

TOWN HALL REVIEW COMMITTEE  
REGULAR MEETING  
WEDNESDAY, MARCH 21, 2018  
LITCHFIELD TOWN OFFICE BUILDING, 74 WEST STREET

The regular meeting of the Town Hall Review Committee was held on Wednesday, March 21, 2018 at the Litchfield Town Office Building, 74 West Street at 6:00 pm.

CALL TO ORDER: Chairman Jeffrey Zullo called the meeting to order at 6:00 pm. The minutes of this meeting will be recorded.

ATTENDANCE AND APPOINTMENT OF ALTERNATES: Chairman Jeffrey Zullo, James Hilby, Richard Quay, Lisa Losee, James Travelstead, Alternate Denise Raap and Alternate Ann Combs. Public present were Paul Hinkel, Leo Paul and John McKenna.

APPROVAL OF MINUTES: Richard Quay made a motion to accept the minutes of the March 5, 2018 regular meeting and Jim Hilby seconded the motion. There were 2 corrections in the minutes. On Page 1, Attendance and Appointment of Alternates, correction in spelling of names as follows: Byron Brooks and Lisa Losee. Richard Quay then made a motion to accept the amended minutes and Jim Hilby seconded the motion. All were in favor to approve the amended minutes. The motion was passed.

PUBLIC COMMENT: None

TOWN HALL PROGRAMMING SCOPE AND FIT – EQUALIZE SIZING FOR ESTIMATING  
A. REVIEW OF 2008 TOWN HALL PLAN – SIZING  
B. REVIEW OF 2016 TOWN HALL PLAN – SIZING  
C. REVIEW OF LITCHFIELD COURTHOUSE RENOVATION/EXPANSION – SIZING  
COST ESTIMATE DEVELOPMENT  
A. ARCHITECT/CONSTRUCTION CONSULTANT

Jeff started out saying that everyone has had enough time to become familiar with the 2008/2016 plan from John Martin who has done a great presentation with us and at the last meeting, we had the time to tour the Courthouse with the architect from Cambridge Seven and Paul Hinkel to discuss and lay out their plans. Since Jason has not been in the Courthouse, Paul Hinkel offered to schedule a tour for Jason. Jeff said that the next step is to unify the programming scope and talk about equalizing each of the options as close as they can be so we can move forward with viable cost estimates. Jeff said that one of the things that was discussed at the Board of Selectmen's meeting, which will be up to the discretion of this committee, is to engage John Martin to assist us in some of the activities, since John has done the programming for the first 2 designs and then have John come back to do the equalization. Richard had a question about equalization: Since John Martin has already done a study of the space requirements, interviewed people and figured out how much space each of the first 2 alternatives will provide and Cambridge has done the Courthouse, are we comparing apples to apples to apples and obviously there are different costs and we are not trying to equalize cost, what are we trying to do? Jeff said that we need to come up with a scope to bring to a construction manager for estimates. Jason said that we have 3 different versions of a project and each one has a different square footage for different parts of the program.

The question is whether any version of that project in its constituent parts, meets the program. Does Cambridge Seven meet the program relative to what John Martin has done figuring out the program. Jeff said that John Martin created the departments square footage, he took inputs from the departments and created the numbers. Richard asked if the Courthouse will be sufficient for the Town's purposes and Paul replied that Gary Johnson has tried to make every effort to make the program work.

Ann Combs handed out copies of the report based on the Cambridge Seven report of the Town Hall Area Comparisons with a few extra columns. The green columns and above is the current Town Hall offices and below are the Annex offices. Going to the 2016 column and the Courthouse column, all but 1 office shows actual working space is smaller. In the blue column, Difference in '18 to '16, the blue numbers, are all loses of space in each office of actual working space in comparison to the 2016. There was a gain in the meeting rooms and Park and Recreation. The 2016 is supposedly our optimum basic what we need for a new plan, compared it, and came up with a lose of actual working space. Looking at the Dark Green common space, the 2016 versus the Courthouse line, there is a difference of 2,490 square feet of common space, additional in the Courthouse, less in the 2016 plan. Jeff said the difference in the common space is more than enough to pick up the office space. Jeff said that the core center of the Courthouse when you walk in, is all common space. Jeff then asked everyone if we agree to engage John Martin to begin the more analytical analysis of each of these plans, utilizing the 2016 plan as the most optimal sizing, or at least have him review it again. Jim said that he did not agree, because its head and shoulders above everthing else, and we can't change anything else. Jason interjected and said that the assignment for John Martin would be to work out the usable square footage of the Courthouse, versus the usable square footage of the 2008 and 2016 versions of the project. Jeff said that John Martin is most familiar with the programming and he can take this plan and apply the program knowing what he did on the 2008/2016 plans and try to come up with a definitive scope that is as close as possible to what the need is and then rationalize. Then we can have a scope for each of them and then go out to a construction manager and get some viable estimates because this is how we make our decision. Jeff said that we will need more conclusive esimates, namely, any demolition, any removals and putting people in different places because of construction. We need total numbers before we ever finalize something.

