

To: Board of Selectmen and Police Headquarters Building Committee Members

From: Lynne Vanderslice

Date: October 1, 2021

Re: Discussion of Headquarters Project at October 4th BOS Meeting

All,

I am providing the following documents in advance of Monday's BOS discussion of and approval of a Statement of Requirements.

- **History of Current Project Milestones.** See Slide 1 of attached PowerPoint.
- **Summary of the Building Committee Recommended Plan** as discussed at 2/3/20 BOS meeting. See Slide 2 of attached PowerPoint.
- **Police Commission Recommended Revised Statement of Requirements**, approved 2/10/20. See attached PDF, so titled.
- **Reconciliation of Building Committee Recommended Plan to Police Commission Statement of Requirements.** See Slides 4, 5 and 6 of the attached PowerPoint.
- **Recommended Revised Statement of Requirements, as of 10/4/21.** See attached PDF, so titled.
- **Proposed Timeline to Special Meeting and Adjourned Vote.** See Slide 7 on the attached PowerPoint. The first three dates in bold are firm. All others are subject to change. The timeline includes public information sessions and building tours which we assume will involve a collaboration of town employees, BOS members and Building Committee members. Please check your schedule prior to Monday's meeting, so we can firm up dates at the meeting.

To access the meeting, Building Committee members should click on the public access link on the agenda, which can be found here: <https://www.wiltonct.org/node/52/minutes-agendas>. I will promote members to panelists for agenda item 1 under Discussion and/or Action.

Lastly, the following are questions from Thursday night's Building Committee meeting, along with answers. Please don't hesitate to ask additional questions at Monday's meeting.

- **Are federal or state grants available for this project?** Generally no. The chatter likely you heard was about grants awarded to states, counties and municipalities under the American Rescue Plan (ARPA). This June Wilton received a \$2.7 million ARPA grant and will receive another \$2.7 million grant next June. Most of the initial grant is expected to

be used to fund the required town wide emergency radio replacement. The Board of Selectmen has not made a determination as to how the remaining funds will be used.

- ***If approved in January, what is the bonding schedule?*** In May of 2017, the voters authorized \$1.266 million for this project. A significant percentage of that amount will be unencumbered as of the special town meeting. The special town meeting bonding request will be for the cost of the project less the remaining unencumbered monies. The amount actually borrowed may be further reduced by any monies borrowed for a closed project that remain unused.
The Town generally borrows once each fiscal year during the third quarter of the fiscal year. Monies are borrowed on an as needed basis. Typically projects are authorized at the May ATM and the funds are borrowed in March. The Town generally has the resources to meet approved projects' needs until the borrowing occurs in March. In this case, assuming approval at the January STM, a determination will be made whether to include any borrowing for this project in the expected March 2022 offering.
- ***Who files the Town's application to Planning & Zoning and who represents the Town at Planning & Zoning and any other commission meetings?*** As with any other applicant, the Town should have a completed application before submitting to the Planning & Zoning Commission for acceptance. The application for Miller Driscoll was submitted approximately 8 months after the vote.
The application must be executed by the property owner. As such, prior to filing the application, it will be presented to the Board of Selectmen to authorize the first selectwoman to execute and file on behalf of the town. The applicant will likely name an agent to represent the Town, likely Tecton or Chris Burney or perhaps both.

Thanks,
Lynne