

# **Wallingford Police Station Steering Committee Minutes**

## **Regular Meeting**

**Thursday, October 14, 2021 @ 10AM**  
**Town Hall, 45 South Main Street**  
**Room 315**

PRESENT: Alison Kapushinski, Town Engineer, Steering Committee Chair, Vincent Cervoni, Town Council Chairman, Jon Walworth, John Ventura, Police Chief, Anthony DeMaio, Deputy Chief of Police, Richard Heidgerd, Retired Fire Chief, William Wright, Retired Police Chief, Beth Dighello, Recording Secretary

### **1. Call to Order**

The meeting was called to order at 10:00 a.m.

### Agenda Items

### **2. Approve/accept minutes from the August 12, 2021 Regular Meeting and September 23, 2021 Special Meeting**

A motion was made to approve the meeting minutes from the August 12, 2021 Regular Meeting and the September 23, 2021 Special Meeting.

Made by: Mr. Wright

Seconded by: Councilman Cervoni

Votes: 5 Ayes

### **3. Public Comment**

There were no public comments.

### **4. Update on Police Department Programming needs – Police Chief Ventura**

Chief Ventura provided an update on the Police Department's programming needs and the direction the department is heading in the future. In the new building, he would like to increase the amount of space open to the public by expanding the current interviewing area to include four rooms. Interviews as well as routine complaints could be handled in these rooms. This would provide more security for the building and increase privacy for the public. Mr. Wright added that child custody exchanges could also take place in this area.

Chief Ventura said he would like the new building to include a space dedicated only to the Emergency Operations Center. The EOC would be set up permanently and be ready to use at any time.

Mr. Heidgerd asked if the current dispatch consoles could be moved to the new building because they are almost brand new. It was determined that the warranty would be voided if moved by anyone other than the original vendor. Councilman Cervoni asked that a cost/benefit analysis be completed to decide if it makes sense to move the consoles.

The future location of the tower located at the current police department was discussed. At this point, it is uncertain if the Town will retain ownership of the building. Mr. Heidgerd suggested if the building is sold, the tower could be moved to a stand-alone building on the neighboring Fire Department property. Mr. Walworth asked if the cost of moving the tower should be included in the RFP. Councilman Cervoni stated that it could be years before the future of the building is determined and suggested the cost not be included to avoid tying up money related to moving it.

Chief Ventura stated that he would like to compartmentalize units in the new building. He would like keep all patrol functions together in the same area of the building. He will also be creating a Professional Standards Division and a Community Impact Unit.

He stated there is also a need for an area related to the department's body worn cameras. A private space is necessary for redacting and reviewing footage. These tasks will get more extensive as time goes on.

Chief Ventura stated that the department rarely seizes cars anymore. We do not need as much space to store vehicles.

##### 5. Update on Design Services RFP advertisement

The project was advertised and a pre-bid meeting was held on October 13<sup>th</sup>. There were twelve attendees. Any questions the attendees have will be handled through the Purchasing Portal. The clarification deadline is October 20<sup>th</sup> and the bids will open on October 28<sup>th</sup>. These questions should all be answered by October 21<sup>st</sup>.

After the bids are opened on October 28<sup>th</sup>, Ms. Kapushinski will work with the Purchasing Department to determine which bidders have met the minimum qualifications. All qualified bidders will be notified of the date and location of their interview. These times will be randomly selected. The emails will be sent on October 29<sup>th</sup>. All interviews will be held on November 9<sup>th</sup> at the police department. The scores will be forwarded to Purchasing on November 10<sup>th</sup>. Purchasing will open Part II bids and complete the tabulation on November 12<sup>th</sup>. The Committee will hold a special meeting on November 15<sup>th</sup> to approve the architect. If the Committee votes to award the RFP to a firm that does not have the highest score, Town Council approval will be necessary. If this occurs, we will request to be on the Town Council agenda for the November 19<sup>th</sup> meeting.

6. Discussion regarding RFP/bid for hiring Construction Manager

Mr. Walworth stated that he has created a draft RFP for the Construction Manager. There will be a meeting with the Law Department next week. Ms. Kapushinski asked the Committee if the RFP should be a 50/50 split. She stated that cost is a major factor and perhaps it should be weighted more heavily. The Committee believes a 50/50 split will work, but decided to check with Attorney Donofrio for his opinion. It was also decided that the scoring method for the technical part will be included in the RFP. The draft RFP will be reviewed and discussed at the November meeting.

7. Schedule Update

The schedule for selecting and approving the architect was discussed during Item #5.

8. Other Business

There was no other business.

ADJOURNMENT

A motion was made to adjourn.

Made by: Councilman Cervoni

Seconded by: Mr. Heidgerd

Votes: 5 ayes.

The meeting was adjourned at 11:17 a.m.

Respectfully submitted,

Beth Dighello  
Recording Secretary