

# Wallingford Police Station Steering Committee Minutes

## Regular Meeting

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

PRESENT: Alison Kapushinski, Town Engineer, Steering Committee Chair, Vincent Cervoni (departed at 11:15 am), Town Council Chairman, John Ventura, Police Chief, Anthony DeMaio, Deputy Chief of Police, Richard Heidgerd, Retired Fire Chief, William Wright, Retired Police Chief, Beth Dighello, Recording Secretary, Brian Humes, Jacunski Humes Architects, Andrew Whitehouse, Jacunski Humes

### Call to Order

The meeting was called to order at 10:03 a.m.

### Agenda Items

1. Approve/accept minutes from the January 10, 2022 Regular Meeting

**A motion was made to approve the meeting minutes from the January 10, 2022 Regular Meeting.**

**Made by: Mr. Heidgerd**

**Seconded by: Mr. Wright**

**Votes: 3 Ayes – Chairman Cervoni abstained**

2. Public Comment

Ms. Tammy Hamelin reintroduced herself to the committee and expressed her continued interest in the project.

3. Item #5 - Update on bid for hiring a Construction Manager

Ms. Kapushinski stated that the bid will go out on Thursday. The interviews will be similar to the architectural interviews. The panelists will be town employees, and they will be held during the day. Ms. Kapushinski presented a list of possible candidates including: Rob Baltramaitis, Jon Walworth, Tiffany Shipman, Assistant Town Manager, Kurt Trieber, Risk Manager and Justin Rossetti, Building Official. She asked for any comments or questions, and both Mr. Heidgerd and Chairman Cervoni agreed that it was a good list of panelists.

The committee discussed whether or not the interview questions should be given to the bidders ahead of time. Mr. Heidgerd stated that the questions should be given ahead of time so they can prepare and the interviews will move along. Chairman Cervoni said that whoever is hired needs to think on their feet. The committee agreed that a hybrid method makes the most sense. The committee discussed whether the questions should be developed by the committee or the panel members. Mr. Wright suggested the panelists develop the questions because they have the expertise. The committee agreed.

A motion was made to approve the Construction Manager interview panel of Rob Baltramaitis, Jon Walworth, Tiffany Shipman, Kurt Trieber and Justin Rossetti, as discussed during the meeting along with any changes to be appointed by Chairperson Kapushinski based on panelist availability

**Made by: Chairman Cervoni**

**Seconded by: Mr. Heidgerd**

**Votes: 4 Ayes**

4. Item #3 - Update on Police Department – Chief Ventura

Chief Ventura stated that he could wrap any updates into Item #4.

5. Item #4 - Discussion and possible action regarding Space Needs Assessment – Brian Humes, Chief Ventura

Brian Humes introduced himself, as well as, Andy . Mr. Humes stated that he had a personal interest in the project and intends to do what is best for the Wallingford Police Department. He said the first priority is to determine the needs of the department. The Space Needs Assessment is the most important document. The floor plan will be based on this document, and it will guide the entire project. It is critical for everyone to understand and agree to the document.

Mr. Humes stated the document hadn't been updated since 2008. It was used to justify the suitability of 100 Barnes Road. It has now been updated and reinforces that 100 Barnes Road is an excellent fit for the Wallingford Police Department. Chief Ventura stated that a lot of work has gone into the document, and it is ready to be presented. It is a plan not only for the present, but also for the future.

Mr. Humes gave an overview presentation of the Space Needs Assessment document. This document gives specifics of each area of the building. It begins with some general information about the department which remains the same with the exception of the Chief's name. Mr. Humes discussed population growth estimates. This number is projected out to the future, with no specific date. The estimate of 56,000 was calculated related to a 2008 grant application.

In the 2008 document, the future projected number of sworn personnel was 108. Mr. Humes stated that the department's personnel growth has been pretty stagnant, so that number has been scaled back to 95. Actual total personnel changed from 100 in 2008 to 96 in 2001. This is an unusual statistic so the building design can't be based on these numbers. The future projection is what the building can satisfy. The Chief stated that there will be growth in the Investigative Services Division. The

investigation of crimes will be done by the Detective Bureau, not the Patrol Division. The department will move towards more specialization.

The public will be served through a vestibule and will have access to this area at all times. Access to the lobby will be restricted to business hours. There will be a public restroom off of the vestibule which will also be available at all times. There will be two interview rooms and a public permit room that will be accessible during business hours. In order to move past the lobby there will be metal detectors in place.

Adjacent to the Public Lobby will be a training classroom with seating for forty. This classroom will be for community access and regional training. In order to host regional training you must have seating for forty. This will be a benefit because as a regional host, you receive free seats for that training.

Also adjacent to the lobby will be an Emergency Operations Center. This space will always remain set up so it can be used at any time. The entrance will be through a public area, not in a keycard area. This room could also be used as a caucus room.

The Dispatch area will have (6) six console positions. This will allow for possible regionalization in the future. It will also include restrooms and a kitchen.

The Records Division will have a public information counter, as well as, a restricted police information area. It will also include a package room, kitchenette, file storage and supervisor's office.

