pickleball courts, two (2) minimum, (20’ x 44’)
3. Adjacent to Patio / Picnic Area

q. Garden 1,000
1. Raised beds for seasonal growing programs
**SITE NEEDS SUMMARY**

<table>
<thead>
<tr>
<th>Site Requirements</th>
<th>Area Estimate (square feet)</th>
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<tbody>
<tr>
<td>Public Parking</td>
<td>64,000</td>
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<tr>
<td>Staff Parking</td>
<td>4,500</td>
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<tr>
<td>Fleet Vehicles Carport Shelter</td>
<td>880</td>
</tr>
<tr>
<td>Dumpster Enclosure</td>
<td>500</td>
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<tr>
<td>Emergency Generator</td>
<td>250</td>
</tr>
<tr>
<td>Patio / Picnic Area / Courtyard</td>
<td>750</td>
</tr>
<tr>
<td>Outdoor Sports Activities</td>
<td>4,000</td>
</tr>
<tr>
<td>Garden</td>
<td>1,000</td>
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<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>75,880</strong></td>
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<tr>
<td>Building Footprint (one story assumed)</td>
<td>32,585</td>
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<tr>
<td>Landscaped Setbacks / Zoning Setbacks</td>
<td>50,000</td>
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<tr>
<td>Future Expansion Potential</td>
<td>10,000</td>
</tr>
<tr>
<td><strong>TOTAL SITE AREA</strong></td>
<td><strong>168,465</strong></td>
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</tbody>
</table>

DIVIDED BY 43,560 = **3.5-4.0ACRES** (MINIMUM BUILDABLE AREA, RECOMMENDED)
Space Needs Assessment
for the
Watertown Police Department
Watertown, CT

February 2020

JACUNSKI HUMES
ARCHITECTS, LLC
15 MASSIRIO DRIVE  SUITE 101
BERLIN, CONNECTICUT
(860)-828-9221  FAX (860)-828-9223
# Space Needs Assessment
for the
Watertown Police Department
Watertown, CT

<table>
<thead>
<tr>
<th>Table of Contents</th>
<th>Page Number</th>
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<tbody>
<tr>
<td>GENERAL INFORMATION</td>
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</tr>
<tr>
<td>GROWTH ESTIMATES</td>
<td>2</td>
</tr>
<tr>
<td>STAFF PROJECTIONS</td>
<td>3</td>
</tr>
<tr>
<td>SPACE NEEDS ASSESSMENT</td>
<td>4</td>
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<tr>
<td>1. Public</td>
<td>4</td>
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<tr>
<td>2. Training Classroom / Meeting Room</td>
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<tr>
<td>3. Communications Dispatch Center</td>
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<tr>
<td>4. Records Division</td>
<td>7</td>
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<tr>
<td>5. Lieutenant - Accreditation / Professional Standards</td>
<td>7</td>
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<tr>
<td>6. Administration</td>
<td>8</td>
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<td>7. Copy Room / Office Supply</td>
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<td>8. Detective Bureau</td>
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<td>9. I.T. Coordinator / Data / Communications Equipment</td>
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<td>10. Support Services</td>
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<td>11. Patrol Functions</td>
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<td>12. Honor Guard Storage</td>
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<td>13. Training Officer</td>
<td>14</td>
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<td>14. Traffic Division / Accident Reconstruction Team</td>
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<td>15. Animal Control Officer</td>
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<td>16. Sally Port</td>
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<td>17. Prisoner Processing</td>
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<td>18. Detention</td>
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<td>19. Evidence and Property</td>
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<td>20. Found Property Storage</td>
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<td>21. Video Simulations Training Room</td>
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<td>22. Armory / Arsenal</td>
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<td>23. PBA Office</td>
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<td>26. Circulation</td>
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<td>27. Command Vehicle Storage Bay</td>
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<td>28. Department Vehicle Storage Bays</td>
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<td>SPACE NEEDS SUMMARY</td>
<td>23</td>
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<tr>
<td>SITE CONSIDERATIONS</td>
<td>24</td>
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<tr>
<td>1. Site Needs Assessment</td>
<td>24</td>
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<td>SITE NEEDS SUMMARY</td>
<td>26</td>
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</table>
GENERAL INFORMATION

Date: February 2020

Department: Watertown Police Department
Address: 195 French Street
          Watertown, CT 06795

Telephone No.: 860-945-5218
Fax No.: 860-945-2642

Primary Contact: Mr. Joshua Bernegger,
                  Deputy Chief of Police
                  jbernegger@watertownctpd.org

Original Structure: 1980

Last Renovation: 2010, interior renovations

Total Building Area: Total Building = 13,768 g.s.f.

Community Area: 29.50 square miles total
                 (29.0 square miles of land)
                 (0.5 square miles of water)
# GROWTH ESTIMATES

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<th>Year</th>
<th>1980</th>
<th>1990</th>
<th>2000</th>
<th>2010</th>
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<td>Pop. Stat:</td>
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<td>+5.9%</td>
<td>+3.9%</td>
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<tr>
<td>Watertown, CT</td>
<td>19,489</td>
<td>20,456</td>
<td>21,661</td>
<td>22,514</td>
<td>21,220</td>
<td>19,871</td>
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Source: U.S. Census Bureau; CT State Data Center (2015-2040 population projections).

### Crime Statistics:

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<tr>
<th>Year</th>
<th>1990</th>
<th>2000</th>
<th>2018</th>
<th>2030</th>
<th>2040</th>
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<tr>
<td>Calls for Service</td>
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<td>15,236</td>
<td>16,853</td>
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<td>Arrests - Adult</td>
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<td>407</td>
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<td>Traffic Stops</td>
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<td>Traffic Accidents</td>
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<td>71</td>
<td>61</td>
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n/a = not available due to updated reporting software

### Police Department Vehicles:

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<th>2040</th>
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<td>Fleet Vehicles (marked)</td>
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<td>Motorcycles</td>
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<td>Other:</td>
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<td>All-Terrain Vehicle (ATV)</td>
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<tr>
<td>Total Motor Vehicles</td>
<td>14</td>
<td>21</td>
<td>37</td>
<td>38</td>
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<tr>
<td>Total Other</td>
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# STAFF PROJECTIONS

## Sworn Personnel:

<table>
<thead>
<tr>
<th></th>
<th>Year</th>
<th>1990</th>
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<td>Deputy Chief of Police</td>
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<td>Lieutenants</td>
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<td>Sergeants – Patrol</td>
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<td>Training Officer</td>
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<td>School Resource Officer (SRO)</td>
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<td>Patrol Officers</td>
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<td>22</td>
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<td><strong>Total Positions (Sworn)</strong></td>
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<td>40</td>
<td>46</td>
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## Civilian Personnel:

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<tr>
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<th>2035</th>
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<td>Clerical – Administrative</td>
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<td>Records Clerks</td>
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<td>2</td>
<td>2 F.T.</td>
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<tr>
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<tr>
<td>Animal Control Officer</td>
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<td>1 F.T.</td>
<td>1 F.T.</td>
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<tr>
<td></td>
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<td>6 P.T.</td>
<td>6 P.T.</td>
<td>7 P.T.</td>
<td>10 P.T.</td>
<td>11 P.T.</td>
</tr>
</tbody>
</table>
SPACE NEEDS ASSESSMENT

