

**BOARD OF FINANCE
SPECIAL MEETING – April 25, 2022
COMSTOCK COMMUNITY CENTER RM 31 & VIA ZOOM**

PRESENT: Michael Kaelin, Stewart Koenigsberg, Matthew Raimondi, Richard Santosky

ABSENT: Sandra Arkell, Chris Stroup

Others Present: First Selectwoman Lynne Vanderslice, Police Chief John Lynch, Jeff McElravy and Rebecca Hopkins of Tecton Architects, David Waters and Patti Temple – Co-Chairs of the Police Headquarters Building Committee, CFO Dawn Norton, Director/Town Engineer Public Works-Frank Smeriglio, Director Facilities/Energy Management-Chris Burney

Call to Order

Chairman Michael Kaelin called the meeting to order at 7:02 pm.

Overview of Bonding Policy and Procedures and Debt Levels – First Selectwoman Lynne Vanderslice

Ms. Vanderslice gave an overview of the Bonding Policy and Procedures and Debt Levels – see attached presentation which encompasses discussion of the bonding referendums as well.

Presentation of Bonding Referendums

- Police Headquarters
 - a) Overview – Lynne Vanderslice
Ms. Vanderslice gave an overview of the proposed new Police Dept headquarters.
 - b) Building Committee Report
Ms. Vanderslice introduced Co-Chairs of the Police HQ Building Committee David Waters and Patti Temple who reviewed the following subjects below (outlined in the attached presentation):
 - i. Recommendation – Process and Considerations – Co-Chair David Waters
 - ii. Building Committee Members – Co-Chair Patti Temple
 - c) Project Design and Estimated Cost – Jeff McElravy and Rebecca Hopkins, Tecton Architects
Ms. Vanderslice introduced Jeff McElravy and Rebecca Hopkins of Tecton Architects who reviewed the Project Design and Estimated Cost of the new Police Headquarters project (outlined in the attached presentation).

After presentation, review/discussion amongst the board related to the Police Headquarters project.

- Road Restoration – Lynne Vanderslice
Ms. Vanderslice reviewed Road Restoration noting that FY2023 bonding request is for \$1,100,00 for the final year of a five-year plan to repave 75 miles of Wilton Roads.
- Bridge Reconstruction Program Lynne Vanderslice/Frank Smeriglio
Ms. Vanderslice and Mr. Smeriglio reviewed the Bridge Reconstruction Program noting FY2023 bonding request is for \$760,137 for bridge work.

- DPW Vacuum Truck – Lynne Vanderslice/Frank Smeriglio
Ms. Vanderslice and Mr. Smeriglio reviewed the DPW Vacuum Truck, noting FY2023 bonding request of \$500,000 to replace Wilton’s 27year-old truck that currently works at reduced capacity.
- District Roof Replacements – Lynne Vanderslice/Chris Burney
Ms. Vanderslice and Mr. Burney reviewed the District Roof Replacements noting FY2023 bonding request of \$600,000 for work identified in the DPW’s 2017 study of roof conditions.
- Planning and Design of Middlebrook and Cider Mill HVAC Replacements – Lynne Vanderslice/Chris Burney
Ms. Vanderslice and Mr. Burney reviewed the Planning and Design of Middlebrook and Cider Mill HVAC Replacements, noting \$100,000 part of a larger, \$2.1 million project to be bonded over 3 years with focus on maximizing fresh air features in light of the COVID-19 pandemic as well as utility efficiencies.

Discussion of Possible Statement to the Annual Town Meeting Regarding the Proposed Bonding Referendums

The BOF began the Discussion of Possible Statement to the Annual Town Meeting Regarding the Proposed Bonding Referendums. After discussion, all in favor of the Proposed Bonding Referendums

Mr. Kaelin made a statement thanking the representatives of Tecton Architects, the Building Committee and town department heads for their work on the police headquarters proposal.

Possible Vote on Statement to the Annual Town Meeting

After discussion motion made by Mr. Kaelin that the BOF issue a statement in support of each of the Bonding Referendums that have been referred to the BOF by the BOS. Motion seconded by Mr. Raimondi and carried 4-0.

Public Comment

Ms. Vanderslice thanked on behalf of the BOS and the Police Department thanked Mr. Kaelin for recognizing the architects, the committee members and town department heads for their efforts. She thanked Police Chief John Lynch, Captain Tom Conlan and Captain Rob Cipolla for all the years they have put into the project.

Having no further business, the board voted to adjourn meeting at 9:15 pm.

Respectfully submitted,
Jacqueline Rochester
(from video recording)

Overview of Bonding Policy and Procedures and Debt Levels

Guidelines For Bonding Consideration

- *Value of item is equal to or exceeds \$250,000 and has a life of at least 10 years*
- *Items with a 10 to 19-year life are bonded over 10 years. Items with a 20-year or longer life are bonded over 20 years*
- *Exception is town-owned roads*

Overview of Bonding Policy and Procedures and Debt Levels

Bonding Process and Structure

- ***Bonds are typically issued no more than once per year, in the first quarter of the calendar year.***
 - *Semi-annual principal and interest*
 - *Fees are incorporated into the bond*
 - *Typically bids include bond premium. Amortize the bond premium over the bond.*
- ***Following consultation with the appropriate project manager, the Treasurer (CFO) recommends an annual amount to be bonded.***
- ***Official Statement compiled by Treasurer, Bond Advisors, currently Phoenix Advisors, and Bond Counsel, currently Robinson and Cole.***
- ***Moody's call generally two weeks before expected issue date.***
 - *Moody's expects consistent minimum undesignated fund balance reserve. Currently 10%.*
 - *Fund balance reserves are higher in other parts of the country.*
- ***Bond offering scheduled for mid-May for 2021 ATM approved referendums.***
 - *Small offering with an average life of approximately 12-13 years.*
 - *Bond consultant is anticipating a rate of up to 2.75%.*
- ***2022 ATM approvals would typically be funded in first quarter 2023 or based on cash flow needs for a large project, such as the Police Headquarters.***