The Administrative Division will be a suite concept with offices, a conference room, administrative locker room and a kitchenette. It was noted that the number of work stations for the clerks' offices should be (1) one, not (2) two. Mr. Humes will make the change to the document.

The Investigative Services Division will include the Detective Bureau. We are planning for growth in this area. It will include offices, (2) two interview rooms, a tactical planning room, an equipment storage room, kitchenette, squad room and a kitchenette.

There will also be separate areas for the Forensic Lab, Community Impact Unit and Traffic Unit, each with supervisor's office and a squad room. The Network Coordinator will have a separate office.

The Professional Standards/Training Unit will include (4) four interview locations, each with a specific function. This is required for accreditation. It will also include a squad room and supervisor offices.

The Patrol Division will be the largest division in the building. This will include an office for each supervisor, a roll call area for 20 people, a patrol supply area, a report writing area and supply area. It will also include male/female/and non-specific gender locker rooms.

Chairman Cervoni asked how the number of lockers for each gender was determined and what happens if in the future the department hires a higher percentage of females. Mr. Humes replied that departments are not seeing in excess of 20% female officers. Most are at 10%, and this plan doubles that to accommodate 20%.

The Patrol Division area will also include space for physical training and defensive tactical training. SWAT will be a specialized unit and will have locker storage for (15) fifteen. There will be a Quiet Room

to be used as a required lactation room. It can also be used for officers dealing with high stress situations. It will be located in a less traveled area. In addition to the Quiet Room, there will be (2) two Bunk Rooms. This will be used for officers that are required to stay overnight due to weather or other special circumstances. This room will be access controlled with camera surveillance at points of entry.

The Sally Port will accommodate (3) three vehicles, with one bay to double as a vehicle processing bay. This area will also include storage for road supplies. All prisoners will be released through the Sally Port.

The Prisoner Processing area will include prisoner fingerprinting and intoximeter stations. All adult and juvenile processing will be done in the Prisoner Processing space.

The Detention area will be designed to meet State and National accreditation standards. It will include nine cells, separated into three containment areas for gender and age. One cell needs to be handicap accessible.

Mr. Heidgerd asked about the loading dock that is currently part of the building. Mr. Humes stated that it will remain in place.

The Firearms Training Center will be a separate facility and will serve certification purposes. It will include a live firing range, as well as, a virtual training area. There will be a ready room and a restroom. It will be access controlled and alarmed. Virtual training allows real life visual training and will have the capacity to serve other agencies. It will not be available to the public. Ms. Kapushinski noted that the original plan was for (6) six lanes of live fire, however, that number was intentionally reduced to (5) five lanes. The HVAC/filtration is substantially more expensive for a six lane range compared to a five lane range. It was determined that five lanes will adequately serve the department, and there is no need for the additional expense.

There will be a separate Traffic Maintenance Building similar to the one located at the current police department.

Mr. Humes stated that the square footage is taken care of by the architect, not the department. It is completely based on the department's needs. The needs will fit into the building, which reiterates the building is a good fit.

Mr. Heidgerd noted that the Firing Range's square footage is reflected in two places in the document. Mr. Humes replied that he will check into that.

Mr. Humes stated that this document needs to be endorsed by the committee before the architect can move on to the floorplan. Mr. Wright said that he is confident in the accuracy of the plan, and that it will serve the town appropriately. He recommended the committee approve the document.

Ms. Kapushinski asked the committee if they were comfortable with approving the plan with three committee members present (Chairman Cervoni had to leave the meeting). If the committee is not comfortable with that, a special meeting can be scheduled for next week. The committee agreed that all members are aware that the floorplan will be based on this document, and each member has had an opportunity to review and comment on the document.

**A motion was made to approve the Space Needs Assessment for the Wallingford Police Department as presented by Jacunski Humes.**

**Made by: Mr. Wright**

**Seconded by: Mr. Heidgerd**

**Votes: 3 Ayes**

6. Subcommittee Updates

There were no subcommittee updates.

7. Other Business

The committee discussed the project's schedule. Mr. Walworth's schedule was created last July and was a first shot. Mr. Walworth will use the schedule from the architect to refine his project schedule. Ms. Kapushinski stated that Mr. Walworth asked if the architect's schedule provides enough time for the necessary local approvals. Mr. Humes stated that the local approvals should be obtained this summer. He stated that the committee should keep town officials informed along the way in order to ease the submission process. He stated that the dates won't be extended, and that they are working to pull them back.

Chief Ventura asked if there was any information regarding the future of the current police department. He stated that the radio and tower equipment located at the building may have to be moved depending on the future of the building. The sooner this is determined, the better

Mr. Wright asked if funds should be appropriated in addition to the project costs in case the equipment needs to be moved. Ms. Kapushinski suggested a meeting be scheduled with herself, Chief Ventura and the Mayor to discuss this. Mr. Humes recommended moving the equipment. Mr. Wright suggested NorcomCT be contacted to obtain a quote for moving the tower to Town Hall, as well as a quote for moving the equipment to 100 Barnes Rd. Chief Ventura agreed to contact NorcomCT to obtain the quotes.

The meeting was adjourned at 11:44 a.m.

Respectfully submitted,

Beth Dighello

Recording Secretary