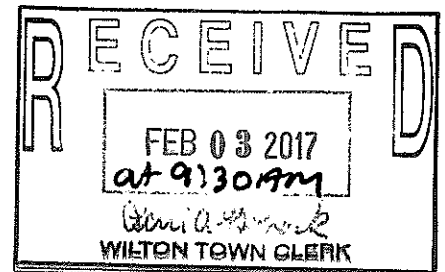
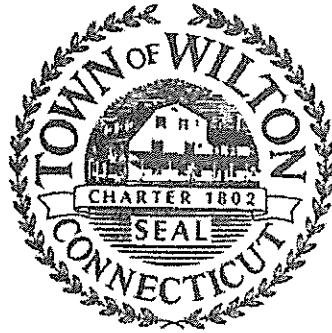


Police HQ - Town Campus Facility
Study Committee



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**POLICE HQ – TOWN CAMPUS FACILITY STUDY COMMITTEE
ORGANIZATIONAL MEETING
02 FEBRUARY 2017**

**NOTE: THESE MINUTES ARE SUBJECT TO CHANGE AND APPROVAL AT
A FUTURE MEETING OF THE COMMITTEE**

CTO

Chris Burney, Facilities Director of the Town of Wilton called the meeting to order at 5:48 p.m. In attendance were Committee Members Patti Temple, Keith Fordsman and David Waters. Also in attendance was First Selectman Lynne Vanderslice.

OPENING REMARKS

Mr. Burney welcomed the members of the Committee and explained that this was the organizational meeting of the Committee.

ELECTION OF OFFICERS

Mr. Burney informed the Committee that they should elect a Chairman, a Vice Chairman and a Secretary. After discussion, a motion was made by Mr. Waters and seconded by

Ms. Temple to elect Mr. Fordsman as Chairman, Ms. Temple as Vice Chairman and Mr. Waters as Secretary. Motion passed 3-0.

DISCUSSION OF UNDERSTANDING OF COMMITTEE CHARGE

Ms. Vanderslice informed the Committee that the immediate priority of the Committee is the Police Department building, but that this study should also include an analysis of the entire Town Hall campus because changes to the WPD building will have effects on, and will be affected by, other activities and structures on the campus property. Previously it had been contemplated that a new WPD building might be constructed at an off-campus location but there are good reasons to keep the Police Department, the Fire Department and EMS in the same location, so the preference should be to keep all three functions at the campus. This may require further analysis of other activities currently located at the campus that might be moved to another location. The Committee's work should be a creative process to look at all alternatives, which would result in a form of Statement of Requirements for recommendation to the Board of Selectmen. At that point a formal Building Committee would be constituted. The BOS would like the Committee to provide their recommendations by Summer 2017, with a full Building Committee to be constituted in Fall 2017.

Ms. Vanderslice further informed the Committee that there is currently available \$10,000 through the BOS budget to initiate preliminary architectural and engineering analysis, and the Committee may request additional funding this year from the Charter Authority Fund. Mr. Burney indicated that he believed this preliminary analysis would cost approximately \$20,000-\$30,000. The BOS contemplates a cost for the WPD building of approximately \$12.6 million based upon prior studies, but this is a placeholder. It is assumed that 10% of the cost would be used for design activities, and would be presented for bonding at the Town Meeting for FY2018. Assuming the project is to proceed, bonding for actual construction costs would occur in FY2019.

September 14, 2016 with respect to the buildings located at the Town Hall campus; (2) a Space Needs Assessment for the Wilton Police Department prepared by Jacunski Humes Architects dated September 2013 and updated July 2015; and (3) a Due Diligence Report prepared by Fletcher Thompson, Inc. dated February 28, 2002 with respect to the Town Hall Annex Building.

Mr. Waters informed the rest of the Committee that he had familiarity with the analysis performed by Brian Humes, who specializes in police facilities, and he suggested that it would be worthwhile for the Committee to hear from Mr. Humes as to the facility needs and construction issues that are peculiar to the construction and/or renovation and operations of a police department building. Mr. Fordsman requested that Mr. Burney contact Mr. Humes to invite him to the next meeting of the Committee to provide this background.

ESTABLISHMENT OF CALENDAR

Mr. Burney noted that it is too late to adopt a calendar of regular meetings of the Committee for calendar year 2017, so all meetings will be special meetings. The Committee determined that the next meeting will be on February 16 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. The Committee agreed that they would follow the practice of the Board of Selectmen and provide an opportunity for public comment at the beginning and at the end of each meeting. The Committee further agreed that the Wilton Police Department will be invited to have a representative(s) attend future meetings of the Committee.

ADJOURNMENT

At 7:15 p.m., a motion to adjourn the meeting was made and seconded and passed 3-0.

