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TOWN OF WILTON

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BY: LK



Police HQ - Town Campus Facility  
Study Committee

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**POLICE HQ – TOWN CAMPUS FACILITY BUILDING COMMITTEE  
REGULAR MEETING  
19 JUNE 2018**

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

**CTO**

Co-Chairman David Waters called the meeting to order at 6:37 p.m. In attendance were Committee Members Co-Chairman Patti Temple, Keith Fordsman (arrived 6:45 p.m.), Kathy Poirier and David Johnson. Not in attendance was Jack Suchy. Also in attendance were Police Chief John Lynch, Police Captain Thomas Conlan, Police Captain Robert Cipolla, Facilities Director of the Town of Wilton Chris Burney, Brian Humes of Jacunski Humes Architects and Jeannette Ross of the Wilton Bulletin.

**MINUTES**

Ms. Temple requested that the minutes reflect not just the Committee members present, but those that were absent. Mr. Fordsman made a motion to approve the minutes of the May 24, 2018 meeting. The motion was seconded by Ms. Temple. Motion carried 4-0.

**PUBLIC COMMENT**

There was no public comment.

**RECORDING SECRETARY DUTIES**

Mr. Waters reported that Mr. Suchy has agreed to take on the functions of recording secretary for future meetings.

**VISITS TO NEW AND/OR RENOVATED CONNECTICUT POLICE STATIONS**

Chief Lynch reported that he has toured a number of police facilities and can arrange for visits to representative facilities. It was suggested that good examples for comparison

would be Bethel (new construction, opening in a month or so); Monroe (renovation/addition completed about five years ago, located in the lower level of Monroe's Town Hall); and Darien (renovation/addition of existing stand-alone facility). Monroe and Darien stayed occupied during construction. All three departments have roughly the same size force as Wilton's Police Department.

Ms. Temple will work with Chief Lynch to determine dates when Committee members can tour these facilities, with a goal to complete the tours by the end of July. If tours of additional facilities are needed beyond these three facilities, that will be decided at a later date.

### **CONDITION OF TOWN HALL**

Mr. Burney gave the Committee a description of the current condition of the Town Hall building. The building was originally constructed as a theatre in approximately 1930 and has high ceilings, so it only uses about 50% of the available space within the building envelope and is inefficiently laid out. The building is solid masonry so it is difficult to keep warm in the winter, and has inefficient heating. Solutions could include building a new inside perimeter wall but this would reduce the interior area and create wiring issues and would be expensive, or creating a new stucco-type outside wall but this would not be aesthetically appropriate. The columns on the front are load bearing but are being eaten by insects and need to be replaced. A portion of the heating system was upgraded about 15 years ago to replace a boiler but the remaining condition is old and poorly configured. The cooling system is inadequate, and is comprised of five separate small units that were added haphazardly. Four of the five roof levels have failed, and the insulation is no longer of use. The electrical system is as old as the building with some modifications and the distribution is strained. The basement has low headroom and is damp so it is not useful other than for storage of items not susceptible to moisture. The windows are original and nothing around the windows is energy efficient. Technically a three-story building, it should have an elevator but does not. The main vault is in good condition but there is no fire protection. The front façade is in good condition and is the most identifiable part of the building. There is no indication of asbestos; there has been no testing for lead paint but considering the age of the building it is possible that lead paint exists but has been encapsulated by painting over it. The building is not fully ADA compliant. The foundation is in good shape, and there do not appear to be any structural issues with the building. There is inefficient use because each department has their own supplies, storage, etc. rather than a central location, and there is an opportunity to go to modern record archiving except where current record keeping is statutorily required. Because of its historic use as a theatre, structurally the main portion of the building could be gutted from outside wall to outside wall to allow for renovation and reconfiguration. Because the building contains the central phone and computer networks for the Town, it is considered an essential facility and must meet current seismic codes if it is renovated.

### **TOWN HALL DEPARTMENTS' SPACE NEEDS**

The Committee members informally reported their findings from their interviews with Town Hall departments. Each Committee member will submit their summaries to Ms. Temple by July 9, 2018, and she will then compile the information for the next meeting.

Mr. Burney briefly reviewed the condition of the Annex.

### **DISCUSSION/BRAINSTORMING OF POTENTIAL SOLUTIONS FOR TOWN HALL CAMPUS**

Mr. Humes noted that Darien's Police Department building had experienced similar conditions, and they removed the part that was inefficient in order to expand and create a more efficient overall design.

Mr. Humes concurred with Mr. Burney as to the condition of the Town Hall building, but felt that opportunities exist. The main floor of the building is approximately 8,500 SF; if the rear portion of the building which is slab on grade were removed and a new addition of basement with two floors above were located in the same footprint it would create about 25,000 SF.

Mr. Humes noted that police department facilities require much of their area to be on-grade due to the functions involved, such as interactions with the public, dispatch, prisoner handling, etc. Storage and locker rooms are often downstairs in the basement, and administrative offices are located upstairs. The Police Department could be combined in one building with other Town functions, as was done in Monroe, and the Town Hall building could be expanded in footprint as necessary. Combining the Police Department and other functions in one building would allow for shared meeting spaces, bathrooms and other facilities. If the Department was moved to an expanded Town Hall building, it would require only one move and that would save significant expense while leaving the Department operational until the new facilities were ready. The current Police Department building might be usable for the Volunteer Ambulance Corps and other functions.

### **NEXT STEPS**

Mr. Burney will try to locate any plans that exist of the Town Hall building. While it is believed the building is structurally sound, there should be a professional analysis before an alternative that involves modifying the building is considered.

Based upon the Town department interviews, the Statement(s) of Requirements will be developed. Mr. Burney will try to locate a SOR for Comstock from when it was renovated and will circulate it to the Committee members, together with the SORs for Miller Driscoll and Fire House #2 so that the Committee has a frame of reference of what the SOR(s) could contain. Mr. Burney will also try to locate the design plans for the renovations and expansion of the Town Hall campus that were prepared but rejected in 2004.

Chief Lynch will work with Ms. Temple to coordinate visits to the police departments.

**PUBLIC COMMENT**

There was no public comment.

**MEMBER COMMENT**

There was no further comment from the Committee members.

**NEXT MEETING DATE**

The Committee agreed that the next meeting will be the scheduled regular meeting on July 17, 2018 at 6:30 p.m.

**ADJOURNMENT**

At 8:27 p.m., a motion to adjourn the meeting was made and seconded and passed 5-0.

Respectfully submitted,

David Waters, Acting Recording Secretary