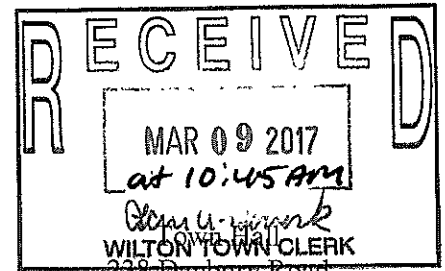
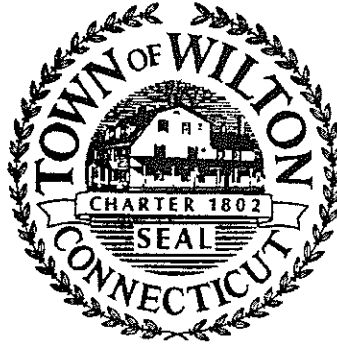


Police HQ - Town Campus Facility
Study Committee



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**POLICE HQ – TOWN CAMPUS FACILITY STUDY COMMITTEE SEPCIAL
MEETING
08 MARCH 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 5:49 p.m. In attendance were Committee Members Patti Temple and David Waters. Also in attendance were First Selectman Lynne Vanderslice, Facilities Director of the Town of Wilton Chris Burney, Chief of Police Robert Crosby, Captain John Lynch and Brian Humes of Jacunski Humes Architects, LLC.

MINUTES

Ms. Temple made a motion to approve the minutes of the February 2, 2017 meeting. The motion was seconded by Mr. Waters. Motion carried 3-0.

INTRODUCTION OF GUESTS

Mr. Humes of Jacuski Humes Architects, who had performed prior needs assessment services for the Police Department, was introduced to the Committee. Mr. Burney provided a brief background of the charge given to the Committee.

**PRESENTATION AND DISCUSSION RE 2015 SPACE NEEDS ASSESSMENT
REPORT FOR WILTON POLICE DEPARTMENT**

Mr. Humes described his work to date on behalf of the Police Department.

In 2013 he performed a space needs assessment, which is to determine what is needed by the Wilton Police Department based on activities within the Town of Wilton. What may be appropriate for one police department may not be appropriate for another, even if they are of relatively the same size. This also includes an analysis of crime statistics,

organization requirements, a twenty (20) year growth projection, etc. His function is not just to take a police department's list of requirements, which can tend to become a wish list, but to listen, ask questions and test conclusions so that the end result is a report of what is actually needed, and what is defensible when questions arise.

Mr. Humes described the four elements of a feasibility study:

1. The space needs assessment. This is the most important of the steps because it is the foundation for the remainder of the activities. If it is not accurate, then as future steps are taken it will need to be revisited, resulting in further changes during the study process. If it is accurate to begin with and addresses realistic future needs, then the process is more linear.
2. A site evaluation analysis. Where can the Department be located? Is it a new location, or a current location? What factors will be taken into account, such as acquisition costs, site conditions, accessibility, neighboring land uses, etc.
3. Schematic site plans. Once a site is selected, site plans are required.
4. Professional cost estimate. Based on the plans, a realistic and accurate cost estimate and budget can be prepared.

The Town of Wilton had requested that he enter into separate agreements for each stage of the feasibility study. Some municipalities do it this way, and others will enter into a contract for the entire process. Mr. Waters explained that the Police Commission felt that because the space needs assessment is designed for a twenty year life and because Mr. Humes builds into his determination an acknowledgement that there may be several years between the assessment and actual construction, that the space needs assessment would not become "stale" and the entire feasibility process could be undertaken on a step by step basis.

As a result of his activities in 2013, Mr. Humes prepared a space needs assessment report that concluded the Wilton Police Department building should be 24,000 square feet (currently 10,150 square feet) within a two-story building on two acres. The estimated cost in 2014 dollars, exclusive of land acquisition and unusual site development costs, was estimated at \$12.6 million.

In 2015, Mr. Humes revisited his 2013 space needs assessment report. Based on new information as to programming and other factors, he concluded that the size of the building could be reduced from 24,500 square feet to 23,600 square feet, and that the property area required could be reduced from two acres to 1.8-2.0 acres.