POLICE HEADQUARTERS

Proposed Square Footage
(Existing Square Footage)

1. Public
   a. Vestibule 120
      1. Air-lock vestibule
      2. Walk off mat
      3. Waiting chairs for two (2)
      4. Fire alarm annunciator panel
      5. Medical drop box
      6. Public Lobby door access controlled for hours when Dispatch / Records personnel are not available. Provide emergency lock-down capability from transaction window positions.
      7. Handset / video capability to remote, regional dispatch center during hours when Dispatch / Records personnel are not available
      8. Public access granted to Public Lobby only when station is occupied by Dispatch / Records personnel
      9. Public access granted to Vestibule 24 / 7 / 365.

   b. Lobby / Reception / Waiting 400
      280
      1. Access to Community Meeting Room, Communications/Dispatcher & Records Division
      2. House telephone
      3. Wall mounted monitor
      4. Public seating for up to 4-6
      5. Poster case
      6. Pamphlet rack
      7. Drinking fountain w/ bottle filler

   c. Public Toilet Rooms Two (2) @ 80 160
      90
      1. Each room designated as “Restroom”
      2. Handicap accessible

   d. Public Interview Room 80
      0
      1. Utilize for public statements
      2. Workstation for one (1)
      3. Seating for two (2)
      4. Video and audio monitoring / recording system
2. **Training Classroom / Meeting Room**

   a. **Location**

   1. Direct access from Public Lobby for police training / community use / Police Commission meetings.

   b. **Training Classroom / Meeting Room** 1,000

   1. Seating for fifty (50) at tables and chairs, sixty-five (65) at chairs only
   2. Projection screen / display monitors
   3. Video projection capabilities
   4. Independent sound system
   5. Lighting on dimmers, varied lighting levels
   6. Video input and output locations
   7. Level floor surface, portable tables and chairs
   8. Sink / counter area
   9. Floor boxes for power / data to training tables
   10. Clothes bar for coat storage

   c. **Furniture Storage** 80

   1. Storage of portable tables and chairs
   2. Audio visual equipment headend equipment
   3. Lockable
   4. Directly adjacent to Training Classroom / Meeting Room

   d. **Training Aids Storage** 100

   1. Training mats
   2. Training aids
   3. Directly adjacent to Training Classroom / Meeting Room
3. **Communications Dispatch Center**

a. **Location**
   1. Adjacent to Public Lobby
   2. Controlled natural light

b. **Communications Supervisor**
   1. Workstation for one (1)
   2. Visitor's chairs for two (2)
   3. File storage
   4. Bookshelving
   5. Adjacent to Communications Dispatch Center

(98)

580

(715)

c. **Communications Dispatch Center**
   1. Bullet resistant transaction window to Public Lobby, fixed glass with intercom
   2. Console positions: three (3) active, redundant, ergonomic design with environmental controls
   3. Prisoner watch workstation for one (1) sworn position with CCTV monitors, report writing station.
   4. Central Dispatching / E911 service (PSAP)
   5. Monitoring of CCTV surveillance / security systems (video wall)
   6. Access controlled
   7. Independent HVAC system
   8. Lighting on dimming system
   9. Bookshelving / Manuals storage centrally located
   10. Acoustic control on walls and ceiling
   11. Map display area on walls
   12. Tackboard / Markerboard
   13. Surge suppression and static controlled surfaces
   14. Video / 2-way audio contact with detention facilities
   15. Door controls at monitors and transaction window
   16. Position all monitors to restrict public viewing
   17. Locker storage for dispatcher's use, fifteen (15), full-height

d. **Kitchenette / Break Room**
   1. Refrigerator / freezer
   2. Microwave
   3. Sink
   4. Storage cabinets
   5. Table seating for two (2)
   6. Directly adjacent to Communications Dispatch Center

(80)

(included in above)
e. Restroom
   1. Handicap accessible, unisex
   2. Directly adjacent to Communications Dispatch Center

f. Communications Equipment Room
   See I.T. Computer Room (190)

4. Records Division

a. Public / Police Information Counter
   w/in Public Lobby / Circulation (62)
   1. Public access from Public Lobby, bullet resistant transaction window, sliding type with intercom, package pass drawer
   2. Police access from secure corridor for police staff, transaction window (sliding type), restrict view from public
   3. Counter work areas at each transaction window

b. Office / Work Area (532)
   1. Workstations for three (3)
   2. Central copy / scan / fax / printer, networked
   3. File storage at workstations
   4. Bookshelving / manual shelving
   5. Access controlled

c. Records File Storage (250)
   1. Storage of active / archive files
   2. High density file storage system
   3. Access control to Records File Storage
   4. Adjacent to Office / Work Area

5. Lieutenant – Accreditation / Professional Services

a. Lieutenant – Accreditation / Professional Services (180)
   1. Workstation for one (1)
   2. Visitor’s chairs for two (2)
   3. Coat closet
   4. Natural light
   5. File storage
   6. Bookshelving
   7. Wall mounted monitor
   8. Adjacent to Records Division, Training Classroom, Corridor access
6. Administration

a. Chief of Police

1. Workstation for one (1)
2. Conference table seating for six (6)
3. Coat closet
4. Natural light
5. File storage
6. Bookshelving
7. Wall mounted monitor
8. Adjacent to Administrative Reception

b. Deputy Chief of Police

1. Workstation for one (1)
2. Visitor’s chairs for two (2)
3. Coat closet
4. Natural light
5. File storage
6. Bookshelving
7. Wall mounted monitor
8. Adjacent to Administrative Reception

c. Administrative Reception / Clerical

1. Waiting area for Public (2-3)
2. Coat closet for visitors and staff use
3. Workstation for one (1)
4. File storage
5. Work area and counter
6. Bookshelving
7. Natural light
8. Acoustically isolated from department
9. Adjacent to Administrative Offices, Copy Room

d. Conference Room

1. Seating for ten (10), minimum
2. Wall mounted monitor
3. Cable TV / Video conferencing capability
4. Shared use with department
5. Blackout potential on all glazing
6. Storage cabinets with countertop
e. Kitchenette
   1. Sink
   2. Undercounter refrigerator
   3. Microwave
   4. Storage cabinets with countertop

f. Administrative Toilet / Shower Room
   1. Toilet / Sink / Shower
   2. Handicap adaptable design
   3. Locker storage for two (2), patrol sized lockers (see Locker Rooms)

7. Copy Room / Office Supply Storage
   a. Copy Room / Office Supplies Storage
      1. High Speed copier, fax, scanner, printer (networked)
      2. Supply closet for office supplies, paper storage
      3. Paper shredder
      4. Adjacent to Administrative Offices, Detective Bureau, Patrol Functions

8. Detective Bureau
   a. Lieutenant – Detective Bureau
      1. Workstation for one (1)
      2. Visitor’s chairs for two (2)
      3. Coat closet
      4. Natural light
      5. File storage
      6. Bookshelving
      7. Wall mounted monitor
      8. Within Detective Bureau, adjacent to Detective Sergeant

   b. General Office (future Sergeant)
      1. Workstations for one (1)
      2. Visitor’s chairs for two (2)
      3. File storage
      4. Bookshelving
      5. Wall mounted monitor
      6. Adjacent to Lieutenant, Detective Bureau
c. Detective Bureau

