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BY: LK



Police HQ - Town Campus Facility
Study Committee

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**POLICE HQ – TOWN CAMPUS FACILITY STUDY COMMITTEE SPECIAL
MEETING
24 OCTOBER 2017**

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

CTO

Vice Chairman Patti Temple called the meeting to order at 6:06 p.m. In attendance was Committee Member David Waters. Also in attendance were First Selectman Lynne Vanderslice, Facilities Director of the Town of Wilton Chris Burney, Police Chief John Lynch, Police Captain Thomas Conlan and Police Captain Robert Cipolla.

MINUTES

No action was taken on the minutes of the September 21, 2017 meeting.

PUBLIC COMMENT

There was no public comment.

WILTON POLICE DEPARTMENT STAFF SIZE

Chief Lynch reported that he and First Selectman Vanderslice had discussed the staffing size of the Department, which is expected to remain at approximately 45 sworn officers for the foreseeable future. Ms. Vanderslice recommended that the Police Commission and the Board of Selectmen each discuss and confirm the intended future staffing size in order to provide a clear basis for the space needs assessment of the Department facilities. Chief Lynch will add this to the November 7, 2017 Police Commission agenda, and it will be included in the December 4, 2017 Board of Selectmen agenda.

STATUS OF INDEPENDENT ENGINEERING ASSESSMENT OF THE ANNEX

Mr. Burney reported that he had reviewed the assessment of anticipated maintenance and repair expenses for the next three-year period. Including maintenance, replacement of the existing roof and necessary upgrades to the electrical and HVAC systems he anticipates that the Town would spend approximately \$500,000 over the next three to five years. Although it is highly unlikely that the Annex building could be rebuilt due to the zoning nonconformities that exist, it probably is not worth the cost and effort of maintaining the existing building so it should be removed rather than repurposed.

Mr. Burney further reported that the existing salt shed will require roof and concrete repairs of approximately \$160,000. If the Town switches from a sand/salt mixture to liquid road treatment then the structure might be available as a new firing range. Mr. Burney provided a report from the State's Office of Legislative Research addressing the use of liquid road treatments. Ms. Vanderslice will speak with New Canaan officials to find out their experience with this treatment.

STATUS OF ADDITIONAL PRELIMINARY REDESIGN AND EXPANSION STUDIES

Mr. Burney reported that he had contacted Mr. Humes to request that he develop up to two additional preliminary studies reflecting redesign and expansion of the current PD Headquarters, and that he is waiting for a proposal from Mr. Humes. Mr. Burney will provide Mr. Humes with the revised space needs assessment that has been developed by the Department.

STATUS OF TEST FIT PLAN FOR COMSTOCK ACCOMMODATING TOWN HALL DEPARTMENTS

Mr. Burney reported that he had been in touch with the Comstock architects, Quisenberry Arcari Architects, to provide a test fit for improvement of the Comstock space to accommodate the Town Hall departments. Use of the space for Town Hall offices will probably require exposed ductwork in lieu of a finished ceiling in some locations, and potential issues that will need to be addressed include new HVAC with a unit outside the building to serve the space. Mr. Burney also reported that he has spoken with Parks and Recreation representatives and they believe that the office space needs within the building can be accommodated but that parking demand and usage will need to be monitored.

STATUS OF RFP PREPARATION

Mr. Fordsman was not available to report on this matter. However, the Committee noted that the RFP should be prepared by the next meeting so that it is available to be issued if the Committee obtains authorization to proceed.

WEB SITE CONTENT DRAFTS

Ms. Temple provided conceptual drafts of information that could be uploaded to the Town's website and requested that the Committee members review this information and provide any comments. The Committee expressed a goal of uploading the webpages prior to the Board of Selectmen's meeting on December 4, 2017.

DETERMINE INTERIM DEADLINES

The Committee discussed the goal of presenting the project for approval at the Town Meeting in May 2018 and acknowledged that it may be more realistic to present the project for discussion at the Town Meeting in May, to be followed by a special Town Meeting in September 2018 to approve the project. The timeline is as follows:

November 6, 2017 – The Committee will attend the BOS meeting to provide an update on the Committee's activities.

November 15, 2017 – By the next Committee meeting, the additional PD Headquarters preliminary designs and the Comstock test fit to be prepared, and the RFP to be prepared for review by Town Counsel.

December 4, 2017 – The Committee will attend the BOS meeting to request the following: (1) confirmation of the Department staffing numbers, (2) creation of a full building committee to continue the Committee's activities, and (3) authorization to issue the RFP. Ideally the building committee should be 5-7 persons with appropriate expertise.

December 5, 2017 – Issue RFP.

January 5, 2018 – Responses to RFP due.

January 10, 2018 – Review and short list the responses to the RFP.

Early February, 2018 – Select project architect.

March 19, 2018 – Board of Selectmen meeting to authorize moving forward, either for formal approval at the Town Meeting in May or for presentation of the project at the Town Meeting to be followed by formal approval at a special Town Meeting in September.

May 1, 2018 – Probable date of Town Meeting.

Mid-September, 2018 – Possible date of special Town Meeting to approve the project.

NEXT STEPS

The Committee determined that the following activities should be performed:

1. Mr. Burney will follow up with Mr. Humes to develop up to two additional preliminary studies reflecting redesign and expansion of the current PD Headquarters, and with Quisenberry Arcari Architects to develop a test fit plan of the relocated Town Hall departments at Comstock.
2. Mr. Fordsman and Mr. Burney will develop the RFP for approval by Town Counsel.
3. Ms. Temple will begin populating the Committee's current website with information as to the project.
4. Police Commission to confirm contemplated Department staffing levels.

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 November 15, 2017 at 6:00 p.m.

ADJOURNMENT

At 7:34 p.m., a motion to adjourn the meeting was made and seconded and passed 2-0.

Respectfully submitted,

David Waters, Acting Recording Secretary