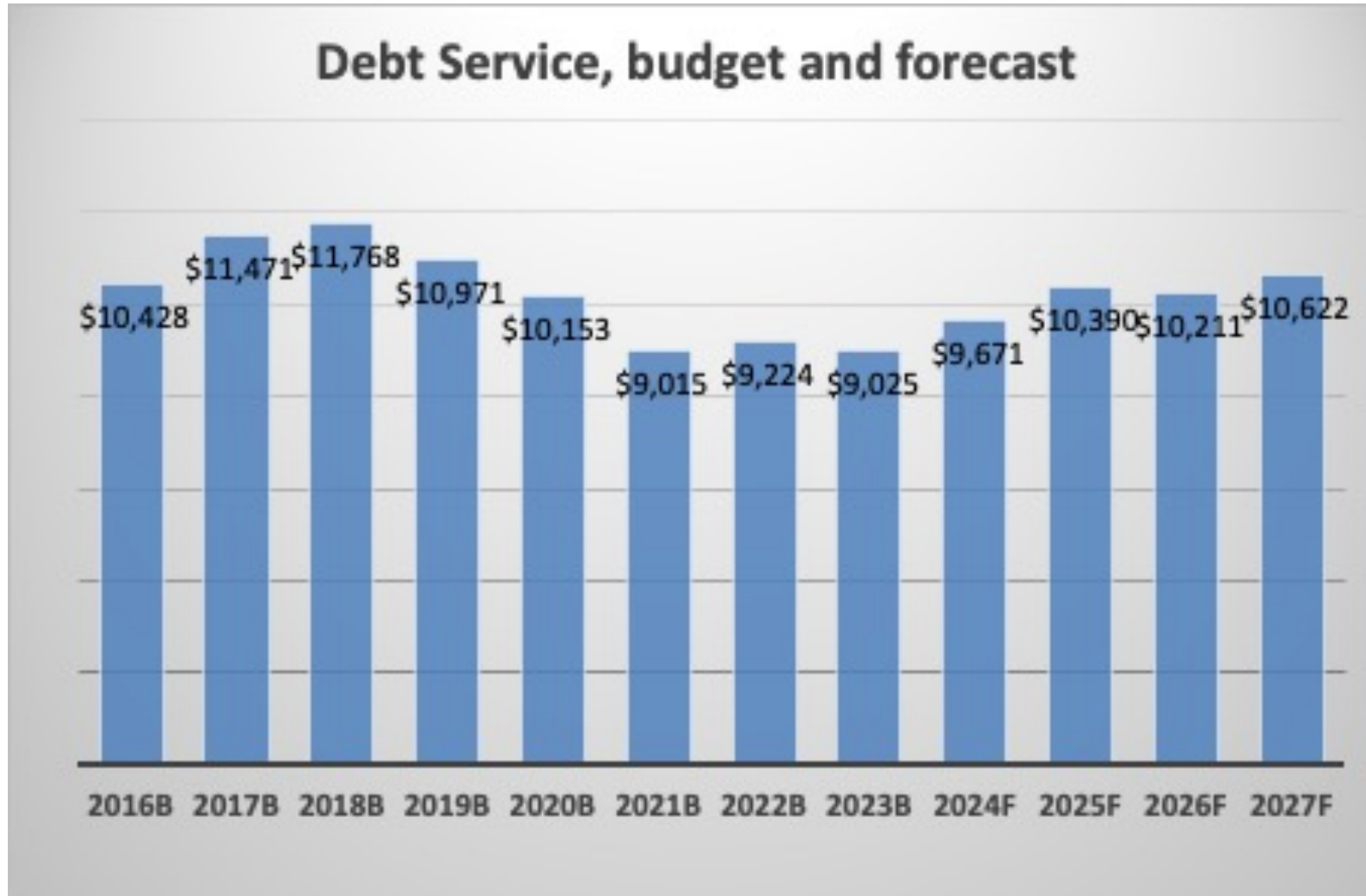
Overview of Bonding Policy and Procedures and Debt Levels

Actual and Forecasted Debt

(In thousands)					
Fiscal Year	Beg Debt	New Bonds*	Payments*	Ending Debt	Notes
2015A	\$ 58,735	\$22,750	\$ (7,410)	\$ 74,075	\$9.9 Comstock
					\$8 Miller Driscoll
2016A	\$ 74,075	\$15,788	\$ (8,085)	\$ 81,778	\$14 Miller Driscoll
2017A	\$ 81,778	\$ 8,650	\$ (8,548)	\$ 81,880	\$7 Miller Driscoll
2018A	\$ 81,880	\$11,715	\$ (9,300)	\$ 84,295	\$7 Miller Driscoll
2019A	\$ 84,295	\$ 3,600	\$ (8,260)	\$ 79,635	
2020A	\$ 79,635	\$ 5,645	\$ (7,700)	\$ 77,580	
2021A	\$ 77,580	\$ 3,660	\$ (7,610)	\$ 73,630	
2022F	\$ 73,630	\$ 3,900	\$ (7,190)	\$ 70,340	
2023F	\$ 70,340	\$10,900	\$ (7,170)	\$ 74,070	\$5.4 Police HQ
2024F	\$ 74,070	\$10,991	\$ (7,530)	\$ 77,531	\$8.5 Police HQ
2025F	\$ 77,531	\$ 9,043	\$ (8,026)	\$ 78,548	\$2 Police HQ
2026F	\$ 78,548	\$ 5,080	\$ (7,816)	\$ 75,812	
* Net of Refundings					

