

Police HQ - Town Campus Facility
Study Committee



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**POLICE HQ – TOWN CAMPUS FACILITY STUDY COMMITTEE SPECIAL
MEETING
27 APRIL 2017**

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

CTO

Chairman Keith Fordsman called the meeting to order at 5:53 p.m. In attendance were Committee Members Patti Temple and David Waters (arrived 6:05 p.m.). Also in attendance were First Selectman Lynne Vanderslice, Facilities Director of the Town of Wilton Chris Burney and Police Captain Tom Conlan.

MINUTES

Ms. Temple made a motion to approve the minutes of the March 8, 2017 meeting. The motion was seconded by Mr. Fordsman. Motion carried 2-0.

PUBLIC COMMENT

There were no members of the public present, and no public comment.

PROPOSED BONDING ON MAY 2, 2017 ANNUAL TOWN MEETING BALLOT

First Selectman Vanderslice reported that as a result of the efforts to publicize the bonding request proposed by the Town to study the Police Department facility there has been some discussion by citizens, including on the Town's Facebook page. Some of the discussion referred to a prior Town Hall Campus analysis that was performed in 2002-2003 which was rejected in 2004, and they questioned the need for another study and the cost associated with it since the original study exists. The Committee reviewed the history of the prior design study and Ms. Vanderslice noted that it included an extensive modification of the Town Hall Campus that was estimated at the time to cost approximately \$15 million, which in current 2017 dollars would probably be over \$30 million. Mr. Waters confirmed that he had been on the Council on Public Facilities in the

2002-2004 time period, and the contemplated changes included a complete reconstruction of Town Hall, the Police Department, the removal of the Annex, connection to the Fire Department, etc. and it included significantly more space than what was actually required, such as new meeting rooms that are now available at Comstock or the library. Ms. Vanderslice noted that the current bonding request is not just for planning improvements to the Department facilities, but also to plan for and review possible relocations of certain Town Hall facilities to other buildings such as Comstock.

Ms. Vanderslice then discussed her OpEd and Police Chief Lynch's OpEd, both of which were submitted to the Wilton Bulletin, and her proposed presentation for the upcoming Town Meeting.

APRIL 25 AND APRIL 29 POLICE HEADQUARTERS TOURS

One of two scheduled public tours of the current Police Department facilities occurred on April 25, 2017. News 12 and Good Morning Wilton attended, as did eight members of the public. A second scheduled public tour will occur on Saturday, April 29 and it is hoped that because it is on a weekend there may be more attendees. Chief Lynch has also made clear in his publications that if these dates are inconvenient he will be pleased to schedule other tours for interested parties. The intention of these tours is to provide the public with as much information as possible so that they can make an informed decision as to the need for renovations to the Department facilities.

COMMUNICATIONS

The Committee discussed the desirability of a website to inform the public of the Committee's progress. It was agreed that the Town Meeting will provide guidance as to what activity the Committee should pursue, and that following the Town Meeting there will be a period when the Committee is amassing information but will not have any significant data that would be useful to the public. It was agreed that it would probably be the beginning of 2018 before the Committee had any real information to provide, but that whenever such information does become available in presentable form it will be made public. The Committee members agreed that the overriding goal is to make sure that the public is informed throughout the process so that citizens will have time and information to make informed decisions.

FIVE MONTH PLAN

The Committee discussed the charge given to the Committee which contemplates that the Committee will provide recommendations to the Board of Selectmen by the end of Summer 2017, which will then result in a form of Statement of Requirements. Thereafter a formal Building Committee would be constituted.

Mr. Burney reported that he has information available as to the usage of the Comstock Community Center facilities, but it is not in a readily usable format. Ms. Temple agreed that she will work on creating a database of this information so that the Committee may

obtain an understanding as to the current usage of those facilities and therefore what portions of the facilities might be available for other users, including the possible relocation of certain Town departments.

Mr. Burney agreed that he will re-engage with Brian Humes, who did the most recent Police Department space needs assessment, to ask for his assistance in retaining structural and other consultants to determine if and how the existing building may be modified or added to. This information will be useful in the consideration of alternatives for the Department facilities.

Ms. Vanderslice will meet with Chief Lynch to review the most recent space needs assessment, to see where it can be further clarified and if it may be further tightened. Mr. Burney agreed that once this has been done he will ask Mr. Humes to review and update the space needs assessment, at least on an informal basis.

Mr. Burney agreed that he will commence a rough evaluation of the space needs of the Town departments located at the Town Hall Campus. This information will allow the Committee to consider which functions might fit within other locations, including available space at Comstock.

TOWN HALL CAMPUS DEPARTMENTS

The Committee reviewed the existing departments and functions that are located at the Town Hall Campus. The Committee then discussed which departments have necessary adjacencies such that they should remain together, whether there are other departments where it is desirable but not necessary for them to be together, and which departments or groups of departments might be suitable for relocation elsewhere.

FUTURE MEETINGS

The Committee agreed that, subject to further agreement, future meetings will occur on the third Thursday of each month, at a location to be determined.

PUBLIC COMMENT

There were no members of the public present, and no public comment.

ADJOURNMENT

At 7:55 p.m., a motion to adjourn the meeting was made and seconded and passed 3-0.

Respectfully submitted,

David Waters, Acting Recording Secretary