

TOWN HALL REVIEW COMMITTEE  
REGULAR MEETING  
MONDAY, MARCH 5, 2018  
LITCHFIELD COURTHOUSE, 15 WEST STREET

The regular meeting of the Town Hall Review Committee was held on Monday, March 5, 2018 at the Litchfield Courthouse, 15 West Street at 6:03 pm.

CALL TO ORDER: Chairman Jeffrey Zullo called the meeting to order at 6:03 pm. The minutes of this meeting will be recorded.

ATTENDANCE AND APPOINTMENT OF ALTERNATES: Chairman Jeffrey Zullo, James Hilby, Richard Quay, Alternate Denise Raap. Lisa Losse, Jason Travelstead and Alternate Ann Combs were absent. Public present were Paul Hinkel, John Martin, Gary Johnson, Cleve Fuessenich, Jerry Geci, John Post, Bryan Brooks, Anne Haas and Leo Paul.

Denise Raap will be a full member for this meeting.

APPROVAL OF MINUTES OF 2/21/2018 MEETING: Richard Quay made a motion to accept the minutes of the February 21, 2018 regular meeting and Jim Hilby seconded the motion. The following corrections were made: On Page 2, Review of 2008 Town Hall Plan, the 8<sup>th</sup> sentence should read: John said that with the 2012 plan, it was less expensive, you would tear down the existing building and build a new building. On Page 3, Review of 2016 Town Hall Plan, the 6<sup>th</sup> sentence should read: John said that there is a basement under the front portion that is not included in any of the square footage. On Page 3, Review of John Martin's Town Hall Programing Analysis, the 9<sup>th</sup> sentence should read: Paul asked John if the square footage was net or gross and John said that it was gross. On Page 3, Review of John Martin's Town Hall Programing Analysis, the 10<sup>th</sup> sentence should read: Jeffrey asked the difference between net and gross square footage. On Page 4, Review of Courthouse Renovation, the 3<sup>rd</sup> sentence should read: The 1930 courtroom is proposed to be the Finance Dept. and Town Clerk's office. On Page 4 Review of Courthouse Renovation, the 4<sup>th</sup> sentence should read: Probate Court is proposed to be located in the walk-out portion of the Basement Level and calls for 1,676 square feet. On Page 4, Review of Courthouse Renovation, the 5<sup>th</sup> sentence should read: On the second floor Land Use is proposed to be in the main courtroom, together with the Park and Recreation's Department. On Page 4, Review of Courthouse Renovation, the 6<sup>th</sup> sentence should read: The main meeting room is located in the old Law Library and the First Selectmen's office is proposed to include the two north facing rooms, together with the tower space. On Page 4, Review of Courthouse Renovation, the 7<sup>th</sup> sentence should read: Space for the Borough office will need to be provided. On Page 4, Review of Courthouse Renovation, the 9<sup>th</sup> sentence should read: Paul said that if you include the unprogrammed space in the basement, we have 18,352 of gross square footage, which would be a 50% increase of what the current Town Hall and Annex add up to. On Page 4, Review of Courthouse Renovation, the 16<sup>th</sup> sentence should read: The structural evaluation will be made available as soon as possible at one of the upcoming meetings. On Page 4, Paragraph after Review of Courthouse Renovation, the 8<sup>th</sup> sentence should read: Paul said that if he can't get Gary Johnson to come, he would try to get the mechanical consultant to attend.

Richard Quay made a motion to approve the amended minutes and Jim Hilby seconded the motion. All were in favor to approve the amended minutes. The motion was passed.

**PUBLIC COMMENT:** Anne Haas referred to the minutes of the January 18, 2018 Special Meeting: There is currently \$19,396 left over from the Facilities Committee to use as a starting budget, and we will look to the Bantam Annex Fund balance as it depletes, as they are connected. Jeff said that Public Comment is to make a comment but the committee cannot answer it. Jeff said that if you want a question answered, you can call the Town Hall or do it in writing and address it to Ann Combs and she will bring it to the Committee for thoughts. John Post has offered the Green Team expertise on energy related issues to try and cut any energy expenses. Jeff said that both he and Richard are members of the Green Team and going forward with our plans, we will look to get input and support in making sure what we are doing is energy efficient.

