

2017 JUL 27 P 3:38

BY: LK

Police HQ - Town Campus Facility
Study Committee



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**POLICE HQ – TOWN CAMPUS FACILITY STUDY COMMITTEE SPECIAL
MEETING
26 JULY 2017**

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

CTO

Vice Chairman Patti Temple (by phone) called the meeting to order at 5:06 p.m. In attendance were Committee Members David Waters and Keith Fordsman. Also in attendance were Facilities Director of the Town of Wilton Chris Burney, Police Chief John Lynch, Police Captain Thomas Conlan, Police Captain Robert Cipolla and Brian Humes of Jacunski Humes Architects, LLC.

MINUTES

Mr. Waters made a motion to approve the minutes of the June 15, 2017 meeting. The motion was seconded by Ms. Temple. Motion carried 2-0.

PUBLIC COMMENT

There was no public comment.

BUILDING FOOTPRINT FEASIBILITY

Mr. Humes reported on his analysis of the existing Town Hall Campus conditions and the feasibility of expansion of the existing Police Headquarters. He presented a plan that would include a two-story addition to the south of the existing building and a program/massing plan indicating activity areas within the renovated and expanded building. Mr. Humes noted that the plan was designed to permit the building to be in continuous use during construction but that some functions would need to be provided elsewhere during that time. A discussion ensued with respect to the plan and the usage of the other structures at the Town Hall Campus.

WILTON POLICE DEPARTMENT UPDATE

Chief Lynch reported that there had been discussion as to the feasibility of incorporating a DPW bunkroom in the PD building, and the possibility of a regionalized Animal Control Officer function. He expressed a strong desire to maintain an indoor firing range within the PD Headquarters or close by.

PHASE I ENVIRONMENTAL ASSESSMENT

Mr. Burney reported that he is working with TRC on the Phase I environmental assessment, and that nothing has yet been discovered that is problematic.

DISCUSSION OF COMSTOCK USAGE

Ms. Temple reported that she has obtained current information with respect to the usage of the Comstock building and will process that information and distribute it to the Committee.

WEBSITE

Mr. Burney informed the Committee that the Town is in the process of redesigning the Town website, with the intention that all board and commission websites will be located under the Town umbrella. The anticipated completion of this project is by the end of the current fiscal year, and work on the Committee website may be delayed as a result.

FIVE MONTH PLAN STATUS/UPDATE

The Committee's activities are within the five month plan that the Committee established for itself.

NEXT STEPS

The Committee determined that the following activities should be performed:

1. Mr. Burney agreed to provide the architectural plans of the current PD Headquarters to Mr. Humes for further review.
2. Chief Lynch and his staff will review the program analysis and space needs, compare them to the program/massing plan provided by Mr. Humes and provide further input to Mr. Humes.
3. Mr. Burney and First Selectman Vanderslice will continue to review the potential relocation of offices from Town Hall and the Annex.
4. Ms. Temple will provide the analysis of current Comstock space usage and calendar.

5. Mr. Burney indicated that a thorough independent engineering assessment of the Annex is required in order to see if retention of the building or any portion of it is viable. Mr. Fordsman made a motion to authorize Mr. Burney to retain the services of an engineer for this purpose. The motion was seconded by Mr. Waters. Motion carried 2-0.

PUBLIC COMMENT

There was no public comment.

MEMBER COMMENT

There were no comments by members of the Committee.

FUTURE MEETING DATES

The Committee agreed that the next scheduled meeting on August 16, 2017 would be canceled and that the Committee members would determine the timing of the next meeting based upon receipt of further information from Mr. Humes and others pursuant to the next steps outlined above.

ADJOURNMENT

At 6:43 p.m., a motion to adjourn the meeting was made and seconded and passed 2-0.

Respectfully submitted,

David Waters, Acting Recording Secretary

