

**Town Hall Building Committee
Bantam Annex
80 Doyle Road, Bantam
Regular Meeting
July 18, 2012**

A Regular Meeting of the Town Hall Building Committee was held at the Bantam Annex, 80 Doyle Road, Bantam, on Wednesday, July 18, 2012 at 7pm.

Present: William J. Buckley Jr., Chairman (7:20pm); John Langer, Vice Chairman; Jeffery Zullo, Ann Combs, David Wilson, Peter Ebersol, Jack Healy, and Alternates Lisa Losee and William Deacon, Jr.

Absent: Lynn Brickley, Diane Fredsall.

Public Present: John Martin, Architect; Elisa Bauer, John McKenna, Michelle Merlin

Call to Order: Vice Chairman John Langer called the meeting to order at 7:10pm. Alternates Lisa Losee and William Deacon, Jr. were appointed to act as voting members.

Public Comment: There was no public comment.

Approval of Minutes: Mr. Ebersol made a motion to approve the minutes of the June 20, 2012 meeting as corrected. Mr. Wilson seconded the motion which passed. There were three abstentions: Mr. Zullo, Ms. Combs, and Ms. Losee.

Report on Probate Court Needs: Mr. Zullo will follow up with Leo Paul on the matter. Mr. Wilson made a motion that the Report on Probate Needs be tabled to the next meeting. Mr. Deacon seconded the motion which was passed unanimously.

Report on Digitizing Records: Ms. Losee met with Leo Paul and the Finance and IT departments to discuss the matter. Several vendors were contacted; none could quote a price for digitizing records as needs are very department-specific. Ms. Losee is waiting to hear back from other departments regarding their digitizing needs.

Mr. Zullo stated that the Board of Selectmen strongly backs a town-wide digitizing project. It was suggested that a consultant be hired to analyze needs and to ensure the most up-to-date equipment. Mr. Zullo will speak with Leo Paul about the Connecticut Conference on Municipalities.

Report on Park and Recreation Needs: Mr. Healy reported that consultants have been brought in for the 10-Year Plan, and that planning is proceeding.

Zoning-Related Matters, Peter Ebersol:

1. Status of front and back parcels at town hall: The town acquired both parcels separately. Both are zoned for municipal offices, with no restrictions on deed.
2. Height definition: Mr. Ebersol discussed the matter with Mike Rybak. If the new building is in the front, the regulation must be amended for height, which Mr. Rybak did

not recommend. However, the zoning regulations have a list of exceptions so an exception could be listed in the definition. The Committee agreed to wait until the location has been selected before proceeding with this. Mr. Zullo wondered if this would affect commercial zoning; Mr. Ebersol said it should be restricted to municipal zoning.

3. Discussion with Mike Rybak regarding whether the approvals or town vote should come first: Mr. Rybak recommended getting the approvals first. However, this would require detailed construction plans and much money, and the Committee's purpose is to develop a conceptual plan without high expenditure. Mr. Zullo will discuss the matter with Leo Paul.
4. Setbacks: This should not be a problem due to the size of the lots.

Temporary town hall housing options during construction, Jack Healy: Mr. Healy presented a report on costs of alternatives. Possible options include:

1. Leasing space near the center of town:
\$15-18 per square foot (total \$180,000 to \$216,000), plus cost of constructing vault space (additional \$150,000 to \$200,000)
2. Leasing large space at Bantam River Corporate Park, two options:
 - a. Lease the 3,000 ft² completed office space for approximately \$45,000
 - b. Lease 10,000 ft² open floor space for approximately \$96,000, plus cost of making into usable office space, additional \$100,000.
Cost of constructing vault space, additional \$150,000 to \$200,000.
3. Building a temporary building: Estimated costs from ModSpace, for installing eleven modular units to attain 8,000 ft²:

Purchase:	\$100 to \$115/ft ²	\$800,000 to \$920,000
Lease:	\$5,000/month	\$90,000
Site work:	\$60/ ft ²	\$480,000
Vault construction:		\$150,000 to \$200,000

The Committee discussed using construction-type trailers instead. This would cost less but still require the land area. Mr. Healy thought the temporary housing should look more official as the space will be used for 18 months. Ms. Combs felt that the temporary buildings used in the past were not really that temporary and took a lot of resources to remove. Moving personnel and equipment twice would also cost a lot.

The Committee discussed constructing the new town hall on the back lot, and continuing to use the old town hall during construction. Mr. Buckley pointed out that it is important to analyze various options for when people question choices made.

Presentation and Discussion by Architect: Mr. Martin presented a new site plan, with the proposed building on the back lot. The building would be 1 ½ stories, facing the street, with a green space in front and parking area in back. The parking area would be approximately 67 spaces. The green space may include a garden and sculptures of historical Litchfield figures, and the skating rink would be moved to the front. This area would be a focal point and would be designed to look nice year-round. The Committee liked the new site plan.

Concern was voiced about the new plan combining the Tax Collector and Assessor's offices. Ms. Combs will discuss the matter with the tax collector and assessor to determine their needs. It may be difficult to construct two separate spaces as each must meet accessibility requirements. Ms. Combs suggested dividing the space with filing cabinets.

Mr. Wilson made a motion to allow John Martin to pursue elevations, schematics, etc., as relevant to the proposed basic floor plan to the rear of the property, up to the designated budget. Ms. Combs seconded the motion which was passed unanimously at 8:26pm.

The Committee discussed completing a 2-floor building for future expansion, rather than the proposed 1 ½ - story building. It was agreed to let future taxpayers fund the expansion when necessary, as the current plan already includes expansion space.

Correspondence: Emails were received excusing Ms. Brickley and Ms. Fredsall from the meeting.

Adjournment: Mr. Wilson made a motion to adjourn the meeting. Mr. Deacon seconded the motion which was passed unanimously. The meeting was adjourned at 8:38pm.

Respectfully submitted,

Alissa Bumstead
Recording Secretary