

## MEMORANDUM

**TO:** Lynne Vanderslice  
**FROM:** Chris Burney  
**DATE:** 12/16/16  
**SUBJECT:** Police Headquarters

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We have discussed the potential expansion and renovation of the Police HQ for some time and I would like to begin the project. I suggest that the first step should be a feasibility study by a small group supported by an architect with experience in the design of such facilities.

I see the charge to the study group including the following:

- Review previous needs assessments
- Review the condition of the present HQ, what works, what doesn't, etc.
- Review future needs of the Annex building to see if additional space can be allocated within an expanded HQ.
- Look at the blocking of the proposed building. Will it be adjacent to the existing, will it be above but self supported, will it be above and supported by the old building, or will it be some combination of all.
- Review proposed changes to ensure that PD activities are never compromised.
- Ensure that whatever approach is chosen, new construction will not prevent future construction/demolition on the Town Hall Campus.

What the committee will not do is design the building, determine its appearance, or create a Statement of Requirements.

At the conclusion of the study I envision the study group presenting an opportunity to the Board of Selectmen that if approved, would then require the appointment of a full building committee.

I am requesting that this project start soon because I have a window of opportunity. The Miller Driscoll project is not as busy as it was, the Fire House #2 project is moving very slowly, and I am almost complete with my 3 month assessment of the Facilities Management and Custodial programs for the Board of Education.

I have identified 3 Wilton residents who I have worked with on the Miller Driscoll Building Committee and the Fire House #2 Building Committee and recommend their consideration for appointment to the feasibility study group. They are as follows in alphabetical order.

- **Keith Fordsman:** Keith sits on the Miller Driscoll Building Committee. He is presently the head of Capital Planning for Yale University, and prior to that the head of Construction and Planning for Starwood Hotels. Keith is an engineer with a career in project development and execution.
- **Patti Temple:** Patti is presently the First Selectman's representative on the Miller Driscoll Building Committee. She was also a major part of the development of the furniture program for MD and about a year ago, Patti assumed the responsibilities for managing and updating the MD Project web site. Patti brings a strong PR background, good organizational skills, and an extremely strong work ethic to the group.
- **David Waters:** David is a member of the Police Commission as well as the recording secretary for the Fire House #2 Building Committee. By day he is an attorney with the largest property development company in Stamford. His knowledge of police operations will be an invaluable resource to this project.

I am requesting \$10,000 to retain an architect with experience in Police facilities to assist with the development of the feasibility study.

My suggested time line is as follows.

- January 2017. Distribute existing reports and literature to study group members. Develop and issue an RFP for professional services.
- February 2017. Award contract and begin meetings to map out a course of action.
- Summer 2017 Present report to BOS
- Fall 2017. Appoint full building committee and solicit proposals for design services.
- Spring 2018. Ensure that design services are well enough along that an accurate project estimates can be presented for bonding approval at the 2018 town meeting.
- Fall 2018. Bid the project and start construction.