1. Workstations for six (6) investigators
2. File storage
3. Bookshelving
4. NCIC / Collect computer workstation, video / surveillance monitoring
5. Adjacent to Lieutenant, General Office, Tactical Planning, Computer Forensics

(648)

300

d. Tactical Planning Room

1. Conference table seating for ten (10)
2. Markerboard / Tackboard
3. Wall mounted monitor
4. No natural light, or blackout capability on all glazing
5. Adjacent to Detective Bureau

e. Storage Closet

1. Equipment storage / supplies storage
2. Adjacent to Detective Bureau

(86)

f. Interview Room

1. Secure interview room
2. Video and audio monitoring / recording system
3. Duress alarm
4. Seating for three (3)
5. "Smoke Eater" smoke evacuation system
6. Adjacent to Detective Bureau

(86)

g. Computer Forensics Room

1. Computer diagnostics countertop with power supplies
2. Seating for two (2)
3. UPS backup to power supplies
4. Storage cabinets for spare parts, cables, etc.
5. Access controlled
6. Adjacent to Detective Bureau

(80)
9. **I.T. Coordinator / Computer / Communications Equipment**

a. **I.T. Coordinator**

   1. Workstation for one (1), multiple computer monitors
   2. Counter area for computer diagnosis / repairs
   3. Bookshelving for manuals / software
   4. File storage

b. **I.T. Storage Room**

   (w/in above)

   1. Utility shelving for spare parts, new/old inventory, cables, etc.

b. **Computer Network Server / Computer Equipment / Communications Equip.**

   (w/in Dispatch Comm. Equip.)

   1. Network server(s), rack mounted, for telephone / data network
   2. Patch panels for telephone / data network
   3. Networked system monitor and keyboard
   4. E911 / PSAP servers / UPS, rack mounted
   5. Access control headend equipment, rack mounted, and power supplies
   6. CCTV system headend equipment, rack mounted
   7. Dedicated HVAC system design with redundancy
   8. UPS system support for all power supplies
   9. Emergency generator power supply
   10. Tape storage for backup (fire rated)
   11. Acoustical control to adjacent spaces
   12. Access controlled
   13. Adjacent to I.T. Coordinator

10. **Support Services**

a. **Support Services (Sergeant)**

   (110)

   1. Workstations for one (1)
   2. Visitor’s chairs for two (2)
   3. File storage
   4. Bookshelving
   5. Wall mounted monitor
   6. Adjacent to Administration Offices
11. *Patrol Functions*

a. **Shift Commander**  
   (Lieutenant)  
   150  
   (170)
   1. Workstation for one (1)  
   2. Visitor’s chairs for two (2)  
   3. File storage  
   4. Bookshelving  
   5. Wall mounted monitor(s)  
   6. Adjacent to Patrol Functions

b. **Shift Commander**  
   (Lieutenant)  
   150  
   (0)
   1. Workstation for one (1)  
   2. Visitor’s chairs for two (2)  
   3. File storage  
   4. Bookshelving  
   5. Wall mounted monitor(s)  
   6. Adjacent to Patrol Functions

c. **Shift Supervisor’s Office**  
   ( Sergeants (6) )  
   500  
   (235)
   1. Workstations for six (6)  
   2. Visitor’s chairs, one (1) per workstation  
   3. File storage  
   4. Bookshelving  
   5. Wall mounted monitor(s)  
   6. Adjacent to Dispatch, Patrol Squad Room / Roll Call, and Patrol Functions

d. **Patrol Squad Room / Roll Call**  
   600  
   (887)
   1. Seating for fifteen (15) at training tables / chairs  
   2. Mail distribution boxes, one (1) per patrol officer, lockable  
   3. File drawer, one per patrol officer (30 minimum)  
   4. Wall mounted monitors for CCTV surveillance and instruction  
   5. Markerboard  
   6. Adjacent to Shift Supervisor’s, Locker Rooms, Report Writing

e. **Report Writing**  
   (w/in Patrol Room)  
   200
   1. Accommodate three to four (3-4) at computer workstations  
   2. Access to networked printer  
   3. Forms storage  
   4. Bookshelving for reference books, legal manuals  
   5. Adjacent to Patrol Squad Room / Roll Call
f. Lunch Room / Day Room

1. Microwave
2. Sink
3. Refrigerator / Freezer
4. Range with exhaust fan
5. Toaster oven
6. Storage cabinets
7. Seating for 6-8, min.
8. Wall mounted monitor
9. Telephone, wall mounted
10. Residential style appliances
11. Vending machines, two (2) minimum
12. Lounge type seating for four (4), minimum
13. Locate adjacent to Patrol Functions

(280)

(242)

---

g. Locker Rooms

1. Male: forty-five (45) total patrol, minimum
2. Female: ten (10) total, minimum
3. Locker sizes for patrol:
   a. 36”w. x 24”d. x 72”h., double door with boot drawer
   b. Power receptacles within lockers for recharging
   c. Direct ventilation of lockers through exhaust plenum
   d. Weapons storage compartment (lockable)
4. Male showers: three (3) individual, one-piece construction
5. Female showers: one (1) individual, one-piece construction
6. Locker benches
7. Sink area
8. Toilet / urinal area
9. Robe hooks
10. Shoe shine area
11. Wet garment drying area
12. Full height mirrors
13. Speakers for radio frequencies
14. Telephone, wall mounted

(1,500)

(870 + 224 = 1,094)

---

h. Physical Training Room

1. Ceiling clearance for weightlifting
2. Stationary fitness equipment with limited free weights
3. Drinking fountain with bottle filler
4. Cable TV access / integrated sound system
5. Wall mirrors
6. Adjacent to Locker Rooms

(500)

(0)
i. Department Equipment Storage
   1. Shelving for department issued uniforms, equipment
   2. Adjacent to Support Services Sergeant

j. Patrol Equipment
   (160 + 44 = 204)
   1. Shelving for department issued oxygen bottles, patrol rifles, medical equipment and supplies, masks, tactical gear, defibrillators, patrol equipment
   2. Duty bag storage compartments for thirty (30)
   3. Key and equipment management system with access control
   4. Convenient access / egress for shift change operations
   5. CCTV surveillance
   6. Adjacent to Patrol Squad Room / Roll Call

12. Honor Guard Storage

   a. Honor Guard Storage
      (42)
      1. Storage for Honor Guard flags, firearms, uniforms
      2. Clothes bar
      3. Access controlled

13. Training Officer

   a. Training Officer
      (0)
      1. Workstation for one (1)
      2. Visitor’s chairs for two (2)
      3. Bookshelving for manuals / software
      4. File storage for training files
      5. Adjacent to Accreditation / Professional Standards, Training Classroom

14. Traffic Division / Accident Reconstruction Team

   a. Sergeant’s Office
      (0)
      1. Workstations for one (1)
      2. Visitor’s chairs for two (2)
      3. File storage
      4. Bookshelving
      5. Wall mounted monitor
      6. Adjacent to Traffic Division
b. Traffic Division / Accident Reconstruction Team 300
   1. Workstations for three (3)
   2. Visitor’s chairs, one (1) per workstation
   3. File storage
   4. Bookshelving
   5. Adjacent to Sergeant’s Office

c. Traffic Division Equipment Storage 50
   1. Storage for Traffic Division equipment and supplies
   2. Adjustable shelving
   3. Lockable
   4. Adjacent to Traffic Division

