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TOWN OF WILTON

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BY: *af*

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 BUILDING COMMITTEE
REGULAR MEETING
21 AUGUST 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 to order at 6:30 p.m. In attendance were Committee Members Co-Chairman Patti Temple, Kathy Poirier, Dave Johnson, and Jack Suchy. Not in attendance was Keith Fordsman. Also in attendance were First Selectwoman Lynne Vanderslice, Mr. Chris Burney, and Police Chief John Lynch. Marc Sklenka of Colliers International and Jeannette Ross of the The Wilton Bulletin were in attendance.

MINUTES

Mr. Johnson made a motion to accept the minutes of July 17, 2018, the two meetings on July 27, 2018, and the special meeting held on August 2, 2018. and seconded by Ms. Poirier. The minutes were approved 5-0.

PUBLIC COMMENT

First Selectwoman Lynne Vanderslice reminded the committee that the projected budget was \$12.5 million. It was originally for the police building itself, but that since that time, the committee has been asked to address problems with the town hall annex and the town hall itself. After a discussion, the consensus was that it was worth moving forward, even if only to determine the needs of each building.

VALUE OF THIRD PARTY PROJECT MANAGEMENT PRESENTATION

Mr. Burney introduced Mr. Marc Sklenka, Senior Director/Project Management/Northeast with Colliers International. He provided an overview of what services the project management team should be able to provide a town: serving as an

advocate for the town, provide objective, professional advice in the various fields of planning and construction, architect selection, budget development, project schedule, provide guidance for cost control, value engineering and cost estimating, scheduling control, and effective management of changes during construction and effective dispute resolution.

POLICE STATION VISITS REVIEW

Mr. Suchy and Ms. Poirier provided an overview of the visits to the Monroe Police Department and the Darien Police Departments, respectively. The committee was appreciative of the time spent by the respective police department's command officers during the July 29 visits. Co-Chairperson Patti Temple indicated that she would be, on behalf of the committee, writing letters of appreciation to the respective agencies.

EMRGENCY TOWN HALL ROOF REPAIR

Mr. Burney provided the committee with an update on the emergency roof repairs at Town Hall following a rain storm in late July. The area in question was about 1000 square feet above the Town Clerk's office. Mr. Burney was complimentary towards the staff at the Town Clerk's office in acting quickly to prevent the destruction and or damage to vital records. A temporary patch is in place, but that more extensive work will be needed to be done, likely in the fall.

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.

POTENTIAL LAYOUTS FOR COMSTOCK COMMUNITY CENTER

Mr. Burney presented the committee with various layout options for the Comstock Community Center if town hall officers are relocated. This was informational purposes only.

STATEMENT OF REQUIREMENTS (SOR) TEMPLATE

Mr. Johnson presented the committee with a template for SOR which could be used by the committee. The template was divided into the following sections:

1. Purpose
2. Background & Objectives
3. Problem/Opportunity Definition

4. Risk Consideration
5. Risk(s) of NOT Proceeding
6. Recommendations

Mr. Johnson and Mr. Burney agreed to work to put together the SOR for the committee to consider.

FINANCIAL REPORT

As part of the financial report, the subject of whether a hazardous materials assessment was ever conducted of the police building, town hall or the town hall annex. When it was learned that no such reports exist or can be found, a motion was made to authorize Mr. Burney to enter into an agreement with an approved vendor for the purpose of conducting a hazmat assessment of the police building, town hall, and the town hall annex. The motion passed 5-0.

NOVEMBER 29, 2019 REFERENDUM

First Selectwoman Vanderslice stated that she consulted with the town counsel, Mr. Bloom, and that the question of whether the expenditure of funds for the police building, town hall, town hall annex work can appear on the November 2019 ballot.

PROJECT UPDATE TO THE BOARD OF SELECTMEN

First Selectwoman Vanderslice confirmed that there will be a project update to the Board on September 17, 2018. Co-Chairs Waters and Temple encouraged all members to attend this meeting, if possible.

PUBLIC COMMENT

There was no public comment.

MEMBER COMMENT

There was no further comment from the Committee members.

NEXT REGULAR MEETING DATE

The Committee agreed that the next meeting will be the scheduled regular meeting on September 18, 2018 at 6:30 p.m.

ADJOURNMENT

At 8:40 p.m., a motion to adjourn the meeting was made and seconded and passed.

Respectfully submitted,

Jack Suchy, Recording Secretary