

Police HQ - Town Campus Facility  
Study Committee



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2018 OCT -1 A 8:41

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

**POLICE HQ – TOWN CAMPUS FACILITY BUILDING COMMITTEE  
REGULAR MEETING  
18 SEPTEMBER 2018**

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

**Call To Order**

Co-Chairman David Waters called the meeting of the Police HQ-Town Campus Facility Building Committee (Committee) to order at 6:34 p.m. In attendance were Committee Members Co-Chairman Patti Temple, Kathy Poirier and Jack Suchy. Not in attendance Were Dave Johnson and Keith Fordsman. Also in attendance were First Selectwoman Lynne Vanderslice, Mr. Chris Burney, Captain Thomas Conlan and Police Chief John Lynch. Police Commissioner Donald Sauvignon and Jeannette Ross of the The Wilton Bulletin were in attendance.

**MINUTES**

Ms. Poirier made a motion to accept the minutes of August 21, 2018, and the motion was seconded by Ms. Temple. The minutes were approved 4-0.

**PUBLIC COMMENT**

Police Commissioner Sauvignon stated that he was impressed with the work of the Committee and pledged the cooperation of the Board of Police Commissioners.

**PROJECT STATUS REPORT TO THE BORD OF SELECTMEN (BOS)**

Co-Chairman Waters stated that the night before, he and Co-Chairperson Temple provided an update on the work of the Committee. During the update, the BOS was updated on the naming of new members, reinforced the process underway, including a historical overview of the process, and indicated that the Committee's website has been updated and provides wealth of information to the BOS and the public. First

Selectwoman Vanderslice suggested that the Committee provided something similar to a Letter to the Editor and to present to local service groups.

### **TOWN HALL AND POLICE DEPARTMENT STATEMENT OF REQUIREMENTS (SOR)**

Police Commissioners Sauvignon and Dave Waters stated that, working with the command staff of the Wilton Police Department, the Board of Police Commissioners will prepare a SOR. First Selectwoman Vanderslice and Mr. Burney will prepare a SOR for the town hall departments. It was the consensus of the Committee that any SOR must be clear, deliberate, and transparent. Later that evening, Police Commissioner Sauvignon reinforced his statement that the Board of Police Commissioners will continue to work in a collaborative manner with the Committee.

### **PROJECT COSTS TO DATE**

Co-Chairperson Temple stated that less than thirty-five thousand dollars (\$35,000) has been spent to date, a figure which represents less than 3% of the \$1.26 million and characterized by Co-Chairperson as "prudent".

### **DISCUSSION OF THIRD PARTY PROJECT MANAGEMENT**

The committee discussed the benefits of a third-party project management. It is the consensus of the committee that the town's use of a third-party project management team would be beneficial for the town. Co-Chairperson Temple made a motion that the committee produce/develop a Request for Qualifications (RFQ) for an Owner's Project Manager for the Police HQ-Town Campus Facility Building Committee. The motion was seconded by Ms. Poirier. The motion passed 5-0. Mr. Johnson and Mr. Burney were tasked to work together on the development for such an RFQ.

### **BETHEL POLICE DEPARTMENT VISIT**

No firm date has been set, but Police Chief Lynch is coming up with possible dates.

### **PUBLIC COMMENT**

Police Commissioner Sauvignon reinforced the Police Commission's commitment to work in a collaborative manner with this Committee.

### **MEMBER COMMENT**

There was no further comment from the Committee members.

### **NEXT REGULAR MEETING DATE**

. The next scheduled regular meeting is October 16, 2018 at 6:30pm.

### **ADJOURNMENT**

With no further business to conduct, Co-Chairperson Temple made a motion to adjourn, seconded by Ms. Poirier. The motion carried 4-0, at 7:52pm.

Respectfully submitted,

Jack Suchy, Recording Secretary