15. Animal Control Officer

a. Animal Control Officer 125
   1. Workstations for one (1)
   2. Visitor’s chairs for two (2)
   3. File storage
   4. Bookshelving
   5. Adjacent to Patrol Functions

16. Sally Port

a. Sally Port 1,350
   1. Accommodate three (3) vehicles; double-deep drive-through capacity for two (2) vehicles, single vehicle bay adjacent
   2. Single vehicle bay securable for vehicle processing, wire mesh separation from double-deep drive-through bays
   3. Ambulance accessible doors for drive-through bays
   4. Floor drains with grease / oil separator
   5. CCTV and audio monitoring at all bays
   6. Interlocked doors at exterior and Prisoner Processing
   7. Hose bibb location for wash down
   8. Overhead sectional doors, no vision panels, insulated
   9. Service sink within single vehicle bay
  10. Pistol locker at entry to Prisoner Processing
  11. Carbon monoxide (CO) detection system with exhaust fan
  12. Eye wash and emergency shower
  13. Central vacuum canister location with hose connection
  14. Long range card reader at entry to Prisoner Processing
17. **Prisoner Processing**

a. **Prisoner Processing**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>1.</td>
<td>Secured door to Sally Port</td>
</tr>
<tr>
<td>2.</td>
<td>Secured door to Corridor</td>
</tr>
<tr>
<td>3.</td>
<td>Pistol lockers at points of entry</td>
</tr>
<tr>
<td>4.</td>
<td>Individual Booking Rooms, three (3), minimum, with bench</td>
</tr>
<tr>
<td>5.</td>
<td>Booking counter with computer workstation(s) at Booking Rooms</td>
</tr>
<tr>
<td>6.</td>
<td>A.F.I.S. fingerprinting workstation</td>
</tr>
<tr>
<td>7.</td>
<td>CCTV and audio surveillance</td>
</tr>
<tr>
<td>8.</td>
<td>Duress alarms at various locations</td>
</tr>
<tr>
<td>9.</td>
<td>Eliminate hard corners and edges</td>
</tr>
<tr>
<td>10.</td>
<td>Hose bibb (secured) for cleaning, recessed or concealed</td>
</tr>
<tr>
<td>11.</td>
<td>Personal property lockers (one per cell), full size</td>
</tr>
<tr>
<td>12.</td>
<td>Seamless flooring and base</td>
</tr>
<tr>
<td>13.</td>
<td>Water shut-off controls to cell plumbing fixtures</td>
</tr>
<tr>
<td>14.</td>
<td>Fire suppression valve assembly with tamper switch</td>
</tr>
<tr>
<td>15.</td>
<td>Floor drains</td>
</tr>
<tr>
<td>16.</td>
<td>Access controlled with double credentials required</td>
</tr>
<tr>
<td>17.</td>
<td>Adjacent to Sally Ports, Detention</td>
</tr>
</tbody>
</table>

b. **Intoximeter**

<table>
<thead>
<tr>
<th></th>
<th>w/in Prisoner Processing</th>
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<tbody>
<tr>
<td>1.</td>
<td>Deep counter for equipment</td>
</tr>
<tr>
<td>2.</td>
<td>Secured bench adjacent to equipment</td>
</tr>
<tr>
<td>3.</td>
<td>Supply storage drawer</td>
</tr>
<tr>
<td>4.</td>
<td>Inaccessible power/data outlets</td>
</tr>
</tbody>
</table>

(c/w Prisoner Processing)

b. **Mugging**

<table>
<thead>
<tr>
<th></th>
<th>w/in Booking Rooms</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Camera mount at 60&quot; from subject, preferred</td>
</tr>
<tr>
<td>2.</td>
<td>Computer imaging</td>
</tr>
<tr>
<td>3.</td>
<td>Gray scale background</td>
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</table>

(d/w/in Prisoner Processing)

d. **Interview Room**

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1.</td>
<td>Table seating for three (3)</td>
</tr>
<tr>
<td>2.</td>
<td>Video and audio monitoring/recording system</td>
</tr>
<tr>
<td>3.</td>
<td>Outswing door</td>
</tr>
</tbody>
</table>

d. **Toilet/ Shower**

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<table>
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<tbody>
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<td>1.</td>
<td>Penal fixture</td>
</tr>
<tr>
<td>2.</td>
<td>Vandal resistant shower head</td>
</tr>
<tr>
<td>3.</td>
<td>Floor drain</td>
</tr>
<tr>
<td>4.</td>
<td>Shower controls located outside of space, tempered water valve</td>
</tr>
<tr>
<td>5.</td>
<td>Outswing door</td>
</tr>
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d. **Toilet/ Shower**

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<td>5.</td>
<td>Outswing door</td>
</tr>
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</table>
18. Detention

a. Conforms to National Accreditation Standards

b. Detention Cells

   1. Total of eight (8) detention cells grouped as follows: three (3) cells, two (2) cells, two (2) cells, one (1) cell for multiple detention arrangements for sex / age. Sight / sound separation between detention areas.
   2. Handicapped: one (1) cell required, remote location for isolation from other detention cells. (Included in total count listed above)
   3. Cell features:
      a. Secured bunk with closed base
      b. Security prison fixtures
      c. Impact resistant lighting and fire suppression
      d. Two way audio communication to Dispatch Center
      e. CCTV surveillance
      f. No floor drains
      g. 50 SF (min)
      h. Cell fronts designed for suicide prevention
      i. Sliding doors
      j. Independent supply and return ductwork, direct exhaust with smoke detection

   c. Detention Area (area outside of cells)

      1. Floor drains for cell wash downs
      2. Hose bibb (secured) for wash down
      3. Exhaust fan with direct exhaust
      4. Impact resistant lighting
      5. Duress alarm (one per detention area)
      6. Telephone jacks (one per detention area)

19. Evidence and Property

a. Evidence Clerk

   1. Workstation for one (1)
   2. Visitor's chairs for two (2)
   3. File storage
   4. Bookshelving
   5. Adjacent to Evidence Storage, Evidence Processing
b. Evidence Receiving

1. Temporary evidence lockers (varied sizes), pass-through configuration
2. Refrigerated temporary evidence lockers, pass-through configuration
3. Computer workstation for two (2)
4. Storage cabinets for supplies
5. Adjacent to Prisoner Processing / Staff Entry

---

c. Evidence Processing / Forensics Lab

1. Work counters
2. Sink
3. Storage cabinets
4. Fume hood with direct ventilation
5. Evidence Drying Cabinet
6. Copy stand
7. Downflow powder workstation
8. Access controlled

---

d. Evidence Storage

1. One means of access only
2. Refrigerator
3. High density shelving for storage of evidence
4. Access controlled with dual credentials required
5. Adjacent to Evidence Processing / Forensics Lab

---

e. Narcotics / Firearms Evidence Storage

1. One means of access only
2. Provides for double locking of narcotics, firearms, valuables, cash
3. Directly exhausted to exterior, no recirculation
4. Access controlled with dual credentials required
5. Adjacent to Evidence Storage

---

f. Bulk Evidence Storage

1. Accessibility from building exterior, overhead door
2. Wire mesh enclosure with access control
3. Utility shelving, adjustable
4. Bicycle storage racks
5. Floor drain

---

g. Vehicle processing

1. Utilize Sally Port

---

see Sally Port
20. **Found Property Storage**

   a. Found Property Storage  
      (w/in Evidence Stor.)  
      
