

RECEIVED FOR RECORD  
TOWN OF WILTON

2018 MAR 22 P 4: 05

BY: *LK*

Police HQ - Town Campus Facility  
Study Committee



Town Hall  
238 Danbury Road  
Wilton, Connecticut 06897  
Tel: (203) 563-0100  
Fax: (203) 563-0299

**POLICE HQ – TOWN CAMPUS FACILITY BUILDING COMMITTEE  
REGULAR MEETING  
20 MARCH 2018**

**NOTE: THESE MINUTES ARE SUBJECT TO CHANGE AND APPROVAL AT  
A FUTURE MEETING OF THE COMMITTEE**

**CTO**

Chairman Keith Fordsman called the meeting to order at 6:35 p.m. In attendance was Committee Members Patti Temple, Jack Suchy, Kathy Poirier and David Waters. Also in attendance were Facilities Director of the Town of Wilton Chris Burney, Police Chief John Lynch, Police Captain Thomas Conlan and Police Captain Robert Cipolla.

**MINUTES**

Ms. Temple made a motion to approve the minutes of the January 22, 2018 meeting. The motion was seconded by Mr. Waters. Motion carried 3-0 (Mr. Suchy and Ms. Poirier abstained).

**PUBLIC COMMENT**

There was no public comment.

**INTRODUCTION OF NEW COMMITTEE MEMBERS**

Mr. Fordsman noted that the Study Committee has now been reconstituted as a Building Committee, and that three new members, Mr. Suchy, Ms. Poirier and David Johnson, have been appointed by the Board of Selectmen. All meeting attendees introduced themselves and a discussion was held of the process and progress of the Committee to date.

**RFQ UPDATE AND TIMELINE**

The Committee discussed the creation of a Statement of Requirements to act as the guiding principles of the Committee's work on the project. After discussion, it was the consensus of the Committee that in light of the scope of the possible activities to be undertaken there should be approximately four separate documents: (1) a document assessing the needs and goals with respect to the Police Department building; (2) a document assessing the needs and goals with respect to the Town Hall facilities; (3) a document assessing the needs and goals with respect to the Comstock building; and (4) a document reflecting any other considerations to be addressed. The document with respect to the Police Department building will use the updated space needs assessment as a starting point. Mr. Burney will provide further documentation for consideration by the Committee.

Mr. Burney reported that the BOS is developing a standard form of Request for Qualifications (RFQ) and, assuming it is completed and approved within the Committee's timeline then that form will be used for the RFQ for architectural services.

### **WEBSITE FEEDBACK**

Ms. Temple reported that the website is up and running and will be updated with additional information as appropriate, with the goal of providing full disclosure of information to interested parties. All comments made on the webpage will automatically be forwarded to each of the Committee members. The Committee expressed its thanks to Ms. Temple for her work.

### **ELECTION OF COMMITTEE CHAIR**

Mr. Fordsman reported that due to time demands he cannot continue as Chair of the Committee, although he will remain a member. The Committee thanked him for his leadership to date. After discussion, a motion was made to elect Ms. Temple and Mr. Waters as Co-Chairs of the Committee. The motion was seconded and passed 5-0.

### **NEXT STEPS**

The Committee determined that the following activities should be performed by the next meeting:

1. Development of the RFQ from the Town standard document that is being created, or otherwise, and preparation of a possible list of candidates who will be specifically invited to submit their qualifications for consideration. Mr. Burney will supervise this action item.
2. Mr. Humes will distribute to the Committee the two scenarios he has developed and attend the next meeting to discuss them.
3. Quisenberry Arcari Architects will also be requested to attend the next meeting to discuss Comstock plans.

**PUBLIC COMMENT**

There was no public comment.

**MEMBER COMMENT**

There were no comments by members of the Committee.

**NEXT MEETING DATE**

The Committee agreed that the next scheduled regular meeting will be on April 17, 2018 at 6:30 p.m., but if Mr. Humes is not available then the meeting may be rescheduled for April 24, 2018.

**ADJOURNMENT**

At 8:33 p.m., a motion to adjourn the meeting was made and seconded and passed 5-0.

Respectfully submitted,

David Waters, Acting Recording Secretary

