

**Town Hall Building Committee
Bantam Annex
80 Doyle Road, Bantam
Regular Meeting
June 6, 2012**

A Regular Meeting of the Town Hall Building Committee was held at the Bantam Annex, 80 Doyle Road, Bantam, on Wednesday, June 6, 2012 at 7pm.

Present: William J. Buckley Jr., Chairman; Diane Fredsall, Secretary; Lynn Brickley, Ann Curtis, Peter Ebersol, Jack Healy, David T. Wilson, Jeffery Zullo, and Alternates Lisa Losee and William Deacon, Jr.

Absent: John Langer, Vice Chairman.

Public Present: John Martin, Architect; Jim Holm, Nancy Southard, and Christina Morgan.

Call to Order: Chairman William J. Buckley Jr. called the meeting to order at 7:05pm.

Public Comment: Resident Trooper Jim Holm voiced concern over the proposed location of his office in the new town hall; he would like to be able to see the parking lot from his office as well as be close to Probate. He would prefer a window view of the parking lot rather than the use of security cameras.

Approval of Minutes: Mr. Healy made a motion to approve the minutes of the May 16, 2012 meeting as submitted. Mr. Ebersol seconded the motion which was passed unanimously.

Report on Probate Court Needs: Mr. Buckley stated that General Statutes allow for local agreements between towns which benefit from another town's project. Mr. Wilson will look into this with Leo Paul.

Report on Digitizing Records: Ms. Losee spoke with Leo Paul about cost; digitizing land records and survey maps would be the major expense. Land records cost \$0.16/page to file, total \$28,544. Survey maps cost \$2.75/map, total \$7,282. Estimated cost of a scanner is \$12,000-\$20,000 based on what other clerks have paid. Digitizing records would save space, preserve data, and allow files to be searched and printed out more efficiently. Mr. Zullo will discuss the matter with Leo Paul.

Ms. Brickley stated that the public must be educated that even with a digitized system, state statutes require that hard copies of certain records be kept. Space required for these hard copies would increase by 8.7 cubic feet/year.

Mr. Healy stated that even if the new town hall plans fall through, the records system should still be digitized. Mr. Wilson suggested that the Capital Committee help fund this as the system would have an impact for more than 10 years. Mr. Buckley stated that an electronic process would make it easier to search for past permits, etc., and reduce traffic to the vault. He also suggested online access. Ms. Losee stated that state statutes allow the index to be freely available online, but that viewers must pay a subscription to see land records online.

Report on Park and Recreation Needs: Ms. Fredsall spoke with Mr. Hawkins who stated that the Community Field needs indoor, heated storage space. Mr. Zullo questioned what is being stored that needs this prime space. Ms. Fredsall reported that items such as plates, camp food, shirts, posters, and ceramics are being stored in the approximately 15x8' closet. Mr. Buckley is requesting that Mr. Hawkins come before the Committee to explain the needs. Mr. Wilson wondered if the items could be stored offsite, possibly at a school. Mr. Buckley stated that the Committee exists to determine needs rather than wants and suggested that THBC needs possibly be combined with those of Parks and Recreation.

Presentation and Discussion by Architect: John Martin reviewed changes to the town hall plan. The proposed square footage was reduced by 10 percent. First-floor changes included a smaller 1st Selectman's office, semi-combined Tax Collector and Assessor's offices, and a combined lunch room and conference room. Second-floor changes included extra space for Wetlands/Fire Marshall/Planning & Zoning/Building Department. Lower level changes included larger Probate, and a fireproof storage area beneath the vault. The new plan is approximately 68' wide by 100' long, which is wider than and not as long as the old plan.

Mr. Martin discussed permitting issues. A variance may need to be requested for the 35-foot height limit as the proposed town hall building is 8 feet over this limit. Mr. Martin stated that a flat roof would also solve this problem. The Committee was not in favor. A second variance may need to be requested due to the 50-foot setback regulation, so that the town hall could be constructed in line with existing buildings. Mr. Zullo will speak with Leo Paul about variances.

Resident Trooper Jim Holm discussed his office location further. Mr. Martin stated that it would not be practical to have a view of both the parking lot and Probate. Monitor cameras were again suggested but Mr. Holm voiced concern about upgrades and outdated technology.

Several options for rearranging rooms were discussed. It was suggested that the Finance Office be moved closer to the 1st Selectman's office, the 1st-floor conference room be eliminated, the Registrar storage be moved to the lower level general storage, the old Registrar storage area be designated for a larger Social Services office, and the Emergency Operations Center be combined with an existing conference room.

Mr. Zullo questioned why 7 desks are needed for 5 people in the Planning & Zoning office.

Mr. Martin suggested that the Committee visualize what the space will actually be like so it won't seem too small or crowded once completed. He recommended planning for future needs. Mr. Buckley requested dimensions.

Mr. Deacon stressed the importance of eliminating duplicity while maintaining available total space.

Mr. Buckley suggested steel cages in the general storage area to split amongst departments. Mr. Martin stated that there are companies which specialize in designing storage space for maximum efficiency.

Ms. Losee stated that other departments also have records not stored in the vault which should be.

Mr. Martin stated that the lower level storage space could be designed to be converted to a vault in the future, depending on the type of door installed. He also stated that it would be easy to expand the entire building to the back if an addition were desired in the future.

Having public access computer terminals for residents was discussed. Mr. Buckley stated that this would work well for resident self-service as this would save time for both the resident and town employee. Mr. Zullo stated that remote access from home is more practical as this is what most people expect.

Correspondence: There was no correspondence.

Adjournment: Mr. Deacon made a motion to adjourn the meeting. Mr. Healy seconded the motion which was passed unanimously. The meeting was adjourned at 9:12pm.

Respectfully submitted,

Alissa Bumstead
Recording Secretary