

Wallingford Police Station Steering Committee Minutes Special Meeting

Thursday, January 20, 2022 @ 10AM
Town Hall, 45 South Main Street
Room 315

PRESENT: Alison Kapushinski, Town Engineer, Steering Committee Chair, Jon Walworth, John Ventura, Police Chief, Anthony DeMaio, Deputy Chief of Police, Richard Heidgerd, Retired Fire Chief, Rob Baltramaitis (10:07 a.m.), Director of Public Works, William Wright, Retired Police Chief, Beth Dighello, Recording Secretary

Call to Order

The meeting was called to order at 10:04 a.m.

Agenda Items

1. Approve/accept minutes from the December 9, 2021 Regular Meeting

A motion was made to approve the meeting minutes from the December 9, 2021 Regular Meeting.

Made by: Mr. Heidgerd

Seconded by: Mr. Wright

Votes: 4 Ayes

2. Public Comment

Ms. Tammy Hamelin introduced herself to the committee and expressed her interest in this project.

3. Discussion and possible action regarding renaming the proposed building to "Town of Wallingford Department of Police Services" – Chief Ventura

Ms. Kapushinski explained that this committee is not authorized to change the name of the police department. The Administration & Town Council needs to be involved in that decision. No action was taken.

4. Update on Police Department – Chief Ventura

The Chief stated that he had no updates, but that extensive work on the needs assessment has been done over the past few weeks.

5. Update on architect's progress – Alison Kapushinski

Ms. Kapushinski stated the Jacunski Humes has been brought onboard. Brian Humes suggested redoing the owner's needs assessment from 2007. This allows the Chief and the architect to understand all of the department's needs. The architect and Chief will tour the North Haven Police Department on Friday, January 21st. The final needs assessment meeting will be on January 25th. The goal is for Jacunski Humes to have a draft for the committee to review by January 28th. Jacunski Humes will do a presentation at the committee's next meeting on February 10th. The goal is to get the committee's approval so that Jacunski Humes can put it into a floor plan.

Chief Ventura asked if the out buildings will be included. Ms. Kapushinski replied that they would be taken into account. The Chief asked when the committee should discuss the fueling station. He stated that if solar charging stations are incorporated into the new building, there will still be a need for gasoline. Mr. Wright asked if the Public Works Department could accommodate the police department's fueling needs. Mr. Baltramaitis stated that it is possible and may just lead to more fuel deliveries. Mr. Heidgerd suggested updating the Public Works Department's gate to accommodate fueling the cruisers. Mr. Heidgerd also noted that if the Public Works fueling station went down, the cruisers could be fueled at the Electric Division. Mr. Walworth asked what the average mileage per day is for a cruiser. The Chief responded that it depends to which zone the cruiser is assigned. Mr. Wright added that you need to consider not only mileage but idling hours. D.C. DeMaio stated that if the department were to rely strictly on electricity, the fleet would need to be grown to accommodate charging hours.

6. Discussion and possible action on bid for hiring a Construction Manager – Alison Kapushinski

Ms. Kapushinski updated the committee on the hiring process for a construction manager. Attorney Donofrio strongly recommended doing interviews. The number of possible bidders could present an issue because all bidders need to be interviewed. There can be no short list. Ms. Kapushinski stated that Attorney Donofrio estimated there will be seven to nine bidders. That would mean multiple days of interviews. Ms. Kapushinski stated she will put together a list of people to be on the interview panel. Mr. Walworth asked if there could be two rounds of interviews to determine the finalists. Ms. Kapushinski stated she would find out if that is possible.

Mr. Baltramaitis commented on Item II – Construction Phase Services. He asked how many decimal points we should require bidders to include. The committee agreed that the number should be rounded to the nearest one-hundredth.

Mr. Walworth asked if Attachments C and D could be online rather than an attachment. Ms. Kapushinski responded that both attachments are located online in the ProcureWare posting. Mr. Walworth asked about the schedule for the architect. Ms. Kapushinski stated that the architect will be at the February meeting, so we can review it then.

7. Discussion and possible action on Committee Member assignments during Design Phase

Ms. Kapushinski created a list of possible assignments for the committee members during the design phase. The committee agreed to the following:

- Products and Performance – all committee members
- Budget & Funding – Ms. Kapushinski
- Communications – Ms. Kapushinski
- Town Council/Public Information Liaison - Chairman Cervoni
- MEP/HVAC - Mr. Baltramaitis and Mr. Heidgerd
- Conservation – Mr. Wright
- Schedule – Mr. Walworth
- Site/Municipal Approvals – Mr. Baltramaitis and Mr. Walworth
- Firearm Training Center – Mr. Wright
- Non-Committee Roles – Chief Ventura – Owner Needs (Operations/Security/Safety) and Beth Dighello – To-Do List

Chief Ventura stated that it is important to know whether the firing range is moving forward because it will require additional rooms. Ms. Kapushinski responded that Jacunski Humes would not be authorized to go forward with the firing range design until we have the Council's approval. She stated it would be very beneficial to have an estimated revenue number, as well as a cost/benefit analysis. Mr. Wright stated that the cost is one issue, but range availability is also an issue. Mr. Heidgerd stated that the range would allow for better trained officers, and that is critical.

A motion was made to accept the committee assignments as discussed.

Made by: Mr. Wright

Seconded by: Mr. Heidgerd

Votes: 5 Ayes

The meeting was adjourned at 10:55 a.m.

Respectfully submitted,

Beth Dighello
Recording Secretary