(Doesn't include undetermined amounts for Middlebrook and WHS Flooring and Lighting)

Overview of Bonding Policy and Procedures and Debt Levels



(2.75% for FY22 borrowings and 3.25% thereafter)

Police Headquarters Presentation

- **Overview-First Selectwoman-Lynne Vanderslice**

- *Bonding Request*
- *History*
- *Investigation of Regional Options*
- *Detail Rationale for the Project-informational purposes only*

- **Police Headquarters Building Committee- Co Chairs David Waters and Patti Temple**

- *Committee Membership*
- *Work of the Committee*
- *Recommendation*

- **Recommended Building Design and Cost-Rebecca Hopkins and Jeff McElvray of Tecton Architects**

OVERVIEW

Required Bonded Funds

Bonding Request of \$16.4 million:

- *\$17 million remaining costs,*
- *Less approx. \$600,000 remaining from 2017 ATM approved bonding.*
- *Annual principal repayment of approximately **\$820,000 per year for 20 years**, plus interest.*

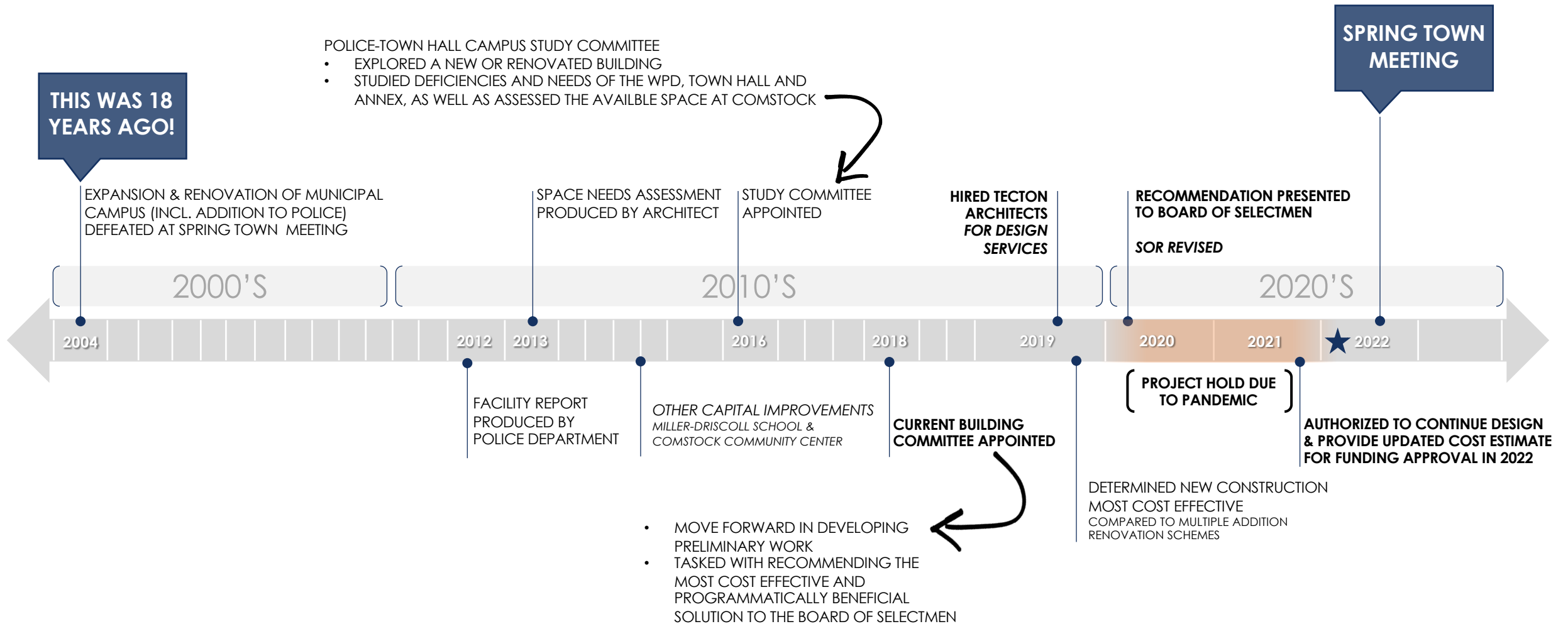
Possible Reduction in Required Bonding:

- ***Up to \$800,000 of excess bonding** for closed projects available to fund this project.*
- ***Additional state reimbursement of Miller Driscoll construction costs** following the completion of the State's audit of the project would be available to fund this project.*
- ***Possible award of submitted federal grant application for this project** totaling \$1.2 million.*

Permanent Operating Cost Reductions To Offset Cost Of Bonding:

- *To fund the principal repayment, town department heads identified and the BOS took action to **permanently remove approximately \$750,000 of operating costs from the BOS operating budget.** Likely the first time the cost of a BOS major bonded project was proactively offset by permanent operating cost reductions.*
 - *Moved to the State Partnership Plan for employee health*
 - *Reduced headcount by consolidating responsibilities*