**INTRODUCTION OF GREATER LITCHFIELD PRESERVATION AND THEIR ARCHITECT, GARY JOHNSON OF CAMBRIDGE 7 AND LITCHFIELD COURTHOUSE SITE TOUR:**

Paul Hinkel introduced Gary Johnson from Cambridge 7 and everyone from the Committee and members of the public toured the 3 floors of the Courthouse. Paul had copies of the revised plan of the basement, first and second floor plans and basement, first and second floor demolition plans. A review of the plans: The Rear Parking lot will be the primary entrance. In the basement, there will be the Probate Court, Registrar's office, storage, mechanical room, and restrooms. First floor plan, elevator entrance, the Assessor's office, Finance Dept., Police, Social Services, Staff Room, Tax Collector, Town Clerk, and 3 vaults. Second floor plan, Building Department, Wet Lands, Fire Marshall, Planning and Zoning, copy room, lobby, elevator, meeting rooms, lunch room, Parks and Recreation, First Selectmen's office, server room, storage, restrooms. It was noted that the engineers said that the building is in good shape and the structure is very solid.

Jeffrey noted that Denise Raap had to leave.

**TOWN HALL PROGRAMMING SCOPE AND FIT:** Jeff said that we will continue that discussion. Jeff noted that a lot of the discussion with Gary Johnson was about how you size and facilitate the space in the Courthouse. Jeff said that he spoke with Leo Paul and said that we could utilize some of John Martin's services since all the programming activity he did has all the basis for that. Jeff said that we can talk to John Martin about coming under contract depending on his schedule and time to support some of that activity. Jeff said that this is one of the next steps we need to discuss. Jeff said that he will be in contact with John within the next 2 weeks.

Town Hall Review Committee  
Regular Meeting  
March 5, 2018  
Page 3

**COST ESTIMATES:** Jeff said we have cost estimates from Cambridge7, and Jeff would like to get Jason Travelstead involved on how we want to take each of these concepts, the 2008 plan, the 2016 plan and the Courthouse plan and structure them so we can bring a scope of work for each of them. We would want an outside estimate for each of them and we can rely on Jason for some of that input. In a short discussion regarding all 3 plans, Jeff said that with the 2008 plan there was a partial demolition and with the 2016 plan, there was a full demolition of the Town Hall. Jeff said that the benefit of the 2016 plan and the Courthouse plan is that you can still operate the town while you do the work and then move in. Jim asked what common space was. Jeff said it is hallways, bathrooms.

**NEXT STEPS:** Further discussion

**NEW BUSINESS:** None

**OLD BUSINESS:**

REVIEW OF 2008 TOWN PLAN

REVIEW OF 2016 TOWN PLAN

Jeff said this would be the 2 previous plans and to normalize the scoping of each plan and discussion.

**CORRESPONDENCE:** None

**PAYMENT OF BILLS:** Jeff asked for a motion for payment of clerking invoice from Barbara Balsamo. Richard Quay made a motion to payment of clerking for February 8, 2018 and February 21, 2018 meetings and Jim Hilby seconded the motion. All were in favor to approve the invoice. The motion was passed.

**FUTURE MEETING AGENDA:** Next meeting will be March 21, 2018. If anyone has any inputs for the next meeting agenda, please send an email to Jeff.

**ADJOURNMENT:** Richard Quay made a motion to adjourn and Jim Hilby seconded the motion. All were in favor and no one opposed. The motion was passed at 7:38 pm.

Respectfully submitted,



Barbara L. Balsamo, Recording Secretary  
Dated this 7<sup>th</sup> day of March 2018