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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  
SPECIAL MEETING  
24 MAY 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 6:36 p.m. In attendance were Committee Members Co-Chairman Patti Temple, Keith Fordsman, Kathy Poirier and David Johnson (arrived 7:07 p.m.). Also in attendance were Police Chief John Lynch, Police Captain Thomas Conlan and Police Captain Robert Cipolla. Also in attendance were John Miscioscia, President of the Wilton Volunteer Ambulance Corps and Ron Hitter of the WVAC.

**MINUTES**

Mr. Fordsman made a motion to approve the minutes of the March 20, 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 noted that he had been acting as the recording secretary for the Committee and that it would be appreciated if members of the Committee would agree to rotate this duty.

**WILTON VOLUNTEER AMBULANCE CORPS**

The Committee was informed that the review of the overall Town Campus facilities should include a consideration of the WVAC facilities currently located there. WVAC is

a non-profit 501(c) entity that occupies a small building on the campus as well as a garage, and the Town charges \$1/year for their occupancy. WVAC is outgrowing its existing space and certain functions like meetings cannot occur in the existing building because of size, layout and ADA requirements. There are approximately 50 volunteers, and generally 4-6 people in the building at any one time. They use 3-4 bedrooms. There are generally two ambulances and two “fly cars” (SUVs) that need to be accommodated. WVAC created a focus group and concluded that it would be best to remain on the Town Hall Campus in one of three options – remodel and increase the current building and construct a new garage to accommodate all vehicles with meeting space above, or construct a new headquarters and garage in one building, or construct a new headquarters and a new garage as two separate buildings. During construction, they would need 3-4 bedrooms, preferably shower facilities, and proximity to the vehicles, but relocation of their communications equipment is not overly sophisticated. Mr. Miscioscia provided a current and optimal space analysis. WVAC expects that they will be able to contribute \$500,000 to the project, perhaps more depending on fundraising.

### **INTRODUCTION OF NEW COMMITTEE MEMBER**

David Johnson was introduced as a member of the Committee.

### **FREEDOM OF INFORMATION UPDATE**

The Committee discussed the recent FOIA training given by the Town and the requirements and best practices that the members of the Committee should use in communicating.

### **JACUNSKI HUMES ARCHITECTS WORK UPDATE**

Mr. Waters and Ms. Temple updated the Committee on their separate conversations with Brian Humes. Mr. Humes is updating his analysis of options for the Police Department building and he also performed a walk-through of the existing campus buildings to assess the possible use of the existing buildings as swing space while construction is occurring. He is scheduled to attend the next Committee meeting to discuss his findings. Ms. Temple will let him know of the possible WVAC facility needs so that he can include that in his assessment.

### **TOWN HALL RECENT REPAIRS**

Ms. Temple provided an update she obtained from Mr. Burney with respect to the recent repairs to Town Hall. The repairs are extensive, and it has been determined that the entire roof has failed and will need to be removed and replaced, as well as the HVAC system serving the First Selectwoman’s wing of the building. The Committee discussed whether it would be worthwhile to do so or whether it might be more appropriate to start with a new building, perhaps incorporating the Police Department building or the WVAC building or both as part of it, or to add a second floor to the existing building. Mr.

Johnson will contact Mr. Burney to discuss the condition of the Town Hall building so that the Committee can better assess the alternatives.

### **RFQ UPDATE**

The standard form of Request for Qualifications (RFQ) being prepared by the Town has not yet been completed. Assuming it is completed and approved within the Committee's timeline then that form will be used for the RFQ for architectural services.

### **WORKING TEAMS**

Mr. Waters suggested that the Committee should reach out to each Town department to ascertain their needs currently and in the foreseeable future so that appropriate long-term decisions can be made. This includes space needs, adjacencies to other departments, public and non-public space, meeting space, storage, department-specific needs, etc. Ms. Temple agreed to create a standardized questionnaire to provide to each department. The Committee members were each assigned to contact one or more departments to discuss their needs.

### **HOMEWORK**

Mr. Johnson will review the current condition of the Town Hall building with Mr. Burney.

Ms. Temple will contact Mr. Humes to inform him of the WVAC needs.

Ms. Temple will create the department questionnaire, and then each Committee member will contact their assigned department(s) and report back at the next Committee meeting.

The Police Department will provide a due diligence assessment of the need for a firing range as part of the Town facilities.

Chief Lynch will review recent police station renovations/expansions and new construction that have been performed in other municipalities and will see if tours can be arranged for Committee members.

### **WEBSITE UPDATE**

Ms. Temple reported that she is working on pages addressing the needs and deficiencies of the Town Hall building and the Annex. The website is available to the public at [www.wpdtownhallproject.org](http://www.wpdtownhallproject.org).

### **NEXT STEPS**

See agenda item Homework above.

Mr. Humes and Quisenberry Arcari Architects will update the Committee as to the Town Hall Complex and Comstock respectively.

**PUBLIC COMMENT**

There was no public comment.

**MEMBER COMMENT**

Ms. Temple noted that there will be a Plan of Conservation and Development meeting on June 2, 2018 at Trackside.

**NEXT MEETING DATE**

The Committee agreed that the next meeting will be the scheduled regular meeting on June 19, 2018 at 6:30 p.m.

**ADJOURNMENT**

At 9:01 p.m., a motion to adjourn the meeting was made and seconded and passed 5-0.

Respectfully submitted,

David Waters, Acting Recording Secretary