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BY: *A Fiteani*

Police HQ - Town Campus Facility
Study Committee



Town Hall
238 Danbury Road
Wilton, Connecticut 06897
Tel: (203) 563-0100
Fax: (203) 563-0299

**POLICE HQ – TOWN CAMPUS FACILITY STUDY COMMITTEE SPECIAL
MEETING
18 MAY 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 6:05 p.m. In attendance were Committee Members Patti Temple and David Waters (arrived 6:15 p.m.). Also in attendance were First Selectman Lynne Vanderslice, Facilities Director of the Town of Wilton Chris Burney and Police Chief John Lynch.

MINUTES

Ms. Temple made a motion to approve the minutes of the April 27, 2017 meeting. The motion was seconded by Mr. Fordsman. Motion carried 2-0.

PUBLIC COMMENT

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

DISCUSSION OF ANNUAL TOWN MEETING BOND VOTE

First Selectman Vanderslice reported that of the five bonding measures before the Annual Town Meeting, the resolution appropriating \$1,266,000 for the Police Headquarters and Town Campus planning studies passed by the smallest margin. In spite of published information, the First Selectman's presentation at the ATM, conversations and email exchanges explaining that the money would cover expenses for multiple studies/plans as well as finishing unfinished space at Comstock if town offices move there – and that the funds would only be used as needed – many people repeatedly decried the amount as way too much money "for a single study." The Committee agreed that a web page would be set up on the Town's website as soon as practicable to assist the public in better understanding the purpose, goals and work of the Committee and its progress. The web

page will also have a link so that members of the public can email the three Committee members with questions or comments.

DISCUSSION OF STATE FUNDING REDUCTIONS AND THE POTENTIAL IMPACT ON THE TOWN'S BUDGET

First Selectman Vanderslice reported that there is a significant possibility that because of the budget issues faced by the State the municipal aid provided to Wilton may be decreased as may special education funding, and the State may require pension contributions from municipalities. These current financial impacts are not likely to affect the work of the Committee, but they may have an impact on police operations.

DISCUSSION OF ASSUMPTIONS AND NEEDS

The Committee determined that it would be appropriate to state the assumptions and needs that the Committee was using in performing its analysis, so that members of the public can gain a better understanding of the guiding principles that the Committee is operating under. These assumptions and needs may be modified, expanded or added to as the Committee undertakes its review, and the following were agreed to for present:

1. The Town desires a Police Department that is manned 24/7/365 within Wilton. A regional police force serving Wilton but located outside of Wilton, or not having professional staff at all times, is not acceptable.
2. For the foreseeable future the number of personnel in the Wilton police force will not increase. The population of the town will not increase by any significant amount, the population is trending to needing more social services from the Department with less strictly crime matters, youth related activities are increasing and technology is creating efficiencies. For these reasons it is assumed that the size of the force will remain static.
3. Animal Control is a function that falls under police functions, and should be located in the same building.
4. Emergency Dispatch via 911 for police, fire and EMS should be located in Wilton. The state may seek to force regionalization or to place additional financial burdens of maintaining the 911 system on municipalities, and Wilton would be willing to serve as a regional dispatch center (with appropriate contributions from the other municipalities served). However, Wiltonians expect that a 911 call will be answered by a local dispatcher who can determine the appropriate local response. Further, the dispatch function, located within the Police Department, will aid in meeting the assumption set forth above that the Department should be manned 24/7/365.
5. The forensic needs of the Department may change over time and regionalization of some functions with other nearby departments is possible, and technology these

needs may also change. These changes will not substantially increase or decrease the overall space needs of the Department, but flexibility should be incorporated into the Department design so that regionalization, changing technology and changing standards for, among other things, record keeping can be addressed.

6. The Department's jailing needs should not change significantly over time, although the state may require local municipalities to be responsible for longer holding periods prior to arraignment. Any such change would not affect the number of Department personnel or the space required. Current needs that must be met are segregating adults from juveniles, and males and females.
7. The Department's interactions with juveniles is likely to increase over time. There may be a reallocation of some personnel to a greater School Resource Officer-type functions. Some additional space needs exist to segregate juveniles from the adult population.

DISCUSSION OF TOWN HALL CAMPUS SURVEY

Mr. Burney provided the Committee with a Class A-2 survey of the Town Hall Campus that he had obtained from Planning and Zoning. He will speak with Tom Thurkettle to see if as-built plans of the buildings at the Campus exist.

DISCUSSION OF COMSTOCK SPACE AND USAGE

Mr. Burney provided the Committee with a floorplan of the Comstock building and a space needs analysis which concluded that approximately 25 employees could be accommodated in the wing of the building between the greenhouse and the multi-purpose room. Mr. Burney and Ms. Temple are reviewing the current level of activity at Comstock to determine how current space is used and when it is vacant. They will provide an analysis of space usage at the next meeting.

TASKS BEFORE NEXT MEETING AND NEXT STEPS

The Committee determined that the following activities should be performed:

1. Obtain proposals for a Phase I environmental assessment of the Town Hall Campus.
2. Seek an architect for the building block process of space planning.
3. Obtain details of the existing underground utilities at the Town Hall Campus.
4. Create the analysis of current Comstock space usage and calendar.
5. Create a headcount of Town Hall Campus employees, exclusive of employees of the Fire Department and Police Department.

The Committee discussed the timetable for creating sufficient information to present to the Town, which would occur either at the Annual Town Meeting or otherwise would probably require a special meeting in October.

FUTURE MEETING DATES

The Committee agreed that the next meeting will remain as scheduled on June 15, 2017.

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 7:36 p.m., a motion to adjourn the meeting was made and seconded and passed 3-0.

Respectfully submitted,

David Waters, Acting Recording Secretary