PROJECT TIMELINE



OVERVIEW

Project History

- **Over 20 years ago, the BOS recognized Police Headquarters was overcrowded and outdated and key components of the almost 30-year old building would soon need replacement**
 - **Built in 1974**
 - *The 1970 Census population was 13,572. 2000 Census was 17,633, a 30% increase. 2020 Census is 18,503.*
 - *In 1970, the Kimco property was a privately owned residential property.*
 - *In 1974, River Road was undeveloped private property. Road built in 1986.*
 - *In 1970, RT 7 was a two lane road. Danbury Mall hadn't yet been built. In the early 2000's, the State was planning for the widening of RT 7 due to increased traffic volume.*
 - *In 1974 there were 24 all-male, sworn officers. In 1993 there were 40. In 2022 there are 44.*
 - **Electrical system didn't meet the needs of increasing technology.**
 - **HVAC system was aging.**
 - **Not ADA compliant**
- **Efforts to address Police Headquarters were abandoned in 2004 following a negative ATM vote:**
 - *At the **May 2000** ATM, voters **approved** \$500,000 in funding to develop a plan for the Town Campus, Comstock and BOE Offices.*
 - *At the **May 2004** ATM, voters **rejected** a request for an additional \$260,000 to continuing planning for the Town Campus renovation and expansion.*
 - *BOS moved ahead with Comstock, but abandoned efforts related to the Police Headquarters and other Town Campus buildings.*
 - *No upgrades to the Police Headquarters have occurred to-date.*

OVERVIEW

Project History

- **The Police Headquarters Project was revisited in 2013 and 2015**
 - *Architect engaged to perform a needs assessment*
 - Provided a **Statement of Requirements**, including approximately **24,000 sq. ft. building** at a **2014 building only cost of \$12.66 million**. (24,000 sq. ft. vs current 10,000 sq. ft.)
 - Recommendation **didn't include costs associated with a location acquisition or sitework costs**.
 - **In 2015**, the **Police Headquarters** was added to the 5-year capital plan for FY2019 at \$12.66 million, the **outdated 2014 approximate building only cost**.
- **The Police Headquarters Project was prioritized in December 2016**
 - *2016: Study Committee appointed.*
 - *2017: ATM approved \$1.266 million for design planning and development, of which approximately \$600,000 remain unspent.*
 - *2018: Building Committee appointed*
 - **February 2020:** *The Building Committee recommended a revised and reduced Statement of Requirements, construction of a new building of approximately 20,000 sq. ft. located on the Town Campus.*
 - *March 2020: Project was put on hold throughout the Pandemic.*
 - *October 2021: BOS adopted BC recommended reduced Statement of Requirements and authorized design and cost estimates based on the Statement of Requirements.*
 - **March 2022:** *Updated project cost of \$17,000,000.*

OVERVIEW

Regional Discussions and Facilities

Simultaneous to the work of the Building Committee,

- ***Initial discussions were held among neighboring first selectmen about a regional police facility***
 - *Initiated by Wilton and immediate neighbors.*
- ***Group requested WestCOG fund a feasibility study. Consultant engaged.***
 - Regional/Shared Firing Range most promising.
 - Regional/shared Dispatch requires significant time investment with multiple steps.
 - Regional/shared Intake/Detention/Lock Up or Training Center or Gym Facility not economically viable.
 - <https://westcog.org/regional-services/regional-public-safety/>
- ***Regional Firing Range***
 - *Committee formed. John Lynch, Tom Conlan and Lynne Vanderslice have primary roles.*
 - *Wilton Transfer Station identified as central and proposed location.*
 - *13 municipalities, including Wilton, have expressed interest in participating.*
 - *WestCOG submitted federal grant application this month.*
 - *WestCOG is submitting state regional grant next month.*
- ***New Police Headquarters designed to allow for expansion if future regional dispatch is to be located in Wilton***