      1. Utility shelving, adjustable  
      2. Bicycle storage racks  
      3. Wire mesh enclosure with access control  
      4. Exterior access

21. **Video Simulation Training Room**

   a. Video Simulation Training Room  
      
      1. Utilize for video simulations, indoor, firearms training experiences  
      2. Flat wall surfaces, painted black  
      3. Overhead video simulations projector and sound system  
      4. "Control" terminal location within one (1) corner of room  
      5. Adjustable lighting levels on dimmer controls  
      6. Direct exterior exit for use as regional training facility  
      7. Adjacent to Patrol Functions, Training Officer

22. **Armory / Gun Cleaning**

   a. Armory / Arsenal  
      
      1. Storage area for department issued firearms and ammunition  
      2. Access controlled, CCTV surveillance  
      3. Storage cabinets for firearms / ammunition storage  
      4. Weapons clearing trap  
      5. Adjacent to Patrol Functions  

   b. Gun Cleaning Room  
      
      1. Gun cleaning counter for department use, resin surfaces  
      2. Canopy exhaust hood with light at gun cleaning station  
      3. Gun cleaning supplies and equipment storage cabinets  
      4. Sink

23. **PBA / Union Office**

   a. PBA / Union Office  
      
      1. Workstation for one (1)  
      2. Tackboards (2) wall mounted outside of office  
      3. File storage, two (2) minimum, lockable  
      4. Independent telephone line
24. **Toilets and Custodial Services**

a. Custodial Closet  
   1. Service sink / floor sink  
   2. Janitorial supply storage  
   3. Cart storage  
   4. Equipment storage  
   5. Floor cleaning machine(s) storage  
   6. Paper supplies are stored at Town Hall

b. Toilet Facilities  
   1. Public use (see Public Lobby)  
   2. Staff use (see Locker Rooms)  
   3. Department Visitor's / Civilian use  
      One (1) @ 80  
      Two (2) @ 25
   a. Toilet, sink  
   b. Shower unit, handicap accessible  
   c. For use by civilian staff and public visitor's within the facility  
   4. Communications Center (see Communications / Dispatch)  
   5. Prisoner Processing (see Prisoner Processing)  
   6. Administration (see Administration)  
   7. Youth Officer (see Youth Officer)  
   8. Minimum of one per sex per floor, handicap accessible

25. **Mechanical**

a. Boiler Room  
   1. Two boilers (preferred), full condensing, energy efficient  
   2. Hot water heater  
   3. Floor drains  
   4. Chimney breaching  
   5. Circulation pumps

b. HVAC Equipment  
   1. Ducted supply and returns  
   2. High efficiency filters  
   3. VAV boxes  
   4. Zoned temperature controls  
   5. Host computer for building management systems (BMS)
c. Emergency Generator exterior enclosure  
1. Automatic transfer switch at electrical switchgear  
2. Diesel fired generator with double walled containment tanks  
3. Muffler system  
4. Acoustic / weather enclosure, lockable  
5. Fenced enclosures  
6. Exterior accessible plug connection for redundant backup power supply  

(108)

d. Fire Suppression  
1. Fully sprinkled facility  
2. Institutional type sprinkler heads in high risk areas  
3. Code designed minimum to NFPA standards  

(0)

e. Electrical Room (w/in Boiler Room)  
1. Main electrical switchgear and panelboards  
2. Automatic transfer switch for emergency generator  

120

26. Circulation  

a. Corridors w/in net to gross calculation w/in net to gross calculation  
1. Five (5) feet wide, minimum  
2. Durable finishes on walls / floors  
3. Boot wash at points of staff entry  
4. Wet garment drying area at points of staff entry  

b. Elevator w/in net to gross calculation w/in net to gross calculation  
1. Fully sized passenger elevator to access all floor levels  
2. Designed for public access when required  
3. Elevator machine room, fire rated  
4. Electric traction elevator  

c. Stairs w/in net to gross calculation w/in net to gross calculation  
1. Fire rated egress enclosures leading to exterior, public way  
2. Two (2) required, minimum  
3. Access controlled for limited public use
27. **Command Vehicle Storage Bay**

   a. Command Vehicle Storage Bay  
      
      1. Storage of Command Vehicle (13'-6" high x 55' long)  
      2. Overhead door with 14" height clearances throughout bay  
      3. Power for vehicle charging / heaters  
      4. Heated and ventilated space  
      5. Slope to floor drain  
      6. Service sink  
      7. Hose bibb  

28. **Department Vehicles / Equipment Storage Bays**

   a. Department Vehicles / Equipment Storage Bays  
      
      1. Overhead door access from exterior  
      2. Dual use for physical training / baton training  
      3. Storage of Gator / ATV, tire racks, motorcycle, patrol bicycles  
      4. Heated and ventilated space  
      5. Sloped to floor drains  
      6. Power for vehicle charging and convenience outlets
## SPACE NEEDS SUMMARY

### Police Headquarters Summary Sheet

<table>
<thead>
<tr>
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### Vehicle / Equipment Storage Bays

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<td><strong>Total Gross Square Footage</strong></td>
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SITE CONSIDERATIONS

a. Public Parking  15,840
   1. Total number of spaces required = Forty (40) minimum, preferred

b. Police Vehicle and Staff Parking  37,400
   1. Total number of spaces required (fleet vehicles + staff vehicles) = Eighty-five (85) minimum, preferred (Day shift + change of shift + fleet)
   2. See Command Vehicle and Department Vehicles / Equipment Storage
      Bays for inside storage of vehicles and equipment
   3. Motorcycle parking on concrete pad for staff use
   4. Access controlled gates for official vehicles, staff use only
   5. CCTV monitoring of all parking areas
   6. Carport shelter for 25-27 fleet vehicles, minimum

c. Flagpoles
   1. Two (2) flags for public display: USA, State
   2. Internal halyard
   3. 25’ – 30’, max.

d. Signs
   1. Department identification
   2. Located at roadside and on building
   3. Illuminated
   4. Conforms to Local Zoning

e. Lighting
   1. Lighting in public areas
   2. Lighting in all parking areas
   3. Illuminated walkways
   4. Illuminated entry locations
   5. Lighting coordinated with CCTV locations

f. CCTV Cameras
   1. Color cameras, fixed focus and PTZ cameras
   2. Weatherproof housings
   3. Pole mounted away from structure
   4. Monitoring of all points of entry

g. Handicap accessibility
   1. Entire facility handicap accessible
   2. Wheelchair access to public entry
h. Plant Material
1. Minimize maintenance
2. Avoid creating hiding places
3. Eliminate large ground cover

i. Snow Storage
   1. Provide snow storage capacity within parking configuration
   2. Provide fencing setbacks from parking areas to accommodate snow storage

j. Exterior Hose Bibb Locations
   1. Provide varied locations around building
   2. Car wash location adjacent to Sally Port approach

k. Fuel Dispensing
   1. Off-site refueling of fleet vehicles

l. Communications Antenna
   1. Ground mounted antenna tower
   2. Microwave link to repeater network throughout community
   3. Fenced enclosure

m. Vehicle Impound
   1. Fenced, secured parking area for 15-20 vehicles, minimum
   2. CCTV surveillance
   3. Site lighting
   4. Access controlled
   5. 2-3 spaces with overhead cover, preferred
   6. Secured tie-down connection for winch / chain to assist with vehicle drop-off's

n. Dumpster Enclosure
   1. Secured container(s) for trash / recycling
   2. Fenced and gated enclosure
   3. Concrete pad
## SITE NEEDS SUMMARY