Richard stated that the Courthouse is in the center of town and we want to keep things focused in the center of town. Richard thinks the voters of Litchfield will be more proned to accept any money renovating the Courthouse then they are building a new building. Its where the Courthouse was, its in the center of town, we want to keep the downtown vital, we want people to go downtown, we need to preserve it, use it in a productive way and that's the emotional thing. Lisa said that we have to be very careful and keep emotions out of it. Lisa said that if we are going to put a lot of money into it with just the thought of preserving the building and if it doesn't work for us 10 years down the road, we not doing a service to the town. Jeff did say that Leo Paul is still investigating with Mike Rybak about the option of putting it on the ballot or it is possible it could go to a referendum. Jeff said that we should get back to the concept of engaging John Martin, which we have to authorized by the Board of Selectmen to do, Jeff will get in touch with John and see if he is interested in doing so under his existing contract.

Jeff said that going forward, we may conceive and this would be beyond our committee, if the Courthouse is the chosen option and the town goes forward with that, and if we were to use Cambridge Seven and/or a local architect, we would look at a collaborative effort where you can have a local architect representing the administration. Jeff stated that John Martin has done a lot of work for this town under this project and would like to see him to have the option to continue to work with it. Jason had a question for Paul Hinkel: Would Cambridge Seven be willing to try and square their program more closely with the 2016 program? Paul said they have a board meeting tomorrow and he will bring it before the board.

Richard said that he is in favor of doing the optimal for each. You need to see what is optimal and what is minimally acceptable. Optimal is exactly what you want. Leo Paul said the way to serve the community in an efficient way is to have all the people under one roof. Jeff said that the 2016 plan was the compromise. The optimal plan was the 2008 plan, it would create a new building, it was scoped down, there were compromises that were made which not everyone agreed with, to come up with a less expensive plan.

After a short discussion, the following motion was made: Jason made a motion to authorize the committee to consult with John Martin to understand his willingness to collaborate with Cambridge Seven Associates to rationalize the usable programs square footage of the Courthouse plans with that of the new Town Hall plan of 2016 and the programs square footage to be defined as 15,525. Lisa seconded the motion. Paul stated that with the Town Hall you show a basement and we learned that when we went to the Courthouse, because it is a walkout, we do not consider it a basement. Lisa said that she researched it and vault regulations for public records, whether it is Probate Court or Town Clerk, they are all the same regulations. Since the walkout area did not seem like it was completely underground, it could probably work, but the State would have to come in and give their stamp of approval. Jeff then asked if there was any more discussion. Jeff asked for a vote on the motion. All were in favor and no one opposed. The motion was passed. Paul said that he came across some 1890 drawings of the Courthouse and they are in PDF form. He will forward them to Jeff.

Jeff said that at the next meeting we will try to define John's scope, he can do an analysis when he gets his first contact with Cambridge Seven and then we can define his scope more definitively at the open discussion and maybe within 4 to 6 weeks we can have that bottom outline. The next item we should look at is construction estimates, who and how we want to do that estimate once the rationalization of the plan is accomplished. Jeff asked Leo Paul if there are any constraints on going to 1 or 2 construction managers to get estimates. Leo said that if it is under \$20,000 you can get a quote. Jason said that there are construction managers out there that will do it for free in hopes that they will be considered down the road. Jason would like to exclude O & G from the referendum services because he is on this committee. Jason said that you would get a conceptual quote for referendum services that would form the basis for a referendum and any money in the referendum will include further design costs to get it to an actual design. After the referendum the voters will decide if the project is viable and we will move forward with further design for the budgeting process.

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NEW BUSINESS: None

OLD BUSINESS: None

CORRESPONDENCE: None

PAYMENT OF BILLS: None

FUTURE MEETING AGENDA: Next meeting will be April 2, 2018 and we can start construction conversation.

ADJOURNMENT: Jason made a motion to adjourn and Lisa seconded the motion. All were in favor and no one opposed. The motion was passed at 7:05 pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Barbara L. Balsamo". The signature is written in a cursive, flowing style.

Barbara L. Balsamo, Recording Secretary  
Dated this 25<sup>th</sup> day of March 2018