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TOWN OF WILTON

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Police HQ - Town Campus Facility
Study Committee



**POLICE HQ – TOWN CAMPUS FACILITY STUDY COMMITTEE SPECIAL
MEETING
21 SEPTEMBER 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 6:03 p.m. In attendance were Committee Members David Waters and Patti Temple. Also in attendance were First Selectman Lynne Vanderslice, Police Chief John Lynch, Police Captain Thomas Conlan and a member of the press.

MINUTES

Ms. Temple made a motion to approve the minutes of the July 26, 2017 meeting. The motion was seconded by Mr. Fordsman. Motion carried 3-0.

PUBLIC COMMENT

There was no public comment.

WILTON POLICE DEPARTMENT PROGRAM NEEDS

Chief Lynch reported that the Department had reviewed the space needs assessment which had been prepared by Brian Humes and updated to 2015, and they had reduced the total space need of the Department to approximately 21,000 square feet by combining rooms and reducing areas. The Committee agreed that they would like to see alternative preliminary designs from Mr. Humes which would include expansion of the existing building on the Town Hall Campus, but which would not require the relocation of utilities.

Chief Lynch and Captain Conlan reported that they had toured the Darien police department, which had undertaken an expansion of their prior building. There were a

number of things that worked, including an Emergency Operations Center that also functioned as a multi-purpose room, and a number of matters that were problematic, including the HVAC system. They further reported that there may be some flexibility and cooperation with the Town of Weston with respect to the processing and housing of prisoners during construction.

Ms. Vanderslice reported that she has asked DPW to look into the feasibility of liquid winter road treatment, which might create space flexibility if the salt storage isn't required, or requires less area.

POTENTIAL DEPARTMENT RELOCATIONS FROM TOWN HALL TO COMSTOCK

Ms. Vanderslice reported that there is more than enough space at Comstock to relocate all of the departments located at Town Hall other than the Town Clerk and the Registrar of Voters, which will remain at Town Hall. The timing of a move would need to be coordinated so as to be cost effective and not during a period of high Town Hall activity, such as when tax bills are due. The Committee agreed that the next step would be to seek the assistance of the Comstock architects, Quisenberry Arcari Architects, to provide a test fit for improvement of the Comstock space to accommodate the Town Hall departments.

DISCUSSION OF COMSTOCK USAGE

Ms. Temple reported that after analysis of the Comstock usage between Summer 2016 and July 2017 she concluded that meeting space demands could be met in approximately 6-8 classrooms, which the Committee agreed would probably be designated to be in Rooms 12-19. The Multipurpose Room gets good usage, particularly during afternoons and evenings, and should be set up with cameras for use by televised boards. The Committee discussed meeting room needs for the relocated Town Hall departments, the need for statutorily mandated storage of records and the possible relocation of functions to provide for greater efficiencies.

RFP PROCESS

Mr. Fordsman will work with Mr. Burney to create the RFP so that it is available in October.

PROJECT TIMELINE

The Committee reaffirmed the goal of presenting the project for approval at the Town Meeting in May 2018. The timeline is as follows:

Mid-October – issue RFP

By Thanksgiving – determine architect of record and specialists under them

By mid-March – reasonably complete construction drawings

March 19 – Board of Selectmen meeting to authorize moving forward

Late March – public hearing on BOS budget and capital projects

May 1 – probable date of Town Meeting

NEXT STEPS

The Committee determined that the following activities should be performed:

1. Mr. Burney will ask Mr. Humes to develop up to two additional preliminary studies reflecting redesign and expansion of the current PD Headquarters. Ms. Temple made a motion to authorize Mr. Burney to expend up to an additional \$5,000 for this purpose. The motion was seconded by Mr. Waters. Motion carried 3-0.
2. Mr. Burney will ask Quisenberry Arcari Architects to develop a test fit plan of the relocated Town Hall departments at Comstock. Mr. Fordsman made a motion to authorize Mr. Burney to expend up to \$5,000 for this purpose. The motion was seconded by Mr. Waters. Motion carried 3-0.
3. Ms. Temple will begin populating the Committee's current website with information as to the project.

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 October 11, 2017 at 6:00 p.m.

ADJOURNMENT

At 7:32 p.m., a motion to adjourn the meeting was made and seconded and passed 3-0.

Respectfully submitted,

David Waters, Acting Recording Secretary

