

Police HQ - Town Campus Facility
Study Committee



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**POLICE HQ – TOWN CAMPUS FACILITY BUILDING COMMITTEE
REGULAR MEETING
16 OCTOBER 2018**

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

CTO

Co-Chairman David Waters called the meeting to order at 6:39 p.m. In attendance were Committee Co-Chairman Patti Temple and Committee member Keith Fordsman. Not in attendance were Committee members David Johnson, Kathy Poirier and Jack Suchy. Also in attendance were Police Chief John Lynch, Captain Thomas Conlan and Captain Robert Cipolla.

APPROVAL OF MINUTES

In the absence of a quorum, approval of the minutes of the September 18, 2018 meeting was deferred to a future date.

PUBLIC COMMENT

There was no public comment received.

OWNER'S REP RFQ

Mr. Burney was not available to provide the Committee with an update as to the status of the RFQ, but reported through Chief Lynch that the RFQ had been drafted and was being reviewed by Town Counsel.

WPD STATEMENT OF REQUIREMENTS

A draft of the Police Department SOR was circulated to the Committee members. The SOR had been reviewed by the Police Commission the prior evening, and was provided to the Committee on an informal basis so that the Committee could comment on the

format. The Committee felt that the format was good, and that once the content was approved by the Police Commission and by the BOS it would form the basis for instructing design professionals as to the Police Department needs.

TOWN HALL STATEMENT OF REQUIREMENTS

The Committee did not have any update from Mr. Burney or First Selectwoman Vanderslice as to the development of the development of the Town Hall SOR. Mr. Waters will follow up with Mr. Burney to determine the status.

PROJECT TIMELINE

The Committee discussed the necessary steps leading up to a Town vote in November 2019. Ms. Temple will follow up with Town officials on the legal requirements.

BETHEL PD VISIT

Chief Lynch informed the Committee that the Bethel Police Department building was near completion. The Committee agreed to wait for a few weeks before asking for a tour of the facility, but asked Chief Lynch to let the Committee know if Bethel held an open house so that Committee members could attend if they wished.

NEXT STEPS

The critical path items are to retain an owner's representative and to receive the two approved SORs – until those are obtained the Committee has limited work to perform.

MEMBER COMMENT

There was no further comment from the Committee members.

PUBLIC COMMENT

There was no public comment received.

NEXT MEETING DATES

The regular meeting dates are on November 20 and December 18.

ADJOURNMENT

At 7:25 p.m., a motion to adjourn the meeting was made and seconded and passed 3-0.

Respectfully submitted,

David Waters, Acting Recording Secretary