



Town of Dartmouth
400 Slocum Road
Dartmouth, Massachusetts 02747
Town Hall Re-Organization Committee

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DARTMOUTH TOWN CLERK

Present: Chair Paul Murphy, Donald Perry, Mike O'Reilly, Deborah Melino Wender, David Cressman, Jacqueline Figueiredo, Greg Barnes and

The Chair called the public meeting to order at 10:00 a.m. on **December 3, 2014** in Room 301.

ISSUE I: Discuss Input from Staff Members:

- Steve from CBI is here to listen to the information and suggestions gathered from staff members on how to maintain efficiency without much disturbance to our residents, and their day to day functioning needs.
- We will need two rooms for private matters each with a large table to review plans.
- We would like to have partition or cubbies to give an open but divided feel.
- We think a long counter with divided sections would give a together but separate feel to the room.
- Because most of this foot traffic will be from contractors and there will be heavy foot traffic, something on the floor other than carpet that is durable.
- We would like for everyone to have their own phone lines but have the capability to answer the lines of others in their office.
- We would like for there to be a sitting room.
- The whole area will have to be handicap accessible.
- We will discuss the payment options at a later date, but for the long term goal we would like for residents and contractors to be able to pay their associated fees online.
- We will need at least two terminals for the workers to have access to Munis to look up any tax issues.
- We may need to rewire or relocate the Central Server for the Town Hall if space is needed.
- Some staff may be able to have some files archived in the cellar or other storage space that is not easily accessible.
- We would like to try to restrict the access to this area for the residents to one stairwell and elevator.

- Due to our small budget, removing or altering structural walls is non-negotiable.
- Now that CBI has the information we are requesting, they will spend a couple of days at the Town Hall looking over the square footage that they have to work with and have some ideas for our next meeting.


Future Meeting Schedule:

December 10th
December 17th
January 7th

ISSUE II: Meeting Minutes:

- Meeting Minutes of November 17, 2014
 - *After a motion was made by Deborah Melino Wender, and seconded by Donald Perry, it was unanimously voted to approve the minutes.*
 - *After a motion was made by Donald Perry, and seconded by Deborah Melino Wender, it was unanimously voted to adjourn.*

Attest:



David G. Cressman, Town Administrator

Transcribed by: Christine Amaral