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2018 JAN 23 A 9:23

Police HQ - Town Campus Facility
Study Committee
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**POLICE HQ – TOWN CAMPUS FACILITY STUDY COMMITTEE SPECIAL
MEETING
22 JANUARY 2018**

**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 6:07 p.m. In attendance was Committee Members Patti Temple and David Waters. Also in attendance were First Selectman Lynne Vanderslice (arrived 6:15), Facilities Director of the Town of Wilton Chris Burney, Police Chief John Lynch, Police Captain Thomas Conlan and Police Captain Robert Cipolla.

MINUTES

Ms. Temple made a motion to approve the minutes of the November 29, 2017 meeting. The motion was seconded by Mr. Waters. Motion carried 3-0.

PUBLIC COMMENT

There was no public comment.

2018 COMMITTEE MEETING DATES

The Committee discussed possible meeting dates for the 2018 calendar year. Mr. Fordsman made a motion to establish the regular meetings of the Committee as the third Tuesday of each month at 6:30 p.m. The motion was seconded by Ms. Temple. Motion carried 3-0. As a result, the next meeting of the Committee will be on Tuesday, February 20, 2018.

RFQ UPDATE AND TIMELINE

Mr. Burney noted that for professional services such as architecture, the Town issues a Request for Qualifications (RFQ) rather than a Request for Proposals (RFP). The Committee agreed that a minimum of three architects should be invited to participate in the process. Mr. Burney will work with Mr. Fordsman to prepare the RFQ for the Police Department/Town Campus work so that it can be reviewed by Town Counsel prior to the Committee's February meeting. The RFQ will include the requirement of an independent third-party estimator. Mr. Burney will also provide the names of a minimum of three architects. The Committee anticipates that it will issue the RFQ following its review at the February meeting. Thereafter, it is expected that the Committee could perform interviews of candidates at the March Committee meeting and either make a decision at the conclusion of that meeting or at a subsequent special meeting as to the architect that is to be recommended to the Board of Selectmen.

With respect to the work at Comstock, Mr. Burney noted that a RFQ is not necessary due to the scope of the project and the fact that the Committee is working with the architect of record of the Comstock renovation project, Quisenberry Arcari Architects. Mr. Fordsman made a motion to recommend to the Board of Selectmen that the Town work directly with Quisenberry with respect to architectural services for the Comstock modifications. The motion was seconded by Mr. Waters. Motion carried 3-0.

BUILDING COMMITTEE STRUCTURE AND EXPANSION

The Committee noted that the Board of Selectmen had agreed that the Committee should be transformed from a study committee to a full building committee. The Committee agreed that the desirable size of the building committee would be approximately 5-6 persons, which would allow for additional expertise in certain subject areas. The Committee discussed possible new members to recommend to the Board of Selectmen.

ARCHITECTURAL UPDATE

Mr. Burney reported that Mr. Humes has developed two scenarios for the Police Department building – one that would completely replace the existing structure and one that would renovate and expand the existing structure. Mr. Burney will ask Mr. Humes to distribute these studies to the Committee members prior to the next Committee meeting, and to attend the next Committee meeting to discuss them.

WEBSITE REVIEW

Ms. Temple showed the Committee the web pages that have been generated with respect to the Police Department building. The website is intended to be a tool to educate and explain the Town's facilities needs, and to provide information as to the Committee's identity, processes and deliberations. The Committee appreciated the work Ms. Temple has put into the project. Chief Lynch and the Department will review the pictures and narrative to ensure that they are accurate and that the pictures do not inadvertently disclose confidential information. Ms. Temple reported that once the website is up,

additional pages will be added with respect to the Town Hall building, the Annex and Comstock.

PROJECT TIMELINE

The Committee again discussed the RFQ timeline and agreed that the goal is to recommend a project architect to the Board of Selectmen at the BOS meeting on April 2, 2018. The longer term goal remains to present the project for approval at a special Town Meeting in September 2018.

NEXT STEPS

The Committee determined that the following activities should be performed by the next meeting:

1. Identify additional Committee members of a full building committee, and have them appointed by the Board of Selectmen.
2. Mr. Fordsman and Mr. Burney will develop the RFQ for approval by Town Counsel, and Town Counsel will agree that it is ready to be issued.
3. Ms. Temple will get the website operational and available to the public.
4. Mr. Humes will distribute to the Committee the two scenarios he has developed and attend the next meeting to discuss them.

PUBLIC COMMENT

There was no public comment.

MEMBER COMMENT

There were no comments by members of the Committee.

NEXT MEETING DATE

The Committee agreed that the next scheduled regular meeting will be on February 20, 2018 at 6:30 p.m.

ADJOURNMENT

At 7:40 p.m., a motion to adjourn the meeting was made and seconded and passed 3-0.

Respectfully submitted,

David Waters, Acting Recording Secretary