<table>
<thead>
<tr>
<th>Site Requirements</th>
<th>Area Estimate (square feet)</th>
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<tr>
<td>Public Parking</td>
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<td>Fleet Vehicles / Staff Parking</td>
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<td>Vehicle Impound</td>
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<td><strong>SUBTOTAL</strong></td>
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<td>Building Footprint (two story assumed)</td>
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<td>Landscaped Setbacks / Zoning Setbacks</td>
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<td>Future Expansion Potential</td>
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<td><strong>TOTAL SITE AREA</strong></td>
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DIVIDED BY 43,560 = +/- 2.4 – 2.5 ACRES (MINIMUM BUILDABLE AREA, RECOMMENDED)
Serving the Public Safety Community

JACUNSKI HUMES
ARCHITECTS, LLC
15 MASSIRIO DRIVE  SUITE 101
BERLIN, CONNECTICUT
(860)-828-9221  FAX (860)-828-9223
Site Assessment
for a new
Community Center
&
Police Headquarters
Watertown, Connecticut

March 2022

JACUNSKI HUMES
ARCHITECTS, LLC
15 MASSIRIO DRIVE   SUITE 101
BERLIN, CONNECTICUT
(860)-828-9221   FAX (860)-828-9223

www.jharchitects.net
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<td>SITE ASSESSMENT</td>
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<tr>
<td>1. 0 Nova Scotia Hill Road, Map 72, Block 89, Lot 3A</td>
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<tr>
<td>EXECUTIVE SUMMARY</td>
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<tr>
<td>SITE EVALUATION SCORING SHEET</td>
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<td>RECOMMENDATION</td>
<td>11</td>
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<td>ATTACHMENT A</td>
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<td>PROPOSED SITE PLAN</td>
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SITE ASSESSMENT
FOR A NEW
COMMUNITY CENTER
&
POLICE HEADQUARTERS
WATERTOWN, CONNECTICUT

March, 2022

The Town of Watertown has requested that Jacunski Humes Architects, LLC, Berlin, CT, review a site that the town has identified as having the potential to accommodate the current and future space and site needs of a new Watertown Community Center and a new Watertown Police Headquarters.

The space and site needs criteria that will be utilized to determine the adequacy of this site for a Community Center was previously outlined within a Space Needs Assessment, dated June, 2021, and prepared by Jacunski Humes Architects, LLC. A summary of that document determined the following:

**Community Center:**
- **Space Needs:**
  - Main Building - 32,585 gross square feet
  - Recommended Site Area: 3.5 – 4.0 acres minimum

The site to be evaluated is identified as follows:

1. **0 Nova Scotia Hill Road, Map 72, Block 89, Lot 3A**

In March 2020, Jacunski Humes Architects, LLC prepared a Site Assessment for the Watertown Police that determined this site to be a preferred site for use as a new Police Headquarters. Findings within that Site Assessment were utilized for the completion of this Site Assessment and Recommendations.
This site assessment is based upon visual inspections of the site and cursory review of available documentation to determine if available land meets the initial criteria to support new, modern, efficient Community Center and Police Headquarters for the Town of Watertown. This initial site assessment and review considers the following key components:

1. ACQUISITION COSTS
2. LOT SIZE RELATIVE TO SITE NEEDS ASSESSMENT
3. PARKING AVAILABILITY
4. SITE CONSTRUCTION AND DEVELOPMENT COSTS
5. LOCATION / ACCESS / TRAFFIC
6. VEHICULAR ACCESS AND EGRESS
7. UTILITIES
8. VISIBILITY
9. NEIGHBORHOOD IMPACT
10. ZONING RESTRICTIONS
11. WETLANDS
12. FLOOD PLAIN
13. CONVENIENCE

Based upon these findings, the Town of Watertown may elect to continue their review of this site to gain additional insight into the viability of this site to accommodate the current and future needs of the Watertown Community Center and Police Headquarters. This initial site assessment should not be construed as an all-inclusive and exhaustive investigation of deeds, restrictions, easements, zoning, subsurface conditions, hazardous materials, required mitigations, utilities, or other conditions that may be impacted by new construction.
1. 0 Nova Scotia Hill Road, Map 72, Block 89, Lot 3A

Property Statistics: 0 Nova Scotia Hill Road

Owner: Town of Watertown
Net Total Assessed Value: $227,600
Location: 0 Nova Scotia Hill Road
Parcel Size: 17.85 acres
Existing Structures: None
Existing Use: Vacant
Zone: R-30, PCD (Planned Commercial District)

Remarks:
0 Nova Scotia Hill Road is a 17.85-acre vacant wooded parcel in the north-center quadrant of the town. The property is bordered by Buckingham Street to the south, Nova Scotia Hill Road to the west, athletic fields to the north and a condominium complex to the east. The site has direct access onto both Buckingham Street and Nova Scotia Hill Road. The site topography slopes from a low point at the intersection and rises approximately 50 feet above street elevation to the peak near the rear of the site. The site vegetation is currently heavily wooded with small to medium sized trees and undergrowth.

The existing structures include some small communication utility-related structures near the intersection with a short service drive from Nova Scotia Hill Road.

The entirety of the site, including the adjacent properties, has been determined by FEMA to be an area of minimal flood risk (Zone C).

Sight lines along Nova Scotia Hill Road are unrestricted to the North and South for approximately 300' and sight lines along Buckingham Street are also unrestricted to the East and West for at least 300'. There is a flashing traffic control signal at the intersection, flashing red for Nova Scotia Hill Road to reinforce the stop signs and flashing yellow in the Buckingham Street direction.

Nova Scotia Hill Road serves as a north-south collector road. Buckingham Street (State Route 262) serves as a minor east-west vehicular artery.

The property and the surrounding areas are currently zoned “R-6”, Residential.

Site is currently served by municipal sewer and storm drainage systems. The site currently has a fire hydrant located on the property at the intersection. The street is currently supplied with a 3-phase electric service supplied through overhead lines and pole mounted transformers located on the opposite side of Buckingham Street and the subject side of Nova Scotia Hill Road. A natural gas utility is not available in the street.

Public Transportation is not available to this site, although the CT Transit's Route 446 bus loops around south of the site on Buckingham Street. The Callender Road stop is approximately 2/3 mile from the subject site.
1. **0 Nova Scotia Hill Road, Map 72, Block 89, Lot 3A**

Aerial View of site looking down

View looking North Northeast at 0 Nova Scotia Hill Road, Map 72, Block 89, Lot 3A
2. 0 Nova Scotia Hill Road, Map 72, Block 89, Lot 3A

View looking East on Buckingham

3. 0 Nova Scotia Hill Road, Map 72, Block 89, Lot 3A

View looking West on Buckingham
4. **0 Nova Scotia Hill Road, Map 72, Block 89, Lot 3A**

![View of Nova Scotia Hill Road looking North](image1)

5. **0 Nova Scotia Hill Road, Map 72, Block 89, Lot 3A**

![View of Nova Scotia Hill Road looking South](image2)
6. **0 Nova Scotia Hill Road, Map 72, Block 89, Lot 3A**

View of swale along Nova Scotia Hill Road looking North

7. **0 Nova Scotia Hill Road, Map 72, Block 89, Lot 3A**

View of drainage containment looking north
Executive Summary

This Site Assessment Study has examined this parcel to determine if the site has the potential to support the needs of both a new Community Center and a new Police Headquarters for the Town of Watertown. In March 2020, Jacunski Humes Architects, LLC provided a Site Assessment Study for this parcel to determine its suitability to support a new Police Headquarters. That Site Assessment concluded a positive recommendation for a new Police Headquarters. We have now been tasked to determine if, and how, the site could be utilized for two (2) proposed town uses.