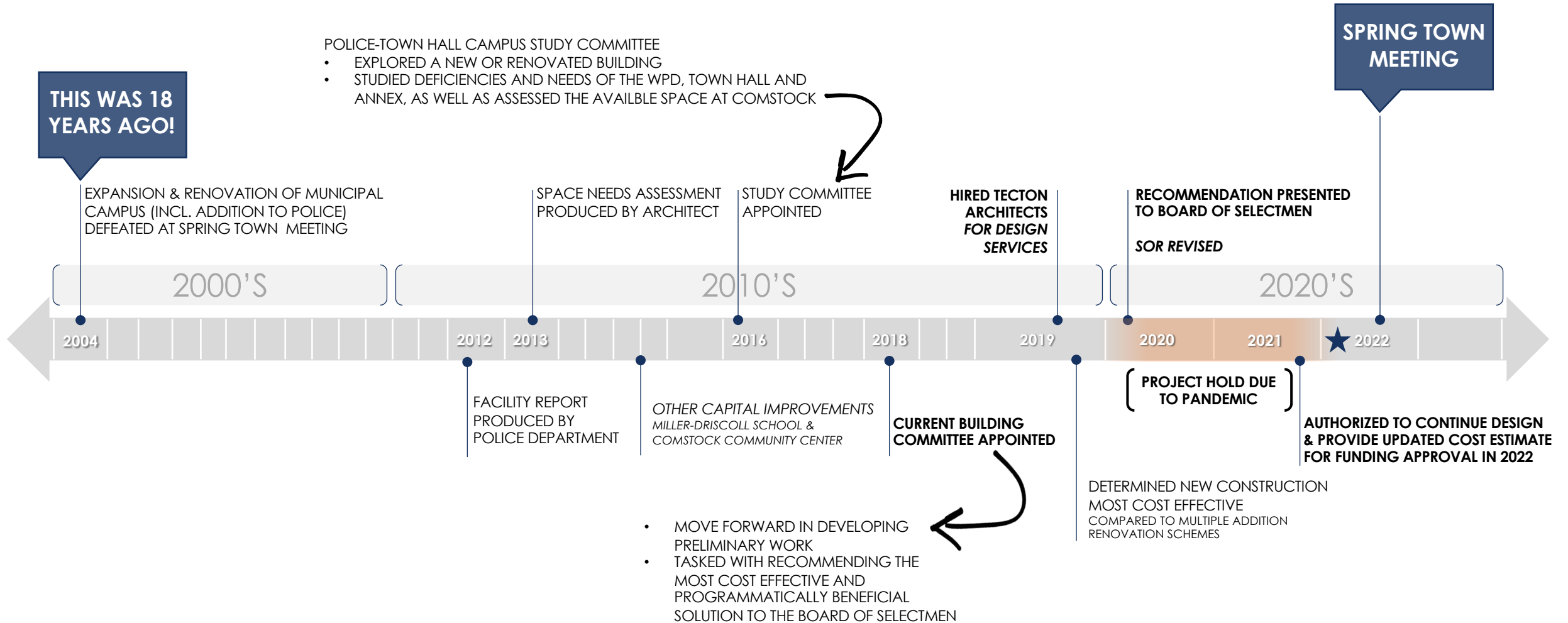
Why a New Building is Needed

- **Building is currently noncompliant with multiple state and federal requirements**
 - *No smoke alarms or sprinklers*
 - *Doesn't accommodate the separation of non-criminal and criminal areas*
 - *Doesn't accommodate interviewing multiple suspects at a time*
 - *Doesn't accommodate processing and detaining juveniles away from adults by both sight and sound*
 - *Doesn't comply with the ADA (Without an elevator the lower level, which among others houses lavatories, is inaccessible to disabled members of the public and temporarily disabled employees.*
- **48-year-old original infrastructure**
 - **Electrical system**
 - *insufficient for today's technology,*
 - *overloaded electrical outlets*
 - *inadequate space and temperature control for IT equipment*
 - **HVAC system**
 - *inefficient*
 - *Inconsistent heating and cooling*
 - *frequent outages*

Why a New Building is Needed

- **Severe overcrowding**
- **Ongoing loss of functional spaces occurred as the size of the department grew**
- **Inadequate firearm and general storage**
- **Inadequate lavatories and locker rooms**
 - *Makeshift female locker room*
 - *No public lavatory in public areas*
 - *Undersized lockers*

PROJECT TIMELINE



Work of the Police Headquarters Building Committee

Building Committee Members

- Matt Bezanson-Civil engineering, design and construction of infrastructure projects
- Keith Fordsman-Engineering, design and construction, Miller-Driscoll Building Committee
- David Johnson-Engineering, municipal infrastructure
- Kathy Poirier-Architecture (residential, commercial and institutional)
- Jack Suchy-Police operations (Retired Captain, Norwalk Police Department)
- Patti Temple-Co Chair-Communications, corporate space planning, Miller-Driscoll Building Committee
- Dave Waters- Co Chair-Land use and development attorney, Wilton Police Commission, Wilton Planning & Zoning Commission

Building Committee Website

- wpdtownhallproject.org
- Repository of all Building Committee and Project Information and Documentation

Work of the Police Headquarters Building Committee

Location Considerations

- *Central location, good access, noise*
- *Town-owned land or land to be acquired?*
- *Conclusion: remain on Town Hall Campus*

Space Needs

- *Police building has specialized uses*
- *Public and non-public spaces*
- *Records/Evidence*
- *Firearms and ammunition*
- *Holding areas*
- *Emergency Operations Center/Training*

Statement of Requirements (“SOR”)

- *What is it?*
 - Detailed analysis of uses and space required
 - Becomes the “solve to” document
- *Considerations*
 - Town demographics not changing => PD not changing
 - Long term solution with flexibility to adapt

Statement of Requirements (“SOR”) (cont.)

- *Process*
 - Developed by Police Department/Architect
 - Approved by Police Commission
 - Endorsed by Board of Selectmen

Work of the Police Headquarters Building Committee

Development of SOR and Plans

- Initial assessment by Brian Humes and Department
- Further refinement by Department
- Retained Colliers to make sure everything was addressed
- Interviewed four specialized architects – recommended Tecton
- Obtained current survey, utility plans, etc.

Work of the Police Headquarters Building Committee

Development of SOR and Plans (cont.)

- Renovation/expansion or new building (and where)?
- Efficiencies of design
- Time needed for construction
- How many moves?
- Cost of renovation v. new construction

Work of the Police Headquarters Building Committee

Development of SOR and Plans (cont.)

- Architectural design
- Create multipurpose spaces
- Create flexibility – now and future
- Tecton provided several alternative designs
- Tecton provided preliminary cost estimates

What is Being Proposed?

Work of the Police Headquarters Building Committee

Review of SOR and Plans

- **Committee presented alternatives and costs to BOS**

- *Full SOR*

- *New construction-Annex location* *\$17.7 million**
- *New construction-proposed location* *\$15.9 million*
- *Remodel/Addition-current location* *\$15.7 million*

- *Reduced SOR*

- *New construction-proposed location* *\$14.5 million*

*Doesn't include costs to provide a location for departments currently in the Annex.