Following the 2015 update to the space needs assessment, Mr. Humes undertook a site evaluation analysis that was presented to the Police Department in August, 2015. Two locations were reviewed and seen as possible locations: (1) 241 Danbury Road, across the street from the Town Hall campus, was in a good location but was not owned by the Town and therefore would be subject to acquisition costs. (2) 32 Old Danbury Road, at the corner of Station Road and Route 7, is Town-owned but has significant site costs due

to ledge located at the property. Mr. Humes indicated that he was not asked at that time to analyze the existing Police Department building location.

Mr. Humes explained that it is very difficult to renovate an existing police department building while it remains operational. There is no “down time” such as weekends and evenings so construction work cannot be scheduled around operations of the Department, and it is not possible to predict when a police department is going to be busy and when it is not. It is not possible to turn the public away and operations must be maintained. The challenge is to maintain safety for the officers and the public.

Mr. Humes related one example of a renovation and expansion in Westborough, MA, where the police department moved out of the building for two years while construction occurred. Dispatch was moved to the fire department; prisoner processing and detention was performed in a neighboring community by agreement with that community; and administration/public contact functions were moved to an office building within the municipality that was leased for the period.

Mr. Humes related a second example of renovation and expansion in Darien, CT. In this case, dispatch was moved to a construction trailer during construction, a new addition was constructed and then the department was relocated to the new addition while the old building was renovated, and after renovation of the old portion of the building occurred the department was redistributed to final locations within the renovated and expanded building. This process was disruptive but allowed the department to continue to function in its original location.

Mr. Humes stated that it is not unusual to see a needs assessment that indicates double the current space of a police department. This has very little to do with the twenty-year growth projection, but a lot to do with the growth of departments in personnel and functional needs over the last twenty years that have not been addressed. That is true of the Wilton Police Department, which is located in a building that was constructed in the 1970's with a fraction of the personnel, no computers, no female officers, etc. It is important to assess what future growth needs may be, but to also recognize where growth is unlikely to occur so as to avoid overbuilding. Mr. Humes noted that unlike a school building, where if needs arise a few added classrooms can be added on, the functional efficiencies and security needs of a police department building require certain adjacencies which are very difficult to manage with a simple future expansion.

Mr. Humes indicated that the cost of performing schematic design and cost estimation, once a site is selected, is approximately \$15,000. He would expect schematic design to take approximately six weeks and the cost estimate approximately three weeks later.

The Committee and Mr. Humes discussed the concept of regionalization of certain police functions. There is a push by the State to regionalize dispatch centers because the State currently bears the cost of the 911 system. However, if dispatch is regionalized this will result in “dark stations” where there is no one available to address the needs of the public who come to the building. For Wilton, not only does dispatch perform this function but it

also monitors prisoners. The Committee concurred that it is not desirable to regionalize if this creates a “dark station” but recognized that this may come at a cost if the State, as the Legislature has attempted in the past, requires smaller municipalities who operate dispatch centers to bear the cost of the 911 system.

Mr. Humes noted that police department buildings tend to be much higher cost per square foot than most other buildings. Among the more costly items are detention facilities and firearms training. The Committee discussed the operational and fiscal desirability of having a firing range located in proximity to the police department even if it is not located within the police department building. It may be possible to construct a new firearms facility that either could be made available to other nearby municipalities or that could be open for public use to offset construction and operational costs when not needed by the police department. Mr. Humes further noted that because a police department building is an “essential facility” there is a much higher Code compliance required, including seismic compliance, etc. because it functions as an emergency center. This makes renovation of an existing building much more difficult and costly because the entire building would need to be upgraded to these much more stringent standards.

The Committee thanked Mr. Humes for his informative presentation and his time, and thereafter discussed next steps. The Committee will review the adjacencies of various Town functions located on the Town Hall complex and elsewhere to determine what functions should be located together, what functions can be located in places other than where they are currently, etc. That analysis will permit the Committee to assess what flexibility may exist with respect to the Town Hall complex and the police department location.

SCHEDULE NEXT MEETING

The Committee determined that the next meeting will be on April 4, 2017 at 5:45 p.m., and Mr. Burney will confirm the location.

PUBLIC COMMENT

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

ADJOURNMENT

At 7:27 p.m., a motion to adjourn the meeting was made and seconded and passed 3-0.

Respectfully submitted,

David Waters, Acting Recording Secretary