This site was evaluated to determine the potential to accommodate a new Community Center based upon current and future needs of the Watertown Human, Social & Leisure Services as outlined within a Space Needs Assessment, dated June 2021. It is the goal of this Site Assessment to identify the site’s optimal use that provides the "greatest potential" for the Town of Watertown.

This "greatest potential" evaluation is contingent upon the following factors:

1. COST TO THE TOWN OF WATERTOWN - ACQUISITION COSTS
2. LOT SIZE RELATIVE TO SITE NEEDS ASSESSMENT
3. PARKING AVAILABILITY
4. SITE CONSTRUCTION AND DEVELOPMENT COSTS
5. LOCATION / ACCESS / TRAFFIC
6. VEHICULAR ACCESS AND EGRESS
7. UTILITIES
8. VISIBILITY
9. NEIGHBORHOOD IMPACT
10. ZONING RESTRICTIONS
11. WETLANDS
12. FLOOD PLAIN
13. CONVENIENCE

Based on the information contained in this Site Assessment Study, the following are our recommendations for consideration by the Town of Watertown:
1. **0 Nova Scotia Hill Road, Map 64-Lot 5**

The town-owned land on Nova Scotia Hill Road is very desirable for the development of a new Community Center and Police Headquarters. The site has the land area to accommodate the development of both facilities and related site improvements requested in the Space Needs Assessment. The parcel generates little concerns for development. The limits on an existing drainage containment basin would need to be adjusted to create an open area sufficient for the site development. Sight lines for egress are good onto Nova Scotia Hill Road, although the drainage swale along the Nova Scotia Hill property line make access to that street difficult. The sight lines are excellent onto Buckingham Street from a new access drive aligned with Pheasant Ridge Drive. The development of this parcel to accommodate the space and site needs of the Watertown Community Center and Police Headquarters will have an impact on adjacent residential properties. This impact can be mitigated through the utilization of design elements.

Traffic generated onto, and off, the site will need to be further evaluated by the State of CT, Dept. of Transportation, to determine if site signalization will be required at the intersection of Buckingham and Pheasant Ridge Drive. A traffic study has not been concluded or made part of this Site Assessment.

Required land area to support the areas of new construction and sitework will need to be cleared and topography would need to be altered to accommodate entry drives, parking, site improvements, and new construction. It is estimated that a new entry drive from Buckingham Street would be approximately at an 8% grade, max. Geotechnical Engineering would be recommended to determine the presence of ledge on the site, levels of current groundwater, and the suitability of the existing soils to support conventional spread footings.

A desirable adjacency of this parcel to the existing, adjacent Veterans’ Memorial Park would help to reinforce the recreational needs and desires of a new Community Center. It is proposed that a new roadway network could bisect the site and provide a new vehicular, pedestrian, and bicycle path connection between the new Community Center and the Veterans’ Memorial Park. Gates would be installed to prevent access to the Veterans’ Memorial Park during times that the Veterans’ Memorial Park is closed.

The Site Assessment does not include investigations to determine the presence of hazardous materials, or contaminated soils, within the existing parcel. If desired, the Town of Watertown may want to initiate a Phase I Environmental Report to determine the history of the site with regards to hazardous materials / contaminated soils.
# Site Evaluation Scoring Sheets

**SITE:** 0 Nova Scotia Hill Road, Map 72, Block 89, Lot 3A

---

**GROSS AREA:** 17.85 acres

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<td>CONVENIENCE</td>
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| TOTAL RANKING | 100 | 90 |

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END OF SITE EVALUATION
Recommendation

Based upon our research and site assessment, it is our recommendation to designate the current town-owned land parcel at 0 Nova Scotia Hill Road as the preferred site to support the Space Needs and Site Needs of a new Community Center and Police Headquarters for the Town of Watertown.

A proposed Site Plan has been developed to aid in illustrating the development that is possible on this parcel. An initial design concept for 0 Nova Scotia Hill Road would be to develop a main entrance to the development from Buckingham Street aligned with Pheasant Ridge Drive. Tree clearing would be required to provide new open space within the parcel for new developments. This access drive would lead to the large rear open space for the design of a 1-story Community Center building and 2-story Police Headquarters with required site amenities. To provide for a low impact development for the neighboring residential properties, design elements such as fencing, landscaping, or berms could be utilized at the site perimeters.

The development of 0 Nova Scotia Drive for the Watertown Community Center and Police Department would allow the departments to continue to function at their current locations while the new facilities and sitework is being completed. Once available for occupancy, all functions of the Human, Social & Leisure Services and Police Department would be relocated at one time to the new facilities.

Once relocated, the current police facility at 195 French Street could be repurposed for an alternate municipal use, or sold. Current space within the Watertown Town Hall that would be vacated by Human, Social & Leisure Services could be repurposed for town hall use.

The adjacency of the existing Veterans’ Memorial Park would be a significant advantage for staff and patrons of the Community Center. A new vehicular, pedestrian, and bicycle connection is being proposed to connect the Community Center to the Veterans’ Memorial Park. This connection would be provided with a gate so that it could be closed when the Veterans’ Memorial Park is not open to visitors. This roadway connection to the Veterans’ Memorial Park would need to impact areas of potential wetlands soils. A thorough review of wetland soils, impacts to wetlands and buffer areas, and drainage within the areas of disturbance would all need to be documented and approved by the local Conservation Commission. This type of development was similarly required during the development of the adjacent Veterans’ Memorial Park.
Since our completion of a Site Assessment for the Watertown Police Department, dated March 2020, the Town of Watertown has expressed an interest in amending the needs of the project by the addition of one (1) storage bay for fire apparatus. The addition of one (1) piece of fire apparatus, located within the secured area of the Police Department site, would aid in the fire response within this region of the Town. The proposed Site Plan could accommodate that additional need within the planned Storage Outbuilding being proposed within the Police Department site area. Further information would need to be obtained regarding the specific size of the planned apparatus (height/length/width), apparatus utility needs (power/water/air), and the required turning radius of the vehicle to establish site needs for egress and access. The proposed site does not appear to establish any reservations concerning this added need for the Town of Watertown.

The proposed Site Plan was developed to only illustrate the potential development of the site for desired town functions based upon their associated Space Needs Assessment. No schematic design efforts have been initiated for each structure. Further refinement of this concept plan is anticipated once a Schematic Design effort can be undertaken.

