

Litchfield Town Hall Building Committee
Organizational Meeting
Town Office Building, 74 West Street
April 4, 2012 ~ 7:00 p.m.

Call to Order

First Selectman Leo Paul, Jr. called the meeting to order at 7:07 p.m. All members were present: Lynne Brickley, William J. Buckley, Jr., Ann Curtis, Peter Ebersol, Diane Fredsall, Jack Healy, John Langer, David T. Wilson, Jeffrey Zullo and Alternates William Deacon, Jr. and Lisa Losee. Also present was Architect John Martin of John Martin Associates, the press and members of the public.

Introduction of Members

Each committee member and John Martin introduced themselves and gave a short background history.

Election of Officers

Chairman: J. Zullo moved to nominate William Buckley as Chairman, and D. Wilson seconded. J. Healy moved the nominations be closed, and A. Curtis seconded. All voted aye to close nominations. Voting on William Buckley for Chairman, all voted aye and the motion carried.

Vice Chairman: J. Zullo moved to nominate John Langer as Vice Chairman, and J. Healy seconded. A. Curtis moved nominations be closed, and L. Brickley seconded. All voted aye to close nominations. Voting on John Langer for Vice Chairman, all voted aye and the motion carried.

Secretary: A. Curtis nominated Diane Fredsall as Secretary, and L. Brickley seconded. In discussion about transcribing the minutes, Diane said she would like to be able to participate in the meeting. W. Buckley said that the budget should support hiring a recording secretary and suggested contacting Marianne Stilson. P. Ebersol suggested having her help Diane for a while, with Diane then deciding if she would do it herself. J. Healy moved nominations be closed, and D. Wilson seconded. All voted aye to close nominations. Voting on Diane Fredsall for Secretary, all voted aye and the motion carried. The Committee agreed to seek a paid recording secretary, and J. Healy offered to email Marianne Stilson to ask her if she is interested.

Overview of Project, Timeline and Budget

Project Overview: Leo Paul read the *Resolution Establishing a Town Hall Building Committee and Mission* dated March 14, 2012, which describes the rules and charge under which the Committee must work. J. Zullo said the three-year term allows the Committee to continue on, if the Town desires, as the committee that sees the project through.

Timeline: The timeline will run to October 1, 2012, with some potential flexibility by the Board of Selectmen. It was agreed that public hearings should not be held until September. D. Wilson noted that although the date was no longer driven by making the November ballot, there is still some urgency in order to take advantage of the low bond rates before they begin rising. P. Ebersol said we must not sacrifice good work for a short time frame.

Budget: W. Buckley noted the budget begins with \$19,000 available, and the Committee will not exceed it. If need be in the future, the Committee would come back to the Board of Selectmen for further funding. The same architect, John Martin, is still under contract and will continue. Copies of the contract will be distributed to all members for review.

Set Meeting Schedule

Motion: After discussion J. Zullo moved to hold regular meetings on the first Wednesday of each month beginning in May with a potential special meeting the third Wednesday of each month at 7:00 pm. D. Wilson seconded. In discussion, A. Curtis suggested scheduling regular meetings on the first and third Wednesdays so that no specials have to be set. The second meeting could always be canceled if not needed. L. Losee agreed that this way the second meeting's agenda will not have to be confined.

Motion Withdrawn: J. Zullo withdrew his motion and D. Wilson withdrew his second.

Motion: J. Zullo moved to set regular meetings on the first and third Wednesdays of each month at 7:00 p.m. beginning in May through September, 2012, with special meetings on 4/18/12 at 7:30 pm. and on 5/2/12 at 7:00 pm., location to be determined. D. Wilson seconded. Upon voting all voted aye and the motion carried.

The agenda at the next meeting will include: 1) presentation and discussion by architect including review of the previous findings report with larger drawings, 2) a discussion of the needs assessment process that hinges on finalization of the program with feedback from all the departments including the questionnaire form, 3) discussion of tasks for timeline schedule, and 4) direction to architect. Public comment will be included at the beginning of future regular meetings only. W. Buckley requested that any ideas for agenda items should be sent to him.

Bill Deacon spoke of comparison between Warren's new design/build town hall at 13,000 square feet for \$3 million and our plan. L. Paul responded to a question from J. Zullo that we are not obligated to keep the Probate Court in this building but must provide administrative support. He will speak with the Probate Court Judge regarding space needs in consideration of the updated program plan. L. Losee informed Mr. Martin that the Public Administrator's office must be informed from the very beginning in consideration of vault storage. J. Healy suggested members list questions and comments they may have, to be discussed under the appropriate topics on future agendas.

Correspondence: The 3/19/12 letter from Clay Copeland will be added to the next agenda for discussion. W. Buckley and L. Paul warned against discussing committee business via email, as it may constitute an illegal meeting per FOIA rules. Emails must be limited to logistical issues such as adding agenda items, cancellations, or time/location changes.

Adjournment: **Motion:** J. Healy moved to adjourn at 8:22 p.m. and J. Zullo seconded. All voted aye and the motion carried.

William J. Buckley, Jr.
Chairman