- **Recommendations:**

- New building more cost effective than renovation
- Building in new location on campus more cost effective



WILTON POLICE STATION

PROPOSED NEW CONSTRUCTION

BOARD OF FINANCE

TOWN OF WILTON, CONNECTICUT

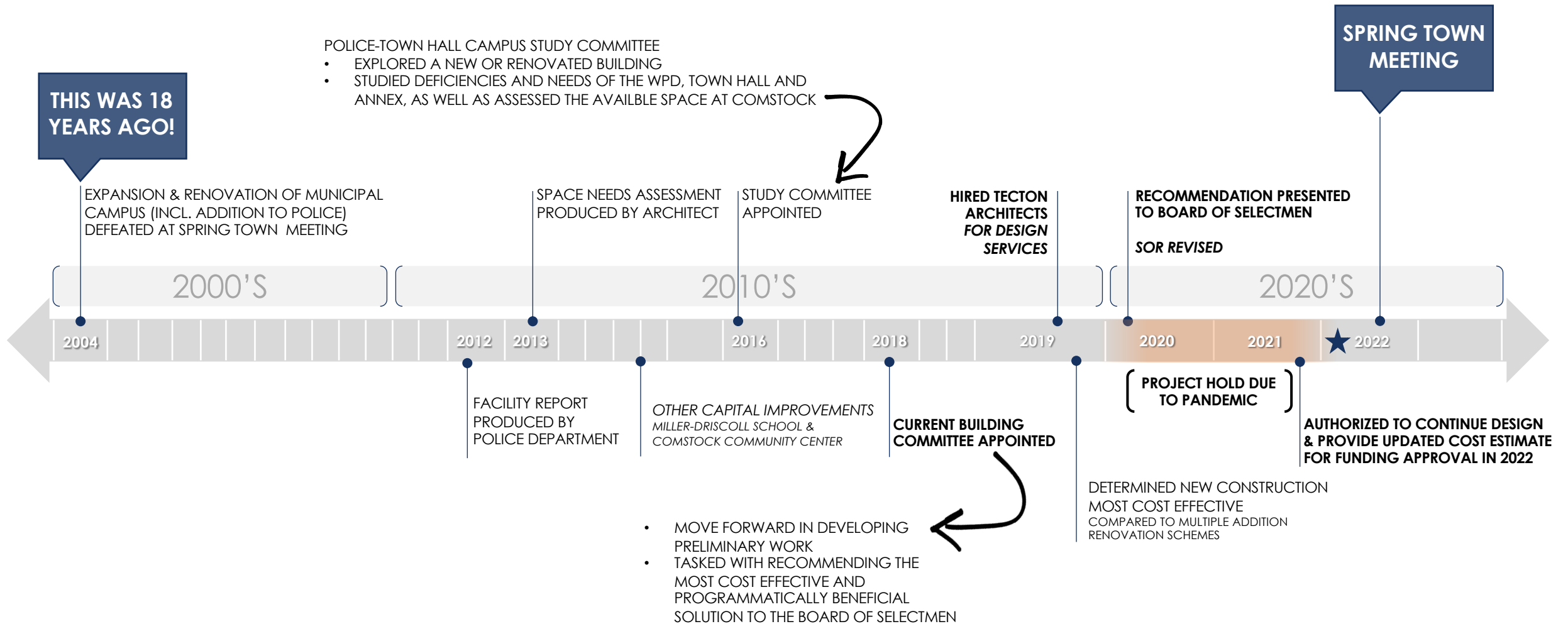
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Tecton
ARCHITECTS

AGENDA

- 1 PROJECT STATUS
- 2 CURRENT DESIGN
- 3 PROBABLE COSTS
- 4 MOVING FORWARD

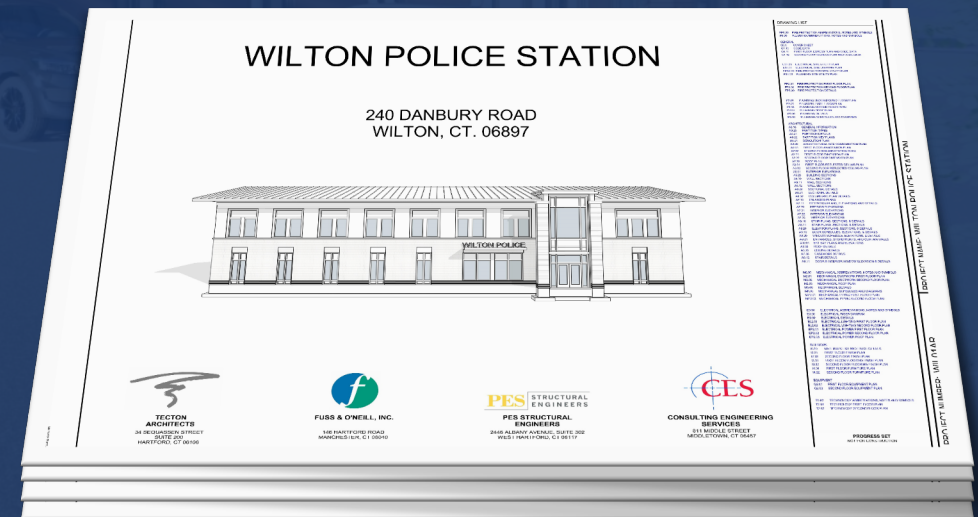
PROJECT TIMELINE



PROJECT STATUS

*THE DESIGN TEAM, IN PARTNERSHIP WITH THE TOWN, HAS CONTINUED TO
PROGRESS THE DEVELOPMENT OF THE NEW POLICE STATION DESIGN.*