It would be need to be determined by the Town of Watertown as to when, and if, to initiate further design services for a Traffic Study, Geotechnical Engineering, Soil Borings, Land Survey, Wetlands Flagging, or Phase I Environmental report.
Town Manager Raimo and Finance Director Zappone,

Regarding the $25,000 Justice Assistance Grant (JAG) awarded to the Watertown Police Department, half ($12,500) has been received by the Town. The remaining half will be reimbursed upon conclusion of the grant activity.

Regarding the $12,500 already received, I respectfully request those funds be transferred to the following line items:

010-50460-020  $2,000.00  Cost of ammunition for the Blue Line Trailer Shoot/Don’t Shoot scenarios
010-50329-020  $4,500.00  Cost to rent the Blue Line Trailer
010-50130-020  $6,000.00  Overtime for the Adult & Youth Police Academies

Upon receipt of the remaining $12,500, please allocate the entire amount to overtime (010-50130-020) for the Blue Line Trailer Shoot/Don’t Shoot scenario training.

Thank you!

Joshua Bernegger
Chief of Police
Watertown Police Department
193 French Street
Watertown, CT 06795
(860) 945-5214
MANAGEMENT MEMO

TO:       Sue Zappone, Finance Director
FROM:   Chief Joshua Bernegger
CC:
DATE:   June 3, 2022
SUBJECT: Funds Received from a Grant

Sue:

Attached you will find a check in the amount of $2,400 made payable to the Watertown Police Department, which are funds received from a grant we applied for from Northwest Community Bank Foundation. These funds will be used to purchase a Mobile Data Terminal (rugged laptop) for use by our school resource officers.

Please appropriate the aforementioned amount of $2,400 to our Law Enforcement Equipment line item, 010-50572-020-0000.
JOB TYPE: FULL-TIME
STATUS: NONEXEMPT, HOURLY
COMPENSATION: PER UNION CONTRACT
REPORTS TO: TAX COLLECTOR
APPROVED BY: WATERTOWN TOWN COUNCIL
APPROVAL DATE:

POSITION SUMMARY: The Assistant Tax Collector is responsible for assisting the Tax Collector in the collection of current and delinquent tax revenue and maintaining invoice and payment records in the Tax Office.

SUPERVISORY RESPONSIBILITIES: Provides general guidance and instruction to other Tax Collector Office personnel as necessary. May assume responsibility of the Office in the absence of the Tax Collector.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Collects tax payments, directly or through the mail.
- Posts receipts.
- Figures trial balances, monthly reports, annual reports and state reports.
- Figures deposits.
- Records delinquent tax list.
- Places and releases liens on property of delinquent taxpayers.
- Calculates interest on delinquent taxes.
- Answer telephones.
- Acts as Tax Collector in their absence.
- Performs other duties as assigned by the Tax Collector.

REQUIRED SKILLS AND ABILITIES:
- Strong organizational skills, attention to detail and ability to prioritize.
- Working knowledge of accounting and bookkeeping principles and office procedures.
- Working knowledge of the Connecticut General Statutes and Town ordinances used in the daily operations of the Tax Collector’s Office.
- General computer knowledge with proficiency in Microsoft Word and Excel.
- Proficient with basic math, including percentages and calculating interest.
- Ability to develop and maintain effective working relationships with management, co-workers and the general public.

EDUCATION AND EXPERIENCE:
JOB DESCRIPTION
ASSISTANT TAX COLLECTOR

- Associates degree in accounting and one (1) year of experience as a bookkeeper in a similar work environment; OR
- Highschool graduate from a technical or vocational business program with courses in bookkeeping and three (3) years experience as a bookkeeper in a similar environment; OR
- Any combination of training and experience which provides a demonstrated ability to perform the essential duties of the position.

SPECIAL REQUIREMENT:
- Must be a Certified Municipal Collector or obtain certification within forty-two (42) months of hire.
- Must be bondable in accordance with the General Statutes of the State of Connecticut.
- Must have a valid Connecticut driver’s license or be able to obtain one in sixty (60) days.

PHYSICAL DEMANDS:
The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand, walk; use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, and crawl.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Employee’s signature below indicates an understanding of the requirements, essential functions and duties of the position.

WORK ENVIRONMENT:
This job operates in a professional office environment, with occasional related field work. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

While performing the duties of this job, the employee may occasionally work in outside weather conditions. The employee may occasionally be exposed to wet and/or humid conditions, extreme cold, extreme heat and airborne particles. The noise level in the work environment is usually quiet in the office, and moderately noisy to noisy in the field.

POSITION TYPE/EXPECTED HOURS OF WORK:
This position is collective bargaining unit member.

This is a full time position and hours of work and days are as stated in the collective bargaining agreement. This position occasionally requires long hours beyond those scheduled hours, including evening and weekend work as job duties demand.
JOB DESCRIPTION
ASSISTANT TAX COLLECTOR

TRAVEL:
Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars.

OTHER DUTIES:
Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

EEOC STATEMENT:
It is the policy of the Town of Watertown to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Watertown will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.

______________________________  _________________________
Employee Signature            Date

REV. 6-22-2022
Town of Watertown

Assistant Tax Collector

Position Summary: Responsible for maintaining invoice and payment records in the Tax Collector's Office.

Supervision Received: Works under the immediate supervision of the Tax Collector.

Supervision Exercised: None

Description of Duties: Collects tax payments, directly or through mail. Posts receipts. Figures trial balances, monthly reports, annual reports, and state reports. Figures deposits. Records delinquent tax list. Places and releases liens on property of delinquent taxpayers. Computes interest on delinquent taxes. May answer telephones. May act as the Tax Collector's agent in his absence. Performs other related work as required.

Knowledge, Skills, and Abilities: Good knowledge of standard bookkeeping procedures. Good knowledge of standard office procedures. Good business math skills. Good ability to develop and maintain effective working relationships with superiors, subordinates, co-workers, other departments, and the general public.

Qualifications: Graduation from a recognized college or university with an associate's degree in accounting and one (1) year of experience as a bookkeeper for a municipal department or state agency; OR, graduation from a high school or a secondary technical school business program with courses in bookkeeping and three (3) years of experience as a bookkeeper for a municipal department or state agency; OR, any combination of training and experience which provides a demonstrated ability to perform the duties of the position.

Special Requirements: Must be bondable in accordance with the General Statutes of the State of Connecticut.
WHEREAS, expenses in the 2021-22 fiscal year require the transfer of funds:

NOW THEREFORE BE IT RESOLVED, by vote of the Watertown Town Council, that the following actions are taken relative to the transfer of funds.

**GENERAL FUND – SOLID WASTE**
AMOUNT: $10,000
FROM: 010.50310.030.1903.9010 - GIS
TO: 010.50360.033.0000.9010 – Solid Waste CRRA Fees
REASON: Additional funds needed.

**GENERAL FUND – HIGHWAY**
AMOUNT: $14,100
FROM: 010.50318.031.0000.9010 – Maintenance Not Buildings
TO: 010.50411.031.0000.9010 – Maintenance Supplies Not Buildings
REASON: Additional funds needed for materials for upcoming road improvements.

Dated at Watertown, Connecticut this 22nd day of June 2022.

Jonathan Ramsay, Chairman  
Watertown Town Council

At a regular meeting of the Watertown Town Council held on Wednesday, June 22, 2022 the foregoing resolution was moved for adoption by Councilman/Councilwoman_________________________. The motion was supported by Councilman/Councilwoman_________________________.

Motion declared adopted.