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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  
15 JUNE 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 5:50 p.m. In attendance were Committee Members David Waters and Keith Fordsman (by phone at 6:00 p.m., subsequently in person). Also in attendance were First Selectman Lynne Vanderslice, Facilities Director of the Town of Wilton Chris Burney, Police Chief John Lynch and Police Captain Thomas Conlan.

**MINUTES**

Mr. Waters made a motion to approve the minutes of the May 18, 2017 meeting. The motion was seconded by Ms. Temple. Motion carried 2-0.

**PUBLIC COMMENT**

There were no members of the public present, and no public comment.

**WILTON POLICE DEPARTMENT UPDATE**

Chief Lynch reported that he had met with First Selectman Vanderslice to review the Space Needs Assessment that had been prepared by Brian Humes in 2013 and updated in 2015. They reviewed the assessment room by room and the personnel assumptions, and identified some areas where further modifications might occur. The next step will be to invite Brian Humes to further update the Space Needs Assessment with this information. The Committee noted that certain needs, including a community multipurpose room that can be used for hearings, will continue to exist at the Town Campus and will have to be incorporated into the overall plan. The Town Campus needs will be evaluated before determining the Department's final needs assessment because some of the Town Campus

functions might most efficiently be located in the police building rather than elsewhere at the Town Campus.

Chief Lynch informed the Committee that he had attended a League of Women Voters event and had provided an update on the activities of the Committee, followed by a tour of the Department. The Committee noted that the public has not stated that a modern Department facility is unnecessary but rather that the public does not want to spend the money, which is a further reminder that the proposed improvements must be concise and well thought through.

### **TOWN HALL/ANNEX EMPLOYEE HEADCOUNT; SPACE PLANNING**

First Selectman Vanderslice provided a summary of the Town Campus employee headcount, which indicates a total of 30 employees at Town Hall and 19 at the Annex. Of the Town Hall employees, 22 could move to Comstock without issue. An additional 7 (the Town Clerk's office and Registrars of Voters) could move to Comstock but must be kept together as a group, and it would be preferable to have the Town Clerk's office remain at the Town Campus to be in proximity to the land use and building department functions. The 19 employees in the Annex should probably remain at the Town Campus because they experience significant traffic from the public and contractors and there is adequate parking to serve these functions.

The Committee noted that the retention of records is currently a significant use of space, and legal requirements vary from department to department. The First Selectman and Mr. Burney will review the record retention policies to determine the space needs that must be included in the analysis and to determine if alternatives exist to current document storage practices.

### **TOWN CAMPUS CONDITION; ENVIRONMENTAL ASSESSMENT**

Mr. Burney reported that a Phase I environmental assessment is required and should be completed at this time. The Phase I is a review of historic uses on the site and a non-invasive physical inspection, which will result in recommendations as to a Phase II invasive investigation to ensure that no contaminants need to be addressed as part of the construction. Mr. Burney has received a proposal from TRC to perform the Phase I, and they are a well recognized contractor. TRC is ready to proceed if authorized and the Phase I would take approximately 4-6 weeks to complete.

Mr. Burney further reported that he has a study of the Town Hall, Annex, Police Department and Salt Shed buildings that provides their current conditions and estimates of future repair and maintenance. He also has relatively current drawings of the current improvements, and a Class A-2 survey. He is working with Eversource to determine what improvements are located within the existing electrical easement on the Town Campus property.

Mr. Burney further reported that he is meeting with Brian Humes on June 27, 2017 to discuss test borings, possible building footprint feasibility, etc. The update to the Space Needs Assessment will be added to that discussion.

The Committee discussed authorization to retain both TRC to perform the environmental analysis and Brian Humes to update the Space Needs Assessment and to review the Town Campus site. Funding of these costs would come from the bonding authorized at the Town Meeting in May 2017. Mr. Fordsman made a motion, seconded by Ms. Temple, to authorize Mr. Burney to spend up to \$15,000 in the aggregate to engage these consultants for these purposes. Motion carried 3-0.

### **DISCUSSION OF COMSTOCK USAGE**

Mr. Burney and Ms. Temple have requested records as to the last five months of usage at Comstock to update the information already received and to better understand what space may be available. They will report back to the Committee at the next meeting.

### **WEBSITE**

The Committee expressed a desire to create a website at this point to provide information for public consumption, which will be updated as further information and analysis becomes available. The Committee agreed that the website would be named “WPDTownHallProject” and would be linked to the Town’s and to the Department’s websites. Current information that can be included is the video tour that Chief Lynch did of the existing Department building, the presentation that was made at the Town Meeting in May, a statement of the objectives/mission of the Committee, and a timeline and sequence of steps of Committee activities. As consultant information becomes available it will be added. Ms. Temple will compile information with respect to the Police Department needs, the Annex and other relevant information and will provide it to Chief Lynch and Mr. Burney for review.

### **NEXT STEPS**

The Committee determined that the following activities should be performed:

1. Retain Brian Humes to further update the Space Needs Assessment based upon the review by Chief Lynch and First Selectman Vanderslice, and to perform building location feasibility analysis.
2. Retain TRC to perform a Phase I environmental assessment of the Town Hall Campus.
3. Review record retention policies and requirements for Town departments.
4. Create the analysis of current Comstock space usage and calendar.

5. Create the website “WPDTownHallProject” and begin populating it.

#### **FUTURE MEETING DATES**

The Committee agreed that the next meeting will remain as scheduled on July 20, 2017 but that the time would be moved from 5:45 p.m. to 6:00 p.m. The Committee further agreed that the following meeting of the Committee would be changed from August 17, 2017 to August 16, 2017 at 6:00 p.m.

#### **PUBLIC COMMENT**

There were no members of the public present, and no public comment.

#### **MEMBER COMMENT**

There were no comments by members of the Committee.

#### **ADJOURNMENT**

At 7:28 p.m., a motion to adjourn the meeting was made and seconded and passed 3-0.

Respectfully submitted,

David Waters, Acting Recording Secretary