- 1 SIZE & CHARACTER OF ALL FEATURES AND BUILDING SYSTEMS
- 2 SITE LOGISTICS & PHASING
- 3 BUILDING ENVELOPE EFFICIENCY
- 4 EXTERIOR DESIGN DEVELOPMENT
- 5 INTERIOR DESIGN REFINEMENT
- 6 CONSTRUCTION DETAILING
- 7 SPECIFICATIONS



S I T E P L A N



FLOORPLANS / MAIN LEVEL

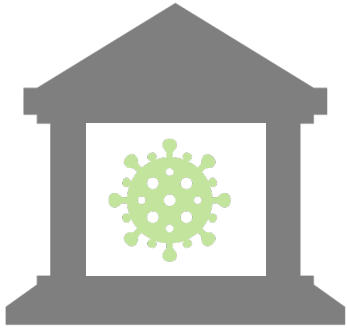


FLOORPLANS / UPPER LEVEL



EXTERIOR PERSPECTIVE / MAIN APPROACH ONTO CAMPUS





Indoor
Environment



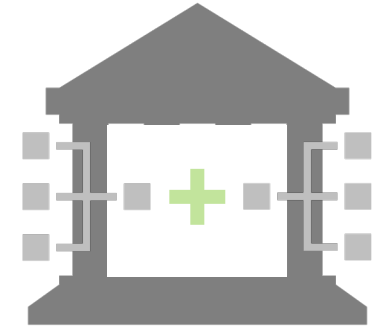
High Performance
Envelope



Photovoltaics
(Solar Ready)



Reduce Energy
Consumption



Electric Vehicle
Charging

CAPTURE THE LOW-HANGING FRUIT

- Efficient floor plan and structure
- Maximize the value of the envelope
- Analyze life cycle costs

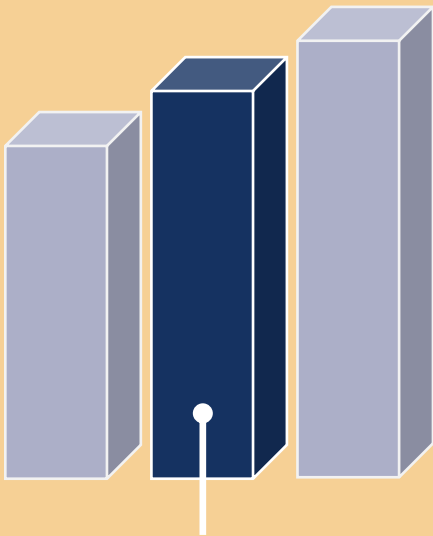
BUILD INFRASTRUCTURE FOR NOW & THE FUTURE

- Understand your goals, budget and staff capabilities
- Energy recovery, dedicated outside air & increased filtration
- Capacity to support electric cruisers & photovoltaics panels

PANDEMIC COST IMPACT

REMAINING COST
OF SELECTED
OPTION

\$14 M



REDUCED PROGRAM
(+) PREFERENCE LIST
(+) ERT VEHICLE BAY

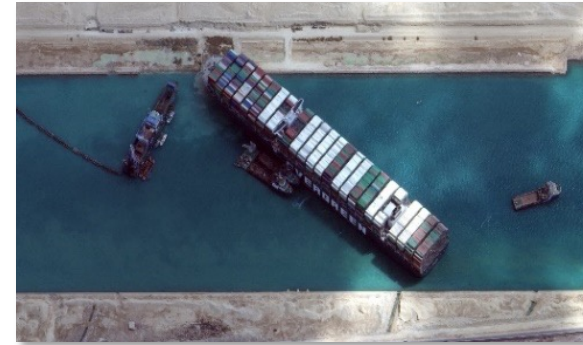
COVID-19
PANDEMIC

1.5 YR IMPACT

LIMITATIONS ON
LABOR FORCE

SUPPLY CHAIN
INTERRUPTIONS

ESCALATION OF
MATERIAL COSTS



THE EFFECT ON
COST IN 2021

24% ↑

TAKING THE PROJECTED
COST FROM

\$17.4 M → \$17 M

AS A RESULT, WE SOUGHT:

