

Town Hall

Legally Required

Lack of Secure Record Holding: Current archives are at risk of water damage via ceiling leakage after heavy rain. Records should either be moved into a new, more secure space, or current space should be reinforced to prevent leakage.

Should Fix

Ensuring HVAC Requirements Met: The building's current HVAC system should be assessed and upgraded to modern standards and expectations, comparable to other facilities. For example, the current building relies on two separate heating systems that do not interact with one another, and the town hall is reliant on a single engineer's knowledge for upkeep.

Ensuring Safe Electrical Wiring: The building's current electrical wiring should be assessed and upgraded to modern safety standards and expectations, comparable to other facilities. For example, the toaster and microwave in the staff breakroom currently cannot be used at the same time without overloading the breakers.

Lack of Badge Door Scanners: The current building and room access relies on physical keys, which can be lost, stolen, or duplicated without authorization. In addition, employees must remember to lock doors. Installing badge scanners on doors would allow for greater security by eliminating physical keys, allowing doors to be locked and unlocked automatically on a schedule, and by logging who accesses facilities when.

Lack of Door Locks In/Outside: Many doors in the building are only lockable from the outside, which is a safety risk in the event of a shelter in place order. Badge scanners or new locks should be installed to address this issue.

Ideally Fix

Ensuring Efficient Space Usage: Due to other restrictions, the current space is not being utilized optimally. For example, the Recreation Department, and others, must utilize exterior storage containers, which hinders office efficiency when items need to be accessed. Alternative building plans would allow for better usage of rooms.

Lack of Space: Town Hall has insufficient space to hold all resources in designated storage areas, and individual departments request more space to better perform their duties to the public (e.g. Recreation Department requests a multipurpose room).

Lack of Working Heating in Offices: Staff currently find the current heating system to be too cool for comfort, leading many staff to rely on space heaters to warm offices during the winter.

Public Walking Behind Security Officer: To access restrooms while court is in session, the public has to walk behind the security officer's field of view, and there is no barrier behind the officer. A

new partition or wall should be installed so that officer can be protected from behind, or the checkpoint should be repositioned so that the public does not walk behind officer's field of view.

Police Station

Legally Required

Lack of Secure Record Holding: Due to storage space issues, records are being held in non-optimal conditions (e.g. long-term records being held in an external shipping container that is not climate-controlled).

Should Fix

Lack of Space for Impounded Vehicles: Due to limited parking lot size, the station has limited space for holding impounded vehicles.

Lack of Storage Space: The station is at maximum storage capacity. All available space is utilized for storage, including space that is not optimal for the safe, long-term holding of records and evidence (see: *Secure Records Holding*).

Lack of Sufficient Number of Holding Cells: The station can currently only detain two individuals in holding cells before needing overflow space, which occurs at least once a month.

Limited Space for Rollcall or Group Training: The department currently has limited space to host rollcall or training in which all personnel could attend in the same room. These space constraints pose potential problems if the department needs to expand the size of its force in future.

Limited Walkway Between Holding Cells and Grabbable Zone: In the processing room, officers cannot easily walk past holding cells without entering the grabbable zone, putting officers at risk of injury.

Locker Rooms are Maxed Out: The department is currently using all available space within locker rooms, posing potential problems if it needs to expand the size of its force in future.

No Designated Area for Securing Evidence: The current facility lacks exclusive space for securing evidence, presenting security and operational concerns.

No Remaining Overhead Space in Garage: Overhead space in garage is currently being used for overflow storage, which could cause injury if support beams collapse.

Ideally Fix

Clear Windows Used for Windows in Sensitive Areas: Some windows in facility, particularly in locker rooms and administrative offices, use clear glass, potentially allowing outsiders to view activities that should be confidential. Windows should be tinted to protect privacy.

Difficulty Finding Unmarked Vehicles in Parking Lot: Due to department parking lot restrictions, officers struggle to locate unmarked vehicles. Additional or designated space for such vehicles should be allocated.

Lack of Larger Offices: The station is at maximum capacity for usable office space, posing potential problems if it needs to expand the size of its force in future. Additionally, multiple officers are required to share limited office space, restricting operational capacity. Either more offices should be constructed or the shared office space should be expanded.

Lack of Larger Parking Lot: The Police Station parking lot has insufficient space for officers' personal vehicles, resulting in officers blocking each other in. Additionally, the station shares its public parking lot with village facilities, meaning space is limited when village facilities hold large events.

Need to Send Patrol Cars Out for Maintenance Work: Due to limited garage capacity, the department needs to send patrol cars to external garages for undercarriage maintenance work, which is significantly costlier than working on vehicles in-house.