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BY: *LLC*

Police HQ - Town Campus Facility  
Study Committee



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**POLICE HQ – TOWN CAMPUS FACILITY STUDY COMMITTEE  
SPECIAL MEETING  
29 November 2017**

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 6:04 p.m. Committee members in attendance were Patti Temple and David Waters. Others in attendance were Facilities Director of the Town of Wilton Chris Burney, Police Chief John Lynch, Police Captain Thomas Conlan, Police Captain Robert Cipolla and Brian Humes of Jacunski Humes Architects, LLC.

**MINUTES**

A motion to amend the minutes of the October 24, 2017 meeting as follows was made by Ms. Temple, seconded by Mr. Fordman and passed 2-0:

Under Next Steps, correct #3 to read:

Ms. Temple will expand the initial drafts and continue developing content for the committee's website.

**PUBLIC COMMENT**

There was no public comment.

**RFP**

Mr. Fordsman brought a draft of the Request For Proposal he had prepared and Mr. Burney will review. There was discussion regarding the town's policies regarding RFPs and what services needed by this committee would require the use an RFP.

**COMSTOCK TEST FIT**

Mr. Burney has not yet received a test fit from Quisenberry.

### **WEB SITE CONTENT UPDATE**

Ms. Temple reviewed the v.2 drafts of content for the Home, Committee and WPD Building Deficiencies pages. The Home page provides an overview of the committee's work and describes how this committee is different from other recent building committees. Besides listing members, the Committee page describes the relevant experience each person brings to the project. The Deficiencies page highlights the problems with the WPD building. Additional changes may appear before the content is uploaded to the website. The drafts were also sent to the committee via email this afternoon and Ms. Temple welcomes everyone's additional review and input. Once the content is posted she will notify committee members so they can review before the site is announced publicly at next week's BOS meeting.

### **PRELIMINARY WPD HQ DESIGN OPTIONS**

Brian Humes presented four preliminary designs for the WPD building, describing the general design and pros and cons of each. Three designs were renovations plus addition, one was new construction. Each of the renovations plus addition would occur in phases, taking possibly 24 months to complete. New construction could possibly take 12 months to complete. The cost per square foot for all of the designs would be comparable, with the costs of demolition and relocation of WPD services during construction making the primary difference in the total cost of each.

Option A would provide a new two-story addition to the south of the existing building and a retrofit of the current building to address current needs; Option B would be a completely new building essentially in the location of the current building; Option C would provide a new addition to the north of the existing building and a retrofit of the existing structure; and Option D would provide a new addition generally to the west of the existing structure and a retrofit of the current building. All options would provide approximately the same usable area.

A motion to advance options B and D (one design for a completely new building and one the Committee deemed the most appropriate retrofit and addition) and have Mr. Humes develop them further was made by Mr. Waters, seconded by Ms. Temple and passed 3-0.

### **WPC CONFIRMATION OF WPD STAFF SIZE**

Mr. Waters reported that at a recent meeting of the Wilton Police Commission, the Commission formally confirmed that the current staffing size of the police force is expected to remain at its current level for the foreseeable future.

### **REPORT FOR 12/4/17 BOS MEETING**

Mr. Fordsman will present to the BOS at their meeting next week. The report will include a recap of the committee's work to date, a request for the BOS to confirm WPD staffing at 45 people and request that the BOS appoint a WPD Town Hall Building Committee to continue the Study Committee's preliminary work. Ms. Temple and Mr. Waters will be in attendance also.

**PUBLIC COMMENT**

There was no public comment.

**MEMBER COMMENT**

There were no comments by members of the Committee.

**FUTURE MEETING DATES**

The Committee agreed that the next scheduled meeting will be on January 17, 2018 at 6:00 p.m.

**ADJOURNMENT**

At 7:41 p.m., a motion to adjourn the meeting was made and seconded and passed 3-0.

Respectfully submitted,  
Patti Temple, Vice Chair  
David Waters, Secretary