CREATIVE SOLUTIONS TO
COUNTERACT IMPACT &
REDUCE COST

INCREASE BUILDING
EFFICIENCY

COST ESTIMATE

BUILDING SQUARE FOOTAGE: 19,265 SF

STANDALONE ERT BAY: 750 SF

ESTIMATED TOTAL PROJECT COST
\$17 MILLION

Wilton, Connecticut
Opinion of Probable Project Costs
March 18, 2022

Police Facility

Heading	Quantity	Unit Cost	Subtotal
Construction Costs			
New Facility Construction	19,265 s.f.	\$465.00 /s.f.	\$8,958,000
Standalone ERT Construction	750 s.f.	\$340.00 /s.f.	\$255,000
Subtotal:		\$460.30 /s.f.	\$9,213,000
Sitework (incl Building Demolition)			\$1,250,000
Hazardous Material Abatement			\$75,000
Subtotal:		\$526.51 /s.f.	\$10,538,000
General Conditions (8.5%)			\$896,000
Bonds & Insurance (2%)			\$229,000
Overhead & Profit (3%)			\$350,000
Subtotal:		\$600.20 /s.f.	\$12,013,000
Design/Estimating Contingency (10%)			\$1,201,000
Escalation Allowance up to mid-point of Construction (March 2023 Start)			\$595,000
Subtotal:		\$689.93 /s.f.	\$13,809,000
Current Market Condition Factor (2%)			\$276,000
Subtotal:		\$703.72 /s.f.	\$14,085,000
Project Development and Equipment Costs			
Designer Fees (Remaining Phases Only)			\$785,000
OPM/Clerk of the Works (Paid directly by Town)			\$410,000
Structural Peer Review Fee			\$15,000
Interior Furnishings and Loose Equipment			\$231,000
Furniture and Equipment Design Fees			\$23,000
Survey and Borings			\$15,000
Materials Testing			\$69,000
Relocation Costs			\$50,000
Communications Equipment			\$450,000
Bidding Expenses - Advertising and Reprographics			\$25,000
Builder's Risk Insurance			\$60,000
Subtotal:			\$1,723,000
Construction and Project Contingency			
Construction/Owner's Contingency (7.5%)			\$1,036,000
Project Development Contingency (7.5%)			\$129,000
Subtotal:			\$1,165,000
Total Opinion of Probable Project Costs:			\$16,973,000

COST ESTIMATE

Wilton, Connecticut
Opinion of Probable Project Costs
March 18, 2022

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Total Opinion of Probable Project Costs:

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COST ESTIMATE

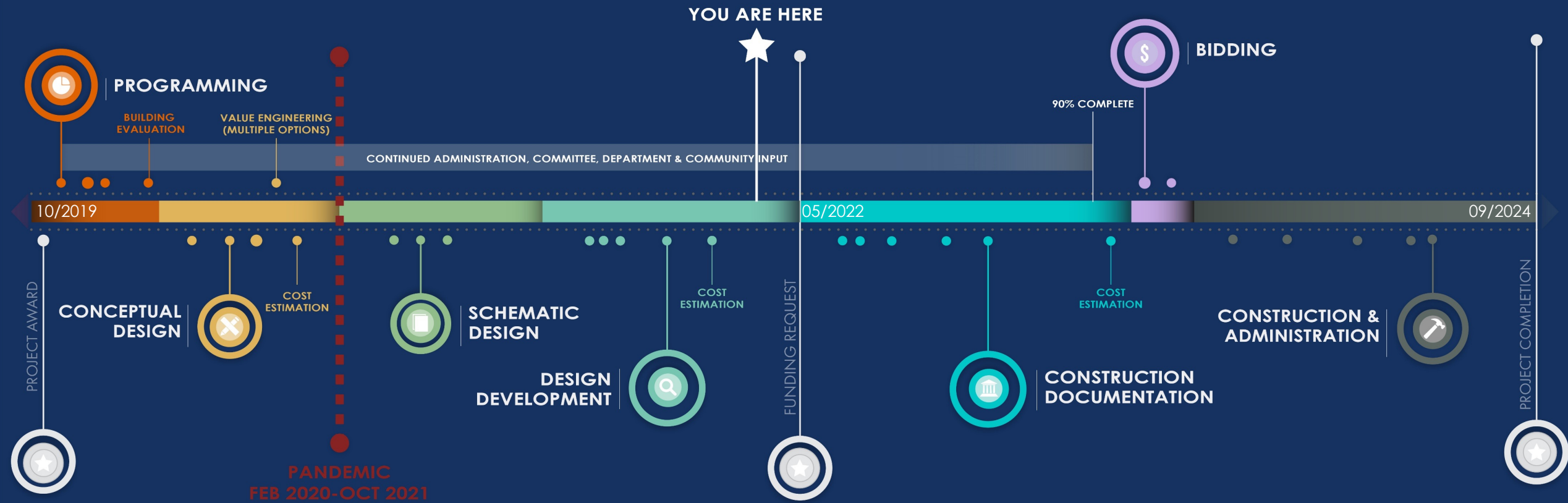
Wilton, Connecticut
Opinion of Probable Project Costs
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NEXT STEPS



THANK YOU



Tecton
ARCHITECTS

OVERVIEW

Proposed Bonding Referendums

Road Restoration

- ***Final year of 5-year plan to restore 75 miles***
 - Historically annual miles restored was inconsistent. The only consistency was that roads were not well maintained, with many remaining in poor condition for long stretches of time.
 - In 2013, approved plan to bond 50 miles of restoration over 5 years. In 2018, approved plan for remaining 75 miles of road restoration over 5 years.
 - In order to maintain the Town's significant investment, bonding is expected to continue in the future.
- ***Restoration cost (paving, drainage, etc.) of approximately \$300,000 per mile***
- ***Methods of funding***
 - *Approximately \$300,000 in operating expense budget. Municipal Road-Aid Grant for same amount accounted for in other revenues.*
 - *CT State Municipal Projects Grant funds.*
 - *Remaining amount bonded over 10 years.*
 - *In previous years have used BOS budget savings.*
- ***FY2023 Bonding Request is \$1,100,000***

OVERVIEW

Proposed Bonding Referendums

Bridge Replacement

- *State-funded program evaluated all town-owned bridges*
- *Multi-year program to repair/reconstruct road bridges*
- **Funding**
 - *State and federal grants with a town cost share ranging from 20% to 50%.*
 - *Individual bridge repair/reconstruction with a town share equal or greater than \$250,000, funded through bonds.*
 - *Individual bridge repair/reconstruction with a town share of less than \$250,000, funded through CT State Municipal Projects Grant.*
- **ATM Bonding Request is \$760,137**

OVERVIEW

Proposed Bonding Referendums

- *DPW Vacuum Truck*
- *School Roof Replacement Program*
- *Planning and Design for Middlebrook and Cider Mill HVAC Replacements*